



# Technology High School

2023-24

## STUDENT-PARENT HANDBOOK

**550 Bonnie Avenue  
Rohnert Park, CA 94928  
Phone 707-792-4825  
FAX 707-792-4727**

[Technology High Website](http://ths.crpUSD.org)  
ths.crpUSD.org

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## **PRINCIPAL'S MESSAGE**

Technology High School (THS) is a science, technology, engineering, and math focused college preparatory school. It was founded in 1999 as part of the Cotati-Rohnert Park Unified School District. THS develops students' critical thinking and creative skills in a small learning community through project-based and applied learning, integrated and thematic instruction, and teamwork. THS has been recognized as a California Distinguished School every year of eligibility, a National Blue Ribbon School in 2021, as well as one of the best high schools in America by the U.S. News and World Report, and a Magna Award winner by the American School Board Journal.

Technology High School offers an engineering curriculum with Project Lead The Way. This three-year series of courses begins with Principles of Engineering, then Environmental Sustainability, followed by Engineering Design and Development. A range of electives are offered at THS, including Spanish up to AP level, Digital Photo, Digital Film, Drama, ASB and Robotics. Freshmen take a mandatory elective, Freshman Essentials, designed to help students develop the skills necessary to be successful in high school and college. Technology High school graduates attend many prestigious universities across the United States, and move on to a variety of interesting careers.

Technology High School supports a diverse range of student clubs and athletics, including Interact Club (affiliated with Rotary International), Robotics, Medical Club, Board Games, Mountain Bike Club, Sustainability Club, GSA, Art, Photography, Math, and Writing clubs. THS offers eighteen sports teams, including boys and girls soccer, boys and girls basketball, girls volleyball, baseball and softball, track and cross-country, swimming, golf and tennis. It is an NCS Division-3 school.

The school is home to approximately 350 students, enrolling about 90 students at each grade level. Many of our students originate from within the Cotati Rohnert Park Unified School District; in addition, we are a school of choice for many residing outside of the CRPUSD school district. We are the beneficiaries of our students and parents spreading a positive message about our school.

Michelle Devereaux, Principal

## **SCHOOL MISSION**

Technology High School seeks to develop the talents of motivated students to become thoughtful and productive members in an increasingly global and technological society. Technology High school offers a rigorous and innovative college-preparatory curriculum to ensure that, upon graduation, all students are prepared for college and/or career.

## **ESSENTIAL ABILITIES**

Technology High School students will demonstrate:

- **Personal Integrity**

Students handle themselves with confidence and act with intellectual courage. They commit to their beliefs and are willing to assume leadership roles. They demonstrate cooperative and positive working relationships across diverse groups, share responsibilities, accept advice and supervision, and are open-minded to different points of view.

- **Citizenship and Global Responsibility**

Students know how to analyze the world using multiple sources. They recognize the many facets of society and deliberately consider their role in it. They are aware of their responsibilities and the long-term effects of their actions in a global community.

- **Reflective Learning**

Students excel at making critical observations about their own experiences and the experiences of others. They can formulate meaningful and insightful questions that inspire and encourage further exploration. They consistently take charge of their education and actively seek out answers to their own questions.

- **Critical Thinking**

Students recognize and analyze problems from multiple perspectives. They identify, locate, and organize information. They propose, evaluate, and use a variety of strategies, tools, and skills to produce solutions. They are comfortable taking risks and they are creative and flexible in their approach to solving problems.

- **Effective Communication**

Students understand principles of effective communication and use precise academic language. They articulately, effectively, and persuasively communicate orally, visually, and in writing to a wide range of audiences in a variety of ways. They listen with understanding and empathy. They thoughtfully follow instructions.

## **GENERAL INFORMATION**

School Colors: Royal Blue & White

Mascot:Titans

### **School Phone Numbers**

Technology High School Main Office

707.792.4825

Technology High School FAX

707.792.4727

Online Portal for grade and attendance Information

[my.crpusd.org](http://my.crpusd.org)

PowerSchool Parent portal

<https://crpusd.powerschool.com>

## 2023-24 Technology High School Staff

### Office Staff

Michelle Devereaux	michelle_devereaux@crpusd.org	Principal
Tyler Aftab	tyler_aftab@crpusd.org	Assistant Principal
Kristina Juarez	kristina_juarez@crpusd.org	Counselor
April Johnson	april_johnson@crpusd.org	Office Manager
Sarah Harris	sarah_harris@crpusd.org	Attendance & Athletics Asst
Anna Fargo Gordon	anna_fargo@crpusd.org	Student Center

### Teaching Staff

Tyler Aftab	tyler_aftab@crpusd.org	Spanish, Electives
Noble Amani	noble_amani@crpusd.org	English
Scott Behrs	scott_behrs@crpusd.org	Physical Ed
Burt Codispoti	burt_codispoti@crpusd.org	Chemistry
Erin Dekleva	erin_dekleva@crpusd.org	Biology, Anatomy / Physio
Linda Desautels	linda_desautels@crpusd.org	Mathematics
Jenna Eggering	jenna_eggering@crpusd.org	Band, Elective
David Freebairn	david_freebairn@crpusd.org	Spanish
Denise Hansen	denise_hansen@crpusd.org	Special Education
Ginny Mason	ginny_mason@crpusd.org	Math, Engineering, Elective
Scott McKeon	scott_mckeon@crpusd.org	Science, Engineering, Elective
Crow Morgan	crow_morgan@crpusd.org	History, Yearbook
Ken Torre	ken_torre@crpusd.org	Mathematics
Emily Walters	emily_walters@crpusd.org	English, Drama
Greg Weaver	greg_weaver@crpusd.org	Physics, Engineering
Arielle Wolf-Main	arielle_wolfmain@crpusd.org	English, ASB
Matt Zwinge	matt_zwinge@crpusd.org	History, Elective

### Support Staff

Joe Aros	joseph_aros@crpusd.org	School Psychologist
Vanessa Romero	vanessa_romero@crpusd.org	Social Worker
Sheila Good	shiela_good@crpusd.org	Speech

### Communication

Email and my.crpused.org are two main ways to communicate with school staff. The following is used for general information and updates:

- Facebook Group: <https://www.facebook.com/groups/technologyhighschool/>
- Ask to join Facebook Page: <https://www.facebook.com/TechHighTitans/>
- Twitter: @\_TechnologyHS
- The Bulletin Board in front of the Student Center has information

### Bell Schedule 2023-24

Monday, Thursday, Friday		Period Length
Zero Period	7:30 - 8:25	55 min
Period One	8:30 - 9:20	50 min
Period Two	9:25 - 10:15	50 min
Break	10:15 - 10:25	10 min
Period Three	10:30 - 11:20	50 min
Period Four	11:25 - 12:15	50 min
LUNCH	12:15 - 12:55	40 min
Period Five	1:00 - 1:50	50 min
Period Six	1:55 - 2:45	50 min
Period Seven	2:50 - 3:40	50 min

Tuesday Block		Period Length
Zero Period	7:30 - 8:25	55 min
Period One	8:30 - 10:00	90 min
Break	10:00 - 10:10	10 min
Period Three	10:15 - 11:45	90 min
LUNCH	11:45 - 12:25	40 min
Period Five	12:30 - 2:00	90 min
Period Seven	2:05 - 3:35	90 min

Wednesday Block "Early Out"		Period Length
Zero Period	7:30 - 8:25	55 min
Period Two	8:30 - 10:00	90 min
Break	10:00 - 10:10	10 min
Advisory	10:15 - 10:50	35 min
Period Four	10:55 - 12:25	90 min
LUNCH	12:25 - 1:05	40 min
Period Six	1:10 - 2:40	90 min
Staff PLC	2:45 - 3:35	50 min



Minimum Day - Nov 17, Mar 15, May 23		Period Length
Zero Period	7:30 - 8:25	55 min
Period One	8:30 - 9:00	30 min
Period Two	9:05 - 9:35	30 min
Break	9:35 - 9:45	10 min
Period Three	9:50 - 10:20	30 min
Period Four	10:25 - 11:00	35 min
Period Five	11:05 - 11:35	30 min
Period Six	11:40 - 12:10	30 min
Period Seven	12:15 - 12:45	30 min

Rally/Assembly Schedule		Period Length
Zero Period	7:30 - 8:25	55 min
Period One	8:30 - 9:00	45 min
Period Two	9:20 - 10:05	45 min
Break	10:05 - 10:15	10 min
Period Three	10:10 - 11:05	45 min
Period Four	11:10 - 11:55	45 min
Rally	12:00 - 12:45	45 min
Lunch	12:45 - 1:25	40 min
Period Five	1:30 - 2:10	40 min
Period Six	2:15 - 2:55	40 min
Period Seven	3:00 - 3:40	40 min

Finals Day One - Dec 18 & June 4		Period Length
Period Seven	8:30 - 10:30	120 min
Break	10:30 - 10:40	10 min
Period One	10:45 - 11:25	40 min
Period Two	11:30 - 12:10	40 min
Period Three	12:15 - 12:50	40 min
Lunch	12:50 - 1:30	40 min
Period Four	1:35 - 2:15	40 min

Period Five	2:20 - 3:00	40 min
Period Six	3:05 - 3:40	35 min
Finals Day Two - Dec 19 & June 5		Period Length
Period One	8:30 - 10:30	120 min
Break	10:30 - 10:45	15 min
Period Two	10:50 - 12:50	12 min
Finals Day Three - Dec 20 & June 6		Period Length
Period Three	8:30 - 10:30	120 min
Break	10:30 - 10:45	15 min
Period Four	10:50 - 12:50	12 min
Finals Day Four - Dec 21 & June 7		Period Length
Period Five	8:30 - 10:30	120 min
Break	10:30 - 10:45	15 min
Period Six	10:50 - 12:50	12 min

### **Safety**

At Technology High School, the safety of our students is our highest priority. We work as a team to ensure that safety procedures are in place that will be effective against emergencies. Our official Safety Plan is available on the district website. In keeping with recommendations from police departments and school safety researchers, the details of our Tactical Response Plan must remain confidential.

### **Tobacco Free School**

The use of any tobacco products and the disposal of tobacco-related waste at any time in district-owned or leased buildings and on district property is prohibited. This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event.

### **Enrollment Forms**

All enrollment forms can be filled out through the parent portal of PowerSchool. There, you can also change and update your contact information.

### **Identification Cards**

Each student will be issued a student identification card (ID). For reasons of safety and to check out electronic devices, all students are required to carry their current year student ID card at all times. Current year student ID cards must be presented at all extracurricular events to enter. If a student loses his/her ID card, a new one may be obtained at the Technology High School office for \$5.

Student ID numbers are used for Food Service. Students are encouraged to memorize their

student ID numbers. ID numbers are located on the ID card and in PowerSchool. In PowerSchool look at the top of the screen to locate your 5-digit ID number.

### **Food Services: Break & Lunch Program**

School breakfast (at break) and lunch is free to all students. Students are required to choose a fruit and/or vegetable, then select their entree, and optional milk. Students are now required to enter their student ID number after getting their food. In PowerSchool look at the top of the screen to locate your 5-digit ID number.

### **Immunizations**

California law requires that all students attending school must have current immunizations. Parents will be notified if their student's vaccinations need to be updated. In the absence of a formal waiver, the student will not be allowed to attend school until the requirements are met.

### **Field Trips**

Throughout the year, students will have the opportunity to participate on field trips. Field trips are an extension of the classroom learning environment. Students are required to complete the necessary forms and get permission from parents/guardians and teachers to attend the trip. While on the trip, students are expected to follow school rules and serve as goodwill ambassadors while representing the school.

### **Lost and Found**

The lost and found is located in the Student Center at Technology High School. Unclaimed articles are donated to a charitable organization at different times throughout the year.

### **Messages and Deliveries**

If you have a family emergency, we ask that you call the office and we will let the students know. Please don't call or text your student during class times. It interrupts the learning environment for your student and all other students.

### **Car & Bicycle Parking Registration**

As part of our commitment to keeping our school safe and doing our part to protect students' modes of transportation, we are requiring every student to register their car, truck, bicycle, scooter, skateboard – or whatever mode of transportation they intend to bring onto our campus. THS has a bike cage behind B Wing as well as a student parking lot adjacent to the MU.

Register at <https://bit.ly/THSparking23>

THS' parking lot and bike cages are owned by CRPUSD and are private property. Parking on our campus is a privilege that can be revoked at any time. We expect students to adhere to common parking lot expectations, park within the lines, and drive safely and responsibly.

### **Drop Off and Pick Up**

At the front entrance of THS on Bonnie Avenue, there is a pick up loop that you can use to meet your student. *The staff parking lot closest to the office is not a drop off or pick up location.* If you plan to meet your student along Bonnie Avenue, please be considerate of the neighbors by not blocking the street. Click for the [bell schedule](#).

## OFFICE COMMUNICATION

### ATTENDANCE

Parents can monitor their student's attendance through the Power Schools parent portal. It is recommended that parents check it regularly. Regular attendance plays a key role in student achievement.

The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children ages six to eighteen are obligated to send their children to school full-time unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy. Attendance at all schools and classes shall be recorded and kept in accordance with law and regulations of the State Board of Education - BP 5113 (a).

Parents must call Technology High School office at 707-792-4825, email [april\\_johnson@crpusd.org](mailto:april_johnson@crpusd.org) or bring a doctor's note for every day that your student is absent from school. After 3 days the absence may not be cleared. Schools only receive state funding for those students who are in actual, physical attendance each day, regardless of the reason for the absence.

### Excused Absences – (CRPUSD BP 5113)

Absence from school will be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administration regulations.

A student's absence shall be excused for the following reasons:

- Personal illness
- Quarantine under the direction of a county or city health officer
- Medical, dental, optometric or chiropractic appointments Education Code 46010.1  
***Doctor's notes must be turned in to the office. Absences will show as unexcused until the office receives the doctor's note or proof of appointment / visit.***
- Attendance at funeral services for a member of the immediate family
  - Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
- Jury duty in the manner provided by law
- Exclusion from school, for up to five school days, for failure to present evidence of immunization
- Participation in religious instruction or exercises in accordance with district policy
- Appearance in court
- In addition, if a student is the custodial parent of a child, his/her absence shall be excused when the child is ill or has a medical appointment during school hours.

Class participation is an integral part of students' learning experiences and parents/guardians and students are encouraged to schedule medical appointments during non-school hours. When this is not possible, parents are requested to vary the appointment time so the student does not continually miss instruction at the same time of day.

### **Unexcused Absences-Truancy: CRPUSD BP 5113 (b)**

Some absences or tardiness may be parent approved, but are considered 'unexcused' in school accounting. Examples are for parent or sibling appointments, oversleeping, traffic or car problems, or family errands. Also, being out of town on vacation or attending family business are UNEXCUSED absences. Under state law, parents are responsible for their student's punctual and consistent attendance.

Any student who is absent or more than 30 minutes tardy from school, for unexcused reasons, more than 3 days in a given school year is legally truant. Truancy letters are generated and mailed home regularly throughout the grading period for excessive absences and tardiness. A truancy notice will be sent to you, your student's permanent record file and the District Attorney. Please review your student's attendance record regularly to help us ensure accuracy. If you want to verify the attendance record accuracy, please notify the school to verify the record with the school office and teacher.

On the sixth (6<sup>th</sup>) unexcused absence, a student is considered a habitual truant. School Attendance Review Board (SARB) proceedings may begin. When the student's attendance problems cannot be resolved or the student and parent/guardian have failed to respond to directives to correct the problem, the school attendance review board or probation officer may ask the County Superintendent of Schools to request a juvenile court petition on behalf of the student -BP 5113 (b)

A student's grades may be affected by excessive unexcused absences in accordance with Board policy. If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which he/she missed within the designated time frame, the teacher may lower the student's grade for nonperformance - BP 5121 (a).

A teacher may assign a failing grade to any student who has absences equal to or in excess of twenty percent of the days in the grading period if the following has occurred:

- The teacher has informed the class and parent/guardian at the beginning of the semester of the possibility of receiving a failing grade for unexcused absences, and
- The student or his/her parent/guardian has been given a reasonable opportunity to explain the absence.
- If a student receives a failing grade because of unexcused absences, school records shall specify that the grade was given because of excessive unexcused absences - AR 5121 (d).

### **Illness at School**

If during the school day a student is feeling ill, a student may go to the Technology High School office with approval from the teacher. The student may call a parent/guardian from the office to inquire about going home. If a student leaves school without receiving an off-campus pass, the absence will not be excused and will count towards truancy.

### **Off-Campus Passes**

Requests for early dismissal permission must be granted by the principal or designee according

to each individual case.

### **Leaving campus during instructional time (free periods)**

- **9th and 10th** grade students are expected to remain on campus during any free period with the school day. If a student needs to leave, a parent/guardian's permission must be obtained and communicated with the office. Students must check out and in with the office before leaving and upon returning. The exception is if the student's school day ends earlier than the bell schedule.
- **11th and 12th** grade students may leave campus during the school day without checking in with the office once permission is given by parent/guardian. Parent permission can be granted [here](#). The exception is if the student's school day ends earlier than the bell schedule – they may leave at the conclusion of their school day.

Parents/guardians arranging to pick up their student at school during the instructional day, must report in person to the office prior to their child being released from school and may be asked by school personnel to show identifying information (driver's license, student's date of birth, and/or school identification number).

- In the event the parent/guardian is requesting their child be released from school to meet him/her at a location away from the school site, he/she may call the office and arrange for a student to pick up an off-campus pass before leaving school. The parent/guardian must be listed on the student's current record and provide an identifying piece of information prior to an off-campus pass being issued by school personnel.

### **Off-Campus Lunch Policy**

- Off-campus lunch is a privilege and may be revoked at any time.
- The school assumes no liability for any accident or injury incurred in the exercise of off-campus lunch.
- Students exercising off-campus lunch privileges are subject to the rules of student conduct as applicable to the regular school day adopted by the Cotati-Rohnert Park Unified School District and Technology High School.
- Students are required to return punctually from lunch to their scheduled class and follow all of the school rules that are outlined in the THS [Code of Conduct](#). Chronic tardiness will result in the loss of off-campus privileges and detention.
- Students may not leave campus during the 10-minute Break unless they (a) are a junior or senior AND (b) they have a free period adjoined to the Break.

## **PARENT INVOLVEMENT**

### **Support Your Student Academically**

Parents can monitor their child's attendance and grades by logging on to the parent section of PowerSchool on the THS website. Contact April Johnson in the front office if you do not know how to access PowerSchool. If you have a question for a teacher, email is an effective way to communicate. Teacher emails can be found [here](#) and on the school [website](#).

### **Parent Teacher Student Association**

The PTSA provides parents and families with a powerful voice to speak on behalf of every child and the best tools to help their children be safe, healthy, and successful - in school and in life. Technology High School enjoys an active PTSA that provides invaluable support to the school community including many activities on campus such as all-school Back to School BBQ, Teacher Welcome Back Luncheon, support for graduation banquet and decorations, senior scholarships and Teacher Appreciation Luncheon in the spring.

### **Volunteering Opportunities at Technology High**

Parents can volunteer at the school in various capacities, and are encouraged to do so. This enables parents to experience first-hand some of the many unique features of Technology High School. Volunteering with activities involving older students can help parents understand what their younger child will experience in later years. Opportunities include the science fair, CAPA night, grad night, clubs, competitions and tournaments, and various exhibition nights in individual classrooms. CRPUSD requires school volunteers to complete certain requirements. To find out more information please follow this link, visit the CRPUSD website. Once you have been cleared to volunteer, please contact the THS office, 707-792-4825 to be put on a list with the volunteer coordinator.

### **Athletic Boosters**

Visit Facebook for information about the Technology High School Sports Boosters [@TechHighAthletics](#) or read the newsletter at <https://www.smores.com/swhk4-tech-high-boosters-newsletter>

### **School Site Council (SSC)**

The School Site Council at Technology High is a group of teachers, parents, classified employees, and students that works with the principal to develop, review and evaluate school improvement programs, safety plans and school budgets. Please contact the Technology High School office for more information about the School Site Council.

## **STUDENT ACADEMIC INFORMATION**

### **Counseling**

Technology High School offers a counseling program that provides academic guidance, personal counseling and college/career information. The counselor assists students in identifying academic goals and in planning courses of study that support achievement of these goals. The counselor works closely with the staff, faculty, principal, families and community to provide a supportive, effective and safe environment in which all students can succeed.

Students and families are encouraged to email the counselor, [Kristina\\_Juarez@crpusd.org](mailto:Kristina_Juarez@crpusd.org), to set up appointments if they wish to meet with the counselor. There is also a QR code in the office and the student center to make appointments.

### **Student Study Team (SST) Meetings**

Students, parents, teachers, counselors and/or administrators can request a Student Study Team Meeting (SST). An SST meeting includes feedback from all teachers and may include pertinent information from any staff member that has regular contact with the student. An SST is designed to evaluate a student's progress and to identify ways to assist students at school. If this plan fails to assist the student, a second SST meeting may be held. At this meeting, other alternative educational opportunities may be explored. Please contact the Technology High School principal to coordinate an SST.

### **Special Education, School Psychologist, Nurse**

A range of services are available for students identified as needing special education services. Students also have access to the school's elective classes and extracurricular activities. Special education services are developed on an individual basis and further questions should be referred to the principal or special education teacher. The school psychologist conducts assessments and provides services for students who are referred by the counselor or principal. Parents should work with the counselor when requesting these services.

### **Tutoring**

When a student is struggling in a course the first step is to speak to the teacher as soon as possible. Tech High also offers Mathematics Tutor club and Paper Tutor. Students can access Paper Tutor through their classlink. Parents can register for a free info session at [parents@paper.co](mailto:parents@paper.co). Students and parents should contact the individual teacher or counselor for more information.

### **Work Permits (CRPUSD BP 5113.2)**

It is against the law for students under the age of eighteen to work without a work permit. Work permit request forms are available at the Technology High School office. To obtain a work permit a student must have passed 20 credits the previous semester, must have a minimum 2.0 grade point average, good attendance and approval from the principal. After a student has received a work permit, the student's scholastic and attendance records will be inspected regularly. Work permits will be revoked for poor attendance or poor grades and school disciplinary infractions. Students need a work permit for each job they have (if they have two jobs, they need two work permits), and work permits are good only for the school year they are issued. There is a special work permit for summer-only jobs.



## High School, Grades 9 – 12

Requirements for graduation and specified alternative means for completing the prescribed course of study shall be made available to students, parents/guardians, and the public. Students shall not be required to have resided within the district for any minimum length of time as a condition of high school graduation. If a student successfully completes the district's graduation requirements while attending a juvenile court school or nonpublic, nonsectarian school or agency the district shall issue the student a diploma from the school the student last attended.

## Technology High School Graduation Course Requirements

Students in high school, grades 9 through 12, must earn 220 units of course credit and complete the prescribed course of study. A minimum school day of 240 minutes is required of all students each year.

Required Subject (A-G alignment)	Course Provisions	Semesters	Credits
English (B)	English - Must include 10 units of each ENG 9,10,11,12	8	40
Social Sciences (A)	World History; United States History; Government/Economics	6	30
Mathematics (C)	Algebra 1* Students must pass the equivalent of Algebra 1. Students who pass Algebra in middle school will be given credit for meeting the Algebra high school graduation requirement but are still required to take 30 units of math while in high school.	6	30
Science (D)	Physics, Biology, Chemistry, and/or Anatomy/Physiology, AP Chem, AP Physics, AP Bio, Computer Science, or Anatomy/Physio	8	40
Engineering	Project Lead the Way: Principles of Engineering, Environmental Sustainability, and Design/Development	6	30
Physical Education	Grade 9 & 12 * If a student secures a waiver for 12th grade PE, they will need to take another elective.	4	20
Visual & Perform Arts (F)	Drama, Band, Digital Film, Digital Photo	2	10
Foreign Language (E)	Any foreign language including American Sign Language shall be deemed a course in foreign language	4	20
Electives (G)	Band, Drama, Instrumental Music, Digital Film, Digital Photo, Freshmen Essentials, Senior Essentials, Associated Student Body, Computer Science Principles/Robotics	2	10
Community Serv	40 hours for class of 2024 and later		
Total Minimum Required credits to graduate *Beginning with the Class of 2025 Class of 2024 needs 220 credits to graduate (not required two years of Foreign Lang)			230

**Grade Level Designation -- (CRPUSD AR 5123)**

- Counselors shall review each student’s credit standing with the student each semester as part of the course schedule planning process for the next semester.
- Parents are informed of student progress through report cards posted in PowerSchool each quarter.
- If a student is in danger of failing a course and thus not earning credit, the teacher shall send a report to the parents prior to the close of the grading period.
- As part of a parent conference, course credit standing shall be evaluated by the counselor, teacher, and/or administrator.
- In order to graduate high school in four years, it is recommended that freshmen should complete their first year with a minimum of 60 credits; sophomores - 120 credits, and juniors - 180 credits. Parents of students who have not met the minimum number of recommended credits shall be notified following the close of the final grading period and prior to the start of the next school session (including summer school) of their student's current credit standing and progress towards graduation.

**Community Service Requirement**

Technology High School students are required to perform 40 hours of community service in order to graduate. Students are required to submit proof of community service. Community Service Documentation forms are available at the Technology High School office. Community service opportunities are regularly posted in the weekly bulletin, sent to parents through email, and posted on the school website. Students should try to complete this requirement before the start of their senior year. No units of credit are earned for this requirement.

**Withdrawal from Classes – (CRPUSD BP 5121)**

A student who drops a course during the first six weeks of the semester may do so without any entry on his/her permanent record. A student who drops a course after the first six weeks of the semester shall receive an “F” grade on their permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

**Grading – (CRPUSD AR 5121)**

The purpose of grading is to communicate the level of achievement in the educational program to students, parents, institutions of higher learning, prospective employers, counselors and other schools the student might attend. Grades for achievement shall be reported each marking period as follows:

A	90-100%	Outstanding Achievement	4.0 grade points
B	80-89%	Above Average Achievement	3.0 grade points
C	70-79%	Average Achievement	2.0 grade points

D	60-69%	Below Average Achievement	1.0 grade point
F/NP	0-59%	Little or No Achievement	0 grade points
I		Incomplete	0 grade points

- An incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up within two weeks after returning to school, the incomplete will become an F.
- Plus and minus signs may be used at the option of the teacher.
- No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel.
- Students must earn at least a 2.0 or C grade point average in order to participate in extracurricular activities.
- Due to the rigorous nature of courses at Technology High School, some courses are "weighted" to a 5.0 grade point scale. Students who successfully complete academic courses at Santa Rosa Junior College and/or Sonoma State University may also earn weighted grades. Please contact the Technology High School counselor for more information.

## **GRADING AND ABSENCES**

### **Board Policy 6154**

Students shall be given the opportunity to request make-up work missed because of an excused or unexcused absence and shall receive full credit for the work that is turned in within a maximum two-week period following an absence unless otherwise arranged with the teacher. Teachers will provide students with make-up work within twenty-four hours of their request.

### **Board Policy 5121**

If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which they missed within the designated time frame, the teacher may lower the student's grade for non-performance.

A teacher may assign a failing grade to any student who has absences equal to or in excess of twenty percent of the days in the grading period if the following has occurred:

- The teacher has informed the class and parent/guardian at the beginning of the semester of the possibility of receiving a failing grade for unexcused absences, and
- The student or his/her parent/guardian has been given a reasonable opportunity to explain the absence.

If a student receives a failing grade because of unexcused absences, school records shall specify that the grade was given because of excessive unexcused absences - AR 5121 (d).

## **Progress Updates**

Students are encouraged to monitor their own progress through PowerSchool and communication with the teacher.

## **Progress Reports**

Progress reports are made available to students at the halfway point of each school quarter. Teachers are only required to issue progress report grades for any student who is in danger of receiving a failing grade in their class. Some teachers issue progress reports that include comments but no grades.

## **Report Cards**

Report cards are issued at the end of each semester. Report cards will also be available through the parent portal on PowerSchool. For specific questions regarding report cards, holds, or transcripts, please contact the Technology High School office. Link to [PowerSchool](#).

Students or parents who have questions regarding grades should pursue the following courses of action:

- Contact the specific teacher.
- Contact the counselor.
- Schedule a meeting with the teacher and counselor (as needed).

\*Please note: California Ed Code 49066 (a) states that when grades are given for any course of instruction taught in a school district, the grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil's grade by the teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetence, shall be final.

## **Transcript Requests**

Transcripts may be requested through the Technology High School office. Please allow 72 hours for the office to provide the requested transcript.

## **Repeated Courses – (CRPUSD AR 5121)**

With the approval of the principal or designee, a student may repeat a course in order to raise their grade from a failing grade and/or to meet the A-G Requirements. The student shall receive credit only for taking the course once. Both grades received will be entered on the student's transcript.

If a student needs to make up a course, they may do so during summer school or through the school year on Edgenuity. Students are expected to take remedial courses that meet A-G college requirements.

## **Assessment Programs (Standardized Testing)**

### *California Smarter Balanced Assessment*

The Smarter Balanced Assessment is a required state test that uses computer adaptive technology to assess the student's mastery of the California Common Core State Standards. The tests are adaptive and allow for students to show what they can do.

California Science Test (CAST) is a science test given in grades five and eight and once in high school. The CAST measures what students know and can do using the California Next Generation Science Standards (NGSS).

These assessments, which are administered as part of the California Assessment of Student Performance and Progress (CAASPP) System, also serve as an indicator of readiness for college-level coursework in English and mathematics and are used by the California State University (CSU) and participating California Community Colleges (CCCs) to determine Early Assessment Program (EAP) status. Students who are successful on the EAP do not need to take placement tests in math or ELA for the California State Universities or at participating California State Community Colleges such as the Santa Rosa Junior College.

### *English Language Proficiency Assessments for California (ELPAC)*

The ELPAC is a required state test for English language proficiency that must be given to students whose primary language is other than English. The ELPAC is administered annually

\*To find out more on the California required testing please click [here](#).

### *PSAT*

The Preliminary Scholastic Aptitude Test (PSAT) measures English and Math skills, and is given every October to interested Technology High School students. Juniors should take this test as some scholarships and preliminary admissions to college are based on these scores. Students should see the counselor for more specific information. Tech High will offer the PSAT on campus in the Fall.

### *SAT/ACT*

The Scholastic Aptitude Test and the American College Test are given several times a year beginning in October. Most four year colleges and universities require these tests for admissions. Juniors and seniors should take these tests which are administered at local sites throughout the academic year. Students should contact their counselor or listen to the bulletin for more information. Technology High School will offer these tests on campus each year.

### *Advanced Placement Exams (AP Exam)*

Students in grades 10-12 have the opportunity to take Advanced placement courses at Tech High. Late Spring each year the AP Exams are given. These exams require students to register and pay a fee by the end of October for first semester and year long courses, and March for second semester courses. You will receive more information in October regarding how to sign up for an AP Exam.

## **Student Recognition**

- High Honor Roll: Students who earn a 3.5- 3.99 grade point average during their 4 years of high school
- Principal's List: Students who earn a 4.0 or higher grade point average during their 4 years of high school
- Perfect Attendance (tbd)
- Academic Block: Students have earned all A's (tbd)

### Honor Roll – (CRPUSD AR 5121)

Each school shall post an Honor Roll. All courses except for Pass/Fail shall be counted in computing eligibility for Honor Roll. To qualify for the Honor Roll, a student must receive no current grade below a "C" and have a grade point average of 3.5 or better. Please see the counselor for more information.

### Valedictorian – (CRPUSD AR 5121)

Each year, a Technology High School senior is named valedictorian of his/her class. The criteria are as follows:

- The valedictorian shall be named at *the end of seven semesters*.
- The student with the highest, weighted, cumulative grade point average (GPA) calculated to the nearest hundredth, at the conclusion of the Fall Semester, will be named valedictorian.
- All courses on the official transcript will be included in the GPA calculation.
- Any course taken at the university level (not including junior college) in lieu of the school's honors or advanced placement course will be calculated with honor points for the same number of Carnegie units as the course it is replacing.

## **Alternative Educational Options**

The Cotati-Rohnert Park Unified School District Unified School provides a variety of ways to pursue alternative credits toward graduation. The following opportunities are available:

### **Online Courses for Remediation**

A student can also choose to take a course on their own at the SRJC, BYU, another community college virtually, or Silicon Valley High School at the student's own cost. The district provides Credit Recovery during the school year on Edgenuity. Special attention must be paid to ensure that the online course meets the UC "a-g" requirements. There is also summer school which offers A-G eligibility and completes one semester during the summer.

### **Home/Hospital Instruction**

Students who have been diagnosed with a long-term debilitating illness may apply for home study if their physician requests in writing that they be placed in the program. Students in Home/Hospital Instruction may have a teacher meet them at an agreed upon location for five (5) hours a week. Please contact the counselor for further information.

### **Santa Rosa Junior College and Sonoma State University Courses**

High school students may enroll in courses at Santa Rosa Junior College and Sonoma State University for either high school or college credit while being concurrently enrolled at Technology High School. Concurrent enrollment must be approved by the principal and counselor prior to the student enrolling in a college class. Some restrictions may apply. Fees associated with college and university classes are the responsibility of the student.

### **Important College Information**

While completion of the requirements for high school graduation will allow admittance to a community college, it does not ensure entrance into all colleges, universities, trade schools, etc. Technology High School provides all of its students with every possibility to attend a college or university. All core classes in English, Math, Science, and Social Science are college preparatory classes. Additionally, the counselor works hard to assist students to schedule appropriate classes and plan a 6-year course of study that meets UC/CSU, private, and out-of-state university requirements, taking into consideration goals for 2 years after graduation.

Please contact the counselor for more information on post-secondary opportunities.

### **College Preparation**

Preparing for college requires planning. Please see your counselor.

- Freshmen are encouraged to develop a six-year plan, knowing what courses are required for college entrance and successfully completing their coursework, with insights into the first two years of post-high school life. Check UC's A-G admissions requirements. There are six-year plan developments on Naviance. Students need to start their resume as well to keep track of community service hours as well as any jobs they have.
- Sophomores and their families are encouraged to begin "college shopping". It is beneficial to the student to narrow down choices and determine each school's entrance requirements. Make sure students are "on target" with their goals. Sophomores should plan to take the PSAT in October. Add the colleges your student is thinking about to Naviance under "I'm Thinking About". Students need to continue to add to their resume.
- Juniors need to prepare for entrance exams and narrow their college choices. Juniors should be preparing for and taking the (optional for California) college readiness exams such as the PSAT, SAT Reasoning Test, SAT Subjects Test, ACT, as well as maintaining a high GPA and remaining in their college preparatory classes. Students continue to add colleges to "I'm Thinking About" on Naviance. Students need to continue to add to their resume, and start creating accounts for scholarships.
- Seniors will send out applications. Be aware of application deadlines. Give teachers, the counselor and principal enough time to complete letters of recommendation. Add the letters of recommendations requests on Naviance and then ask the teacher in person to write one informing them that you requested it on Naviance. Students need to complete the "Brag Sheet" to assist in letters of recommendation. Students you will now move the colleges you were "Thinking About" to "I'm Applying To " on Naviance as that is how the school is able to send letters of recommendation, school profile, as well as your

transcripts to the colleges. Parents, please remember that the students are the ones making the decision. Guide, direct and be supportive as they work through the process. If you need further information, please contact the counselor. Remember financial aid deadlines (FAFSA opens their application October 1st) and look for scholarship information.

**University of California (UC) and California State University (CSU) Admissions Requirements**

<p><b>A-G REQUIREMENTS TO ENTER ANY UNIVERSITY OF CALIFORNIA (UC) or CALIFORNIA STATE UNIVERSITY (USC)</b></p> <p>✓ Complete a minimum of 15 college-preparatory courses (a-g courses), with at least 11 finished prior to the beginning of your senior year.</p> <p>✓ Earn a grade point average (GPA) of 3.0 or better in these courses, no grade lower than a C.</p> <p><b>The 15 courses are:</b></p>	
a. History/social science	2 years
b. English	4 years
c. Mathematics	3 years (4 recommended)
d. Laboratory Science	2 years
e. Language other than English	2 years (3 recommended) - same language
f. Visual and performing arts	1 year
g. College-preparatory elective (chosen from the subjects listed above or another course approved)	1 year

\*If you are a California resident who has met the minimum requirements and are not admitted to any UC campus to which you apply, you will be offered a spot at another campus if space is available, provided you rank in the top 9 percent of California high school students. For more information: <http://admission.universityofcalifornia.edu/> Follow this link to [Important College Information](#) found in the document.

Specific requirements include:

<b>Subject Area (a-g)</b>	<b>Required</b>	<b>Recommended</b>
<b>History/Social Science (a)</b> World History, US History, Government and Economics	3 years	3 years
<b>English (b)</b> English 9, English 10, English 11, AP Language, AP Literature, ERWC	4 years	4 years
<b>Mathematics (c)</b> Algebra I, Geometry, Algebra II, Algebra II Accelerated, Pre-Calculus, AP Calculus, AP Statistics	3 years	4 years



<b>Laboratory Science (d)</b> Anatomy/Physiology, Biology, Physics, Chemistry, AP Biology, AP Physics, AP Chemistry, Environmental Sustainability	2 years	3-4 years (UC)
<b>Language other than English (e)</b> Spanish I, Spanish II, Spanish III, AP Spanish	2 years	3 years (UC)
<b>Visual and Performing Arts (f)</b> Digital Photography, Digital Film, Art III	1 year	1 year
<b>College Preparatory UC Approved Elective Courses (g)</b> Integrated Science I, PLTW Principles of Engineering, PLTW Engineering Design and Development	1 year	More recommended

Sources for the information above:

[http://admission.universityofcalifornia.edu/counselors/files/My\\_Academic\\_Planner-EAOP.pdf](http://admission.universityofcalifornia.edu/counselors/files/My_Academic_Planner-EAOP.pdf)

<http://www.csumentor.edu/>

For a full list of UC approved courses at Technology High School, please access:

<http://doorways.ucop.edu/list/>

Fulfilling all of the minimum UC/CSU admission requirements does not guarantee school acceptance.

### California Community College Entrance Requirements

Generally, any student who is 18 years of age, or has a high school diploma or its equivalent, is eligible to enter a California community college.

## STUDENT ACTIVITIES

### Absences from School and Attendance at School Activities

In order to be academically eligible to participate in extracurricular activities, a student must have earned at least an overall 2.00 grade point average on a 4.0 grading scale for credits attempted in the previous grading period. Some activities may have higher requirements. The grade point average and determination of eligibility shall be based on quarter grades for the first and third quarter grading periods and on semester grades for the second and fourth quarter grading periods. Any student who does not attend at least three out of six periods of school on a given day or five out of seven periods, cannot attend a school activity that afternoon or evening, either as a participant or as an observer. On block days, the student must attend two classes or 50% of their assigned schedule. To participate in weekend activities, students must have attended at least four periods on the previous school day.

### Extra/Co-Curricular and Athletics

Definition (CRPUSD BP 6145)

For the purpose of this policy, extracurricular activity means a program that has all of the following characteristics:

- 1) The program is supervised or financed by the school district.

- 2) Students participating in the program represent the school district.
- 3) The program includes both preparation for performance and performance before a public audience.
- 4) The activity is not part of the regular curriculum, is not graded, does not offer credit and/or does not take place during classroom time.

For the purpose of scholastic eligibility, co-curricular activity means a program that may be associated with the curriculum in a regular classroom (Education Code 36150.5).

Examples of such extracurricular/co-curricular activities/programs shall include but are not limited to the following:

- All interscholastic athletics
- Instrumental music activities not included as part of the required program
- Dance team
- Student government
- Class officers
- Club officers
- Drama activities not included as part of the required program
- Competitive speech activities not included as part of the required program
- Out-of-class student newspaper presentations and competitions
- Out-of-class student yearbook, presentations and competitions
- Other performances or competitive groups, (i.e. robotics competitions)

### **Eligibility for Athletics and Activities (Extra/Co-Curricular)**

All students must:

- Be currently enrolled in at least 20 semester units of study/ coursework.
- Have passed and received at least 20 units of classroom credit upon completion of the previous grading period. (Grades used for qualifying are the following: First Quarter / Fall Semester / Third Quarter / Spring Semester)
- Be progressing towards completing Technology High School Graduation requirements.
- Achieve a 2.00 GPA (unweighted)

Students who fall below the 2.00 GPA requirement may apply for a waiver of the academic requirement and be put on probation for the current grading period *as long as they have a minimum of a 1.60 GPA*. The student must achieve a 2.00 GPA by the end of the grading period in order to continue to participate in the athletic program. The requirements of having passed and received credit for 20 units of coursework the previous grading period cannot be waived. The student must comply with all requirements of the waiver policy while on probation and may be dropped from the waiver program if the requirements are not met. An athlete can only be granted two waivers while enrolled at Technology High School.

Ineligibility and Probationary Status:

- Any student who is suspended from school shall be denied access to practice or play for the days of the suspension and up to 45 school days after the suspension, including removal from the team.
- Any student with a quarter progress report below a 1.6 GPA is disqualified from that

season's sport / team.

- Students on academic probation (GPA above 1.60 but below a 2.0) will not participate in extra-curriculars for two weeks. They then may apply for a waiver to return to their team, but will be required to get weekly grade checks from each of their teachers and maintain grades of C- or above in all "A-G courses" required for graduation.

The twenty credits requirement is waived for incoming ninth grade students. The scholastic eligibility requirement for ninth grade students consists of:

- The student must have been promoted from his/her previous school to the ninth grade and
- The student must have attained a 2.00 grade point average during the last grading period at his/her previous school.
- If a 2.00 GPA was not attained the student-athlete must apply for a special waiver of the academic requirement and be considered on probation. Summer school grades may be used to replace grades in previous classes to raise a student's grade point average, or to earn credits for a class for which the student received a failing grade. The athletic director will determine and announce the dates upon which students become eligible or ineligible for athletic participation each grading period, usually the Monday after grades are submitted by teachers.

All student-athletes who attain a 3.50 GPA (unweighted) during their season of sport shall be named CIF/ NCS Scholar Athletes. For a complete description of Technology High School's athletic policy, including philosophy, regulations, athletic discipline, and other information, visit this website: [THS Athletics](#).

### **Guidelines for Student Behavior at Competitions and other activities**

Attendance at school-related activities is a privilege for Technology High School students. All school rules are in effect during the time of the event, including to and from the event. Students violating school policies are subject to removal from the activity/competition and future activities/competitions.

### **Extracurricular and Co-Curricular Eligibility**

All students participating in activities sponsored by the school must meet certain standards. Specifically, the principal must certify that all students participating are good citizens. If a student is on probation for a disciplinary action, they are not in good standing. In addition, any student involved with drugs or alcohol during school hours/activities will immediately be removed from any extra- or co-curricular activity such as robotics, yearbook, or student leadership for 45 school days. With the permission of the principal, any co-curricular advisor or coach may impose rules in addition to these standards.

All students elected to student office or who represent their school in co-curricular activities shall have and maintain a 2.5 grade point average at each grading period. Grade point averages shall be checked at the end of each grading period. Eligibility shall be determined by the student's 1st quarter, 1st semester, 3rd quarter, 2nd semester grades. Second semester grades will determine eligibility for the 1st quarter

### **Important Note to Seniors**

Any senior under disciplinary action may NOT participate in any senior activity, including but not limited to, the following:

- Graduation commencement exercises
- Junior/Senior prom
- Senior picnic & Breakfast
- Awards ceremonies
- Other senior activities, including Grad Night
- Safe Grad Night

### **Athletics - No Cut Policy**

Extracurricular activities and athletics offer important life-long benefits and enhance students' academic experience. Technology High School does its best to maintain a no-cut policy for all its sports teams. Sometimes it is necessary to limit the number of students on a team in order to provide appropriate coaching and proper supervision for student safety. These decisions are made based on the number of students who attend the pre-season meeting and the first week of practice. THS is committed to ensuring every student has access to play high school sports.

### **Supporting Athletics**

Technology High School is now an individual CIF member school. Our athletic program is a "stand-alone", independent entity; hence, it must be financially self-sustaining. There are many expenses that we must incur to maintain our program, including

- Transportation costs for (some) long and short range away games
- Overhead related to each individual athletic program—including fees for officials, equipment, and uniform replacement, refurbishing, etc.

### **Donations**

Student athletes who will be participating in a sporting program at Tech High are asked for a one-time donation of \$200.00. This donation is fully refundable if the student ultimately decides not to play the intended sport, the student is cut from the team during a tryout, or there is a change in the status of the sporting program due to on-hand participants. The donation is not refundable if the student is cut from the team for administrative or disciplinary reasons, or a violation of team rules. We request that that donation is made in full on registration day.

### **THS Clubs and Organizations**

Involvement in extracurricular activities assists students in their total development. Colleges, universities, vocational institutions, and employers search for well-rounded students. Join a club, become a member of the Associated Student Body (ASB), or become a community volunteer and make a difference. Below is a partial list of clubs that students have created:

- Interact Club
- Robotics
- Math
- Medical
- Debate
- Mountain Bike Club
- Board Game Club
- Gender-Sexuality Alliance
- ASB
- National Honor Society
- Dance
- Art Club

## **Dances & Mixers**

Casual dances and social mixers are for Technology High students only. All students must show a valid, current school year student ID card upon entering any dance. THS students may invite a guest to the Fall Dance and the Prom. A student needs to be in good standing. Any fines, grades, or discipline may be reasons for a student to be denied participation.

Guidelines for student behavior at dances:

- No one will be admitted without purchasing a ticket.
- All students **MUST** present a valid, current school year student ID or they will not be allowed to enter the dance.
- All school rules apply at the dance, even if a guest/student is not a minor.
- You must arrive within the first hour to enter the dance.
- Students are not permitted to return to the dance once they leave.
- No guest will be allowed into the dance without a completed and approved guest pass form. The completed guest pass form must be turned into the Technology High School office by designated date and time. Guests may not be attending middle school and must be under 21 years of age. Freshman and sophomore students may only attend the prom as a guest of a junior or senior.
- Illegal entry or attempted illegal entry into the dance will result in the student's removal from the dance or concert and possible disciplinary action.
- Appropriate dancing is expected.
- In the event that a guest behaves inappropriately and is asked to leave the dance, the guest and the THS student forfeit their privileges to receive a guest pass for the remainder of the school year.
- Students must prearrange transportation both to the dance or concert and immediately following the dance or concert.
- All ticket sales are final. No refunds, no exceptions

## **STUDENT CONDUCT EXPECTATIONS**

Note: This is not an exhaustive list of all conduct issues. The administration will deal with other issues that arise according to state law and school board policy.

### **Cell Phones**

Cell phones or headphones must be put away and/or turned off while in the classroom except as authorized by the teacher for that particular class. In general, phones may only be used at lunch, before or after school hours and during breaks. In addition, the use of cell phones is prohibited during class time. Cell phones are **NOT** allowed to be used as an alternative to a district provided device. Please note that cell phone privileges can be revoked at any time following our progressive discipline protocol.

If you have a family emergency, we ask that parents call the office and we will let the student

know. Please don't call or text your student during class times. It interrupts the learning environment for your student and all other students.

### **Skateboards, Roller Blades, Bikes**

Skateboards, rollerblades, scooters, bikes, and other similar forms of transportation are allowed going to and coming from school. Once at school, they should be properly secured in the specified location. Fenced in and locked area with bike racks is located in the Staff parking lot behind B Wing at Technology High School. All bikes should be properly locked to the rack.

Register your bike, scooter, skateboard at <https://bit.ly/THSparking>

### **Drone Activity**

If you plan to fly a drone over the campus during school hours, please get prior approval from the office or administration.

### **Textbooks**

Textbooks will be provided free of charge to students as needed in individual classes. Students are responsible for returning textbooks checked out to them. In the event a textbook is lost or damaged, the student will either be charged for damages or for the full replacement cost of the textbook.

### **Visitors (CRPUSD BP 1250)**

Students may not bring guests to school; however, parents and guardians are always welcome. All visitors are required to sign in at the front desk in the Technology High School office and are required to be escorted to their destination and to wear a visitor's pass at all times. To ensure minimum interruption of the regular classroom program, school visits should be first arranged with teacher and principal or designee.

### **Technology and Facility Use**

Technology High School students have access to a variety of technology resources at Technology High School. Students are expected to treat the resources and the Technology High School facilities with respect. Students who abuse the resources and facilities will lose the privileges of using the technology and pay for damages.

User Responsibilities: Students and staff are expected to maintain a professional approach to all actions performed in the classroom and while using the information system/network. The following serves as general guidelines and should not be considered all-inclusive. It's the staff expectation that students will make good choices while using the information systems at Technology High School.

### **Guidelines for Personal Laptops**

- 1) Current Up-to-date Virus Protection must be installed
- 2) File Sharing programs must be disabled or uninstalled
- 3) May only use installed applications that meet THS educational guidelines

## **Network Guidelines**

The following are THS network violations:

- 1) Storing files of inappropriate content
- 2) Storing executable files without permission from the principal
- 3) Changing permissions for network files
- 4) Intentionally bypassing the internet filter
- 5) Using programs that are stored on a flash drive without the permission of the principal
- 6) Impersonating another user in any manner (Including using their account)
- 7) Sending messages with inappropriate content, profanity, or malicious intent

Please approach the use of technology with a spirit of respect. Anything that harms students, teachers, hardware, software or the network are violations. All other discipline areas should be followed while using technology.

## **Bullying and Cyberbullying Prevention**

THS believes that all students have a right to a safe, healthy and nurturing learning environment. The Rohnert Park Unified School District (CRPUSD) community recognizes schools must be physically and emotionally safe for all students in order to promote and support academic achievement, citizenship, student attendance and engagement.

Tech High will not tolerate behavior that infringes on the safety and emotional well-being of any student or adult. The school does not tolerate any acts of bullying, intimidation or harassment of any student through words and actions.

“Bullying”, as legally defined by California education code 48900(r), is any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. These acts can be reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical or sensory disability or impairment; or by any other distinguishing characteristic. An "electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. A "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

- THS expects all students, staff, parents, and volunteers to demonstrate behavior that is respectful and civil and not tolerate bullying. It is essential adults model behaviors as positive examples for student behavior.
- THS expects students, staff and parents to immediately report any incident of bullying to the site administrators.. Each complaint of bullying will be promptly investigated and logged. Students can rely on staff to promptly investigate each complaint of bullying in a

thorough and confidential manner.

- THS expects all students to conduct themselves in a manner that demonstrates the proper regard for the rights and welfare of other students, staff, parents, and community members. All teachers will discuss this policy with their students in an age-appropriate manner and should assure students that they need not endure any form of bullying.

Students who bully are in violation of these guidelines and are subject to disciplinary action up to and including expulsion (Education Code 48900(r)).

## **Technology High School Social Media Use by Students**

**Information & Cautions:** Social media use by high school students can have positive and negative impact on students, school and school culture. In an effort to foster and promote a positive culture, protect our students, create unity, and to deter the need to enforce and apply discipline, Technology High School recommends the following guidelines as best practices for the use of social media.

For the purposes of these guidelines, social media means any form of electronic communication through which users create online communities to share information, ideas, personal messages, and other content, including, by way of illustration and not limitation, social networking sites such as Twitter, Facebook, Instagram, Tumblr, Snapchat, and any other cyber medium for sharing information.

THS respects the right of its students to use social media, however, it is important THS students understand the need to exercise care in setting appropriate boundaries between their personal and public online behavior. What may seem private in the digital world often becomes public, even without knowledge or consent and students must remember that any information posted is not monitored by THS, but is subject to the behavioral standards set forth in the Technology High School Student and Parent Handbook; Ed Code; District Board Policies; and state and federal law.

### **Best Practices for Social Media Use**

These guidelines are intended to provide a framework for THS students to protect themselves and act responsibly in an online environment. Some recommended practices are:

- 1) **Be Aware that Privacy Settings are NOT Foolproof.** THS students are highly encouraged to use privacy settings on social media sites. However, students should be aware that privacy settings are not foolproof. It is best to assume that anything you post may potentially be seen by your school, your parents and strangers.
- 2) **Avoid Posting Confidential Information.** Be aware of the kind of information you are posting on social media sites. Posting information such as your date of birth, address, phone number, class schedule, social security number, bank account number, etc. is NOT recommended.
- 3) **Avoid Unprofessional Public Profiles.** Any information you put on social media sites is considered public information and may be viewed by members of the public. Be mindful



of the image you create for yourself online. Current and potential employers as well as college admissions recruiters may access the information you put on social media sites well into the future.

- 4) **Avoid Posting Illegal Activities.** Photos posted via social media become the property of the social media sites, so it is important to be careful about the photos you share. You may delete the photo from your profile, but the photo remains on the social media site's server. Internet search engines such as Google or Yahoo may still find that image long after you have deleted it from your profile. In addition, even if your profile is set to private, a social media "friend" can always download, save and share incriminating photos.
- 5) **Avoid Bullying\Threats of Violence.** California Law defines bullying as: The Act defines "bullying" as any "severe or pervasive" physical or verbal conduct that is directed toward another student and that can "be reasonably predicted" to:
  - a) Place a reasonable student in fear of harm to person or property
  - b) Cause a reasonable student to experience a "substantially detrimental effect" on his or her physical or mental health
  - c) Interfere with a reasonable student's academic performance, or
  - d) Interfere with a reasonable student's participation in or benefit from school services, activities, or privileges.

**\*\***(Cal.Edu. Code § 48900.) The Act expressly prohibits cyber-bullying by "electronic acts."

While Technology High School students have a right to free speech, that right is NOT unlimited.

- Bullying is a serious problem throughout the nation and is not limited to student-to-student interactions. Vicious treatment and hateful words often lead to violence, suicide, depression, and discrimination. Students should avoid the following:
- Derogatory language or remarks about teammates, coaches, students, staff members, athletic administrators, or representatives of other schools.
- Demeaning statements about and/or threats to any third party.
- Creating danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.

It is the expectation of Technology High School that as a student, you will represent yourself, your classmates and our school in the best possible manner. Our wish for THS students is to have the opportunity to achieve what your hard work brings.

### **Student Center**

Students may utilize the Student Center before school starting at 7:45 am until 3:15pm daily. Students with a free period are encouraged to study and do homework in the Student Center. Students may not play video games in the Student Center.

- No food or drink allowed in the Student Center (water is okay)

### **Loaner Computers MacBooks**

Students who forget their laptop or Chromebook may borrow one of the THS MacBooks. A small number of these are available. Students may check one MacBook out for one period as needed. If the loaner MacBook is needed for more than one period, students will still be

required to return the loaner at the end of each period and re-check out another one if it is available. Students should not expect to use the loaner MacBooks on a regular basis – they are for temporary emergency use only.

### **Dress Code/Grooming Guidelines**

Students are expected to wear clothing which is appropriate and does not interfere with the learning environment. Dress appropriately for a professional (casual) work-place environment. Remember that THS regularly hosts guests and professionals from the real world who expect our students to behave and dress as if they are on a college campus or at their jobs.

No student shall wear articles of clothing, jewelry, or accessories which, in the opinion of school administration, poses a disruption to the educational process or a threat to the physical well-being and safety of the student or others. State law requires footwear to be worn at all times during school hours. The dress code is in effect while on school grounds, going or coming to school, during the lunch period whether on or off campus, or while going to or coming from a school sponsored activity.

Of special note:

- Clothing or adornment which advertises or otherwise promotes the consumption of drugs, alcohol, tobacco or tobacco products, or controlled substances is prohibited.
- Clothing or adornment which promotes harassment directed at a pupil or group of pupils or is sexually derogatory is prohibited.
- Clothing or articles of clothing that depict violent images and weapons are not permitted.
- No gang affiliated items may be worn
- Pants, shorts, skirts:
  - No underwear showing
  - No inappropriately short shorts or short skirts or sagging pants
- Tops, shirts, blouses:
  - No underwear showing
  - No bare midriffs: tops must completely cover skin
  - No “see-through” or fishnet fabrics
  - No halter tops, tube tops, off the shoulder tops, spaghetti strap tops, or bra-like tops

NOTE: Teachers may impose additional guidelines for special needs and safety.

Writing on Personal Belongings: No writing on clothing, hats, backpacks, or binders that is gang-affiliated, crude, vulgar, profane, sexually suggestive, racially, ethnically, or religiously intolerant, which promotes the use of drugs and alcohol, or which in the opinion of the Technology High School administration is disruptive to the learning environment, will be allowed. The same rules also apply to any writing on the skin.

## **TECHNOLOGY HIGH SCHOOL CODE OF CONDUCT**

Disciplinary Violations and Consequences:

The Technology High School staff knows that the vast majority of our students are considerate,

well-behaved and responsible. The staff will make a consistent effort to notice, praise and reward these positive behaviors. Because all students are here to learn, all students are expected to conduct themselves in a manner that neither distracts from nor disrupts the learning process and that supports the safety of all persons on campus. Each individual's conduct should be in keeping with the rules and regulations of the school, the school district, and the laws of the state. While disciplinary violations are rare, the Student Conduct Code with Disciplinary Violations and Consequences is in place when intervention is needed. All school rules are enforceable on the way to school, leaving school, during school, at lunch time, during the period that school is in session when the student is truant from school, at school activities, to and from school activities on or off campus. The area of school supervision includes the Technology High School campus and the perimeter of campus. All school rules are also in effect at ALL SCHOOL events and activities. The Student Conduct Code provides an indication of the types of behavior violations and potential consequences that may occur. Please be aware that behavior consequences incurred at any of the Cotati-Rohnert Park Unified School District schools are cumulative, regardless of the fact that they pertain to different offenses.

Consequences and infractions incurred at one school will be carried out in any of the other Cotati-Rohnert Park Unified School District high schools in case of student transfer. Each student's behavior as well as his/her academic record will follow the student if, and when, he/she changes schools in the Cotati-Rohnert Park Unified School District.

Students will be subject to discipline such as suspension or expulsion if they violate any EDUCATION CODE 48900 infractions. These infractions include but are not limited to violent acts, controlled substances, theft, bullying, cyberbullying, fire alarms, property damage, verbal abuse, defiance, academic dishonesty, profanity, gambling, dishonesty or any disruption of school activities.

\*As per the District's Acceptable Use Agreement, cancellation of user privileges will be at the discretion of the staff after application of due process.

Please note: Students are prohibited from audio or videotaping in any classroom without the prior consent of the teacher and principal. Students found in violation of the school rule will be disciplined as outlined in the discipline code/consequences grid. Ed Code 51512

Please note: The school and the district are not responsible for any electronic devices, such as cell phones, laptops and games, that students bring to school that are lost, stolen or confiscated.

### **Academic Integrity**

Technology High School students will demonstrate:

Personal Integrity - *Students handle themselves with confidence and act with intellectual courage. They commit to their beliefs and are willing to assume leadership roles. They demonstrate cooperative and positive working relationships across diverse groups, share responsibilities, accept advice and supervision, and are open-minded to different points of view.*

Students at Technology High School are expected to handle academic pressures with personal integrity. Plagiarism and other forms of cheating will be handled on a case-to-case basis with

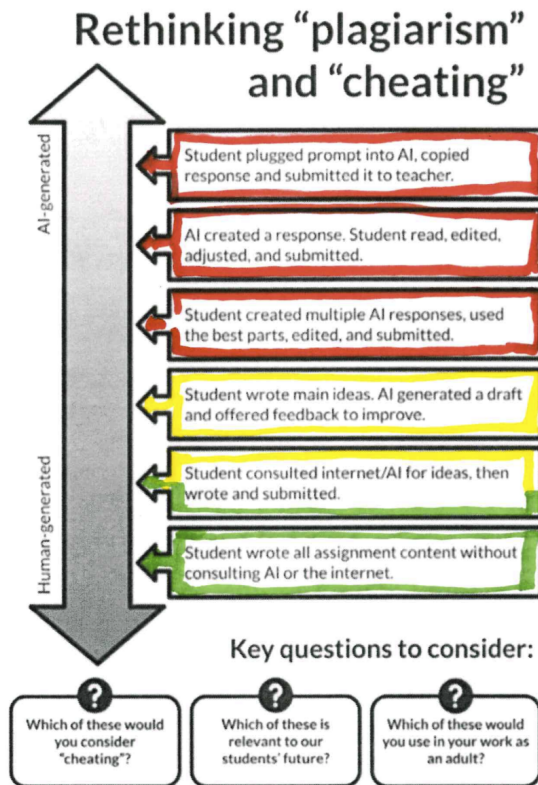
consequences ranging from zero credit to disciplinary action.

### What is Plagiarism?

According to the University of Oxford, “Plagiarism is presenting someone else’s work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.”

ALL OF THE FOLLOWING ARE CONSIDERED PLAGIARISM:

- Turning in someone else’s work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not, including AI generated writing.
- Any “AI-generated” situations highlighted in red in the chart below. In some cases the situations highlighted in yellow are also plagiarism. Keep it “Human-generated”!



Graphic by Matt Miller (@jmattmiller) DitchThatTextbook.com 

In addition, any student who is disciplined for academic integrity will be subject to discipline

extending to their participation in extracurricular activities such as athletics, robotics, etc. Measures extending to participation in extracurricular activities are subject to (administrative) review on a case-by-case basis.

Cheating and/or Plagiarism Penalties: Penalties apply to the grading period in which the violations are committed. The penalties shall **include one or more** of the following:

- First offense: receive a warning and chance to re-do the assignment
- An opportunity to redo the assignment for a 50% and parent notification
- Suspension from school with the Principal's approval and parent conference
- A grade of zero for the assignment and parent notification
- A failure for the marking period (which may result in a student being required to repeat the course to earn credit)
- Exclusion from courses with the Principal's approval and a parent conference.

The seriousness of the infraction will determine the severity of the penalty. The school keeps a database on all academic dishonesty referrals spanning a student's 4-year high school career. ***Consequences for violation of this policy will be progressive and take into account a student's past history.***

## **UNIFORM COMPLAINT PROCEDURES**

The Governing Board designates the following compliance officer to receive and investigate complaints and to ensure district compliance with law:

Assistant Superintendent Dr. Jamal Fields  
Cotati Rohnert Park Unified School District  
7165 Burton Ave  
Rohnert Park, CA 94928  
(707) 792-4714

The Superintendent or designee shall ensure that the employee designated to investigate complaints is knowledgeable about the laws and programs for which he/she is responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

### **Notifications**

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures in the following manner:

- To employees in the employee handbook
- To students in student handbooks or other publications
- To parents in the school information packet
- To members of district and site advisory committees at a meeting
- To appropriate private school officials by First Class Mail
- To adult school students with the enrollment form
- To other interested parties, upon request, by First Class Mail

All copies of the district's uniform complaint procedures shall be provided free of charge.

### **Procedures**

The following procedures shall be used to address all complaints that allege that the district has violated federal or state laws or regulations governing educational programs. The compliance officer shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4632.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

### **Step 1: Filing of Complaint**

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district.

A person who alleges that he/she personally suffered unlawful discrimination or a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination may file complaints alleging unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or

when the complainant first obtained knowledge of the facts of the alleged discrimination.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint.

### **Step 2: Mediation**

Within five days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

### **Step 3: Investigation of Complaint**

As soon as practical following the receipt of the complaint or following an unsuccessful attempt to mediate the complaint, the Compliance Officer will convene a meeting to investigate the complaint. The complainant and/or his/her representative and the district's representatives shall have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses.

To ensure that all pertinent facts are made available, the compliance officer and the complainant may ask other individuals to attend this meeting and provide additional information.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The district's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

### **Step 4: Response**

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below, within 60 days of the district's receipt of the complaint.

### **Step 5: Final Written Decision**

The report of the district's decision shall be in writing and sent to the complainant.

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant.

The decision shall include:

- The findings of fact based on the evidence gathered
- The conclusions) of law
- Disposition of the complaint
- Rationale for such disposition
- Corrective actions, if any are warranted
- A statement detailing the Board's prohibition of retaliation.
- Notice of the complainant's right to appeal the district's decision within 15 days to the California Department of Education and procedures to be followed for initiating such an appeal
- For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies.

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

### **Appeals to the California Department of Education**

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision.

When appealing to the California Department of Education, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision.

Upon notification by the California Department of Education that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the California Department of Education.

- 1) A copy of the original complaint
- 2) A copy of the decision
- 3) A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
- 4) A copy of the investigation file, including but not limited to all notes, interviews and documents submitted by the parties and gathered by the investigator
- 5) A report of any action taken to resolve the complaint



- 6) A copy of the district's complaint procedures
- 7) Other relevant information requested by the California Department of Education

The California Department of Education may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists. In addition, the California Department of Education may also intervene in those cases where the district has not taken action within 60 calendar days of the date the complaint was filed with the district.

### **Civil Law Remedies**

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

COTATI-ROHNERT PARK 6-3-03; 12-12-03

### **NONDISCRIMINATION NOTICE**

The Cotati-Rohnert Park Unified School District does not discriminate on the basis of race, color, national origin, ethnic group identification, ancestry, religious creed, gender, sex, sexual orientation, or age, or mental or physical disability, or the perception of one or more of such characteristics, in any of its policies, procedures or practices, nor does it condone such conduct by its officers, employees, agents, or students. This policy is adopted in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title VII of the Civil Rights Act of 1974 (pertaining to race, color, sex, including sexual harassment, age and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age) and California Government Code Section 12940 and California Education Code Section 220 (pertaining to sexual orientation). This nondiscrimination policy covers admission and access to, and treatment and employment in, the District's programs and activities, including Career/Technical Education. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to:

Dr. Luz Elena Perez,  
Title IX Coordinator / Title VI Coordinator  
7165 Burton Ave, Rohnert Park, CA 94928  
(707) 792-4708

The Cotati-Rohnert Park Unified School District recognizes its obligation to provide overall program accessibility throughout the District for disabled persons. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to: Office for Civil Rights

U.S. Department of Education  
50 Beale Street, Suite  
7200 San Francisco,  
CA 94105 Telephone:  
(415) 486-5555  
Fax: (415) 486-5570  
TTY (877) 521-2172

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