



Technology High School

2026-27

STUDENT-PARENT HANDBOOK

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

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

Table of Contents

PRINCIPAL’S MESSAGE	5
WASC VISION/MISSION	6
CORE VALUES	7
GENERAL INFORMATION	8
School Phone Numbers	8
2026-2027 Technology High School Staff	8
Support Staff	9
Communication	9
Bell Schedule 2026-2027	10
Safety	12
Tobacco Free School	12
Enrollment Forms	12
Identification Cards	12
Food Services: Break & Lunch Program	13
Immunizations	13
Field Trips	13
Lost and Found	13
Messages and Deliveries	13
Car & Bicycle Parking Registration	13
Drop Off and Pick Up	14
ATTENDANCE	14
Excused Absences – (CRPUSD BP 5113)	15
Unexcused Absences-Truancy: CRPUSD BP 5113 (b)	16
Illness at School	16
Off-Campus Passes	17
Tardies	17
PARENT INVOLVEMENT	18
Support Your Student Academically	18
Parent Teacher Student Association	18
Volunteering Opportunities at Technology High	18
Parent Boosters	18
School Site Council (SSC)	18
STUDENT ACADEMIC INFORMATION	18
Counseling	18
Student Study Team (SST) Meetings	19
Special Education, School Psychologist, Nurse	19
Tutoring	19

Work Permits (CRPUSD BP 5113.2)	19
High School, Grades 9 – 12	20
Technology High School Graduation Course Requirements	20
Grade Level Designation -- (CRPUSD AR 5123)	21
Community Service Requirement	21
Withdrawal from Classes – (CRPUSD BP 5121)	21
Schedule changes	21
Grading – (CRPUSD AR 5121)	21
GRADING AND ABSENCES	22
Progress Updates	23
Progress Reports	23
Report Cards	23
Transcript Requests	24
Repeated Courses – (CRPUSD AR 5121)	24
Assessment Programs (Standardized Testing)	25
Student Recognition	26
Alternative Educational Options	26
Online Courses for Remediation	26
Home/Hospital Instruction	26
Dual/Concurrent Enrollment	27
Important College Information:	27
College Preparation	27
University of California (UC) & California State University (CSU) Admissions Requirements	28
California Community College Entrance Requirements	29
STUDENT ACTIVITIES	29
Absences from School and Attendance at School Activities	29
Extra/Co-Curricular and Athletics	29
Eligibility for Athletics and Activities (Extra/Co-Curricular)	30
Guidelines for Student Behavior at Competitions and other activities	31
Extracurricular and Co-Curricular Eligibility	31
Important Note to Seniors	32
Athletics - No Cut Policy	32
Supporting Athletics	32
Donations	32
THS Clubs and Organizations	32
Dances and Mixers	33
STUDENT CONDUCT EXPECTATIONS	33
Cell Phones	33
Skateboards, Roller Blades, Bikes	33
Drone Activity	34

Textbooks	34
Visitors (CRPUSD BP 1250)	34
Technology and Facility Use	34
Guidelines for Personal Laptops	35
Network Guidelines	35
Bullying and Cyberbullying Prevention	35
Technology High School Social Media Use by Students	36
Best Practices for Social Media Use	36
Student Center	38
Loaner Computers MacBooks	38
Dress Code/Grooming Guidelines	38
TECHNOLOGY HIGH SCHOOL CODE OF CONDUCT	39
Titan'd Up	40
Academic Integrity & Plagiarism	40
UNIFORM COMPLAINT PROCEDURES	43
Notifications	43
Procedures	43
Step 1: Filing of Complaint	43
Step 2: Mediation	44
Step 3: Investigation of Complaint	44
Step 4: Response	44
Step 5: Final Written Decision	45
Appeals to the California Department of Education	45
Civil Law Remedies	46
NONDISCRIMINATION NOTICE	46

PRINCIPAL'S MESSAGE

Welcome to Technology High School!

Technology High School (THS) is a small, rigorous college-preparatory high school within the Cotati-Rohnert Park Unified School District. Founded in 1999, Tech High was built on a vision of providing students with an innovative education centered on science, technology, engineering, and mathematics while preparing them for a wide range of future opportunities.

Our small learning community allows students to build strong relationships with teachers and peers while developing the skills needed to thrive in college, careers, and beyond. Through project-based, applied, and interdisciplinary learning, students are challenged to think critically, solve problems creatively, communicate effectively, and collaborate with others.

Engineering is an important part of the Tech High experience, with all students having access to unique engineering coursework that may lead to Career Technical Education certification. Students also have opportunities to explore a variety of electives, including music, theater, digital media, science, and other areas of interest.

Beyond the classroom, students are encouraged to become active members of our community through clubs, athletics, leadership opportunities, and extracurricular activities. Whether through Robotics, performing arts, journalism, student leadership, athletics, or other programs, students have many ways to connect, contribute, and grow.

With approximately 350 students, Tech High combines the advantages of a small school community with high academic expectations and a strong college-going culture. Our graduates pursue a wide range of pathways, including colleges, universities, conservatories, technical programs, and careers.

We are proud of the strong partnership among our students, families, staff, and community. Thank you for being part of the Tech High community. We look forward to a year filled with learning, growth, discovery, and connection.

Jessica Romero

Principal

Technology High School

WASC Vision/Mission Statement

Technology High School is a college preparatory magnet school. Students, staff, and families work together to support student growth and achievement through equitable access to engaging, challenging, and relevant learning experiences. We foster a collaborative and caring community where every student is known, engaged, and supported to think critically, take ownership of their learning, and apply their learning beyond the classroom through real-world and career-connected opportunities that prepare them for success in college, career, and beyond

Core Values

Shared by students, staff, and families of Technology High School

1. Student Agency and Growth

Students take ownership of their learning, develop independence, and grow through challenge, reflection, and perseverance.

2. Community and Belonging

Students, staff, and families build a caring, respectful community grounded in trust, connection, and a strong sense of belonging.

3. Engaging and Relevant Learning

We design engaging, challenging, and relevant learning experiences that foster curiosity, creativity, critical thinking, and real-world application.

4. Equity and Access

Students, staff, and families share responsibility for creating equitable access to meaningful learning, opportunities, and support for all students.

GENERAL INFORMATION

School Colors: Royal Blue & White
Mascot: Titans

School Phone Numbers

Technology High School Main Office
Online Portal for grade and attendance Information
PowerSchool Parent portal

707.792.4825
my.crpused.org
<https://crpusd.powerschool.com>

2026-27 Technology High School Staff

Office Staff

Jessica Romero	jessica_romero@crpusd.org	Principal
Molly Nagel	molly_nagel@crpusd.org	Assistant Principal
Kristina Juarez	kristina_juarez@crpusd.org	Counselor
April Johnson	april_johnson@crpusd.org	Office Manager
Kelly Scullion	kelly_scullion@crpusd.org	Attendance
Anna Fargo Gordon	anna_fargo@crpusd.org	Student Center

Teaching Staff

Scott Behrs	scott_behrs@crpusd.org	Physical Ed
Danielle Bruns	danielle_bruns@crpusd.org	AP Psychology/Gov/Econ, Frosh
Elizabeth Bjorklund	elizabeth_bjorklund@crpusd.org	Science / Electives
Angelina de la Torres	angelina_delatorres@crpusd.org	Spanish/Art/Amn. Ethnic Studies
Erin Dekleva	erin_dekleva@crpusd.org	Biology/Anatomy & Physio
Jenna Eggering	jenna_eggering@crpusd.org	Band/Elective
Steven Altadonna	steven_altadonna@crpusd.org	English/Drama
Joe Myers	joe_myers@crpusd.org	English/ASB
Larry Mylander	larry_mylander@crpusd.org	History/Amn. Ethnic Studies
Paul Poling	paul_poling@crpusd.org	Computer Science, Algebra 1
Doug Purvis	doug_purvis@crpusd.org	Chemistry/Physics
Virginia Valle	virginia_sousa@crpusd.org	Special Education
Ken Torre	ken_torre@crpusd.org	Mathematics
Greg Weaver	greg_weaver@crpusd.org	Engineering
Nate Smith	nate_smith@crpusd.org	English
Matthew Valci	matthew_valci@crpusd.org	Math
Matt Zwinge	matt_zwinge@crpusd.org	History/Elective

Support Staff

Andrea Orozco
Paige Esposti
Beth Gonzalez Karcs
Stephanie Lovrin

andrea_orozco@crpusd.org
paige_esposti@crpusd.org
beth_gonzalezkarcs@crpusd.org
stephanie_lovrin@crpusd.org

School Psychologist
Social Worker
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 2026-27

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	12:00 - 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	60 min

Minimum Day - Dec 14, 2026		Period Length
Zero Period	7:30 - 8:25	55 min
Period One	8:30 - 9:25	55 min
Period Three	9:30 - 10:25	55 min
Break	10:25 - 10:35	10 min
Period Five	10:40 - 11:35	55 min
Period Seven	11:40 - 12:35	55 min

Minimum Day - May 28, 2027		Period Length
Zero Period	7:30 - 8:25	55 min
Period One	8:30 - 9:45	75 min
Period Three	9:50 - 11:05	75 min
Break	11:05 - 11:15	10 min
Period Five	11:20 - 12:35	75 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 15 & May 27		Period Length
Period Seven	8:30 - 10:30	120 min
Break	10:30 - 10:40	10 min

Period Two	10:45- 11:45	60 min
Lunch	11:45 - 12:25	40 min
Period Four	12:30 - 1:35	65 min
Period Six	1:40 - 2:40	60 min
Finals Day Two - Dec 16 & June 1		Period Length
Period One	8:30 - 10:30	120 min
Break	10:30 - 10:45	15 min
Period Two	10:50 - 12:50	120 min
Finals Day Three - Dec 17 & June 2		Period Length
Period Three	8:30 - 10:30	120 min
Break	10:30 - 10:45	15 min
Period Four	10:50 - 12:50	120 min
Finals Day Four - Dec 18 & June 3		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. Lunch will be served on all final days at the end of the students' school day.

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 Multi Use Room 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 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. Students may not leave any class early to catch public transportation nor to attend college classes.

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 of unexcused absences include: parent or sibling appointments, oversleeping, traffic or car problems, leaving early to catch public transportation, 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 (6th) 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. Students are not able to leave any class early to catch a ride home.

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.

Tardies

Teachers are expected to report tardies in PowerSchool. Any student who reaches a third tardy in the same class will be assigned a detention. Progressive discipline will be enforced for each consecutive tardy in that class.

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 Organization

The PTSO 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 PTSO 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](#).

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, 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

We do our best to support a Peer Tutoring program. Please watch for information in the weekly newsletters for more information about tutoring opportunities when and if it's available. Feel free to contact the office if you have any questions.

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.

Any student who is at risk of not graduating, even if they are 18 years old, may have their work permit denied or pulled.

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, beginning with the class of 2025, must earn 230 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 20 units of English 9/10 and 10 units of AP Literature and Composition and 10 units of AP Language and Composition	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 and Engineering**, Biology, Chemistry, and/or Anatomy/Physiology, AP Chem, AP Physics, AP Bio, AP Computer Science (4th science counts as an Elective)	8	40
Engineering	Principles of Engineering or Physics and Engineering, Environmental Sustainability, and Capstone Design/Development (Engineering or Agriscience)	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 1 or 2, Music Productions 1 or 2, Orchestra, Yearbook, Art	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 1 or 2, Drama, Orchestra, Freshmen Essentials, Associated Student Body, Computer Science Principles, Yearbook, Music Productions 1 or 2, Art, *American Ethnic Studies (required for all freshman beginning 2025-2026 school year)	2	10
Community Serv	40 hours		

Total Minimum Required credits to graduate	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.

Schedule Changes

Adding classes to a student's schedule may occur only during the first 10 days of the school year or semester for semester long courses.

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, select courses are weighted on a 5.0 grade point scale. Students may also earn weighted credit by successfully completing approved academic courses through accredited colleges or universities such as the Santa Rosa Junior College or Sonoma State University. For more information regarding weighted grades and eligibility, please contact the Technology High School counselor, Kristina Juarez.
- Students are allowed to take four AP courses per year, not including AP Literature Composition and AP Language Composition.
- Students are able to put up to four JC classes on their high school transcript.

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 and parents through the portal on PowerSchool 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 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, first prioritizing juniors and then opening it up to other grade levels as space allows. 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 9-12 have the opportunity to take Advanced placement courses at Tech High. There is an annual cap of 4 AP Courses maximum for students excluding AP Language and AP Literature which are mandatory in 11th and 12th grade. 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

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.

Dual/Concurrent Enrollment

High school students may enroll in courses through accredited colleges or universities while concurrently enrolled at THS. Courses may be taken for high school credit, college credit, or both depending on the course and applicable requirements. Students may not take a required high school course through another institution for high school credit when the same required course is offered at Technology High School, unless an exception is approved by the school. Additional restrictions or eligibility requirements may apply. Any fees or costs associated with college or university coursework are the responsibility of the student and family. Students may have a maximum of four approved college courses recorded on their Technology High School transcript; however, students may enroll in additional college coursework beyond this limit with approval from the school.

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 four to six-year plan developments on CCGI - California Colleges. 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 think about taking the PSAT in October to practice. Add the colleges your student is thinking about to CCGI - Californiacolleges.edu. 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, and/or ACT, as well as maintaining a high GPA and remaining in their college preparatory classes. Students continue to add colleges on CCGI - Californiacolleges.edu.
- Seniors will send out applications. Be aware of application deadlines. Give teachers, the counselor and principal enough time to complete letters of recommendation. Students need to complete the "Brag Sheet" to assist in letters of recommendation. 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

A-G REQUIREMENTS TO ENTER ANY UNIVERSITY OF CALIFORNIA (UC) or CALIFORNIA STATE UNIVERSITY (USC)	
✓ Complete a minimum of 15 college-preparatory courses (a-g courses), with at least 11 finished prior to the beginning of your senior year.	
✓ Earn a grade point average (GPA) of 3.0 or better in these courses, no grade lower than a C.	
The 15 courses are:	
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:

Subject Area (a-g)	Required	Recommended
History/Social Science (a) World History, US History, Government and Economics	3 years	3 years
English (b) English 9/10 (x2), AP Language, AP Literature	4 years	4 years
Mathematics (c) Algebra I, Geometry, Algebra II, Algebra II Accelerated, AP Pre-Calculus, AP Calculus, AP Statistics	3 years	4 years
Laboratory Science (d) Anatomy/Physiology, Biology, Physics, Chemistry, AP Biology, AP Physics, AP Chemistry, AP Environmental Science	2 years	3-4 years (UC)

Language other than English (e) Spanish I, Spanish II, Spanish III, AP Spanish	2 years	3 years (UC)
Visual and Performing Arts (f) Art, Band, Orchestra, Music Productions, Drama, Yearbook	1 year	1 year
College Preparatory UC Approved Elective Courses (g) Engineering and Physics <u>or</u> PLTW Principles of Engineering, PLTW Environmental Sustainability, Engineering or Agriscience Design and Development, American Ethnic Studies, AP Computer Science Principles, AP Human Geography, AP Psychology	1 year	More recommended

Sources for the information above:

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 25 semester units of study/ coursework.
- Have passed and received at least 25 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 five 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, sport 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

Participation in senior activities is a privilege. Students are expected to maintain behavior that reflects the expectations and values of Technology High School throughout their senior year.

Students who are subject to disciplinary action may be deemed ineligible to participate in one or more senior activities. Participation decisions will be made on a case-by-case basis and may include, but are not limited to:

- 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 per sport per year. This donation is fully refundable if the student ultimately decides not to play the intended sport, 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:

- Culinary Club
- Dance

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

Dances & Mixers

Casual dances and social mixers are for Technology High students only. 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. Students must attend school the day of the dance (or the Friday before if the dance is on a weekend).

Guidelines for student behavior at dances:

- No one will be admitted without purchasing a ticket.
- 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

In every class, with every teacher:

1. Cell phones must be silenced and stored in the classroom cell phone caddy/case*
2. Cell phones cannot be taken/used on bathroom breaks during class time
3. Cell phones cannot be used as an alternative to a Chromebook during class

*Teachers can allow cell phone use for specific, time-limited activities in class

We expect students to:

1. Silence & put your phone away in your classroom cell phone caddy/case

2. Bring your Chromebook & charger to school each day
3. *Leave cell phone in the classroom caddy/case when on a bathroom break during class time*

Consequences

- Classroom violations:
 - 1st offense: Warning from teacher
 - 2nd offense: Teacher assigns detention & contacts parents
 - 3rd offense & additional offenses: Referral to assistant principal, parent conference & cell phone will be stored in the main office until the end of the day.
- *Out-of-class violations during class time (on a bathroom break):*
 - *Cell phones will be confiscated & stored in the main office for the remainder of the day. Parents will be contacted.*

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. The bike enclosure 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 should not expect to use the loaner MacBooks on a regular basis – they are for temporary emergency use only.

Dress Code/Grooming Guidelines

CRPUSD Board Policy

Regulation 5132: Dress and Grooming (last reviewed 5/16/23)

In cooperation with teachers, students, and parents/guardians, the principal or designee may establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school codes shall be regularly reviewed.

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Appropriate shoes must be worn at all times.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

Students should be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day (Education Code 35183.5)

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.

Titan'd Up							
	Titan Code (all areas including school sponsored events)	Classrooms	MU	Restrooms	Office	Student Center	School Grounds
Be Accountable	- Clean up after ourselves and put waste in the appropriate bins (trash, recycle, compost) - Use materials, devices and equipment correctly - Use devices at permitted times	- Arrive on time - Employ active listening and participation - Turn in work completed and on time	Take what is allowed (food/equipment)	- Do our business & leave - Flush the toilet - Wash hands	Ask for what we need using intentional questions	Reserve conference rooms	Use the student parking lot
Be Respectful	- Follow directions - Use appropriate language, tone and voice level - Return furniture and supplies when moved/used	- Raise hand before speaking - Be aware of others' personal boundaries	Stay in our place in line	- Respect the privacy of others - Keep the facilities clean	- Be polite - Wait to be greeted	- Return furniture when moved - Free of food/drink	Obey drill procedures
Be Mindful	- Stay on task - Leave others' things alone - Use StopIt to report any incidents for both adults and students - Take care of our bodies, minds, and academics - Take care of others	- Time and place for physical affection - Remain in assigned location - Personal Boundaries	- Wait in line for our turn - Check and return belongings to the lost & found	Report problems, vandalism, etc.	Wait patiently while others completing a task, are talking to someone or on the phone	Enter and exit in orderly fashion	Maintain a clean and organized space

PBIS Version 3 - 8/28/24

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.

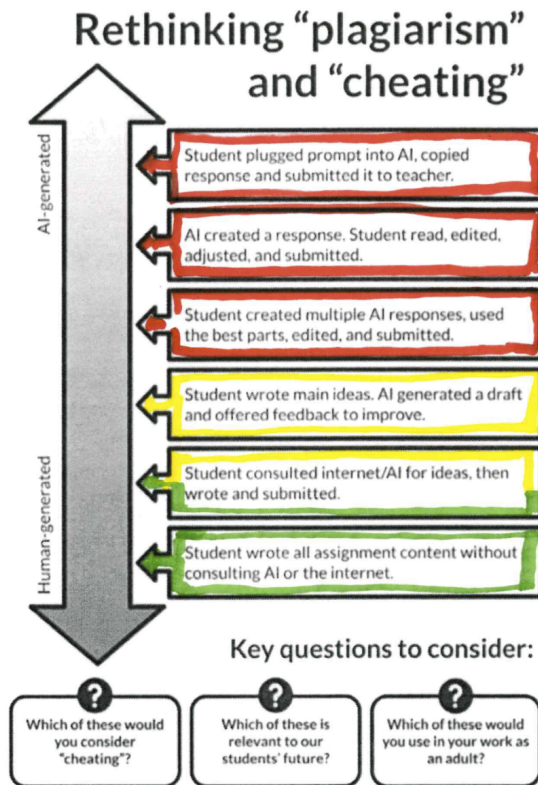
What is Plagiarism?

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 (@jmattemiller) DitchThatTextbook.com



In addition, any student who violates academic integrity will be subject to discipline extending to their participation in extracurricular activities such as athletics, robotics, etc. 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:

Maya Russell Nava
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

Page intentionally left blank
End of Student Handbook