

HENRY M. GUNN SENIOR HIGH SCHOOL

**STAFF
HANDBOOK
2011-2012**



780 Arastradero Road • Palo Alto, CA 94306

(650) 354-8200 • Fax: (650) 493-7801

www.gunn.pausd.org

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PALO ALTO UNIFIED SCHOOL DISTRICT **MISSION STATEMENT**

All students:

- Will value creativity and independent learning as a lifelong pursuit.
- Demonstrate a respect for themselves and others.
- Strive for excellence.
- Acquire the knowledge, skills, and values necessary for meaningful participation in our democratic society and our interdependent global community.

In order to accomplish our mission:

- We shall attract and nurture a knowledgeable, capable, caring and inspiring staff, who are provided opportunities to participate in decision-making, and who receive strong educational, environmental, financial, and administrative support.
- We shall foster mutual respect, open communication, and partnership among students, staff, families, and the community.

HENRY M. GUNN HIGH SCHOOL **MISSION STATEMENT**

The mission of Henry M. Gunn High School is to foster a community of creative thinkers who will acquire the knowledge, skills, values and integrity to:

- Be resilient, responsible, respectful contributing citizens;
- Lead rewarding lives which pursue personal excellence and life-long learning.

GUNN BELL SCHEDULE 2011-2012

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-------------|---------------|---------------|---------------|---------------|---------------|
| 8:25-9:27 | A | E | D | C | B |
| 9:35-10:33 | B | A | E | D | C |
| 10:33-10:48 | <i>Brunch</i> | <i>Brunch</i> | <i>Brunch</i> | <i>Brunch</i> | <i>Brunch</i> |
| 10:48-11:46 | C | B | A | E | D |
| 11:54-12:52 | D | C | B | A | E |
| 12:52-1:31 | <i>Lunch</i> | <i>Lunch</i> | <i>Lunch</i> | <i>Lunch</i> | <i>Lunch</i> |
| 1:31-2:29 | F | G | F | F | F |
| 2:37-3:35 | G | Tutorial | G | | G |

ASSEMBLY SCHEDULE (TUESDAY)

| | |
|---------------------|-------------|
| Period E | 8:25-9:27 |
| Period A | 9:35-10:33 |
| Brunch | 10:33-10:48 |
| Period B (Assy. #1) | 10:48-11:46 |
| Period B (Assy. #2) | 11:54-12:52 |
| Lunch | 12:52-1:31 |
| Period C | 1:31-2:29 |
| Period G | 2:37-3:35 |

MINIMUM DAY (FRIDAY)

| | |
|----------|-------------|
| Period B | 8:25-9:08 |
| Period C | 9:16-9:54 |
| Period D | 10:02-10:40 |
| Brunch | 10:40-10:55 |
| Period E | 10:55-11:33 |
| Period F | 11:41-12:19 |
| Period G | 12:27-1:05 |

7-PERIOD DAY SCHEDULE

| | |
|----------|-------------|
| Period A | 8:25-9:19 |
| Period B | 9:27-10:14 |
| Brunch | 10:14-10:30 |
| Period C | 10:30-11:17 |
| Period D | 11:25-12:12 |
| Lunch | 12:12-12:58 |
| Period E | 12:58-1:45 |
| Period F | 1:53-2:40 |
| Period G | 2:48-3:35 |

HENRY M. GUNN SENIOR HIGH SCHOOL

SCHOOL CALENDAR 2011-2012

| | |
|---|---|
| <i>Staff Meetings</i> | Thursday, August 18, 2011 |
| <i>Staff Development Day</i> | Friday, August 19, 2011 |
| <i>Staff Meetings</i> | Monday, August 22, 2011 |
| <i>First Day of Class</i> | Tuesday, August 23, 2011 |
| <i>Back to School Night</i> | September 1, 2011 |
| <i>School Holiday - Labor Day</i> | Monday, September 5, 2011 |
| <i>Staff Development Day</i> | Monday, October 17, 2011 |
| <i>School Holiday - Veterans' Day</i> | Friday, November 11, 2011 |
| <i>School Holiday - Local Holiday</i> | Wednesday, November 23, 2011 |
| <i>School Holiday - Thanksgiving</i> | Thursday, November 24, 2011 |
| <i>School Holiday - Local Holiday</i> | Friday, November 25, 2011 |
| <i>Minimum Day</i> | Friday, December 16, 2011 |
| <i>Winter Break</i> | from Monday, December 19, 2011 through Monday, January 2, 2012 |
| <i>School Resumes</i> | Tuesday, January 3, 2012 |
| <i>School Holiday - Martin Luther King Jr. Day</i> | Monday, January 16, 2012 |
| <i>Semester Finals</i> | January 17-19, 2012 |
| <i>Staff Development Day</i> | Thursday, February 16, 2012 |
| <i>School Holidays – Washington & Lincoln's Birthdays</i> | Friday & Monday February 17 & 20, 2012 |
| <i>Spring Break</i> | Monday-Friday, April 2-6, 2012 |
| <i>School Holiday - Memorial Day</i> | Monday, May 28, 2012 |
| <i>Senior Finals</i> | May 30, 31 & June 1, 2012 |
| <i>Semester Finals</i> | June 5-7, 2012 |
| <i>Graduation</i> | June 6, 2012 |
| <i>Last Day of School - Minimum Day</i> | Thursday, June 7, 2012 |
| <i>Last Day of School for Teachers</i> | Friday, June 8, 2012 |

STUDENT MINIMUM DAYS

| | |
|--------------------------------------|---------------------------|
| <i>Day Before Winter Break</i> | Friday, December 16, 2011 |
| <i>Last Day of School</i> | Thursday, June 7, 2012 |

STAFF DEVELOPMENT DAYS

Friday, August 19, 2011
Monday, October 17, 2011
Thursday, February 16, 2012

END OF QUARTERS

1st Quarter - October 21 2011
2nd Quarter - January 19, 2012
3rd Quarter - March 23, 2012
4th Quarter - June 7, 2012

SPECIAL EVENTS CALENDAR 2011-2012

Check the Gunn Web site for Updates to the Calendar

AUGUST

| | |
|----|-------------------------------|
| 17 | Frosh Orientation |
| 23 | 1 st Day of School |
| 24 | Photo Day |
| 26 | Kick-Off Dance |
| 30 | Assembly Schedule |

SEPTEMBER

| | |
|-----|----------------------------|
| 1 | Back-to-School Night |
| 2 | Minimum Day! |
| 5 | Labor Day Holiday! |
| 6 | PSAT Registration Begins |
| 6-9 | Freshman Elections |
| 14 | Fall Club Applications Due |
| 21 | Fall Club Day |
| 23 | Paly Rally |
| | Paly Football Game |
| 27 | Gunn Brass Band Concert |

OCTOBER

| | |
|-------|--------------------------------|
| 1 | SAT |
| 3 | Make-Up Photos |
| 4 | Assembly Schedule |
| 6 | Frosh HC Training |
| 12 | PSAT, PLAN, EXPLORE |
| 17 | Staff Development |
| 11 | Local Holiday |
| 14 | Blood Drive |
| 20 | Prism Concert |
| 21 | End of 1 st Quarter |
| 22 | ACT |
| 24-29 | Homecoming Week |
| 26-27 | Float Stuffing |
| 27 | Night Rally |
| 28 | Homecoming Game |
| 29 | Homecoming Dance |

NOVEMBER

| | |
|-----------|----------------------------|
| 3 | Orchestra Exchange Concert |
| 5 | SAT |
| 8 | Assembly Schedule |
| 10-12 | Fall Show |
| 11 | Veterans Day Holiday! |
| 16-19 | Fall Show |
| 16 | Wind Ensemble |
| 17 | Turkey Feast |
| 21 | Band Concert |
| 22 | YCS/Interact Open Mic |
| 23-25 | Thanksgiving Holiday! |
| 30-Dec. 4 | Camp Everytown! |

DECEMBER

| | |
|------------|----------------------|
| 3 | SAT |
| 7 | Fall Sports Awards |
| 9 | Winter Dance |
| 15 | Winter Choir Concert |
| 16 | Minimum Day! |
| 19- Jan. 2 | Winter Break! |

JANUARY

| | |
|-------|------------------------------|
| 16 | MLK Holiday! |
| 17-19 | Semester Finals |
| 20 | Semester Break! |
| 25 | Spring Club Applications Due |
| 28 | ACT |
| 31 | Assembly Schedule |

FEBRUARY

| | |
|------------|-----------------------------|
| 1 | Spring Club Day |
| 8-9 | Staff/ Choir Musical |
| 10 | Blood Drive |
| 13 | AP Registration Begins |
| 14 | Symphonic Orchestra Concert |
| 16 | Staff Development |
| 17-20 | Presidents Holiday! |
| 24 | Sadie Hawkins Dance |
| 27- Mar. 2 | NIOS Week |

MARCH

| | |
|-------------|--------------------------------|
| 6 | Winter Sports Awards |
| 8-10, 14-17 | Spring Shakespeare |
| 8 | Service Day |
| 9 | Clash of the Titans |
| 10 | SAT |
| 13-14 | CAHSEE |
| 19-23 | International Week |
| 20 | Assembly Schedule |
| 23 | End of 3 rd Quarter |
| 28 | ASB Elections Applications Due |
| 29 | Jazz Guest Artist Concert |

APRIL

| | |
|-------|---|
| 2-6 | Spring Break! |
| 14 | ACT |
| 18-19 | STAR Testing |
| 21 | Prom |
| 23-27 | ASB Elections |
| 24 | Assembly Schedule |
| 25 | Senior Assembly Senior Panoramic Pic |

MAY

| | |
|--------------|--|
| 4-5 | Camp Calculus |
| 5 | SAT |
| 7-18 | AP Testing |
| 10-12, 16-19 | One Acts |
| 18 | Spring Dance |
| 21 | Spring Orchestra Concert |
| 24 | Spring Band Concert |
| 29 | Spring Sports Awards |
| 27-28 | Fast for Awareness |
| 30 | Memorial Day Holiday! |
| 29 | Caps and Gowns Distribution Sr. Yearbooks |
| 30 | General Yearbook |
| 31-2 | Senior Finals |
| 31 | Spring Choir Concert |

JUNE

| | |
|-----|-----------------------|
| 1 | Jazz Concert |
| 2 | SAT |
| 3 | Baccalaureate |
| 4 | Senior Awards |
| 5 | Grad Rehearsal/Picnic |
| 5-7 | Regular Finals |
| 6 | Graduation |
| 7 | Last Day of School! |

SUPERINTENDENT OF SCHOOLS

Dr. Kevin Skelly

CABINET 2011-2012

| | | |
|-------------------|---|--|
| Dr. Charles Young | – | <i>Associate Superintendent, Educational Services</i> |
| Dr. Robert Golton | – | <i>Co-Chief Business Official & Bond Program Manager</i> |
| Mrs. Cathy Mak | – | <i>Co-Chief Business Official</i> |
| Dr. Scott Bowers | – | <i>Assistant Superintendent, Human Resources</i> |
| PAUSD Information | – | <i>This desk will either find the information for you or refer you to the proper place. Phone: 329-3700.</i> |

BOARD OF EDUCATION

Palo Alto Unified School District
25 Churchill Avenue
329-3737

President: Ms. Melissa Baten Caswell (changes in December 2011)

| | | <u>Term Expires</u> |
|---------------------------|----------|---------------------|
| Ms. Melissa Baten Caswell | 823-1166 | 2012 |
| Ms. Barbara Klausner | 324-4220 | 2012 |
| Ms. Barb Mitchell | 245-7575 | 2014 |
| Ms. Camille Townsend | 493-3410 | 2012 |
| Mr. Dana Tom | 321-4506 | 2014 |

* Gурpal Virdi *Student Representative (Gunn)*

* Pierre Bourbonnais *Student Representative (Paly)*

School Board elections are held in odd-numbered years on the first Tuesday in November.

School Board meetings are generally held on the second and fourth Tuesdays of the month at 6:30 p.m. in the Board Room at 25 Churchill Avenue, Palo Alto.

** Education Code #35016 provides for one non-voting student to participate with the Board except in executive sessions. This student is selected by vote of the Student Council.*

HENRY M. GUNN HIGH SCHOOL

Administration - Main Office (650)354-8288

ADMINISTRATIVE STAFF

| | | |
|------------------|-------------------------------------|----------|
| Katya Villalobos | <i>Principal</i> | 354-8288 |
| Kimberley Cowell | <i>Assistant Principal</i> | 354-8206 |
| Tom Jacoubowsky | <i>Assistant Principal</i> | 354-8290 |
| Trinity Klein | <i>Assistant Principal</i> | 354-8227 |
| James Lubbe | <i>Dean of Students</i> | 354-8260 |
| Lettie Weinmann | <i>Technology Coordinator</i> | 849-7901 |
| Sarah Stapp | <i>Director, Athletics</i> | 354-8259 |
| Lisa Hall | <i>Director, Student Activities</i> | 354-8228 |
| Martha Elderon | <i>Administrative Assistant</i> | 354-8288 |

COUNSELOR ASSIGNMENTS

GUIDANCE OFFICE – 650-354-8212

9th Grade

Please see Guidance Web site for information on freshmen counselors.

10th Grade

| | |
|------------|-------------|
| A - Di | CHRISTENSEN |
| Do - Ji | J. JOHNSTON |
| Jo - Mai | KIRSCH |
| Maj - Schl | COMPTON |
| Schm - Sol | ESPINOZA |
| Som - Z | KAYE |

11th Grade

| | |
|------------------|-------------|
| A - E | CHRISTENSEN |
| F - Kim | J. JOHNSTON |
| King - N | KIRSCH |
| O - S | COMPTON |
| T - Z | KAYE |
| College Pathways | ESPINOZA |

12th Grade

| | |
|------------|-------------|
| A - Co | CHRISTENSEN |
| Cr - H | J. JOHNSTON |
| I - Mart | KIRSCH |
| Marv - Rog | COMPTON |
| Ros - S | ESPINOZA |
| T - Z | KAYE |

INSTRUCTIONAL COUNCIL

The Instructional Council is composed of Instructional Supervisors from each department, coordinators of Schoolwide Task Forces, and the administrators. The Council meets every other Wednesday to discuss and resolve issues which affect teaching and learning. This year the Instructional Council includes the following:

| | |
|---|--|
| <i>English</i> | Ellen Feigenbaum |
| <i>World Languages</i> | Anne Jensen |
| <i>Mathematics</i> | Kathy Hawes |
| <i>Physical Education</i> | Don Briggs |
| <i>Science</i> | Eric Ledgerwood |
| <i>Social Studies</i> | Lynne Navarro |
| <i>Special Education</i> | Shivani Pulimamidi |
| <i>Visual & Performing Arts</i> | Todd Summers |
| <i>Career Vocational Education</i> | Tom Jacoubowsky |
| <i>Assistant Principals</i> | Kimberley Cowell Tom Jacoubowsky Trinity Klein |
| <i>Dean of Students / TOSA</i> | James Lubbe |
| <i>Staff Development Coordinator</i> | Dawna Linsdell |
| <i>Student Activities Director</i> | Lisa Hall |
| <i>School Secretary & Classified Representative</i> | Martha Elderon |
| <i>Athletic Director</i> | Sarah Stapp |
| <i>Librarian</i> | Meg Omainsky |
| <i>Technology Coordinator</i> | Lettie Weinmann |
| <i>Principal</i> | Katya Villalobos |

GUNN SENIOR HIGH SCHOOL
SITE COUNCIL REPRESENTATIVE ROSTER
2011-2012

| PRINCIPAL | | | |
|----------------------------|---|--------------|----------------------------|
| Katya Villalobos | Gunn High School 780 Arastradero Road Palo Alto 94306 | 354-8288 | kvillalobos@pausd.org |
| FACULTY & STAFF | | | |
| Bill Christensen | Gunn High School 780 Arastradero Road Palo Alto 94306 | 354-8225 | wchristensen@pausd.org |
| Rachel Congress | “ | 354-8257 | rcongress@pausd.org |
| Christopher Bell | " | 346-2457 | cbell@pausd.org |
| Lisa Kaye | “ | 354-8224 | lkaye@pausd.org |
| Joshua Paley | " | 354-8247 | jpaley@pausd.org |
| STUDENTS | | | |
| Sr: Sierra Fan | 724 Arastradero Rd. #205, Palo Alto, 94306 | 408-666-9638 | sf.sierra.fan@gmail.com |
| Jr. Wendy Park | 4270 Terman Dr. #107, Palo Alto, 94306 | 251-9060 | p.wonhee@yahoo.com |
| Soph: Sally Yilma | 4250 Terman Dr. #108, Palo Alto, 94306 | 424-8170 | sallyyilma@gmail.com |
| Fr: | | | |
| PARENTS | | | |
| Geoff Butner | 3331 Vernon Terrace, Palo Alto, 94303 | 543-2703 | butner7@gmail.com |
| Linda Lingg | 749 La Para Avenue, Palo Alto 94306 | 494-3007 | magnons@pacbell.net |
| Monica Malamud | 800 E. Charleston Rd. #8, Palo Alto, 94303 | 213-9327 | malamudm@smccd.edu |
| Susan Thomas | 1871 Camino a los Cerros, Menlo Park, 94025 | 868-9292 | susanathomas@earthlink.net |
| COORDINATOR | | | |
| Rene Hart | Gunn High School 780 Arastradero Road Palo Alto 94306 | 849-7932 | rhart@pausd.org |

TEACHING STAFF

** Denotes Instructional Supervisor*

ENGLISH DEPT. 354-8238

Kristy Blackburn
Justin Brown
Angela Dellaporta
Theresa Diola
Paul Dunlap
Tim Farrell
* Ellen Feigenbaum
Kristina Gossard
Lisa Hall
Kristen Owen
Jordan Huizing
Diane Ichikawa
Marc Iglar
Nicole Menache
Ginny Moyer
Julie Munger
Tarn Wilson
Claudia Medina, Dept. Secretary

VISUAL & PERFORMING ARTS DEPT.

Art 354-8256

Erik Bowman 849-7948
Mark Gleason 849-7903
Wayne Hoy 354-8256
Deanna Messinger 354-8256

Drama 354-8258

Kristen Lo
Jim Shelby

Music 354-8264

Mark Dungan
Sandra Lewis
Bill Liberatore 354-8267
* Todd Summers

WORLD LANGUAGES DEPT. 354-8241

Ana Barrios-Gonzalez
Anne Dumontier
Gabriela Garger
Kerstin Helbing
Yukie Hikida
* Anne Jensen
Marcel Losier
Hideko Lowe
Norma Medina
Elizabeth Matchett
Carole Stroud
Yanan Vrudny
Sharon Cooper, Dept. Secretary

FOCUS ON SUCCESS

Angela Dellaporta
Kerstin Helbing
Amelia Lombard
Alice McCraley
Ariane Richard
Tarn Wilson

MATHEMATICS DEPT. 354-8247

Christopher Bell
Rachel Congress
David Deggeller
Cristina Florea
Diane Gleason
Rachel Grunsky
Daniel Hahn
* Kathy Hawes
Peter Herreshoff
Chris Karas
Amelia Lombard
Josh Paley
Chris Redfield
Daisy Renazco
Gopi Tantod
Rajeev Virmani
Stephanie Werbe
Olga Celis, Dept. Secretary

PHYSICAL ED DEPT.

Boys' Physical Ed 354-8266

Girls' Physical Ed 354-8215

Steve Ames
* Don Briggs
Chris Horpel
Matt McGinn
Jill Naylor
Kim Sabbag
Sarah Stapp

SCIENCE DEPT. 354-8246

Jack Cusumano
Bill Dunbar
Eric Hickok
Bakari Holmes
* Eric Ledgerwood
Jena Lee
Alec MacLean
Angela Merchant
Katherine Moser
Casey O'Connell
Lisa Olaharski
Laurie Pennington
Maria Powell
Lettie Weinmann
Elana Zizmor
Olga Celis, Dept. Secretary

TEACHING STAFF (continued)

STUDENT ACTIVITIES DIRECTOR

Lisa Hall 354-8228

SOCIAL STUDIES DEPT. 354-8237

Arlena Arteaga
Warren Collier
Lauren Cory
Ronen Habib
John Hebert
Faith Hilal
Patricia Holmes
Christopher Johnson
Dawna Linsdell
Philip Lyons
Alice McCraley
Anne Marie Napolitano
* Lynne Navarro
Ariane Richard
Deborah Sanderson
Brian Tuomy
Mark Weisman
Claudia Medina, Dept. Secretary

APPLIED ACADEMICS DEPT.

Business Education 849-7951

Patricia Holmes

Home Economics 354-8245

Cindy Peters

Industrial Arts

Bill Dunbar 354-8254
Mike Camicia 354-8255

Video Production

Ed Corpuz 849-7905

ENGLISH LANGUAGE DEVELOPMENT (ELD) 849-7922

Richard Jacobs

EXPLORATORY EXPERIENCE/ WORK EXPERIENCE 354-8221

Meri Gyves

LIBRARY 354-8252

Meg Omainsky

TECHNOLOGY 849-7902

John Bulan
Brett Demetris
Darlene Feldstein
Lettie Weinmann

SPECIAL NEEDS PROGRAMS

Acoustically/Communicatively Handicapped 354-8250

Sharon Yost

Language-Speech Specialist 354-8236

Debbie Klinger

Orthopedically Handicapped 354-8283

* Tina Nesberg

Resource Specialists

*Shivani Pulimamidi 354-8218
Grace Grimaldo 849-7953
Joanna Hubenthal 354-8262
Angela Huerta 815-9128
Terry Jacobs 849-7962
Toshiro Lang 354-8257
Jason Roberts 849-7963
Dana Winitzky 354-8251

Specialized Core Program 849-7945

Katherine Byrne 849-7944
Grace Grimaldo 849-7953

Aurally & Visually Impaired 354-8250

Sharon Yost—Deaf and Hard of Hearing
Jennifer Dorwin—Visually Impaired

Counselors

Bill Christensen 354-8225
Myesha Compton 354-8207
Monica Espinoza 849-7957
Lisa Kaye 354-8224
Jovi Johnston 849-7935
Linda Kirsch 354-8204

Opportunity Program 849-7961

Ken Plough

SUPPORT STAFF

| | |
|--|----------|
| Secretary to the Principal Martha Elderon | 354-8288 |
| Academic Center Hansen Sekona Pam Steward | 354-8271 |
| Attendance Secretary Katrina Lortie Jarrod Pagan | 354-8210 |
| Budget Secretary Hindi Hipp | 354-8274 |
| Campus Supervisors Sara Jackson Blake Justman Jorge Sanchez | 354-8288 |
| College and Career Center Leighton Lang | 354-8219 |
| Data Processing Clerk Martha Cartwright | 354-8208 |
| Facilities Secretary Lynn Glover | 354-8201 |
| Guidance Secretary Robin Francesconi | 354-8212 |
| Health Technicians Kathryn Miranda Bill Palacio | 354-8211 |
| Library Assistant Cynthia Easton | 354-8252 |
| Psychologists George Green Sharon Zebker | 354-8216 |
| Registrar Tracy Douglas | 354-8284 |
| Site Council Coordinator Rene Hart | 849-7932 |
| Spangenberg Manager Dean Bunderson | 444-7127 |
| Student Activities Office <i>Account Clerks</i> Kim Knaack Leslie Kousnetz | 354-8229 |
| Technology Support John Bulan Sharon Cooper Brett Demetris Darlene Feldstein Lettie Weinmann | 849-7902 |
| Volunteer Office Norma Hesterman | 354-8234 |
| Xerox / Faculty Secretary Shirley Sachs | 354-8282 |

DEPARTMENT SECRETARIES

| | |
|---|----------------------|
| English/Social Studies Claudia Medina | 354-8238 354-8240 |
| World Languages/Lab Sharon Cooper | 354-8241 |
| Mathematics/Science Olga Celis | 354-8247 354-8246 |

AIDES

| | |
|--|----------|
| Katherine Byrne Ken Humble Ahmad Mohmand Aurea Tenorio | 849-7944 |
| Grace Grimaldo Judy Adams Susan Henderson Abigail Monberg | 849-7953 |
| Joanna Hubenthal Gretchen Berg Jeanette Fleming | 354-8262 |
| Rick Jacobs Kira Levina | 849-7922 |
| Terry Jacobs Larry Baer James Donald | 849-7962 |
| Tina Nesberg Cris Boswell Liz Burke Chandra Campbell Mike Luke Diane Mesa Dennis Ochoa James van Diver Barbara Williams | 354-8283 |
| Shivani Pulimamidi Archna Jain Jessica Herrera Lindsay Hogue Leila Khosrovi | 354-8218 |
| Jason Roberts Tony Moy Keith Worrell | 849-7963 |
| Dana Winitky Andrea Chacon Seth Elliot | 354-8251 |
| Sharon Yost Judy Adams Sarah Dowlin Sophie Magid-Gutkin Anita Mitchell Howard Selznick | 354-8250 |

CAFETERIA STAFF

| | |
|---|----------|
| Food Services Rae Chang Lisa Mahpour Donna Martin Caridad Torres Maria Turner | 354-8233 |
|---|----------|

CUSTODIAL STAFF

| | |
|---|----------|
| Head Custodian —Luciano Hernandez | 354-8205 |
| Neil Barana Don Bratton Steve Kelly, Custodian II Armando Macias Roy Pascual Antonio Peterson Ernesto Salcedo | |
| Gardener —Chandara Vinoukkun | |

PAUSD SUPPORT STAFF

| | |
|--|----------|
| Employee Benefits | 329-3716 |
| Extended Resources | 856-0647 |
| Insurance, Employee | 329-3716 |
| Payroll: | |
| <i>Certificated</i> | 329-3728 |
| <i>Classified</i> | 329-3729 |
| Personnel: | |
| <i>Certificated</i> | 329-3958 |
| <i>Classified</i> | 329-3957 |
| Substitutes: | |
| <i>Certificated:</i> | |
| <i>Absence Reporting System (Sub Finder)</i> | 321-7844 |
| <i>Help Desk ONLY</i> | 321-4954 |
| <i>Classified</i> | 321-7844 |

PAUSD Information Services:

This office will either find the information for you or refer you to the proper place.
Phone 329-3700.

PHILOSOPHIES

For updated revisions to School Board policies, go to <http://pausd.org/community/board/downloads/policies.pdf>

NONDISCRIMINATION & AFFIRMATIVE ACTION POLICY PHILOSOPHY

The Palo Alto Unified School District believes in a policy which assures that there will be no discrimination in employment and personnel practices. In addition, the Board of Education recognizes the value of providing all students and the community with the opportunity to interact with certificated and classified personnel who reflect the population of the San Francisco Bay Area.

In keeping with these beliefs, the Board of Education of the Palo Alto Unified School District reaffirms its policy of nondiscrimination and initiates a policy of affirmative action. The Board's affirmative action plan is a strong moral obligation and legal commitment to establish and implement programs that ensure fair and equal opportunities in all areas of employment.

The goals of this plan will be achieved by filling vacancies as attrition allows and as new positions are created. No layoff or involuntary transfer of those in present positions is recommended or anticipated by the adoption of this policy.

INSTRUCTIONAL PHILOSOPHY

Educational Objectives: The fundamental responsibilities of the schools are to teach the skills of reading, writing, and mathematics; to impart the most widely useful knowledge; to develop logical thinking and creativity; and to help each individual fully realize his latent talents. The schools share with the home, the church and other community institutions, the responsibility of teaching manners, morals and ethical values appropriate to our democratic society. The more these qualities are provided elsewhere, the more the school can concentrate upon those tasks it is especially equipped to do.

These educational objectives are best accomplished if proper attention is also given to the physical and emotional needs of the student. Thus, the provision of a favorable environment, of health programs and sympathetic attention to psychological programs improve the educability of children and are important responsibilities of the school.

The Palo Alto Unified School District and its employees shall comply with federal and California laws which outlaw discrimination because of race, sex, color, creed, national origin or ancestry. Selection of instructional materials, school publications, budget allocations, hiring and evaluation procedures and in-service training shall be done in such a way as to encourage all children to think and develop as self-respecting individuals and shall not reflect adversely upon persons because of race, sex, color, creed, national origin or ancestry.

1. **Central Place of Individual.** Schools exist for the sake of people who are taught in them. Each person is a unique combination of drives, abilities, and experiences. The life he builds he builds for himself will depend on how he uses his abilities to interpret his experiences. Although the school should not make the interpretations for him, it should help him to discover his abilities, see ways he can use them and learn the skills which make their use possible. Without individuals fulfilled in these ways, our society cannot survive.
2. **Society's Requirements for Schools.** Within broad limits, our society agrees that all of its members should develop appreciation of culture, recognition of moral and spiritual values, knowledge of science and its implications, understanding of human relationships, physical and mental health, economic competence and effective citizenship. Fostering such development is not so simple as it once was.
3. **Importance of Processes.** In recent years man's knowledge has expanded. We live in a world of rapid and constant change. Many of the specific problems our students will meet are unknown to us now. We cannot supply the answers, but we can teach ways of thinking. Therefore we are chiefly concerned with the processes – those can help the individual develop competencies and meet problems: learning skills, thinking analytically and reflectively, evaluating himself and taking increasing responsibilities for his own learning. Our emphasis on processes rests upon our faith that individuals have much potential for growing and meeting new situations in the light of past experiences and upon our knowledge of the patterns of human growth.

4. **Classroom Environment and Individual Growth.** Our knowledge and our faith point to certain criteria for good learning. The classroom climate must encourage individual growth. Allowing for freedom in the classroom, working to develop trust and confidence between student and teacher, respecting the child's goals, and acknowledging the worth of each individual will help each student perceive himself as an individual. The teacher should provide classroom experiences which will enable the child to act upon that perception. Skills should be clearly related to purposes. The pervading atmosphere should be one of inquiry. Creating this atmosphere depends upon the individual teacher.
5. **Role of Teacher.** The teacher must be free to teach in ways he finds most effective. However, his teachings should be consistent with district policy and with what is known about learning - in particular, that the most important single factor in the learning process is the motivation of the learner. The teacher must strive to master subject matter. Although he comes to his task prepared, he remains open to new and deeper understandings. To the extent that he makes himself more nearly expert in his field, the teacher should be better able to distinguish between what is important for his students and what is trivial, between those things his students can purposefully attain and those which might merely confuse, and between what must be learned now and what can be left to the future.

In pursuing those objectives he knows are important, the teacher perceives that the different subjects are not unrelated parts of human knowledge. He sees his students not as third-graders nor as students of English, but as individuals seeking to be related to their world.

6. **Role of Administrator.** In an ideal sense, the administrator is a master teacher whose justification lies in facilitating the learning process. Of the many tasks assigned him, the foremost is his encouraging and nurturing sound educational methods and practices.

He offers guidance and leadership to these teachers and works with them to open up new possibilities for improved educational experiences for the students. By the nature of his position, he is as well the leader in interpreting educational goals and practices to the community.

7. **School and Society/Continuity and Change.** In seeking to relate themselves more fully to their world, students may find themselves faced by what seems to them conflicting values. Families inculcate initial values. The school must help students understand their values and must open to them new possibilities. Thus education is inevitably a tool for continued revolution in the American tradition, which conserves as it changes. In the best sense, school, family and society share responsibility in the continued revolution, and they must therefore engage in open communication with mutual trust.
8. **Paradox of Freedom.** When people find their values in conflict and when they seek new patterns of response, they often face changes with feelings of frustration. But hope for success makes the struggle worthwhile. We recognize that although all problems may not admit comforting and lasting solutions, man's will toward experiment cannot be denied. "All life is an experiment," said Justice Holmes. Learning is a process of life which does not end when school ends any more than life does. Each human being lives his own experiment. For true fulfillment he does it best as a free man conscious of his own powers and limitations and of his own dependency on others. As the individual comes to see the necessity for cooperating with others, he should in time see his own life and his own accomplishments in a wider perspective, from the vantage point from which his life becomes a part of all lives, and his thoughts and accomplishments become part of all time.

DISTRICT ATTENDANCE POLICY & PROCEDURES

Attendance Office (354-8210)

COMMUNICATION BETWEEN THE ATTENDANCE OFFICE & THE HOME

The Attendance Office hours are 7:30 a.m. to 3:30 p.m. Messages may be left on voicemail any time of the day or night. The information provided will be documented by the Attendance clerks the next working day.

It is the parent's responsibility to know when their student is not in school and to provide the reason for all absences to the school within 48 hours of the absence. Failure to do so will result in a student receiving a cut for the class, possible loss of opportunity to make-up work or tests and/or being dropped from class(es). Absences and cuts may not be excused or errors corrected after the date which monthly attendance report is submitted to the district and state. These reports are submitted on the Wednesday following the end of each attendance month.

Only the legal parent/guardian may excuse a student's absence or tardy. Please speak slowly and clearly when providing the following information:

- State and spell the name of the student.
- Provide the grade level of the student
- State and spell your name. State your relationship to the student.
- Give the reason for the absence and the days/periods missed.
- Provide a valid telephone number where you may be reached.

Auto Dialer: It is the parent's responsibility to know when their student is not in school or class. The Auto-dialer system assists in communicating to the home when a student is absent from class; however it is not a perfect system. We encourage parents/guardians to have frequent communication with the attendance office regarding their student's attendance.

Attendance Information Online: Detailed, up-to-date attendance information including student attendance records by course, period and day are available for both students and parents to review through the Infinite Campus Parent/Student Portal. (You can access the Infinite Campus student/parent portal through the Gunn Web page.) As you review your attendance records please keep in mind that:

- Absences and tardies recorded by teachers will show up on the student/parent portal in real time as they are recorded, however, some teachers do not have an opportunity to record attendance electronically until the end of the school day.
- If a parent or guardian calls the attendance office to clear a student absence, it may not show as cleared until the following day.
- Health, bereavement, pre-arranged college visits, family emergency, religious holidays and warranted absences are the only absences that are considered excused absences.

IMPORTANT TERMS & PROCEDURES

Leave Campus During the School Day: If a student must leave campus during the day, the parent/guardian must notify the Attendance Office in person or by telephone *in advance of the leave*. Before leaving the campus, the student must pick up an Off-Campus pass from the Attendance Office. The pass will indicate the time of departure and the reason for leaving the campus. If the student returns to school the same day, they are to report back to the attendance office.

Tardy to school: Parents are to notify the Attendance Office when their student is going to arrive late. The parent will provide the reason for the tardy and the time of anticipated arrival. The student will report to the Attendance Office before proceeding to class.

Excused Absences:

- **Health Absences** – This includes absences for illness, quarantine, and medical appointments. If a student is absent for health reasons for five or more consecutive school days, please submit a letter from your child’s doctor for verification.
- **Warranted Absences**
- **Observation of Religious Holiday or Ceremony** – Prior written approval from an administrator is required for one of the following reasons: (1) appearance in court, (2) employment conference, (3) funeral services for immediate family member, (4) special circumstances approved at the discretion of the principal.

College Visitation-Prior Approval: Seniors and second semester juniors, with written prior approval, may take five (5) days of Independent Study to visit college campuses. Students who do not complete a college visitation form to the Main Office will be charged with an “other” excuse for classes/days missed and may lose the opportunity to make up assignments/tests. Prior approval form process:

- Obtain a warranted absence (administrator-excused) form from the Main or Attendance Office.
- Get required signatures (student, parent, teacher and administrator) and return form to Attendance Office 24 hours before absence.
- Obtain signatures of college admissions officers during your trip and return form to Attendance Office on first day of your return.

The teacher of any class from which a student is absent shall determine what assignments the student shall make up and in what period of time the student shall complete such assignments. Upon satisfactory completion, full credit shall be granted. The tests and assignments shall be equivalent to, but not necessarily identical to, that which the student missed during the absence.

Warranted Absence Process:

- Obtain a warranted absence (administrator-excused) form from the Main or Attendance Office.
- Get required signatures (student, parent, teacher and administrator) and return form to Attendance Office 24 hours before absence.

The teacher of any class from which a student is absent shall determine what assignments the student shall make up and in what period of time the student shall complete such assignments. Upon satisfactory completion, full credit shall be granted. The tests and assignments shall be equivalent to, but not necessarily identical to, those which the student missed during the absence.

Other Excused Absence:

This absence code is used to excuse personal commitment absences such as non-health-related appointments that cannot be scheduled outside of school hours. It can also be used to excuse absences that do not fall under the category of Warranted Absence or College Visit (e.g., family commitment). Family vacation does not fall into this category.

- Obtain warranted absence (administrator-excused) form from Main Office or Attendance Office.
- Obtain student, parent and teacher signatures (partial-day absences do not require teacher signatures).
- Return to Attendance Office before leaving on trip.

Unexcused Absences: Absences which do not qualify above shall be considered in this category. No student shall be granted credit for assignments nor may a student be permitted to make up tests for any unexcused absence.

- **Cuts** – Absences without parent, guardian or school approval shall be marked as cuts.
Consequences for cuts (per semester):
 - (i) **One, two, and three cuts:** Parents shall be notified via auto dialer for each absence and a Cut Letter shall also be sent home after the third cut.
 - (ii) **Four cuts:** At the fourth cut, the student will be assigned to Saturday School. It is the student’s responsibility to clear any absences before the Saturday School date. During Saturday School, the student will sign an attendance contract.

(iii) **Five cuts:** Upon teacher verification, the Assistant Principal or Dean initiates a drop letter and communicates with the counselor to drop the class from the student's program. On the grade sheet, the teacher shall reflect that the class was dropped for non-attendance with an "NC". The class will be listed on the student's transcript. A letter will be mailed notifying the parent of the dropped class.

- **Other Absences** – Absences with parent approval that do not qualify as excused absences as listed above (vacation, ski trips, home but not sick, care for siblings, etc.) shall be recorded as "Other," but are not excused absences. Students shall not be granted credit for assignments nor will students be permitted to make up tests missed for an "Other" absence.

Questionable/Excessive Absenteeism: In cases of questionable or excessive absenteeism, the school district may require a variety of reasonable methods for verification of illness, such as written excuses from parents or documentation from a physician or other health providers.

Excessive Tardies: Gunn High School policy states that students arriving after the bell rings are late to class and shall be marked tardy, except with written permission (pass) from a staff member. Consequences for tardies shall be the responsibility of the classroom teacher. At the 5th tardy in a class, the student is assigned to Saturday School. Students may be dropped from the class on the 8th tardy.

Process and Procedure:

- Teacher files tardy policy with Instructional Supervisor & Principal at start of year.
- Teacher formally notifies student:
 - Class expectations stated at the beginning of a course.
 - When a problem is developing in time to correct it. A verbal warning to the student is given at the 3rd tardy.
- The teacher officially notifies the student, parent, counselor, and Attendance Office with a **Notification of Tardiness** at the 5th tardy. The student is assigned to the next Saturday School. See the Gunn Web site for these dates.
- On the 8th tardy, the teacher officially notifies the student of the drop. The teacher notifies the Assistant Principal or Dean of the drop. The Assistant Principal or Dean sends a copy of the written notification/confirmation of the drop to the parent.
- The student is dropped from the class and is not permitted to transfer to another section of the same class.

Non-Attendance and Tardiness: The Palo Alto Unified School District recognizes that success in school is in part related to prompt and regular classroom attendance. Frequent absences or tardies, which result in a student's missing all or parts of presentations, demonstrations, discussions, explanations, and/or other classroom activities, are detrimental to the individual student and the class. Student non-attendance and/or persistent tardiness are therefore matters of serious concern.

While disciplinary action may be used in district classrooms as an effective way of responding to non-attendance and tardiness, persistent unexcused absences and tardies may result in a student being dropped from class. When a student's class load falls below five (5) classes, he/she is referred to the Alternative Program Review Team for possible placement in Continuation or Opportunity School. A student must be enrolled in and attending five (5) classes in order to be a student at Gunn High School.

SARB: The School Attendance Review Board: This is a district-level committee which diverts minor students with school attendance or behavior problems from the Juvenile Court System and provides a forum where the problems affecting school adjustment can be discussed and solutions reached. To prevent students from establishing a continuing pattern of poor attendance or behavior, SARB may make dispositions which range from returning a student to the school of attendance under strict contract to making an involuntary transfer to another district program or educational option. Whereas the primary purpose is diversion, SARB is also the primary vehicle for referring students to the Juvenile Justice System once it is clear that they can no longer profit from the resources which the school district has to offer.

Saturday School: Students who accrue a fourth cut in any class will be assigned to Saturday School and will be placed on contract in that class. Students who accrue a fourth cut in any class will be placed on an attendance contract and will be assigned to Saturday School. Students who accrue five tardies in any one class will be assigned to Saturday School.

ABSENCES - TEACHER PROCEDURES & RECORDS

1. Daily attendance **MUST** be taken by the teacher in charge. Students or student aides may **NOT** take attendance.
2. Using Infinite Campus, our online attendance system, the teacher will indicate an absence or tardy by selecting the student's name or picture (depending on individual teacher preference) and the appropriate notation. Training and technical support are available.
3. Changes can be made on that day, or the next using the online system. After that, changes may only be made by contacting the Attendance Office. Fill out an *Attendance Correction Request* form (paper) and turn it in to the Attendance Office.
4. If you take attendance later in the day or the next for the previous day, keep in mind that the attendance dialer begins alerting homes 3:30 p.m. each day.

PASS TO CLASS

If you keep a student at the beginning of the next period, you may send the student on to class with a pass. A pass should not be treated as a tardy.

ADMITS / TARDIES

When a student comes to your class with an ADMIT that covers the time out of class (e.g., a student returns from a dental appointment halfway through 5th period), he should be admitted without a TARDY. If a student is late to your class for any amount of time not covered by the ADMIT, he should receive a TARDY.

SCHOOL FIELD TRIPS

Some Guiding Principles

- Field trips, sport events, and special events can provide valuable learning activities which augment classroom activities.
- Any events which remove students from the classrooms of teachers not sponsoring the event present challenges which require sensitivity and flexibility on the part of sponsoring teacher and of the teacher whose class will be missed.
- Students should not be caught between the competing interests of teachers or coaches. Staff members must communicate with each other in a timely fashion so that there are no surprises when a teacher or staff member requests that a student or group of students be excused from class.
- No student should be required to attend a field trip or other out-of-class activity if he/she prefers to remain in his/her regularly scheduled class.

Advance Notice is Required

- At least two weeks in advance of the event:
 - 1) Go to the Gunn Web site and down load the *Educational Field Trip Request* form
 - 2) Complete form, including listing students on back
 - 3) Submit to I.S. for signature
 - 4) Submit to the Assistant Principal in charge of budget for signature
 - 5) Submit to Hindi Hipp regardless of type of transportation
 - 6) Approval and sub code will be provided via e-mail
- If a student's missing a class will jeopardize his/her progress in a given class, the teacher of record should inform the sponsoring teacher as soon as possible so that alternative plans can be made (including the possibility that the student not attend the field trip).

Respect, Flexibility, and Support Go Both Ways

- We ask that teachers be flexible in accommodating field trips requested by their colleagues, unless there are specific circumstances – including student progress in a class; student’s attendance record, including excess excused and unexcused absences – which make participation for a given student unwise.
- With early notification, communication among teachers is possible and it is easier to be flexible, working out alternatives to keeping a student in class. Last minute notification makes it difficult for everyone, increases the potential for misunderstanding and resentment and decreases the likelihood of creative cooperation among staff.

ATTENDANCE PROBLEMS

Teachers are strongly urged to contact parents directly regarding an attendance problem. Notifying students and parents concerning tardies is the responsibility of the teacher. Parents are notified by phone about absences and, after 3 unexcused absences, by mail. Teachers should work with the attendance administrator designated for that student if there is an issue of excessive or unexcused absences. The Attendance Office has the list of counselor-administrator attendance assignments per alpha and grade level. You will also be given a copy at the beginning of the school year.

Attendance Codes

The following notations are used for online attendance monitoring:

| | |
|-----|--|
| AD | Administrative Decision |
| B | Bereavement |
| C | *Unexcused absence (all period or late to class 30 minutes or more) |
| CV | College Visit |
| D | Mandatory Testing (e.g., STAR, CAHSEE) |
| F | Field Trip or school related activity such as a sports contest |
| FE | Family Emergency |
| H | Health (used when absence is due to illness or quarantine, as well as medical, dental, optometrical, or chiropractic appointments) |
| O | *Other (personal absence other than health; with parent or guardian approval; not approved by the school) |
| R | Religious Observance |
| S | *Suspension |
| T | Tardy (less than 30 minutes late to class) |
| U | Unknown (change to a cut in 2 days if not excused) |
| WA | With Administrator |
| WC | With Counselor |
| WHO | With Health Office |
| WOT | With Other Teacher |

**Homework, quizzes, tests, and in-class assignments may only be made-up at the discretion of the teacher when the student is absent for this reason.*

ADMINISTRATIVE PROCEDURES FOR HOME INSTRUCTION

Students temporarily disabled by accident or by physical, mental, or emotional illness may receive individual instruction at home. Such instruction may be given from one to five hours a week.

NOTE: *Temporarily disabled students who are receiving care in a hospital within Palo Alto Unified School District are deemed residents of the district. The Director of Educational Support Services shall ensure that school-age students hospitalized at either Stanford University Hospital or the Lucille Packard Children's Hospital receive instruction within five days following receipt of the parent/guardian request. (Education Code 48207)*

The site administrator shall evaluate any request for Home Instruction within five working days from receipt of parent request. This instruction shall be provided only when a student is expected to be out of school for three weeks or longer.

NOTE: *Independent study is not a permissible alternative to home instruction for temporarily disabled pupils. (Education Code 51745d)*

Insofar as possible, the home teacher shall consult with the student's current classroom teacher or teachers so as to provide a continuity of instruction that enables the student to keep up with the regular school program.

When seeking instruction for a student at home, the parent/guardian shall present this request at the home school, together with a physician's written description of the disabling condition. The physician shall have determined that the student is unable to attend school and will not expose the home teacher to any contagious diseases that can be transmitted by casual contact. (cf. 5112.2 – Exclusions from Attendance) (cf. 5141.22 – Infectious Diseases)

NOTE: Medical conditions which might present risk to a teacher are diseases such as measles and chicken pox. Home instruction would not be denied students with Hepatitis B, Herpes, or AIDS, as long as the home observes the current preventive protocol recommended by the student's physician.

The site administrator shall recruit an appropriate California credentialed teacher to provide the home instruction. The administrator or designee shall notify the Associate Superintendent for Human Resources and Administration of the request for home instruction and identify the teacher recommended for employment. The Associate Superintendent for Human Resources and Administration shall make the final authorization for the employment of the credentialed teacher on an hourly basis.

NOTE: It is often possible to employ the classroom teacher of the temporarily disabled student to provide instruction "after hours."

If a pupil is unable to receive instruction because of the temporary disability, the site administrator shall be responsible for periodic follow-up evaluations which may include contacts with the parent or guardian to obtain a status report regarding the pupil's condition.

The District shall notify parents/guardians annually that (1) individual instruction is available for temporarily disabled students, and (2) when a student becomes temporarily disabled, it is the parent/guardian's responsibility to notify the District. (Education Code 48208)

GUNN HIGH SCHOOL DISCIPLINE PLAN

Philosophy

The goals of the policy related to student behavior are to maintain order and decorum in the schools, to educate our youth to observe accepted rules of conduct, and to develop self-discipline while simultaneously protecting the rights of others.

Since the chief purpose of the school is the education of all students, any behavior and/or attendance problems which interfere with the educational program of the district or which are inimical to the welfare of the other students will not be tolerated. A central effort of the school shall be promoting cooperative efforts among staff, students and parents in improving students' abilities to use self-discipline, as well as determining the most appropriate external interventions when needed. When the student's self-discipline fails to protect the rights of others and/or the basic welfare of the individual student, the school shall intervene and impose necessary disciplinary action to bring about a change in the student's behavior. When students are found fighting; committing acts of hazing; possess, use or sell alcohol or controlled substances; in possession of/throwing eggs, water balloons, paint balls or other dangerous or disruptive objects, automatic suspensions will result.

Every effort will be made to afford the student, parent and staff member their rights of due process in determining the consequences for inappropriate behavior. Standards of conduct have been established to ensure fair and impartial treatment of students; each case will be treated individually to the extent possible and judged on its own merits. Variations in dispositions will be based on the seriousness of the offense, the conditions under which it occurred, and the student's past school record.

Minor Violations

Minor violations are those which are not deemed serious in nature, but are disruptive and/or disrespectful. In the classroom, a minor violation is most often handled by the teacher first. Outside of the classroom, a minor violation is handled by any observing staff member. Persistent or repetitive occurrences which fail to be corrected through staff intervention should be referred to a counselor. An accumulation of minor violations constitutes a major violation if there is clear indication that attempts to resolve the problem have been unsuccessful.

Consequences may include but are not limited to:

- Counseling by teacher
- Parent notification
- Detention/work detail
- Teacher, parent, student conference
- Referral to Counselor
- Weekly progress reports
- Teacher suspension
- Referral to administrator
- Assignment to community service
- Loss of privileges-school activities (including senior activities), dances, field trips, extracurricular participation
- Restitution

Teacher Suspension from class: A teacher may suspend a student from their class for the day of a violation and the next day for disruptive and/or disrespectful behavior for school violations. The teacher is to immediately notify the office and send the student to the office for supervision. The teacher is to contact the parent to inform them of the incident and suspension as soon as possible.

Major Violations

Major violations are those which are serious enough to require administrative intervention either at the site or the district level. Offenses and consequences for major violations shall be cumulative throughout the student's career to ensure that consequences are progressive (when appropriate), sequential and based on the frequency of the offenses. A serious violation may be deemed a Major Violation and not require progressive disciplinary steps.

Consequences may include but are not limited to:

- Teacher suspension
- Behavior Contract
- Modification of schedule or shortened day
- Administrative suspension from school one to five days
- Referral to Site Disciplinary Team or Alternative Placement Review Team
- Referral to the Police Department
- Recommendation for expulsion
- Involuntary Transfer
- Referral to Community agencies
- Referral to District level committee
- Juvenile court referral
- Restitution

Pranks

Behavior, including speech, which is disruptive to the educational process is prohibited. Activities which are dangerous, destructive, disruptive, disrespectful or demeaning are not acceptable on campus. Students involved in such activities are subject to disciplinary action. Police may be called to investigate illegal activities. When there is a cost involved in a senior "prank" and the school is unable to determine the individuals involved, the cost is charged to the senior class. As a consequence for being involved in such activities, students may be barred from participation in field trips, extra-curricular activities, school functions, including commencement and graduation activities.

Harassment / Hazing

Every student at Gunn High School has the right to attend school free from harassment. Harassment of any form is prohibited. Harassment includes, but is not limited to, the use of inflammatory and derogatory language, intimidation, instigation of a fight, unwanted jokes or teases, name calling, unwanted comments, disrespect for another's property, hazing, and any discriminatory behavior that is ethnic and/or gender-based. Any student who is found to be involved in these activities may be suspended and/or expelled. In addition, depending on the severity of the offense, the Palo Alto Police department may investigate activities of a harassing nature as hate crimes.

SUSPENSION & EXPULSION

The policy of the Palo Alto Unified School District regarding suspension and expulsion recognizes that maintaining an educational environment which maximizes learning and protects the health, safety and welfare of all students sometimes requires the removal of a student from regular classroom instruction for a period of time deemed necessary to correct the behavior of that student. Any exclusion of a student from school is used as a last resort and with the exception of specific serious major offenses, this method shall be used only when other alternatives for correcting the student's behavior have failed to bring about the desired conduct.

Any student who is suspended from school may not return to the campus during the suspended time unless administrative approval is granted and the student is then accompanied by the parent/guardian. Any student who is expelled shall be referred to an alternative education placement during the expulsion.

Actions falling under school jurisdiction must relate to school activities or attendance and may take place at any time including, but not limited to, any of the following: 1) on school grounds; 2) while going to and from school; 3) during the lunch period, whether on or off campus; or 4) during, or while going to or coming from a school-sponsored activity.

Causes for Suspension and Expulsion

The Education Code specifically outlines the causes for suspension and expulsion.

SUSPENSION OF STUDENT FOR MISCONDUCT

Suspension and Expulsion-Mandatory

A student shall be immediately suspended by the Superintendent or Principal/designee and recommended for expulsion by the Superintendent or Principal if the student commits any of the following acts at school or at a school activity off school grounds:

- Possessing, selling or otherwise furnishing a firearm. A School District employee must verify possession of the firearm.
- Brandishing a knife at another person. {"Knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade. Education Code 48915(g)}
- Selling a controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code.
- Committing or attempting to commit a sexual assault or committing a sexual battery.
- Possession of an explosive. {"Explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code. Education Code 48915(h)}

Education Code/48915(c)

First Offense Suspension-Quasi Mandatory Expulsion

A student shall be suspended by the Superintendent or Principal/designee and recommended for by the Superintendent or Principal if the student commits any of the following acts at school or at a school activity off school grounds, unless the Principal or Superintendent finds that expulsion is inappropriate due to particular circumstances:

- Causing serious physical injury to another person, except in self-defense.
- Possession of any knife or other dangerous objects of no reasonable use to the pupil.
- Unlawful possession of any controlled substance listed in Chapter 2 (commencing with section 11053) if Division 10 of the Health and Safety Code, except for the first offense or the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- Offered, arranged or attempted to sell of look-alike substance represented to be a drug or alcohol.
- Robbery/Extortion
- Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Education Code 48915(a)

A decision to expel shall be based on a finding or one or both of the following: a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; b) Due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of the student or others.

Education Code 48915(b)

First Offense Suspension-Permissive Expulsion

A student may be suspended by the Superintendent or Principal/designee and may be recommended for expulsion by the Superintendent or Principal if the student commits any of the following acts (including, but not limited to) at school or at a school activity off grounds, unless the Principal or Superintendent finds that expulsion is inappropriate due to particular circumstances.

- Academic Dishonesty
- Alcohol
- Damage to Property
- Disruption/Defiance
- Drug Paraphernalia
- Fighting
- Forgery/Altering a School Document
- Gambling
- Gang Related Activity
- Harassment of a Witness
- Hate Violence
- Hazing/Initiation
- Hostile Educational Environment
- Imitation Firearm Possession
- Inciting a Fight or other inappropriate behavior
- Obscenity/Profanity/Vulgarity
- Receipt of Stolen Property
- Sexual Harassment
- Site specific violations noted in Site Discipline Plan
- Terrorist Threat
- Theft
- Threat, Harassment, or Intimidation
- Tobacco
- Vandalism/Tagging/Graffiti
- Violation of Behavior Contracts
- Violation of Computer Use Agreement
- Violation of Suspension

Education Code 48900

A decision to expel shall be based on a finding or one or both of the following: a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; b) Due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of the student or others.

Education Code 48915(b)

ALCOHOL & OTHER DRUGS

The district recognizes its responsibility to provide reasonable protection for all students from the influence of persons who might encourage the use of mind-altering chemicals. To this end, the district provides students with a K-12 drug education program that is preventive in nature and maintains a systematic method of early identification, intervening and referral for students. These services include use of community agencies, parent education programs, provision of adequate materials, ongoing school activities which promote a positive and healthy lifestyle, school-community professional support services, and student support groups. Resource information is available at the school.

Appropriate action will be taken at the school site level to eliminate possession, use, provision, or sale of illegal substances and related paraphernalia in any situation in which the school is responsible for the well-being of all students. Students involved in the possession and/or use of chemical substances, including tobacco, shall be subject to immediate disciplinary procedures which may result in suspension or expulsion. (Secondary schools: If the final disposition is reinstatement on campus, every effort will be made to provide a referral to a substance abuse intervention program.)

DOGS ON CAMPUS

Most of us treat our dogs as members of our family. Many dogs are enrolled in obedience school to ensure that the pet is well behaved. We play fetch with our dogs and provide necessary veterinary care. It is a tradition for some parents to walk their children and dogs to and from school each day or to bring them into a school event. Yet veterinarians tell us that the most socialized dog can exhibit aggressive behavior in crowds. Unless authorized by the principal, dogs may not be brought to school or to any school event.

ACCIDENT & AUTO INSURANCE

The PAUSD offers an opportunity for parents to purchase low-cost accident insurance protection for students. Details are available at registration or in the Main Office. Students participating in inter-school athletics are required to have accident insurance.

PAUSD policy on using private vehicles for transporting students: Drivers must have a minimum liability/bodily injury insurance limit of \$100,000/\$300,000. Students must have parental consent and school permission to ride as a passenger in a private vehicle to a sport or activity. **Students may not drive other students on field trips.** Drivers park in the parking lots at their own risk. The school is not responsible for any damage to cars parked on the school property.

TEACHER REFERRALS

Progressive steps in working with inappropriate student behavior is an essential component of assisting a student in improving their ability to use appropriate actions and responses in situations they encounter each day. Progressive steps aid students in understanding their actions, appropriately holds them accountable for their actions and assists student in develops skills that lead to being a responsible citizen at Gunn High School.

MINOR VIOLATIONS

Minor violations are those which are not deemed serious in nature, but are disruptive and/or disrespectful. In the classroom, a minor violation is most often handled by the teacher first. Outside of the classroom, a minor violation is handled promptly by any observing staff member. Persistent or repetitive occurrences which fail to be corrected through staff intervention should be referred to a counselor. An accumulation of minor violations constitutes a major violation if there is clear indication that attempts to resolve the problem have been unsuccessful.

Progressive consequences may include but are not limited to:

- Counseling by teacher
- Parent notification
- Detention/work detail
- Teacher, parent, student conference
- Referral to Counselor
- Weekly progress reports
- Teacher suspension
- Referral to administrator
- Assignment to community service
- Loss of privileges-school activities (including senior activities), dances, field trips, extracurricular participation
- Restitution

Sending students out of class: Whenever a student is sent out of class and not to another room for instruction, the student is to be sent to the counselor or an administrator, as listed above. The reason for the referral must be provided in writing to the respective office as soon as possible. In all cases in which students are sent out of class, they must be instructed to report to the respective office in a timely manner. They are to bring work with them to do.

Teacher Suspension from class: A teacher may suspend a student from their class for the day of a violation and the next day for disruptive and/or disrespectful behavior for school violations. The teacher is to immediately notify the office and send the student to the office for supervision. The student is to bring schoolwork with them. The teacher is to contact the parent to inform them of the incident and suspension.

MAJOR VIOLATIONS

Major violations are those which are serious enough to require administrative intervention either at the site or the district level. Offenses and consequences for major violations shall be cumulative throughout the student's career to ensure that consequences are progressive (when appropriate), sequential and based on the frequency of the offenses. A serious violation may be deemed a Major Violation and not require progressive disciplinary steps.

Progressive consequences may include but are not limited to:

- Teacher suspension
- Behavior Contract
- Modification of schedule or shortened day
- Administrative suspension from school one to five days
- Referral to Site Disciplinary Team or Alternative Placement Review Team
- Referral to the Police Department
- Recommendation for expulsion
- Involuntary Transfer
- Referral to Community agencies
- Referral to District level committee
- Juvenile court referral
- Restitution

SUSPECTED ALCOHOL OR DRUG USE

All staff on campus have an obligation to enforce school, District and State Laws. Drug and alcohol use, influence or possession is prohibited on the campus and at all school events.

If you suspect use or possession, notify an administrator immediately, either by personally bringing the student and object(s) to the office, or by sending a note with a student or other staff member. **Do not let the student (or possible contraband) out of your jurisdiction.**

Conversation regarding the well-being of students is an important process at Gunn High School. Be sure to share information with appropriate staff regarding student welfare as quickly as possible.

INAPPROPRIATE OR DANGEROUS OBJECTS

All staff members have an obligation to intervene if they witness an unsafe, dangerous or violent situation. Items that do not have direct and approved classroom application are prohibited on the campus at all times. Approved items, when misused present an unsafe situation for all. Professional judgment in regard to the safety and well-being of students prevails.

Students who possess or misuse items should have the item(s) immediately confiscated. New laws and Board Policy officially allow students to possess items like cell phones and pagers on the campus. While in class, cell phones and pagers are to be turned off and out of sight. These objects are not allowed to interfere or detract with instruction and learning at any time.

Other examples of inappropriate items include, but are not limited to, lighter and matches, knives, razor blades, sharp objects, dangerous or explosive items, laser pointers, paint balls, firearms or imitation firearms, squirt guns, water balloons, markers (when not for specific class project), drugs, alcohol, tobacco products, vulgar or obscene objects, and items representing/depicting a crime, violence or drug/alcohol use.

ACADEMIC HONESTY REGULATIONS

STATEMENT OF PHILOSOPHY

The primary goals of any educational institution should be to enhance the learning environment and to promote the pursuit of intellectual excellence. The Palo Alto Board of Education believes that the public school should reinforce the values of our democratic society, teach citizenship, and provide an environment conducive to ethical behavior. Our Henry M. Gunn High School community believes that the school should maintain a climate in which honesty, courtesy, consideration integrity, and a concern for others are highly valued.

Cheating is an obstacle to achieving these goals. Factors that contribute to cheating include pressure for grades, not enough time to finish all the required homework, students taking advantage of teachers who do not monitor their classes closely, unrealistic parent expectations, and inefficient study skills. None of these reasons makes cheating acceptable. In any of its forms, for whatever reason, cheating denies the value of education. Our teaching staff strives to put the importance of learning above the importance of grades and to convince students that their best efforts are all that anyone should expect.

Definition: Cheating is taking (or lending), at inappropriate times a person's work, information, ideas, research, and documentation, without properly identifying the originator, **and/or** acting dishonestly or unfairly in order to gain an advantage - a deliberate act of deception.

Important Notes:

- The first inadvertent act of plagiarism will not be considered a disciplinary matter. The teacher will notify the counselor, and both will work with the student to help him/her understand the nature of the offense and how to correct it. After the first act of inadvertent plagiarism, it is in the student's own best interest, and his/her responsibility, to learn to correctly cite sources since future acts of inadvertent plagiarism are considered disciplinary infractions and will be recorded as such.
- A deliberate act of dishonesty will be treated as a disciplinary matter. Using a "cheat sheet" during a test or helping someone else cheat are examples of deliberate acts of dishonesty. The incident will be dealt with by an administrator and appropriate consequences assigned, with consideration of the severity of the offense. Possible consequences are listed below.

Procedures and Consequences: When a student is found to be in violation of the Honor/Integrity Code, in one of his/her classes, the procedures and consequences for each instance are as follows:

- a. In any instance of cheating, the teacher will confer with the student and is required to contact parents.
- b. The teacher will notify the guidance counselor and an administrator.
- c. The student will receive an "F" for the assignment/exam, and/or
- d. May have the quarter mark lowered one full letter grade.
- e. The student will be suspended for one to five days, depending on the severity of the act, and will be expected to spend time researching and writing on the topic of integrity and what the student should have done differently so as not to break the rules. The student is expected to turn in this paper as part of the consequence for dishonesty.
- f. If a new violation occurs in the same class the student may be dropped from the course with an "F" for the semester.
- g. If the act of academic dishonesty or cheating occurs outside the classroom setting, the incident will be dealt with by an administrator and appropriate consequences assigned.
- h. Repeated instances of cheating will result in a progression of consequences.
- i. An egregious act of dishonesty is subject to suspension and possible expulsion. Examples of an egregious act are computer hacking to change grades or working in collusion with other students to set up a system of ongoing cheating.

BE AWARE: Students applying to four-year college, trade school, gap year programs, other post-secondary schooling as well as those who wish to join the military, **MAY BE REQUIRED TO REPORT** academic dishonesty and/or suspensions as part of the application process.

TEACHER RESPONSIBILITIES

1. Make your policy and personal philosophy known to all students. Be specific as to:
 - a. Tests
 - b. Papers
 - c. Homework
2. Be fair to all students
 - a. Prepare students for and give notice of tests.
 - b. Be available to students before work is due.
 - c. Observe school's dead week policy.
3. Provide constant and consistent supervision during test period; proctor actively.

STUDENT RESPONSIBILITIES

1. Tests or Quizzes:
 - a. Manage time so you have adequate time to study.
 - b. Take responsibility to find out what material will be covered on the test or quiz.
 - c. During the test make sure paper cannot be seen by anyone else; keep your eyes on your own paper; do not talk – ask teacher, not neighbor, for questions of clarification.
 - d. After the test or quiz, do not discuss questions with other students until all students have taken it.
2. Fairness: Students are reminded that cheating is unfair, in that it threatens the grades of all classmates, especially in courses which are graded on a curve. In fairness to all, students are urged to make the teacher aware if cheating is taking place, including the kind of cheating and the methods used.
3. Homework: Do not copy others' homework; do not work with other students on assignments unless the teacher gives instructions to do so or unless the teacher tells the entire class to work together.
4. Papers: Do not copy from or paraphrase others without a footnote and appropriate punctuation.

PARENT RESPONSIBILITIES

1. Reinforce the values you believe in. Make sure that your child understands that your moral values apply every day.
2. Reduce the pressure for "success at any cost." Give your child support even when his or her best effort doesn't earn an "A."
3. Be aware of homework. Help your child protect study time. Provide a good study environment (desk, good light, quiet, etc.) Be sensitive to your child's need for study time. When he/she says he/she needs to study, he/she probably means it. Students commonly cheat because "there wasn't enough time."

Right to Appeal: The parents and pupil have the right to request a meeting with the school site administrator pursuant to Section 48904 of the California Education Code if they feel that due process has not been followed.

PARENT / GUARDIAN CONCERNS REGARDING SCHOOL DISTRICT EMPLOYEES

Concerns raised by parents/guardians about school district personnel should be resolved as quickly as possible. Therefore, parents or guardians of students in the Palo Alto Unified School District are urged to discuss their concerns directly with the employee(s) in question when concerns surface.

If the concern is not resolved with the employee(s) at this first level, the parent/guardian should then put the concern in writing and direct it to the employee's immediate supervisor, the principal at the elementary school, the instructional supervisor, and the principal at the secondary level. The immediate supervisor shall give a copy of the document to the employee(s) and shall review the concern with the employee(s) to attempt a resolution in the matter. If the concern is not put into writing at this stage (second level), the district will be unable to respond.

If the concern is put into writing, the supervisor shall respond in writing within ten (10) working days of receipt of the document. The response shall be directed to the employee(s), the parent/guardian and, at the secondary level, to the principal, and shall state the proposed resolution.

If the resolution is unsatisfactory, the parent/guardian may request that the matter (including initial document and the supervisor's response) be forwarded to the Superintendent or his/her designee. This request must also be in writing. The Superintendent or his/her designee shall respond in writing within twenty (20) working days after receipt of the written request (and documentation) to the parties with his/her resolution of the concern.

Appeals of the Superintendent's decision may be made to the Board of Education.

(Education Code, Section 35160.5) (10/84)
(Revised 11/87; Reviewed 01/03)

Administrative Procedure

Informal Level

Step One: Concerns/complaints against District personnel raised by a parent/guardian shall be resolved as quickly as possible. The first step in resolving all concerns/complaints shall be for the parent/guardian to meet with the employee to try to resolve the identified issue. It is expected that the majority of differences between a parent/guardian and an employee will be resolved at this first meeting.

Step Two: If concerns are not resolved with the employee at step one, the parent/guardian shall meet with the employee's immediate supervisor to try to resolve the identified issue. If no resolution is reached with the supervisor, the complaint may proceed to the formal level.

Formal Level

Step Three: The parent/guardian shall put the complaint in writing and submit to the site principal. The principal shall investigate the concern/complaint and shall respond in writing within ten (10) working days of receipt of the written complaint lodged against a school employee by a parent/guardian.

Step Four: If the parent/guardian finds the principal's proposed resolution to be unsatisfactory, an appeal may be made to the superintendent's designee. The parent/guardian shall submit the written complaint and the principal's written response along with a relevant documentation to the superintendent's designee. The Superintendent's designee shall respond in writing to the parent/guardian, the principal, and the employee with ten (10) working days.

Step Five: If the response of the Superintendent's designee is unacceptable to the parent/guardian, an appeal may be submitted to the Superintendent who will respond in writing to the parent/guardian, the principal, and the employee within twenty (20) working days. The decision of the Superintendent may be appealed to the Board of Education.

HEALTH & WELFARE

Tobacco-Free School District Policy

The PAUSD Board of Education acknowledges its responsibility to provide a healthy and comfortable working environment for District students, staff, and community members. Recognizing that education plays a central role in establishing patterns of behavior related to health, the Board shall continue to provide programs that alert students to the health hazards of tobacco use.

The Board is also concerned about the health of its employees and recognizes the importance of adult role modeling for students during formative years. Therefore, in conjunction with an existing curriculum which addresses tobacco-use prevention, the Board hereby establishes a policy which will provide a tobacco-free environment in which students can learn, employees can work, and in which all, including visitors, can be healthy and comfortable.

Effective July 1, 1992, smoking and the used of tobacco products by all persons shall be prohibited on school district property. This shall include school buildings, grounds, school-owned vehicles and school-sponsored events off campus.

PROCEDURES: TOBACCO-FREE SCHOOL DISTRICT

Administrative Procedure

1. **Dissemination of Policy:** Compliance with the tobacco-free policy is the responsibility of all employees. Dissemination of information is the responsibility of all supervisors, who are required to inform their supervisees and community members about this policy.
2. **Complaints and Resolutions:**
 - *Staff* – Employees who violate the tobacco-free policy shall be subject to disciplinary action based on provisions in the California State Education Code, negotiated agreements, and District policies and procedures.
 - *Community* – Citizens who are observed smoking or using tobacco products on District property during school-sponsored events shall be asked to refrain from doing so. If the individual fails to comply with the request, his or her violation of policy shall be referred to the building principal or other school district supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision regarding further action which may include a directive to leave school property.
 - *Facilities* – Users of District facilities under the Civic Center Act will be asked to publish the tobacco-free policy in their literature and announce the policy at the beginning of each event. Enforcement of the policy shall be the responsibility of the user group. Repeated complaints from clients/patrons to the District about the user group's failure to enforce the no smoking policy may result in temporary suspension or revocation of future use privileges.

POLICY: SEXUAL HARASSMENT (STUDENTS)

It is the policy of the Palo Alto Unified School District to provide a school environment free from all forms of harassment, including sexual harassment, and to maintain an environment in which all students and adults model this behavior and are treated with dignity and respect. Therefore, no student shall be subjected to sexual overtures or conduct, either verbal, visual or physical, which is intimidating, hostile, offensive, or unwelcome. Such conduct by adults or students is deemed unacceptable behavior and will not be tolerated by the school district.

For purposes of this policy, “sexual harassment” is defined for student-to-student interaction as unwelcome sexual advances, requests for sexual favors and other verbal, visual and physical conduct of a sexual nature. “Sexual harassment” is defined for adult-to-student interaction as any sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature. “Sexual harassment” is also defined as conduct of a sexual nature which affects an individual’s employment, academic status or progress; which has a negative impact on an individual’s work or academic performance; which creates a work or educational environment that is intimidating, hostile or offensive; or which affects benefits, services, honors, programs or activities available to an individual in the education setting.

The Board of Education considers sexual harassment a major offense. Violation of this policy will constitute cause for disciplinary action. Specific disciplinary action shall be related to the severity of the incident and/or the degree to which repeated incidents have occurred. Such disciplinary actions for employees may include, but are not limited to, verbal warnings, letters of reprimand, suspension with or without pay and dismissal, along with possible reporting to police if actions mandate. Such disciplinary actions for students may range from counseling to suspension or expulsion.

The Superintendent is directed to establish due process procedures which provide a person accused of sexual harassment the opportunity to respond to allegations and to provide an appropriate defense. The Superintendent is also directed to develop administrative regulations which will ensure adequate communication of this policy to all students, parents and employees and to provide appropriate complaint and resolution procedures.

(Government Code, Section 12940[i]), (Education Code, Section 200, 212.5, 220 and 230) and AB 537

Administrative Procedures

1. **Dissemination of Policy.** *In order to ensure that all students, employees and parents have knowledge of this policy and administrative procedure, the administration will:*
 - a. *Include the Sexual Harassment Policy in the Board Policy Manual.*
 - b. *Provide copies of the Sexual Harassment Policy to all students and parents.*
 - c. *Provide appropriate in-service regarding the Sexual Harassment Policy for all administrators and supervisors.*
 - d. *Encourage annual review of the Sexual Harassment Policy and administrative procedure as part of student and staff orientation activities.*
2. **Confidentiality.** *Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints handled under this process are confidential and therefore will only be discussed on a need-to-know basis as a means of investigating and resolving the matter.*
3. **Retaliation.** *The district forbids retaliation against anyone who reports sexual harassment.*
4. **Examples of Conduct which may be Considered Inappropriate:**
 - a. **Verbal or written conduct:** *Making derogatory comments, including epithets, slurs, jokes, etc.; sexual propositions; graphic commentary about an individual’s body; sexually degrading words used to describe and individual; suggestive or obscene letters, notes or invitations; spreading sexual rumors.*
 - b. **Visual conduct:** *Leering; making sexual gestures; displaying sexually suggestive objects, pictures, books, magazines, posters or cartoons.*
 - c. **Physical conduct:** *Inappropriate touching or impeding one’s movement; assault.*

5. *Procedures for Complaints and Resolutions*

- a. **Step One** – *Students who feel aggrieved because of conduct that may constitute sexual harassment should directly inform the person engaging in such conduct that such conduct is offensive and must stop. If students do not feel comfortable doing this or are unable to do so, they shall make their concerns known to a school counselor, assistant principal, principal or another staff member at the site, who will inform the person that the offensive behavior must stop.*
- b. **Step Two** – *If actions taken by the student or school official do not cause the offensive behavior to cease or if the behavior is of a severe nature or if the offensive behavior is from adult to student, the school official shall immediately inform the principal, or if the situation demands, the principal's supervisor, who will within ten days, if possible, complete an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The principal shall consult with the Coordinator of Health and Human Services about the allegations and the investigation prior to taking corrective action. If deemed appropriate by the principal, the students' parents/guardians shall be notified.*
- c. **Step Three** – *If the complaint is not resolved in Step Two, students may appeal to the Superintendent or designee by filing the complaint, the corrective action taken by the principal and any written response by the student in the Office of the Superintendent. The Superintendent or designee shall hear this appeal within ten (10) days of receipt of any written complaint and render a decision promptly. Both parties shall be afforded a full and fair opportunity to present their side of the issue in a hearing with the Superintendent or designee. The decision of the Superintendent shall be final.*

POSITION REGARDING STUDENTS / STAFF WITH AIDS

1. Under normal circumstances there is no risk to the health and safety of students or staff from an individual who has AIDS. Careful documentation of all known cases indicates that the disease is transmitted from person to person by blood or exchange of sexual fluids. To date, there have been no reported cases of the transmission of AIDS in a school setting.
2. The Palo Alto Unified School District does not inquire into the cause of death of staff members or students, nor do we inquire into the lifestyle or sexual preference of staff members.
3. Information about AIDS is provided to all 7th grade students in the Family Life Education unit in science classes, and again in the high school biology classes. Periodical AIDS awareness presentations are made at both high schools, sponsored by the PTSA.
4. Because of unique circumstances surrounding individual AIDS cases, the Palo Alto Unified School District will evaluate each one individually and take appropriate action. We are in touch with county public health authorities and our own legal counsel about AIDS-related issues.

REPORTING PROCEDURES / WORK-RELATED INJURY OR ILLNESS

**(Observing these procedures is the key to prompt benefits
and the avoidance of financial penalties by the School District)**

California workers' compensation law provides a way to take care of injured workers. If you have sustained an injury or illness that you think is due to your job, report this fact to your immediate supervisor right away. With your supervisor's assistance, you will complete a form that describes the injury and how, when, and where it happened. Should you require immediate medical treatment, any employee who has not filed the name of his/her personal physician should go to the Workforce Medical Center, 201 Arch Street, Redwood City, CA 94062. In cases of real emergency, notice of injury should be made by telephone to the District Business Office (329-3735) within 24 hours of occurrence. Absence from work due to "industrial" injury can only be claimed with proper documentation from a doctor. If the doctor says your injury necessitates working in a modified status or staying at home, it is important that you keep your supervisor and the Business Office informed as to your status after each medical appointment. If you have questions, ask your supervisor or call the Business Office or the District's claims representative: GTA-Associated Claims 1-800-540-1775.

GUIDELINES FOR RELIGIOUS DAYS & EVENTS

Young people come to our schools with a variety of religious beliefs and backgrounds. These guidelines are to help staff develop appropriate school activities in recognition of religious days and events.

1. We must be sensitive to the beliefs of all religions. Programs should feature the traditions of many cultures.
2. The recognition of various holidays must be educational and cultural rather than religious in nature.
3. Care should be taken not to inundate students with seasonal or religious material (the time factor is important here - - limit activities).
4. In school programs, the major thrust of music is to be secular, not religious.
5. The school may sponsor the study of religions but not the practice of religions.
6. The school may expose students to all religious views but may not impose any particular view.
7. The school's approach to religion is one of education, not one of indoctrination. The function of the school is to educate about all religions, not to convert to any one religion.
8. The school's approach to religion is academic, not devotional.
9. The school should strive for student awareness of all religions, but not press for student acceptance of any one religion.
10. The school should work to inform students about various beliefs, but not to conform them to any one belief.

GUNN GUIDANCE / COUNSELING SERVICES

Contact: Robin Francesconi – Guidance Tech. 354-8212

**RESOURCES: Guidance Web site; College and Career Center Web site;
Academic Center Web site**

Among the resources available to teachers at Henry M. Gunn High School are the services of the Guidance staff. The services are designed to assist teachers in helping all students (not just problem students) receive the maximum benefit from the available educational opportunities.

The primary objectives of the Gunn Guidance program have developed from the guidelines established by the Palo Alto Unified School District's guidance approach. They are:

1. To assist students to make better decisions regarding their personal behavior, their educational plans, and their vocational futures, and
2. To assist the school staff to make better educational decisions about students.

The elements of a good decision include the collection and examination of pertinent information, the determination of all possible alternatives, a review of the consequences of each alternative, consideration of the desirability of each alternative, and willingness to accept responsibility for the alternative selected.

Included under the Guidance “umbrella” are the following programs and services: guidance counseling, data processing, Registrar, school psychologist, Adolescent Counseling Services, Study Program, Focus, on Success, and Living Skills.

Individual Guidance Counseling: Students are assigned to a counselor by class and alphabet for administrative purposes and to ensure that each student has a qualified guidance counselor to maintain records and monitor each student's progress in school. Guidance counselors will meet with each student individually a minimum of once a year to review progress. Students may sign up to visit their counselor at any time they have a need to do so. Drop-in times are before school, Brunch time, Lunchtime and after school. Students may speak to any counselor for assistance if their own counselor is not available. See counselor assignments list by alphabet and grade level below.

Counselors and guidance staff also work with students regarding their behavior, physical health concerns, anxiety and stress-related concerns, as well as other mental health related issues. Referrals for off-campus support services are also available. Students or parents are encouraged to make an appointment with a member of the guidance staff if they think a conference might be helpful.

Guidance staff work with teachers, parents, students, Assistant Principals, the Dean of Students, the health technicians, District nurse, and school psychologist to create and monitor academic, attendance, and behavioral support plans for students. Guidance counselors attend Student Study Team meetings, IEP meetings, and are the **504 case managers** for the students on their caseload.

Individual and Support Group Counseling: Counseling is also offered to students with physical health or mental health issues through **Adolescent Counseling Services**, our school psychologist or guidance counselors.

Group Guidance: Counselors and other staff members schedule group meetings to help students assimilate the available information. A schedule of topics and dates will be published periodically throughout the year. Parents and staff are welcome to attend these sessions.

Parent Information Evenings are held throughout the year. These meetings are based on the student's year in school and will be published in the Spotlight, the Gunn Connection, and on the Guidance Department link of the Gunn Web site.

The Academic Center is a drop in study center located in Library 4 and Library 5. Textbooks are available for checkout for use in the Center, and there is also a drop-in computer lab with printing capabilities. Students can also sign up for tutoring from community volunteers or peer tutors with the Academic Center Supervisor. Additionally, there is a list of paid tutors and tutoring services available from the A.C. Supervisor and on the Academic Center link on the Gunn Web site. Mock SAT and ACT tests with prep classes are also offered throughout the year. Check in the Academic Center for more on dates and times for these. Teachers can also arrange with the A.C. Supervisor, Chris Bell, to proctor missed exams. Academic Center hours are currently 7:45 a.m. until 4:00 p.m., Monday – Friday. (354-8271)

The College and Career Center has available to students and parents catalogued files of information and computer software relating to scholarships, colleges, vocations, and local and national testing programs. Please call Leighton Lang at 354-8219 for assistance.

Focus on Success (FOS) is a study skills class for students who need added support to be successful at Gunn. The class curriculum includes time management, organization, and test-taking strategies, as well as goal setting. Homework support is also provided. Students who receive Special Education services are not eligible, since these services supplant Focus on Success. See Tarn Wilson, FOS Coordinator, the Assistant Principal, or a guidance counselor if you are interested in learning more about FOS or wish to refer a student.

The Opportunity Program is an on-campus alternative program for 9th and 10th graders who are struggling with academics and/or are having issues with truancy. Please see the assistant principal or guidance counselor for more information.

Independent Study is not a choice program. Eligible students are those who have missed extensive periods of school due to serious illness, students who are missing graduation requirements due to entering Gunn as an 11th or 12th grader and can't fit particular courses into their schedule, or those seniors who have failed required courses for graduation. Only the guidance counselor initiates referrals for this program. No self-referrals are accepted. See the Assistant Principal or Guidance for more information.

Student Study Team: The Assistant Principal of Guidance, school psychologist, guidance counselor, student and parents are the core members of the Student Study Team. Other members may include the nurse technician, teachers and/or other school administrators. A Student Study Team meeting is convened when a student is experiencing prolonged difficulty academically, socially, emotionally, and/or having discipline or truancy issues. Please contact a guidance counselor or the assistant principal to discuss this intervention. You can refer a student for a SST. Referral forms are located in the Guidance Office.

504 Management: The guidance counselor is the case manager if you have a 504 Plan. He/she will monitor the plan at Gunn, inform teachers of what accommodations are on the plan, and, at the end of the year, track what accommodations were used. If you have any concerns or problems implementing accommodations, please contact the guidance counselor or the 504 Coordinator for Gunn, Mr. Jacobowsky, who is the Assistant Principal for the Guidance Department.

Gunn Guidance Counselors Contact Information:

Bill Christensen: 354-8225 wchristensen@pausd.org
Myesha Compton: 354-8207 mcompton@pausd.org
Monica Espinoza 849-7957 mespinoza@pausd.org
Lisa Kaye: 354-8224 lkaye@pausd.org
Jovi Johnston: 849-7935 jjohnston@pausd.org
Linda Kirsch: 354-8204 lkirsch@pausd.org

9th Grade

Please see Guidance Web site for information on freshmen counselors.

10th Grade

| | | |
|------------|------------------|----------------------------------|
| A - Chi | Bill CHRISTENSEN | 354-8225; wchristensen@pausd.org |
| Cho - He | Jovi JOHNSTON | 849-7935; jjohnston@pausd.org |
| Ho - Lim | Linda KIRSCH | 354-8204; lkirsch@pausd.org |
| Lin - Noh | Myesha COMPTON | 354-8207; mcompton@pausd.org |
| Nor - Schu | Lisa KAYE | 354-8224; lkaye@pausd.org |
| Schw - Z | Monica ESPINOZA | 849-7957; mespinoza@pausd.org |

11th Grade

| | |
|------------|-------------|
| A - Di | CHRISTENSEN |
| Do - Ji | J. JOHNSTON |
| Jo - Mai | KIRSCH |
| Maj - Schl | COMPTON |
| Schm - Sol | ESPINOZA |
| Som - Z | KAYE |

12th Grade

| | |
|------------------|-------------|
| A - E | CHRISTENSEN |
| F - Kim | J. JOHNSTON |
| King - N | KIRSCH |
| O - S | COMPTON |
| T - Z | KAYE |
| College Pathways | ESPINOZA |

More contact information for the Guidance staff:

- Tom Jacoubowsky is the Assistant Principal overseeing the Guidance Department.
Contact: 354-8290 or tjacoubowsky@pausd.org
- Robin Francesconi is the Guidance Technician.
Contact: 354-8212 or rfrancesconi@pausd.org
- Meri Gyves is responsible for our Work and Exploratory Experience programs.
Contact: 354-8221 or mgyves@pausd.org
- Leighton Lang directs the College and Career Center.
Contact: 354-8219 or llang@pausd.org
- Dr. George Green is the School Psychologist.
Contact: 354-8216 or ggreen@pausd.org
- Kathryn Miranda and Bill Palacio are our Health Technicians.
Contact: 354-8211 or kmiranda@pausd.org or bpalacio@pausd.org
- Tracy Douglas is the Registrar.
Contact: 354-8284 or tdouglas@pausd.org
- Martha Cartwright is the Data Processor.
Contact: 354-8208 or mcartwright@pausd.org
- Hansen Sekona and Pam Steward are the Academic Center Supervisors.
Contact: 354-8271 or hседona@pausd.org or psteward@pausd.org
- Robyn Alagona is the Director of the Adolescent Counseling Service.
Contact: 849-7919 or robyn@acs-teens.org

CHANGES IN STUDENT PROGRAMS

At the outset of the year, a program change process is implemented to facilitate student program change requests, thereby concentrating the movement into and out of classes in the first few days of school. Any subsequent program change requests are handled by the Guidance staff. Students who desire a program change must complete a Request for Program Change form. The forms are available to students in the Guidance Office. Parent permission is required to drop a course or change a lane.

Instructional Supervisor signatures indicating approval are required on the Request for Program Change so that teachers have an opportunity to react to contemplated changes.

The same Request for Program Change form should be used by teachers when recommending lane or level changes. All such requests should be given to the Instructional Supervisor.

FACULTY DECISIONS

The success of a school is determined by the faculty in its work with students. Teachers are continuously making professional decisions regarding their students. As a total faculty, in departmental groups and individual, teachers set educational objectives, select learning materials, determine methods of

instruction, set and administer behavioral standards, recommend individual student placements, and evaluate performance.

The Guidance staff assists teachers by:

1. Collecting general information about the student body;
2. Providing information about individual students; and
3. Using its knowledge of teenagers and learning to assist with behavioral problems, educational placements, and instructional strategies.

GRADUATION REQUIREMENTS

Students are required to have a minimum of 210 semester credits for graduation. Included in these credits are the subject requirements (160 credits below). Additionally, 50 general elective credits complete the 210 credit requirement. For any subject taken in grades 9-12, **ten** credits are granted for successfully completing a course that meets for a school year; **five** credits are granted for a semester course. All courses required for graduation must be taken at Gunn High School.

- I. Subject Requirements:** The number of credits in each subject area listed below must be earned to satisfy graduation requirements.

| <u>Subject Area</u> | <u>Units</u> | <u>Information</u> |
|---------------------------------|--------------|--|
| <i>Social Studies</i> | 40 | Including 10 credits of World History, 5 credits of Contemporary World, 5 credits of US Government, 10 credits of US History, 5 credits of Economics, and 5 Social Studies elective. |
| <i>English</i> | 40 | Classes of 2012, 2013, 2014 |
| <i>Science</i> | 20 | (10 credits of Biology; 10 credits of Physical Science) |
| <i>Mathematics</i> | 20 | Including one year of Algebra or its equivalent |
| <i>Physical Education</i> | 20 | |
| <i>Fine Arts</i> | 10 | Drama, Art, Photo, or Music |
| <i>Career Voc. Ed.</i> | 10 | Business, Industrial Arts, Home Economics, ROP, Computer Science, Computer Math, Work Experience, or Exploratory Experience |
| <i>Living Skills</i> | 5 | |
| <i>General Elective Credits</i> | 50 | |
| TOTAL | 215 | Classes of 2012, 2013, 2014 |

- II. General Elective Credit Requirement:** Additional electives are needed to fulfill the minimum 210 credits required for graduation from high school. These credits may come from any subject area.

- III. California High School Exit Examination:** Students are required to pass both the English and Math sections of this test to earn a high diploma, in addition to completing graduation course requirements.

- IV. First Aid/CPR Training:** All students must successfully complete First Aid/CPR training

- V. Units Shy Seniors:** A senior who is within 10 credits of completing diploma requirements may participate in the graduation ceremony but should attend summer school immediately following their final semester at Gunn to finish remaining requirements. The PAUSD Summer School runs a "Units Shy" program for seniors needing to complete diploma requirements. Depending on the course, students may also complete these credits through other **accredited** institutions with prior permission from the principal or her designee, the assistant principal of guidance.

GRADUATION

Baccalaureate and the commencement exercises are optional. To those not participating in commencement, diplomas will be available in the Main Office the day after the commencement ceremony. Students who want to participate in commencement must attend the rehearsal.

Seniors who complete graduation requirements at the end of the first semester of their senior year may participate in baccalaureate and commencement services. Diplomas for these students will carry a June date and will be either granted at commencement (if they participate) or available to them in the Main Office the day after the ceremony.

Seniors graduating in June who are receiving their diploma from a school outside Palo Alto may participate in the school activities ceremonies. Graduation must be verified by the awarding school before participation.

Seniors who are within ten credits of meeting graduation requirements in June, but contract to make up deficiencies during the next regular summer session, may participate in baccalaureate and commencement exercises. Such a student may pick up his diploma at the close of summer school and upon verification. The diploma will carry the June date.

Students failing to qualify for graduation at the end of their senior year may fulfill graduation requirements by means of summer school, community college, online or distance learning courses. The courses must be approved in advance by the school principal or her designated representative, the Assistant Principal of Guidance Services. This privilege may be extended to students lacking ten or fewer credits. Verification must be received within one year of leaving high school. All other non-graduates should receive their diplomas from adult school or some other diploma granting agency.

EARLY GRADUATION POLICY

The Gunn High School administration will recommend early graduation under the following conditions:

1. The student requests, in writing, permission for early graduation at least one school quarter prior to the semester he plans to graduate.
2. The student submits, in writing, a plan of activities for the period of time he would normally be attending school.
3. The student's parents submit a letter indicating their willingness to have their son/daughter graduate early.
4. The recommendation of the student's counselor, supported by the administration, that the student's planned activity is educationally equal to or better than additional time in school.

Students who plan to graduate early must satisfy the following educational requirements:

- 210 total units;
- All District requirements met in regular classroom instruction or in summer school.

Special Note: A student's expected date of graduation is determined at the date of his/her high school entrance. Unless entered under special permission, a freshman's graduating date is June, four years hence.

GRADING & ASSESSMENT

STATEMENT OF GRADING

The grades on a report card are only one method of evaluating and communicating pupil progress. Grades should not be expected to carry the full burden of this process.

A grade indicates how well a student has met the requirements of a particular course. This may include written assignments, class participation, group work, teacher tests, etc. The grade is not just a record of how much subject matter the student can recall. Results of standardized achievement tests give this information.

It is well known that a wide range of individual differences exists among students. This range or distribution is often characterized by the so-called “normal curve”. Palo Alto children, although characterized by a higher average and therefore, somewhat different curve, also show a wide range of individual differences.

However, since such distributions represent all children (in the nation or in Palo Alto), it is improper to consider it a standard for only a segment of the total distribution. For this reason, uniform educational norms for each subject, grade, or class are not realistic.

Following are some guidelines for grading in the high schools in Palo Alto. These guidelines recognize that classes are sometimes often grouped in order to minimize the range of individual differences.

1. A teacher should use previous experience and other information to evaluate grade distribution in any one class.
2. It would be reasonable to expect an abnormal distribution of grades in some courses (art or music, for example, or in physics, where some prerequisite selection takes place).
3. Factors affecting the grade should be explained by each teacher, and this statement should appear in the grade book. Grades should not be a secret or a surprise to a student or to others who review the grade book. There should be an understandable and reasonable method of averaging grades.

If other quarters and all tests have equal weight, then a mathematical average would be expected. However, the final quarter or final exam may be comprehensive so that an average would not be applicable. There should be an explanation or a statement in the grade book as to the method used in assigning the final grade. Scores and grades in the grade book should be labeled. A double-check on the final grade and the recorded grade would avoid some errors.

4. In some cases where it seems that a mistake has been made in grading, the student should first talk to the teacher, and then to a counselor. The counselor would confer with the teacher. In very exceptional cases, an administrator and department chairman may review the grade book. A change of grade may be made only with the approval of the principal. A student will have one quarter to request a change in a grade. If more than one quarter has elapsed, the request will be denied.
5. Grading and attendance: While there is strong correlation between attendance and student progress, individual grading systems must not factor in attendance as a direct grade determinant.
6. Cheating: Gunn High School has developed an Academic Honesty Policy (pg. 32). Teachers should familiarize their students with this policy and make clear the standards regarding honesty and fairness through class discussion.

Entering Grades in Infinite Campus

Grades and warning notices will be entered online using Infinite Campus, the student information system for PAUSD. Each teacher must use the grade book in Infinite Campus to enter grades electronically, whether or not he/she uses the IC grade book as their ongoing means of recording assignment and assessment results. Information about the days and times of the “grading window” will be e-mailed to you prior to each “window.” You can also find the dates on the Academic Calendar. If a teacher misses the closing day and time for entering grades, he/she must see the Data Processor for more information about manual or electronic submission.

Notes for Making Report Cards

| | |
|--------------------|---------------------|
| A = Superior | I = Incomplete |
| B = Good | P = Pass Credit |
| C = Satisfactory | NM = No Mark |
| D = Poor | NC = Non-Attendance |
| F = Unsatisfactory | |

Mark of “I”

A mark of “I” (Incomplete) may be given when, due to extenuating circumstances (e.g., illness), the student has been unable to complete required course work. The student must enter into an agreement with the teacher as to which assignments need to be completed in order for the student to receive a grade and credit for the course. Six weeks after the end of Semester 1, the Data Processor will ask the teacher for a grade, or whether the “I” should turn into a No Mark. A mark of “I” may not be given as a final mark at the close of the school year (2nd Semester mark).

Mark of “NM”

A mark of “NM” (No Mark) may be given when it is inappropriate to make an evaluation. Credit may not be given.

After the 15th day after the start of quarters two and four, a dropped course will appear on the student’s transcript with a mark assigned by the teacher. The assigned mark may be “A” - “D” with full or partial credit, or “F” or “NM” with no credit.

A plus (+) or a minus (-) grade may be assigned and, in the case of a final grade, it will appear on the transcript, but will not have any bearing on grade points. Therefore, a B+, B, or B- will each generate 3 grade points.

Mark of “NC”

A student dropped from class per the provisions of the attendance policy will receive a mark of “NC” (non-attendance) on the transcript. Credit may not be given.

Mark of “P”

A mark of “P” (Pass-Credit) may be given if a student files a petition for this option within the first four weeks of the semester. After the closing date for filing, this option is available only with teacher consent. If a mark of “P” is used, the grade book becomes the Official Record in which an assigned mark of A, B, C, D, or F must be recorded.

NOTES TO PARENTS

Parents appreciate a positive word. This form will expedite communication with parents. A compliment or concern is important to the parent. Please send a note whenever appropriate. *Notes to Parent* forms are available from your department secretary or in the Guidance Office. The notes will be mailed by the department secretary, or the Attendance Office if there is no department secretary.

WARNING NOTICES

Teachers will be provided with scantron sheets just prior to the end of the warning notice period. They are due the following Tuesday. (See Academic Calendar for exact dates.) Return the scantron sheets to Martha Cartwright, Data Processor. Notices will be mailed home. Warning notices may be given at any time, but must be sent by the middle of the 5th week of any quarter to a student who is doing “C-“ to failing work. To send the note later in the quarter doesn’t give the student the opportunity to improve the grade. Additionally, teachers are required to send a warning notice home if a student may fail the course. If a notice does not go home, then the student must be given credit for the course.

PASS-CREDIT GRADING OPTION

Eligibility

- Open to freshmen, sophomores, juniors, and seniors.
- Students enrolled in six or more classes may elect pass-credit in a maximum of three classes.
- Students enrolled in five classes may elect pass-credit in no more than two classes.

Procedure

Pass, Credit/NM, No Credit: Before **October 14, 2011** in the first semester and **March 16, 2012** in the second semester, students have the option of filing a petition with the registrar to replace a passing grade with a P and five credits or an F grade with an NM and no credits. At the end of the semester, the students must notify the registrar whether he/she prefers the assigned grade of the P or NM for a permanent grade. In all cases the teacher must record in the permanent grading record the actual grade earned and a copy of the option if so chosen.

Availability

Subject to the above conditions, a student may take any course in the curriculum on a “credit only” basis. However, it must be understood that certain colleges, particularly the University of California, will not honor course grades of “credit only”. When a student elects to take a course on a “credit only” basis, he should know first if the colleges he may wish to attend will accept such a credit.

The pass-credit grading option is a privilege that will be granted to students who have a sincere and legitimate reason for exercising this option. If the student’s request is deemed educationally unwise, it should be denied.

DROPPING COURSES

Drop - No Mark

November 11, 2011 in the first semester and **April 19, 2012** in the second semester are the dates marking the deadline for a student to drop a course and not have it appear on his/her transcript. For courses dropped after each deadline, the course and grade assigned by the teacher will be included on the student’s transcript.

DEPARTMENTAL GRADING POLICIES

Each Gunn department has formulated its own statement of its grading philosophy and practice. Those statements are available for perusal in the Main Office, the Guidance Office, and in each individual Department Office.

ACADEMIC CALENDAR

2011-2012

| FIRST SEMESTER | |
|-----------------------------------|---|
| August 15, 16, 17 & 19 | Before school: schedule change days August 15 – 12 th grade August 16 – 11 th grade August 17 – 10 th grade August 19 – 9 th grade |
| August 23, 2011 | First day of first semester Schedule changes: errors only |
| August 24, 2011 | “Schedule-a-rama” 3:00 p.m. – 4:30 p.m. Instructional Supervisors available to sign petitions in one location - Quad |
| August 25, 2011 | Last day for student initiated schedule changes for first semester |
| September 2, 2011 | Last day to add a class for credit in first semester |
| September, 23, 2011 | First warning notice period ends Notices due Tuesday September 27th |
| September 23, 2011 | Students leaving after this date must receive a quarter grade for every class |
| October 14, 2011 | Last day to petition for passing grade/credit to replace a letter grade & for a NM/No Credit to replace a failing grade |
| October 21, 2011 | End of first quarter Grades due Tuesday, October 25th |
| November 11, 2011 | Deadline for dropping a class and not having it appear on a transcript |
| November 18, 2011 | Second warning notice period ends Notices due Tuesday, November 22rd |
| December 2, 2011 | Students leaving after this date must receive a semester grade for every class. |
| January 11, 12 & 13 | Review Days – No new material is introduced |
| January 17-19, 2012 | Semester finals |
| January 19, 2012 | End of first semester Grades due Tuesday, January 24, 2011 |

SECOND SEMESTER

| | |
|--------------------------------------|--|
| January 23, 2012 | First day of second semester |
| January 25, 2012 | Last day for student initiated schedule changes |
| February 3, 2012 | Last day to add a class for credit in second semester |
| February 24, 2012 | First warning notice period ends Notices due Tuesday, February 28 |
| February 24, 2012 | Students leaving after this date must receive a quarter grade for every class |
| March 2, 2012 | Last day to change an Incomplete for first semester to a letter grade. "I" becomes an "F" after this date |
| March 16, 2012 | Last day to petition for passing grade/credit to replace a letter grade or a NM/no credit to replace a failing grade |
| March 23, 2012 | End of third quarter Grades due Tuesday, March 27th |
| April 20, 2012 | Students enrolling after this date will receive a Pass/Fail, No Credit (or partial credit) grade for the semester |
| April 20, 2012 | Deadline for dropping a class and not having it appear on a transcript |
| May 4, 2012 | Second warning notice period ends Notices due Tuesday, May 8th |
| May 11, 2012 | Students leaving after this date must receive a semester grade for every class |
| May 30, 31 & June 1, 2012 | Senior Finals |
| May 31, June 1 & 4 | Review Days – No new material is introduced |
| June 5-7, 2012 | Semester finals for 9 th , 10 th and 11 th graders |
| June 6, 2012 | Graduation, @ 6:00 p.m. in the Amphitheater |
| June 7, 2012 | Last day of school for students in grades 9-11 |
| June 8, 2012 | Semester ends for faculty. Grades due June 8th |

SPECIAL RESOURCES

HEALTH OFFICE

Health Clinician

The services of the health clinicians are available on a part-time basis. First aid policies and procedures are defined specifically in the Palo Alto Unified School District “Emergency Care Book” and should be familiar to all school personnel since, **in every case, the individual supervising the pupil is legally responsible for rendering appropriate first aid.** If, in the judgment of that individual, the pupil’s ailment is minor, he/she can be sent to the Health Office for care. He/she should report to the Main Office when the Health Office is closed.

If you know of a pupil with symptoms of health problems, please report this to the health clinician as soon as possible.

Accident Procedures

The first responsibility for accidents falls upon the adult who witnesses or is nearest the accident. This person must attempt to describe the seriousness of the accident and administer first aid as prescribed in the booklet “Emergency Care”. If assistance is needed, contact the Health Office by phone or student messenger. A student messenger should be alerted to come to the Main Office if the Health Office is closed.

According to School Board policy, the following procedure shall be adhered to in the event a student is seriously injured:

1. Every effort will be made to contact the parent. Notify the parent before a physician is contacted except in cases of extreme emergency.
2. If the parent cannot be located, the physician indicated on the emergency card shall be notified.
3. If a physician has not been indicated or if he is not available, the school medical consultant shall be contacted and instructions requested.

Emergency cards for students are located in the Health Office. A first aid kit is available for field trips and should be signed out of the Health Office.

An accident form of any injured student must be completed immediately by the teacher who witnesses or is nearest the accident. This form is available in the Health Office. The completed form should be placed in the nurse’s box so that information may be put on the health record. After information is recorded on the health record and the form has been completed, the principal will sign the form and return it to the Health Office.

No staff member shall stipulate or imply to a student or parent that he (the staff member) or the school is responsible or liable for any accident.

Illness

Health clinicians are assigned to our school to take care of students who become ill or are injured at school. Any questions regarding special classroom provisions for students due to health problems should be referred to the guidance counselor or school health technician.

In case of illness, the student should be sent to the Health Office. Judgment should be exercised as to whether the student should be sent alone, or accompanied by another person, or if the Health Office should be contacted. If the student is seriously ill, the emergency care procedure should be followed. Encourage students to stay home when ill.

New procedures are in place for our students with diabetes, seizure disorders, severe allergies, as well as other major health issues.

THE LIBRARY

Library procedures are simple. Long-term check-outs to teachers can be arranged, either for classroom or personal use. On request, in advance of need, special collections can be placed on reserve in the library or in classrooms.

The library staff is available for orientation, reference, and other talks to classes in either the library or classrooms. Teachers are requested to schedule class or group visits to the library in advance with the librarian. A sign-up sheet is available in the library; come in or call ext. 8252. Additional services to students and teachers include preparation of bibliographies, preparation of tests or new materials and of book reviews, and similar curriculum-related services. Teachers are invited to recommend both print and non-print materials for purchase.

The library is a place to read, study, and do research. Students are to be seated and to maintain a quiet atmosphere. Students are asked to leave the furniture and chairs in place and not to sit on the tables or counters. No food or beverages are permitted in the library.

The library is open daily from 7:30 a.m. to 3:45 p.m.

STUDENT ACADEMIC CENTER

The Student Academic Center, located in LB-4 in the library, offers tutoring in most subjects as well as help with study skills daily from 7:45 a.m. to 4:00 p.m. The program coordinator will identify and train students, parents, college students, and retired and classroom teachers to provide individual and small group tutoring to ensure success for all our students. Teachers are encouraged to identify and counsel students to take advantage of this resource. The Center is designed as a resource for all Gunn students and we hope all teachers and students will help promote it. Teachers can also arrange for students to take make-up tests and exams in the A.C. Contact Academic Center Supervisor at 354-8271 or by e-mail.

LOST & FOUND

Missing coats, backpacks, keys, and books show up every day at the school. Students should check at the Student Activities Center for lost binders, wallets, jewelry, backpacks and keys. Departmental aides often have unclaimed books. The coaches also have a Lost and Found in the gym. Check for lost clothing in the Custodian's Office. The school is not responsible for theft, damaged or vandalized personal property.

Gunn High School is not responsible for lost or stolen personal items that are brought to school. You bring personal belongings on campus "at your own risk."

SCHOOL REGULATIONS

The following rules and regulations have been designed with the safety and welfare of the students and staff at Gunn High School in mind. Your cooperation is expected and appreciated. The following regulations reflect the more common concerns and issues that might arise. For more specific information regarding infractions, penalties and processes, see the Gunn High School Discipline Plan included in this booklet.

Appearance and Dress: The Palo Alto secondary schools have established a dress code in keeping with the purpose of the schools and one which is acceptable to the community.

Appearance and dress must be within the limits of decency, cleanliness and appropriateness for school, and shall not interfere with teaching and learning. Some form of footwear must be worn on the campus. Any profanity, sexually implicit or explicit wording and/or graphics as well as drug and/or alcohol insignia apparel must not be worn at school.

The following specific dress guidelines are intended as reference points and are not meant to imply that compliance requires measuring student apparel dimensions.

Article 1: Upper Body

- No back-less shirts shall be worn.
- Chest must be covered such that the neckline of shirts must not be lower than one (1) inch below the top of the armpit

Article 2: Midriff

- No belly button shall be exposed when a student is standing with his/her arms hanging at his/her sides.

Article 3: Lower Body

- The buttocks shall be covered such that no part is visible when sitting, standing, or leaning over.
- Skirts must reach the middle of the thigh.
- Shorts must reach the middle of the thigh.
- Underwear must not be showing when sitting, standing, or leaning over.

Excessive Affection: Socializing with others is an important component of high school life. However, excessive affection is not appropriate nor permitted at any time during class, out of class, or related to any school event.

Leaving Campus: The Gunn campus is an open campus. However, students are encouraged to stay on campus until the end of the student's school day unless a parent or a legal guardian has prearranged through the attendance office for the student to leave the campus. If students leave campus during the lunch or prep periods, it is important for parents to know that the Education Code reads as follows: "No school staff member or employee of the district shall be responsible or in any way liable for the conduct or safety of any pupil of the public schools at any time when such pupil is not on school property unless the district, board, or the person has undertaken to provide transportation for such pupil to and from the school premises, has undertaken a school-sponsored activity off the premises of such school or otherwise specifically assumed such responsibility. In the event of such a specific undertaking such as a field trip, the district, board, or person would be liable or responsible for conduct or safety of the pupil only while such pupil is or should be under the immediate and direct supervision of any employee of such district."

Students who leave campus during class time will be required to obtain a permit to leave from the Attendance Office. Upon return from a leave, the student is to obtain an admit for all classes missed. A permit to leave does not automatically clear an absence.

Visitors on Campus: All visitors are required, upon arriving to the campus, to register at the Main Office. All visitors must declare their reason for the visit. If appropriately related to the school day, the visit will be granted and a visitor parking pass issued if a car was driven on the campus.

Guests on Campus: Guests visiting school with a Gunn student must have a Student Visitor Pass, which should be arranged at the Main Office at least 24 hours in advance of the visit. Requests for Student Visitor Passes should be accompanied by a note from the parent/guardian. In order to bring non-Gunn guests to a school dance, a permission slip, which may be picked up at the Student Activities Office, must be completed and approved prior to the day of the dance.

Distribution of Printed Materials: The distribution of printed materials is subject to time, place and manner. All printed materials distributed on school property shall bear the name of the sponsoring organization or individual. Materials may be distributed provided that no substantial disruption of the orderly operation of the school results. Prohibited materials include, but are not limited to: material which is obscene, libelous or which incite students so as to create a clear and present danger of imminent commission of unlawful acts or of the substantial disruption of the orderly operation of the school. Students may not distribute printed materials in any classroom without the permission of the teacher.

Weapons / Dangerous Objects: Firearms, knives, explosives, fireworks, sharp objects, BB, Pellet or look-alike guns, paint ball guns or any other dangerous objects may not be brought onto campus. School actions include suspension, police notification and a recommendation for expulsion from the school district.

Alcohol and Drugs: Students may not use, be under the influence of, buy, sell or give intoxicants or dangerous drugs to others. Violation of this rule results in immediate disciplinary action which may range from suspension to possible expulsion from the school district. A lengthy suspension may be reduced, at the discretion of the Administration, with the agreement that the student participate and complete a substance abuse intervention program. Any alcohol or drug related incident will be referred to the police.

Tobacco: *All persons* are prohibited from smoking on the Gunn High School campus or on the property directly adjoining Gunn *at any time*. Students who possess tobacco (except for 18 year olds) or who smoke during school time will be assigned campus clean up at lunchtime or after school. Repeat offenders will be suspended and may be referred to a Site Disciplinary Hearing and assigned to an Alternative Education Program.

Inappropriate Objects: Objects that are not directly related to a classroom project or assignment and approved by a staff member are not permitted on the campus. This may include but is not limited to: lighters, matches, sharp objects, laser pointers, noise makers, water balloons, squirt guns, paint balls, eggs, etc. The presence of inappropriate objects can create a disruption. A student who brings an object to the campus is responsible for the object brought onto the campus.

Fights: Fights create an unsafe and disruptive environment. Students who engage in a fight will be suspended from school.

Thefts, Vandalism: All thefts, vandalism, including graffiti, and incidents of tampering with personal or school property should be reported to the Main Office. Students found to be responsible for such actions will be subject to disciplinary action and referral to the police. Unattended backpacks, unlocked bicycles and bicycles not parked in the enclosed Bike Cage are particularly vulnerable to theft. Students are urged to keep or wear backpacks and to secure bikes inside the Bike Cage with adequate locks.

Police: Calling the police is mandatory in all cases where there is student involvement with alcohol, drugs, imitation drugs, weapons, stolen property, vandalism, or a fight where a student has sustained significant injury. *From time to time, law enforcement personnel come onto the Gunn campus to conduct investigations. The school may not interfere with law enforcement in these cases. A student may be pulled out of class or spoken with on the campus by law enforcement, after which the convening officer is to contact the parent/guardian.*

Hazing: Hazing is disruptive, degrading and a form of harassment. Hazing is not permitted at any time and will result in suspension and/or expulsion.

Throwing Objects: Throwing any object can create an unsafe environment and can be considered trashing the campus. Throwing of any object is not permitted at any time except during an approved activity with an approved object.

Loitering: Loitering is not permitted in restrooms, parking lots, autos, or Physical Education locker rooms, halls and surrounding areas. Loitering is also not permitted on the path areas including but not limited to the Hetch Hetchy property and the adjoining City of Palo Alto property.

Electronic Policy: Any student using electronic equipment in a classroom without expressed consent from a staff member (video/auditory recording, cell phone, iPod, camera, and any other inappropriate electronic device) will have the item confiscated and turned in to an administrator in the main office. A referral will be written and entered into SASI. This infraction will be treated as defiance, and appropriate disciplinary action will be taken.

Cell phones should NOT be used during an emergency unless authorized by staff.

Radios, Tape Players, CD Players, iPods, MP3 Players, etc.: We discourage students from bringing these items to school except as part of a teacher's assignment. Students bring these items at their own risk, since they are very vulnerable to theft and breakage. Also, if they are used in class and are a disruption to teaching and learning, they can be confiscated and turned in to the Main Office for after-school pick-up by the student.

Skateboards, Rollerblades, Roller Skates, and Scooters: If used on campus, skateboards, rollerblades, roller skates, and scooters (or any other inappropriately used "wheeled" item) will be confiscated by any staff member. No bicycles are to be ridden on campus in areas of pedestrian traffic.

Other Inappropriate Behavior: Streaking is considered a disruptive activity. Punishment may include suspension from school and loss of senior privileges, including walking at graduation.

Administrative Responsibility: The site administration reserves the right to make determinations regarding student behavior not specifically outlined in this handbook.

Traffic Regulations: Basic speed law and Rules of the Road apply

To promote student safety, Gunn High School gives first priority to alternative modes of travel (walking, biking, taking a bus and carpooling)

- Campus speed limit is 15 mph.
- Automobiles must yield to bicycles and stop at all posted stop signs
- Pedestrians have right-of-way over all vehicles and bicycles.
- Strictly observe one-way traffic in parking lanes and follow directional arrows.
- Bicycles, skateboards and other "wheeled" items are not allowed on the inner campus while school is in session and for half an hour before and after school. (Exception: appropriately used wheelchairs)

Bicycle Regulations:

- Operate your bicycle in a safe manner at all times. Ride according to the rules of the road. Be visible and predictable. Wear a helmet!
- The bike path through the north parking lot (near tennis courts) minimizes bike/car traffic at intersections.
- Do not ride on inner campus areas during school hours, including 30 minutes before and after school.
- Do not ride a bike on the pedestrian walkway in front of the main office and in front of the portables. This is foot traffic only. Do not ride bicycles in the inner campus.
- Lock your bike with a thick cable or U-lock by securing the frame and wheels to a rack/ fixed object. Racks are provided in the Bike Cage, at Miranda, near the track and near the Main Office.

Students may access the Bike Cage through the 1st hour of each school day, during lunch and at the end of the regularly scheduled day only. Accommodations for other times may be requested at the Main Office.

- All bicycles must be stored in designated bike storage areas. They may not be attached to columns or other items outside classrooms.
- Report thefts to the Main Office

Student Dropoff and Pickup Regulations:

- *Carpool Dropoff:* Carpools with two (2) or more students may use the CARPOOL DROPOFF AREA in front of the Main Office.
- *Non-Carpool Dropoff:* Vehicles with fewer than 2 students will follow the flow of traffic to the back parking lot, down the driveway past the tennis courts, to the DROPOFF AREA at the covered walkway. Vehicles will exit via the main driveway.
- *Miranda Pullout Zone:* Due to construction, the Miranda Street entrance is not available for student drop-off. Please use the main student drop-off area.
- *Georgia Gate:* For the safety of cyclists and pedestrians going to Gunn and Terman, refrain from using this area for drop off and pickup.

Student safety is not a negotiable item. Persons found violating these rules or operating in an unsafe or reckless manner will lose their driving and parking privileges on campus and may be reported to the police.

PARKING REGULATIONS

All vehicles require a permit and are to park only in designated parking areas (i.e., Student area for students, staff area for staff, visitors area for visitors) Anyone's failure to follow the regulations may result in the car being ticketed and/or towed.

Staff Parking Permits

The two rows of parking stalls opposite the Principal's office are reserved for VISITORS ONLY. This is not staff parking. This area is clearly marked saying you need to get a permit and if you park there without getting a daily permit that you put on your dashboard you will be ticketed by the Palo Alto Police Department with a \$35 fine. The school will not reimburse you.

Staff parking is for all parking spots marked in yellow. The area you need to have a permit is clearly marked. Staff must obtain a free yearly permits (stickers to be placed in rear window on driver's side). Visitors who park in the yellow permit stalls must obtain a daily permit to be placed in their auto. Any automobile parked in a yellow stall without a permit will be ticketed by the Palo Alto Police Department.

Any automobile parked in loading zones, near red curbs, or in unauthorized areas will be ticketed by the Palo Alto Police Department.

Drivers park on campus at their own risk. The school is not responsible for any damage to cars parked on the school property.

Student Parking Permits

- Due to the decreased capacity of the parking lot as a result of construction, no parking permits will be sold to sophomores.

In order to obtain a permit you must pick up a registration form in the SAO and take it home for your parents to sign. You may also purchase a permit online at the Webstore, but will be unable to pick it up until your assigned week (as listed above). Return to the SAO with the completed form, your driver's license, your student body card, and a check for \$125 payable to Gunn High School. Carpool permits will only be issued to students who submit a copy of their driver's license, proving compliance with new state driving laws relating to underage drivers with passengers (AB 1474).

- **Red Tag** (Carpool): If you regularly drive one or more people to school, you are eligible for a red hang tag that allows you to park in the first four aisles of the student lot (marked with carpool signs). Students with a Red Tag may also park in the regular student parking. **YOU ARE RESPONSIBLE FOR KNOWING THE EXTENT OF THE CARPOOL LOT! If you are not carpooling on a particular day, do not park in the carpool lot. Instead, you will be expected to park in the single driver lot.** *NOTE: Driving a younger sibling to their school and then driving to Gunn by yourself **DOES NOT** count as carpooling to Gunn.*
- **Black Tag** (Single Driver): If you drive by yourself, you may park in any spot past the carpool lot. At no time may you park in the carpool lot, even if you happen to carpool.

Hang your tag from your mirror and don't forget to take it with you if you switch cars.

Enforcement: Parking enforcement is done randomly all school day by the Palo Alto Police Department. There are no warnings!!! Students who park in the staff lot, who do not have a permit, or who park in the carpool lot without the proper permit will be ticketed at a cost of \$35. **IF YOUR TAG IS NOT IN THE PROPER SPOT ON A DAY OF PAPD ENFORCEMENT, YOU WILL GET A TICKET! Do not come to the SAO to get tickets cleared.** That is a matter between you and the police. Carpool monitoring will occur randomly. If you are caught parking in the carpool zone while driving on your own, **YOU WILL IMMEDIATELY BE FORCED TO BUY A REGULAR PERMIT!!!**

Miscellaneous: If you forget your permit one day, you may receive a temporary permit from the SAO. If there is no parking in the lot, please report this to the SAO immediately. **DO NOT PARK ILLEGALLY EVEN IF THE LOT IS FULL!** We are not responsible for lost or stolen permits or fire/theft/damage/vandalism of your vehicle. If you lose your permit, **YOU WILL HAVE TO BUY A NEW ONE!!!**

Visitors: Daily permits for parents and other visitors must be obtained from the Main Office. Visitor parking is available near the Main Office.

Permit Abuse: A permit is to be used only by the party to whom it is issued. Permits are not to be loaned, borrowed, stolen or sold. To do so will result in disciplinary action and monetary restitution.

GENERAL INFORMATION

STAFF ATTENDANCE

Absence of Teachers

Reporting of teacher absences and the securing of substitute teachers is accomplished through the **Substitute Teacher Management System**, an automated system initiated by the teacher using a Touch Tone telephone.

Each teacher is supplied an eight-page booklet and reference card explaining the features of the system and the step-by-step operating procedures.

New teachers must register through the system and obtain a personal identification (PIN) number.

STMS Phone # 321-7844

Help Desk Phone # 321-4954

Leave Provisions

- **Personal Illness and Injury Leave**

Full-time employees shall be entitled to ten (10) days leave with full-time pay for each school year for purposes of personal illness or injury. Employees who work less than full-time shall be entitled to that portion of the ten (10) days leave as the number of hours per week of scheduled duty relates to the number of hours for a full-time employee in a comparable position.

After all earned leave as set forth in the paragraph above is exhausted, additional non-accumulated leave shall be available for a period not exceed five (5) school months, provided that the provisions herein below are met. The five-month period shall begin on the eleventh (11) day of absence due to illness or injury. The amount deducted for leave purposes from the employee's salary shall be the amount actually paid a substitute employee employed to fill the position during the leave, or, if no substitute is employed, the amount that would have been paid to a substitute.

If an employee does not utilize the ten (10) days of leave as authorized in the paragraphs above in any school year, the amount not utilized shall be accumulated from year to year.

Upon request by District management, an employee shall be required to present a medical doctor's certificate verifying the personal illness or injury and/or a medical authorization to return to work. All personnel are required to present a reason for absence to qualify for pay during that absence, and to report their absences on the regular attendance report form. A signed statement from the absent person is sufficient for absences of six (6) days or fewer. For absences in excess of six (6) days, verification may be made by a principal, supervisor, or medical doctor. If requested by the District management, an employee shall not return to work until he submits a medical doctor's authorization to return to work.

Whenever possible, an employee must contact the District's Substitute Coordinator as soon as the need to be absent is known. Failure to provide adequate notice may be grounds for denial of leave with pay. Chronic failure to provide adequate notice may be grounds for other disciplinary action.

An employee who is absent for one-half (1/2) day or less shall be deducted one-half (1/2) day from the accumulated leave; and if the absence exceeds more than one-half (1/2) day, a full day shall be deducted from accumulated leave.

Each employee shall be notified of the accumulated leave as part of his annual assignment notice.

- **Personal Necessity Leave**

Leave that is credited under "A" of this Article may be used, at the employee's election, for purposes of personal necessity, provided that use of such personal necessity leave does not exceed seven (7) days in any school year.

For the purpose of this provision, personal necessity shall be limited to:

1. Death or serious illness of a member of the employee's immediate family;
2. An unforeseen accident involving the employee's person or property, or the person or property of the employees' immediate family; or
3. Other activities that cannot reasonably be deferred to other than regular work hours.

Under no circumstances shall leave under "3" above be available for:

- Personal convenience
- Recreational activities
- Concerted activities

The leave under "3" above shall not be available for use on the day immediately preceding or following a holiday or vacation without prior approval from the principal or central department supervisor. If the request is denied by the immediate supervisor, the employee has the right to appeal to the Associate Superintendent - Human Resources/Administration.

For items "1" and "2" above, no prior permission is required for use of seven (7) days in any school year. However, employees utilizing personal necessity leave shall make every effort to comply with the District procedures to enable the District to secure a substitute.

For additional information about leaves, refer to the Certificated Collective Bargaining Agreement.

Departure Before End of School Year

All teachers are expected to be on duty until the close of the school year as established by the administration and Board. Exceptions may be approved to allow staff members to participate in activities that will benefit the schools and pupils of the district. All requests must be submitted to the immediate supervisor in writing at least **thirty (30) days** in advance and, if approved, submitted to the Associate Superintendent - Human Resources/Administration for final approval. Substitutes will be employed for all days students are in attendance. The regular teacher will receive his regular salary less the cost of the substitute.

Staff Meetings

Staff meetings are important and intended for all certificated and classified personnel on campus. They will normally be held once a month in the library on Thursdays after F period. On rare occasions other meeting times may be needed. The times of these meetings will be announced well in advance. **Please do not ask to be excused from these meetings unless you are confronted by a genuine emergency.**

Teachers' Preparation Periods

The teachers' office periods are established to give you time to correct papers, to prepare your instructional programs, and to carry on conferences with parents, counselors, and other staff members. You should be accessible to students during your prep time. Effective use of these office periods is essential if we are to provide the young people in our classes with quality instruction. **Teachers will establish a minimum of one prep period as an office hour with fixed time and location for publication.**

The full-time faculty is expected to be on campus from 8:10 a.m. to 3:45 p.m.

If you need to leave the school building on school business or emergency personal business, you should feel free to do so. Your good judgment and understanding will be accepted at all times unless it is demonstrated that you are taking advantage of this situation. You do not need to make a special request of the principal. **However, please leave information with the Main Office as to when you will be off campus and an indication of when you expect to return.**

USE OF CLASSROOMS

In most instances, it will be necessary for another teacher to use “your classroom.” Because we are nearing full capacity, many of our classrooms are used all periods of the day. We are fortunate to have offices for all teachers and while you are in your department’s office for your prep period, it is quite likely another teacher will be sharing your primary room. Please keep all personal property in a safe, locked placed if you leave it in your classroom.

While teachers are allowed to decorate their rooms, you are not allowed to make any physical changes to the room. Any shelves, cabinets, or other construction projects you would like completed must be done through the district office. You can put a work order request in with the secretaries in the front office. Also, only use “blue tape” when taping things to the wall. Masking tape and scotch tape are not allowed since they do significant paint damage and please do not staple anything to the walls. Blue tape is available in the front office.

Classrooms cannot be used for private enterprise without approval from the front office. You cannot tutor students for money in your classroom without first entering into a rental agreement with the school district. Any activity that is profit must be cleared by the front office which will then enter into a contract with the district.

Requesting Maintenance and Custodial Work

Staff who need maintenance or custodial work done should email their requests to gunnmaint@pausd.org."

SCHOOL BUDGET

Allocations are based upon past history and student enrollment with as much attention to extraordinary special needs for a specific year as the budget can consider. The budget is created by the assistant principal in charge of the budget with input from the Instructional Supervisors, who are well aware of financial constraints.

PURCHASING

General

All purchases must have the approval of the Instructional Supervisor and the approval of the Assistant Principal responsible for the budgeting process. All purchases must be made by securing a **Purchase Order** before purchasing. This can be obtained from the department secretary or the Budget Secretary. Phone orders are not encouraged due to possible complications of duplicate ordering. The school and the district are under no obligation to make payments to vendors when orders have been secured outside the accepted procedures. The individual ordering is responsible for payment.

Textbooks and Supplemental Materials

All books must receive approval by a committee established under district guidelines prior to purchase. All orders require the signature of the Instructional Supervisor and Administrator indicating that all material has received the proper review. When requesting purchase of books, please secure the forms and signatures before ordering. See the Budget Secretary for specifics.

Petty Cash

The school keeps a small sum of money on hand for emergency and inexpensive purchases (items under \$40). Please secure the approval of the Instructional Supervisor and the Budget Secretary. When presenting the receipt for your purchase, please secure the signature of the Instructional Supervisor and present it to the Budget Secretary for reimbursement. Original receipts are needed by the Department Secretary, copies not accepted.

Textbooks

Textbooks are the responsibility of each individual department, however a new bar coding system has been put in place. Textbooks will be checked out from the Library in the first days of school. A schedule has been drawn up for orderly distribution. See your Instructional Supervisor for more information. **Teachers will see to it that each student writes his/her name on the inside cover of the book.**

Check-in information can be obtained from the department secretary, your Instructional Supervisor, or the Assistant Principal of Operations.

Withdrawals

When a student drops a class or withdraws from school, his texts must be turned in to the teacher, who will check his name off the Textbook Record Form and return the books to the department storage area. If the student is withdrawing from school, the teacher’s signature must appear on the Student Withdrawal Form indicating that the student has turned in all texts and materials. If the student fails to return his books, a Lost Textbook Form will be generated and the student will be billed the cost of the books.

End-of-Year or Course

At the end of a semester or when the class is finished with a text, the teacher should collect the books and check the student’s name off the Textbook Record Form that has been kept in the grade book. The books should then be returned to the department storage area. After all efforts have been made by the teacher to collect each text, students who fail to turn in texts should be so indicated on the Textbook Record Form, which should then be given to the Department Secretary along with the Lost Textbook Form. The student’s name will be placed on an obligation list in SASI.

Teachers should make every effort to keep the Department Secretary apprised of student obligations on a regular basis.

Textbook Tracking System: We now have a new textbook tracking system. Books will have barcodes and be scanned and checked out to students during the first week of school using their student body ID cards. Each student is responsible for the textbook issued to him/her. If the book is lost, it must be paid for before another book is issued. Lost books should be returned to the respective department.

Textbook Responsibilities

1. Students are responsible for any book issued to them. They will be charged for any graffiti or damage to the book. Any lost book must be paid for at the full replacement price.
2. A student will be charged \$5.00 if the barcode in the book that is issued is removed, damaged, or changed.
3. **If a student has overdue books or fines, Gunn HS may withhold privileges to attend dances and/or other extracurricular activities.**
4. A student I.D. number will be needed to check out a textbook.
5. Students are responsible for checking EACH of their textbooks. If they find any damage not already noted, they have two weeks from the date of issue to report this damage to the library/textbook room. Failure to do so will result in a charge for the damages after the book is returned.
6. **A fine on overdue textbooks will begin five school days after a student has dropped a class OR the teacher has collected textbooks from the class. The charge is the standard library fine of 25 cents per day with a maximum of \$5.00.**

PLEASE READ CAREFULLY. The textbooks checked out are the property of Gunn High School. STUDENTS ARE RESPONSIBLE FOR THEM AND THEIR CARE.

Below is a list of fines that will be assessed against students for any damage that may result to a book while assigned to them. This includes damage to any lost or stolen books.

| TYPE OF FINE | FINE AMOUNT | TYPE OF FINE | FINE AMOUNT |
|--|------------------------------|--|---------------------|
| <i>Irreparable damage</i> | Cost of book | <i>Barcode missing</i> | \$5 per code |
| <i>Writing in book (pencil, ink, highlighting, etc.)</i> | \$3 - \$10 | <i>Torn pages (repairable)</i> | \$3 per page |
| <i>Binding/cover damage</i> | \$3 - \$25 | <i>Water damage</i> | \$5 or cost of book |
| <i>Page(s) missing</i> | \$5 per page or cost of book | <i>Tagging pages (dog-eared, Post-its, etc.)</i> | \$5 per book |
| <i>Late returns</i> | \$3 - \$5 | <i>Other damage (stains, etc.)</i> | \$3 - \$20 |
| <i>Lost/stolen book</i> | Cost of book | <i>Mold</i> | Cost of book |

A \$2 service charge s added to all fines and obligations that are mailed.

SUPPLIES & EQUIPMENT

Supplies and equipment have been delivered to your department office and are under the general supervision of the Instructional Supervisor. If the supplies you desire are not available in your office, they **may** be available in the Main Office and if not, we will do all we can to secure them for you. **It will help us if you will confer with your Instructional Supervisor before requesting purchase of supplies and equipment not available in your own area. You must not buy items and then turn bills in for personal reimbursement, nor should you make purchases for the school and charge items to the school or to the District.**

Photocopying

Photocopying may be done by the Production Technician. In the case of larger amounts, such as class sets, the teacher submits a request form through the department or directly to Shirley Sachs.

ASSEMBLIES

Student assemblies at Gunn are either required or invitational. In either case each teacher will be provided with a class seating assignment at least one day in advance of the assembly. When the teacher receives information about a forthcoming invitational assembly, the decision whether or not to attend is the option of the teacher. Usually the information will be made available at least one week in advance, and because seating is limited, it is advisable to respond promptly.

DAILY BULLETIN

Accurate and timely communications are important to our school. Students will present the announcements over the closed circuit TV at the beginning of the first period. Please insist that students are quiet during this time so that all can hear. Draw attention to matters of particular interest. Your own attention to the bulletin will provide a positive model for students.

SUPERVISION OF EXTRACURRICULAR ACTIVITIES

All faculty members (excepting teachers assigned to more than one site and student teachers) are required to help supervise after-school student events. Over the years an agreement has been reached on what constitutes a fair and equitable way to do this. Adjunct duty assignments are based on the following with activities ranging from 5, 10, and 15 points with activities ranging from sporting events (5 points), dances (10 points) and club advisor for certain clubs* (15) points.

| TIME WORKED | # OF POINTS |
|---|--------------------|
| Full-time | 15 |
| 60% or less | 10 |
| First year teachers teaching for the first time | 5 |

Whenever a faculty member cannot attend and assigned adjunct duty assignment, it is the faculty member's responsibility to obtain a substitute. Under no circumstances can events be unsupervised.

**Club advisor roles that would qualify for 15 points because they require some weekends and offsite activities.*

- Interact
- YCS
- Key
- Speech and Debate
- Model UN
- Mock Trial
- Quiz Kids
- Chess Club

CLUB & CLASS ADVISORS

Specific Duties:

1. Read carefully the Student Activities sections of the Faculty and Student Handbooks. Be sure that students are aware of policies and procedures.
2. Attend all of the club or class meetings and events and coordinate with the Director of Student Activities for additional chaperones when needed.
3. Check availability of facility with the Facilities Coordinator in the main office. A permit will be generated as needed. Sign all facility requests and submit them to the director of Student Activities **at least two (2) weeks before the time of the event requested**. Facilities request forms are available at the Activities Office. Information needed on the form includes name of organization, type of event, date, place, time, sound system, lighting, tables, chairs.
4. Approve all expenditures of money from the club or class treasury and take the following steps:
 - Check with the auditor in the Activities Office to ensure that sufficient funds are available.
 - Obtain, complete, sign, and return a purchase order to the Activities Office auditor.

NOTE: Do not make purchases without first obtaining a purchase order!

5. Supervise all collections of club or class monies and be responsible for depositing them with the Student Activities Office **each day** or making a bank deposit using our special night depository bag. Check with the Assistant Principal if you would like a police escort while transporting money to the bank. **Under no circumstances shall club or class monies be kept in private homes or in the care of any individual on or off campus.**
6. Approve all club or class announcements in the daily and weekly bulletins.

FIELD TRIPS & OTHER OFF-CAMPUS ACTIVITIES

1. Some general policies relating to off-campus activities:
 - The District carries liability insurance for your protection unless negligence can be proven. It does not carry hospitalization or personal property insurance to guard against losses occurring in auto accidents.
 - Parental permission is necessary for all trips, regardless of means of transportation. The permission slip must indicate means of transportation and, if possible, the name of the driver if going by car. Students are **never** authorized to transport other students.
 - If the trip is during the school day, a list of students must be written on the back of the Field Trip Request Form prior to the trip.
 - The District requires the following minimum coverage on private vehicles used in transporting pupils:
 - Public liability - bodily injury: \$100,000 - 300,000;
 - Property damage: \$25,000 per accident;
 - Medical: \$5,000 per individual.
2. Field Trip Procedure:
 - **The Field Trip Request Form is found under FORMS on the Gunn Web page. It must be submitted to the Main Office at least two (2) weeks in advance.**
 - Secure the dates and after having the IS sign the request, submit it to the Assistant Principal for signature. Once all of the appropriate signatures are obtained, the list of students will be released on the Web for teachers and staff.
 - A parent permission slip will accompany the Field Trip Request Packet (found on Web) which the teacher should take on the trip after parents have given their permission and signed the form.
 - Overnight field trips should be arranged at least three (3) weeks in advance. The "Extended Field Trip" forms are found on the Gunn Web page under FORMS. Once the appropriate signatures have

been secured, the teacher must obtain an NCR form from the Budget Secretary which he/she needs to submit to the district office along with a list of students and the itinerary. The district office will send the approved forms back to the teacher with their appropriate signatures from the district. The teacher might want to check on the necessary insurance coverage and costs from the district's Risk Management office. The NCR form must reach the district office no later than two (2) weeks in advance of the trip. Other requirements include a Parent/Student Agreement for each student and holding the pre-trip meeting with the teacher, all students and parents.

KEYS

Each of you will be issued classroom or a building key. It is for your use only. If it is necessary for you to use a key to another building, it may be secured from the School Secretary. Carry your key on your person. Do not leave it on top of desks or in desk drawers. Under no circumstances should you ever loan keys to students. Even the student you would think is the most trustworthy could be tempted to make a copy. It has happened, don't let it happen to you. Lost or stolen keys may require extensive and expensive rekeying we can ill afford.

SECURITY ALARM SYSTEM

Many offices and classrooms on the Gunn campus are equipped with a security alarm system that is armed at a predetermined time each evening. The alarm notifies the Palo Alto Police Department unless the proper procedure has been followed to shut off the alarm in the building to be entered. During weekends and holidays the alarm is normally in effect for twenty-four hours. Anyone who needs to enter buildings in the evenings or during weekends or holidays should see Kim Cowell, Assistant Principal, regarding alarm hours and the procedure for shutting off the appropriate alarm. The cost of police response to a false alarm is \$200 per occurrence.

INTRA-DISTRICT ADVERTISING & DISTRIBUTION OF MATERIALS

Gunn students are not authorized to post advertisements, signs, or other information of any kind at other schools without permission from the Student Activities Office.

Any Palo Alto Unified School District school that wishes to post advertisements, signs, or other information at Gunn High School must contact the Director of Student Activities at Gunn. If such advertisements are not in conflict with activities being held at Gunn on the same date, the Director of Student Activities will ask that signs be brought to the Activities Office for approval.

BOARD POLICY ON TUTORING FOR PAY

1. Staff members shall not tutor for pay students who are enrolled in a class for which they have grading or other progress assessment responsibilities.
2. Staff members who tutor for pay shall do so off campus.
3. Staff members shall not solicit for tutoring on campus.
4. Staff members who are interested in tutoring for pay shall register in the book set aside for that purpose in the District's Human Resources Office.

STAFF DUES

Annual dues to cover the following are payable when school opens:

1. Cost of sending flowers in cases of serious illness or death in the immediate family.
2. Snacks for faculty meetings.
3. Retirement gifts.

In the past, **all** staff member have paid the dues.

EMERGENCY PREPAREDNESS & DISASTER PLAN

EMERGENCY PREPAREDNESS

Fire Drills

In accordance with the Education Code, each school is required to have periodic fire drills. Generally, these drills will be unannounced and will be at the beginning of a period.

As soon as the alarm sounds (an intermittent ringing bell), direct students to proceed as rapidly and orderly as possible to the football field. Students will assemble on the track by B period teachers. Teachers will line up alphabetically and roll will be taken. Students are required to sit while roll is taken and stay seated until all students are accounted for. (Teachers should close and lock outside doors before joining their classes at the designated areas).

A bell will ring when it is time to return to class.

Disaster Drills

Also in accordance with the Education Code, each secondary school will conduct one disaster drill per semester. These drills are usually announced.

The signal for a drill will be a long bell on the P.A. system, lasting for about 15 seconds. The following Emergency Preparedness Plan describes the “duck and cover” and evacuation process in the context of the overall plan.

SECURING CAMPUS DURING A DISASTER

Parking Lot / Campus Supervisors

Please put on your orange vests and immediately secure the parking lots. No cars will be allowed to exit, except for visitors who happen to be on campus at the time of the emergency. Students will be allowed to leave if accompanied by a parent or guardian, or a parent designee.

Utilities / Custodians

In the event of an earthquake, the main gas valve, located behind the M building, will shut off automatically. This will shut off the gas for the entire school. The need to shut off the water will be assessed on a per building basis. The water in the labs can be shut off underneath the tables. Custodians will be responsible for helping to put out fires with the assistance of any available staff. The head custodian will report all property damage to the principal via walkie-talkie.

Evacuation of Buildings

- Teachers on Prep Period*: If you have not been herein assigned to a special duty, report to the football field and stand near the “B Period Prep” sign.
- Teachers with Classes*: Upon hearing a long, steady siren, “Duck and Cover” for 60 seconds. Get under desk or table close by, and cover head and neck with arms. Guard against falling objects and stay away from windows and glass.

Stress to students that they are to leave in an orderly fashion, stay together, and walk down to the football field. As you enter the football field area, there will be a cart that will contain a sign with your name on it. A-L will be on the left side, and M-Z on the right. Take the sign out and line up your class according to your last name. A roll sheet will be attached to the back of your sign. Use that to take roll. Be prepared to report any missing students to a campus supervisor.

* *For more detailed instructions, please refer to your copy of Gunn’s site emergency plan.*

COMMUNICATIONS

Emergency Area Coordinators and the First Aid Dispatcher and other Team Leaders will report to the Command Center any injuries, missing students, damage to buildings and fires in their areas via walkie-talkies. The principal will be in constant communication with all departments through the use of the P.A. system or walkie-talkies. Our primary goals will be to manage injuries, find trapped persons, and determine any structural damage which would make it unsafe to return to the buildings. Additionally, we will stay in touch with the news as it breaks through with the help of a civil defense portable radio kept in the office, and relay the news to the Instructional Supervisors. The principal will instruct the staff as to the next course of action.

Student Release Procedures

Students are to remain on campus unless safety conditions preclude our holding them here. The school staff will look after the safety and welfare of all students and will cooperate with district and public safety officials regarding the release of students.

Parents wishing to pick up their offspring will need to report to one of the gates at the football field. Members of the Student Release Team will station themselves at both gates with copies of student schedules to facilitate locating students. They will keep a record of every student who is released to a parent or parent designee. For that purpose, we will require anyone picking up a student to fill out a Student Release Form. Please list on your child's emergency card the names of all persons to whom we may release your son or daughter.

We will send students home or will have them return to class when we receive official word that it is safe to do so.

EMERGENCY FIRST AID

Trained Personnel

The school nurse and the entire Physical Education Department, including part-time coaches, have CPR and multimedia (first aid) Red Cross training. Many other staff are also trained in CPR/first aid.

First Aid Supplies

We have two disaster cabinets on our site: one is in the nurse's room in the Main Office, and one is in the gym training room, on the boys' side. The administrators, campus supervisors, and the personnel listed here all have keys to the cabinets. Additionally, a key will be taped to the top of each cabinet for immediate access in case these people are not available.

The nurse will be responsible for unlocking her cabinet. The teachers assigned to First Aid stations will do an inventory of the contents of their cabinet (please use the inventory list you will find inside the Cabinet), and report any missing items.

First Aid Sites

- Center quad area
- Area adjacent to cargo container outside east gate of football field

Teachers who have a class and have been assigned to report to First Aid stations should take their classes to their designated fire drill evacuation area and give their rollsheets and control of their classes to their paired teacher.

Emergency Supplies

A list of emergency supplies stored in each disaster cabinet is posted in each department. The cargo container contains several gallons of drinking water. Additionally, we have two five-gallon containers in the storage cabinet of the Xerox room and in each disaster cabinet.

In the event that students must be kept at school overnight, we will set up a disaster shelter in the gym if it has been declared structurally safe.

EMERGENCY INSTRUCTIONS

Code Red (armed intruder on campus)

- Students and staff go into classrooms or the lower football field.
- Build door & internal barricades, cover windows, and turn off or dim lights.
- Ask students to stay off cell phones.
- Call 9-1-1 if you know the location of the shooter, description, or identity of the shooter or if you need medical help.

Code Blue (gas leak or danger in surrounding area)

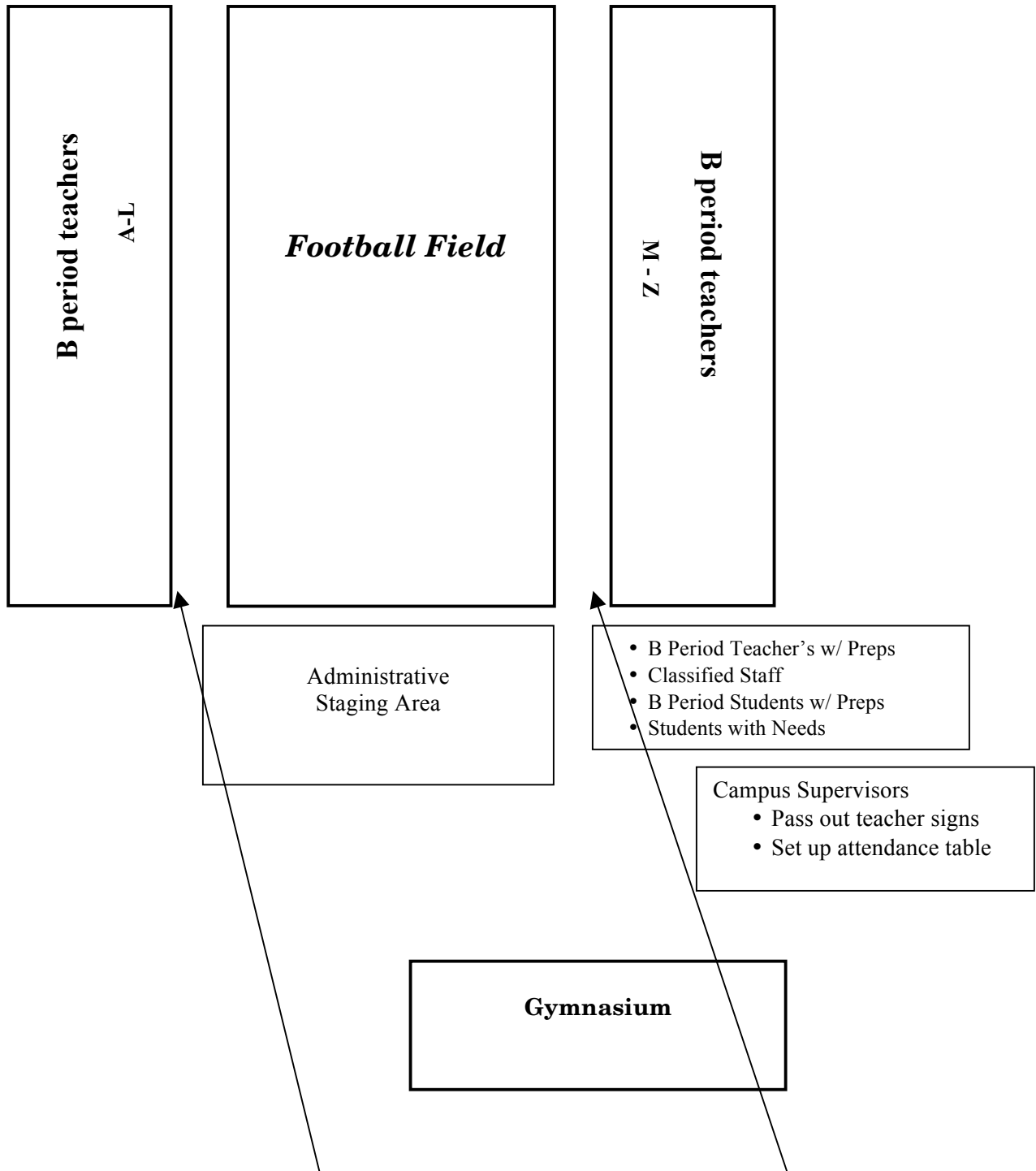
- Go inside immediately.
- Shut and lock windows, doors, and blinds.
- Listen – remain quiet and wait for instructions.

Evacuation (fire and/or earthquake)

- Duck, cover, and hold.
- Lock your door. If you have victims in your room, place a red card in the window.
- Go to the track to get your name sign (A-L on the LEFT track, M-Z on the RIGHT).
- Hold up your sign so students in your **B period** can report to you. Line up students alphabetically by last name. **NO ONE SHOULD BE IN THE BLEACHERS.**
- Take roll quickly.
- Tell the attendance monitor about any missing or extra students.
- Have **STUDENTS SITE** on the **TRACK**.

GUNN EMERGENCY EVACUATION STAGING SET-UP

Students will assemble seated on the track according to their B period teacher.



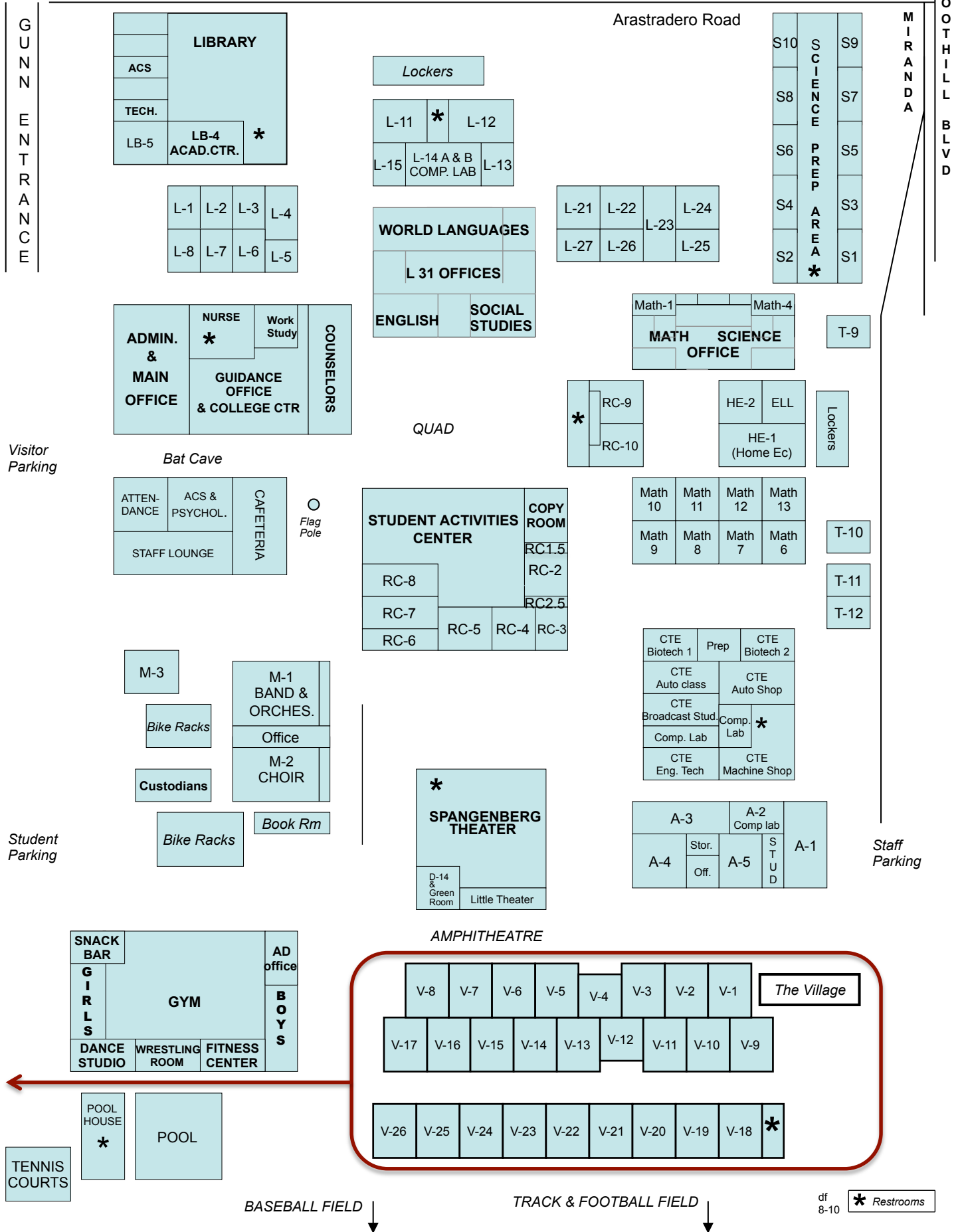
GUNN'S DISASTER EVACUATION PROCEDURES

Please post this checklist by your door.

- Upon hearing a long steady siren, "Duck and Cover" for 60 seconds.
- Lead your students out and take this checklist, your rollsheets, and a pencil.
- Stress to students that they are to leave in an orderly fashion, to stay together, and that they should be ready to take cover again at any moment, because the shaking may begin again.
- In case of severe injuries:** don't move the person unless there is immediate danger of fire or a falling ceiling. Instead, place a sturdy table carefully above the person to prevent further injury. Assign a responsible student to stay with the injured person, and send a runner to get help either to the Center Quad First Aid Stations or to the nearest Emergency Area Coordinator, whomever is closest. Check the Emergency Area Map on the reverse side for the name and location of the nearest Coordinator.
- Less severe injuries:** If the person can walk, send him or her with two responsible students to the Cargo First Aid Station on the tennis courts.
- Report any injuries and/or damages to your Emergency Area Coordinator as listed on the reverse side of this checklist before going to the football field. Check in even if you've had no losses.
- Take your class to the football field. Avoid walking close to buildings and trees. Do not walk on covered walkway leading to the gym, as it could collapse after an earthquake.
- Please assemble alphabetically on the track. Students must sit until roll is taken and all students accounted for
- Take attendance. You may now have some students from your previous class if they had a Prep period during the drill. Wait for a signal to return class.

For more detailed instructions, please refer to your copy of Gunn's Site Emergency Plan.

GUNN HIGH SCHOOL



df 8-10 * Restrooms