

STUDENT HANDBOOK

2010-2011



John F. Kennedy High School

6715 Gloria Drive
Sacramento, CA 95831

Telephone: (916) 433-5200

Fax: (916) 433-5511

Website: <http://www.jfkcougars.net>

TABLE OF CONTENTS

Mission Statement	3
General Information	4
Kennedy High School Facts and Figures	4
Administration	4
Academic Calendar	5
Bell Schedule	6
Student Services	7
Academic Programs	11
Small Learning Communities (SLCs)	12
Graduation Requirements	13
Senior Project	14
California College Admission Eligibility Requirements	15
Athletics and Extra-Curricular Activities	19
Eligibility Requirements for Athletics and Extra-Curricular Activities	19
Attendance Policies and Procedures	22
Tardy/Truancy Policy	24
Discipline	25
Discipline Codes, Rules, and Consequences	25
Discipline Consequences	26
Campus Rules and Regulations	28
Dress Code	31
Sacramento City Unified School District Policies and Regulations	32
School Office and Staff Contacts	34
Education Code Violations	Appendix 1
School Map	Appendix 2

Mission Statement

Pride at John F. Kennedy High School is developed, promoted, and nurtured by teachers, administrators, and staff members in an environment where all students are encouraged to strive toward common educational goals by improving such skills as communication, achievement, thinking, and social responsibility.

The staff, students, and parents at Kennedy are committed to a safe and caring environment, which promotes excellence and pride in self, school, and community. We respect individual and cultural diversity as it promotes students' understanding of the humanity of all people. We expect all students to achieve their highest potential and encourage them to become responsible and productive members of society.



General Information

Kennedy High School Facts and Figures

Total Student Enrollment	2211 (Grades 9 through 12)
African American	23%
Asian	32%
Hispanic or Latino	21%
White (not Hispanic)	17%
All Others	7%
Academic Progress (STAR Results)	
2010 API Growth Score.....	782
(from 2008-2010, 3 year API Growth Report)	
Statewide Rank	7
(from 2008 API Base Report)	
Student Performance (Students Proficient and Above on CA Standards Test)	
English-Language Arts	55%
Mathematics.....	29%
Science.....	49%
History/Social Science.....	49%
Graduation Rate	97.6%

(Source: *School Accountability Report Card, 2008-09*)

Administration

Chad Sweitzer, Principal.....	(916) 433-5200 ex. 1010
Karen Broadbent, Secretary	(916) 433-5200 ex. 1010
Al Rogers, Assistant Principal, Curriculum and Instruction	(916) 433-5200 ex. 1024
Kenya Brown, Secretary	(916) 433-5200 ex. 1014
Isabel Govea, Assistant Principal, Pupil Services.....	(916) 433-5200 ex. 1021
Yvonne Esquivel, Secretary	(916) 433-5200 ex. 1012
Shannon Fouchard, Assistant Principal, School Climate and Safety	(916) 433-5200 ex. 1022
Kenya Brown, Secretary	(916) 433-5200 ex. 1014

Academic Calendar 2010-2011

FIRST SEMESTER (89 Teaching Days)

SCHOOL OPENS..... **Tuesday, September 7, 2010**
 Veterans' Day Holiday..... Thursday, November 11, 2010
 Thanksgiving Holiday..... Monday, November 22 through Sunday, November 28, 2010
 Winter Holiday..... Monday, December 20 through Sunday, January 2, 2011
 Martin Luther King, Jr. Day Holiday..... Monday, January 17, 2011
End of First Semester..... **Friday, January 28, 2011**

SECOND SEMESTER (91 Teaching Days)

First Day of Second Semester..... **Monday, January 31, 2011**
 Washington's Birthday Holiday..... Monday, February 21, 2011
 Spring Holiday..... Monday, April 18 through Sunday, April 24, 2011
 Memorial Day Holiday..... Monday, May 30, 2011
 Last Day of Instruction..... Friday, June 17, 2011
End of Second Semester..... **Friday, June 17, 2011**

SHORTENED DAYS	
Final Examinations	4 days: January 24 through January 27, 2011 4 days: June 13 through June 16, 2011
Reports and Records	4 days: November 5, 2010; January 28, 2011; April 15, 2011; June 17, 2011

2010-2011 Bell Schedule

Regular Day Schedule

Period 0	7:18 am	8:13 am	55 minutes
Period 1	8:20 am	9:15 am	55 minutes
Period 2	9:22 am	10:22 am	60 minutes
Period 3	10:29 am	11:24 am	55 minutes
Period 4	11:31 am	12:26 pm	55 minutes
Lunch	12:26 pm	1:02 pm	36 minutes
Period 5	1:09 pm	2:04 pm	55 minutes
Period 6	2:11 pm	3:06 pm	55 minutes

Minimum Day Schedule

Period 0	7:33 am	8:13 am	40 minutes
Period 1	8:20 am	9:00 am	40 minutes
Period 2	9:07 am	9:47 am	40 minutes
Period 3	9:54 am	10:34 am	40 minutes
Period 4	10:41 am	11:21 am	40 minutes
Period 5	11:28 am	12:08 pm	40 minutes
Period 6	12:15 pm	12:55 pm	40 minutes

Rally Schedule

Period 0	7:18 am	8:13 am	55 minutes
Period 1	8:20 am	9:07 am	47 minutes
Period 2	9:14 am	10:01 am	47 minutes
Rally 3A	10:08 am	10:55 am	47 minutes
Rally 3B	11:02 am	11:49 am	47 minutes
Lunch	11:49 am	12:24 pm	36 minutes
Period 4	12:31 pm	1:18 pm	47 minutes
Period 5	1:25 pm	2:12 pm	47 minutes
Period 6	2:19 pm	3:06 pm	47 minutes

Student Services

Cafeteria

Frances Avila, Cafeteria Manager (916) 433-5200 ex. 1081

The Kennedy cafeteria offers a full lunch menu (\$1.75), as well as al-a-carte items. Breakfast items are also served daily prior to the first bell (\$1.25). The cafeteria and snack bar are both open during lunch periods. A **free and reduced breakfast and lunch program** is offered — please see Ms. Avila in the cafeteria for more information about this program.

Free and Reduced Lunch Applications:

You must fill out a new form **every year**. The application must be filled out completely, with each family filling out only one application per household. Students must turn in their applications in the cafeteria every Monday thru Friday between 7:30-8:00 a.m. to receive their lunch number. Students who do not have a lunch number will have to pay full price for breakfast and lunch. Lunch numbers are not required if students are paying cash for their meals.

Library

Claudia Leavitt, Librarian (916) 433-5200 ex. 1061

Enjoy one of our many explicit novels, check out today's Sacramento Bee or one of our many periodicals, search the Internet for information on a science project, research a class paper, or photocopy a document — all at your JFK library. The library is open daily from 8:00 a.m. to 3:30 p.m. as well as after school for the ASSETs after-school program.

Textbooks

All students will be provided with the required textbooks for each of their classes. Students are responsible for the care and covering of their books. Lost, stolen, or damaged books must be paid for as quickly as possible. Any outstanding balance owed will result in the withholding of the student's diploma upon graduation, as well as, students not being allowed to walk at graduation (Ed. Code 48904 and 48904.3).

Lockers

Kennedy does not directly provide hallway lockers to students; however, a parent group is responsible for issuing lockers to students. Students can purchase the use of a locker during registration and at orientation—Cash only—\$15. For late enrollees or students with locker issues and concerns, please contact the locker committee at jfklackers@yahoo.com, or drop a note in locker #A-1.

Lockers are for students to store materials needed for school use only. Storing illegal items in lockers is prohibited. Lockers are for individual use and are **not** to be shared with other students. Should the Kennedy administration have to search any locker and find illegal items, the student who is issued the locker will be responsible for the possession of those items.

Student ID

All students must have their Kennedy photo identification card (Student ID) with them at all times while on campus and during school functions. Student ID cards are required to check-out books from the library, and for admittance to all school functions (dances, athletic events, etc.). There is no charge for the first ID card issued, but a fee of \$5.00 cash will be charged for a replacement. Replacement ID cards are available every day before and after school at the controllers office window in the A wing.

Confiscated Items

Confiscated items are kept in the Climate and Safety office in the A wing. All confiscated items can be picked up by a parent/guardian in between the hours of 3:06pm to 4:00pm, Monday—Friday.

Lost and Found

Lost and found items are stored in the Receiving Room (D-5).

Telephone Messages

Messages to students are a convenience that we provide, if we are able. We do ask that you keep messages to a minimum, and make prior arrangements for rainy day and after school pickups. Teachers should not be interrupted during their class time. We abide by the 10/5 rule — the first 10 minutes of class or the last five minutes of class to send messages to students.

Visitors on Campus

All visitors must report to the Main Office to sign in and obtain a Visitor's Pass. Minors are not allowed to visit unless accompanied by a parent/guardian (or with another responsible adult as long as there is prior approval by an administrator).

Bicycles and Bike Cage Rules and Regulations

The bike cage is located on the west side of the campus between the cafeteria and the V-Wing. Students should secure their bikes with a quality lock and chain/cable at all times. Bicycles are not to be ridden on campus or in the hallways. Violation of this rule will result in a referral, as well as confiscation of the bicycle, which will only be released to a parent or guardian. *The school does not assume responsibility for the loss or damage to any bicycle brought on campus.*

Skateboarding on Campus

Skateboarding on campus at any time is prohibited. Students who ride on skateboards/longboards to school should carry the board with them to class and ask for teacher permission to place the board in an area that will not deter from the academic focus of the class. *The school does not assume responsibility for the loss or damage to any skateboards of any kind brought on campus.*

Flowers/Balloons

Do not bring flowers, balloons, or other gifts to students during instructional time. Students are not permitted to have flowers or balloons in the classroom because they are a distraction that has no educational purpose. If a student brings or receives flowers or balloons during the school day, they will be held in the Main Office until the end of the school day. *The school is not responsible for damages and/or theft of these items.*

RT Bus Stickers

Monthly RT student stickers can be purchased from the Controller, Regina Bozeman in her office in the A wing. The stickers are available for sale before and after school. Payment is cash only.

Automobile/Motorcycle Rules and Regulations

Students must have a Parent's Permission Form on file in the Assistant Principal of pupil services office in order to park in the Kennedy student parking lot, which is located on the southwest corner of the campus (Florin Road and Gloria Drive). All students must observe the California vehicle code, as well as the following Kennedy parking and driving rules:

- Once parked, students are prohibited from going to their car at any time without a valid authorization from an administrator.
- Per closed campus policy, students are not permitted to leave the parking lot during school hours without a valid early dismissal, except students with ROP classes at another campus or students concurrently enrolled at a college.
- Maximum speed limit on campus is 15 MPH or less (when deemed necessary by school staff).
- Cruising and loud music are prohibited.
- U-turns are illegal on Gloria Drive.
- Jaywalking is illegal on both Florin Road and Gloria Drive.
- Loitering in and around a car during school hours is prohibited.
- Buses have the right of way.
- Kennedy is not responsible for theft or vandalism to any vehicle on campus.

Technology Use Policy

Use of school computers and access to the internet is a privilege.

While using school computers, students agree (to):

- Follow the directions of the teachers and school staff.
- Abide by the rules of the school and the school district.
- Obey the rules of any computer network accessed.
- Be considerate and respectful of other users.
- Use school computers for school-related research and education only.
- Not to use school computers and networks for personal or commercial activities.
- Not change any software or documents (except documents they create).

If these rules are not followed, students may be disciplined with loss of computer privileges, suspension, and/or expulsion.

Do not produce, distribute, access, use, or store information that is:

- Unlawful.
- Private or confidential.
- Copyright protected.
- Harmful, threatening, abusive, or denigrating to others.
- Obscene, pornographic, or contains inappropriate language.
- Disruptive to the work of others.
- Destructive to the desktop or the network system.

If these rules are violated, students may be disciplined with loss of computer privileges, suspension, and/or expulsion.

Students must protect their password. Students should never allow anyone else to use their password nor should they use anyone else's password. When students' login name and password are used to access, produce, or distribute inappropriate information or materials, they will be held accountable for their actions.

PTSA Newsletter

The newsletter is published monthly and placed on the school website (www.jfkcougars.net).

The newsletter includes:

- Schedules and announcements — athletic events, SAT exam dates, fundraisers, year-book sales, and other information.
- Features: *SLC-of-the-Month* highlights the achievements and activities of a Kennedy SLC as well as profiles of outstanding students.

The deadline for submission to the newsletter is the 15th of each month and the dates are as follows for the 2010-2011 school year:

09-07-2010

09-21-2010

10-05-2010

11-02-2010

12-07-2010

01-11-2010

02-01-2010

02-15-2010

03-01-2010

03-15-2010

04-05-2010

05-03-2010

05-17-2010

06-01-2010

Zangle Parent Connection

Zangle Parent Connection is a web-based application providing parents with read-only access to student data on any computer with Internet access and a web browser. Using a confidential **PIN number and password**, it provides parents secured access to a wide array of information, including district, school, and classroom news; student demographics; student class schedules; attendance activity; class assignments; report cards and progress reports; unofficial transcripts; standardized testing results; and e-mail links to teachers, counselors, and school administrators. If you have any questions as the year progresses about your Parent Connection—please contact the Controller, Regina Bozeman at 433-5200 ext. 1018 for further information.

Academic Programs

Seven Essential Elements of Small Learning Communities (SLCs)

- 1. Small, caring, and personalized learning environments**
Theme-based SLCs of relative purity, small size, scheduled common planning time, and an autonomous budget
- 2. Student-centered systems with student supports and safety nets**
Evidence of student academic and social/developmental support systems, as well as systems set to ensure all students succeed and graduate
- 3. Student pathways to the world of work**
Evidence of SLC work toward connecting students' educational efforts and the world of work
- 4. Rigorous, relevant, standards-driven teaching and learning**
Evidence that teaching and learning is standards driven and supported; staff development, as well as curriculum programs implemented, support standards-based teaching
- 5. Collective responsibility**
Evidence that roles and responsibilities of each stakeholder support student achievement
- 6. Culture of continuous learning**
Evidence of culture of continuous learning, staff development in multiple strategies for delivery of curriculum, effective use of common planning time and other structures (partnerships, etc.)
- 7. Home-school-community alliances**
Evidence of two-way effective communication with home, use of home visits, native language communications, and building of outside educational partners

Small Learning Communities (SLCs)

Program in America and California Exploration (PACE) offers students a four-year advanced academic program with an emphasis in English and history. The goal is to ensure that all PACE graduates are prepared to attend and succeed at competitive four-year colleges and universities. Incoming freshmen take a mandatory four-week enrichment summer program at California State University, Sacramento. Seniors have the opportunity to intern at the Capitol and in other state and local government agencies.

School of Public Service (SPS) focuses on preparing students for careers in the medical field, education, law (Criminal Justice Academy) or the military (Marine Corp ROTC). Through guest speakers, community service, community partners, and internship opportunities, students have a myriad of opportunities to participate in related experiences. The Criminal Justice Academy works in partnership with the Sacramento Police Department.

Technology, Business, and Design (TBD) provides opportunities for students interested in pursuing careers in engineering, robotics, architecture, and the automotive industry, as well as careers in business, communications, multimedia, and culinary arts. TBD introduces its students to the concepts of professionalism, entrepreneurship, and initiative. Whether a student intends to enroll in college after graduation or immediately pursue career plans, TBD offers a rigorous curriculum that prepares students for success in either choice.

Visual and Performing Arts (VAPA) focuses on the core curriculum with an emphasis in music, drama, dance, and art. Expressing one's creativity is important to being a well-rounded, successful member of society. VAPA is committed to helping students unlock their creative potential by offering courses and extra-curricular activities that enrich the mind and spirit.

Graduation Requirements

To graduate, a student must earn a minimum of 225 credits in specific subject areas, pass the California High School Exit Exam (CAHSEE) in both English and math, demonstrate proficiency in Algebra 1 and technology, and successfully complete and pass a Senior Project. The specific graduation requirements are as follows:

Course Requirements

Course	Requirements	Description of Requirements
English	40 Credits	English 9—10 Credits English 10—10 Credits English 11—10 Credits English 12—10 Credits
Mathematics	20 Credits	Algebra I and one other math course (Geometry, Algebra II, Pre-Calculus, Calculus, Statistics)
Science	20 Credits	Physical Science—10 Credits Biological Science—10 Credits
Social Science	35 Credits	World History—10 Credits US History—10 Credits Contemporary Global Issues—5 Credits Geography—5 Credits US Government—5 Credits
Economics/ Consumer Ed.	5 Credits	
Physical Education	20 Credits	
World Language	10 Credits	
Fine Arts	10 Credits	
Electives	65 Credits	Any other approved courses that have not been used to satisfy other requirements.
TOTAL	225 Credits	

Proficiency Requirements

Course	Requirements
California High School Exit Exam (CAHSEE) in English	Passing score of at least 350
California High School Exit Exam (CAHSEE) in Math	Passing score of at least 350
Algebra 1	Must pass Algebra 1 End-of-Course Exam with at least a 27 out of 40.
Technology	Must demonstrate proficiency or satisfy coursework
Senior Project	Must successfully complete and pass a Senior Project

Senior Project

The purpose of the Senior Project is to demonstrate the skills and abilities of students in real-world situations. The Senior Project is designed to provide students with the opportunity to apply all that they have learned in twelve years of school and focus it towards a community outreach project and reflection essay. The hope is that by reaching out to the community, students will challenge all of their abilities, stretch their limitations, and be rewarded immensely. The final score is a sum of all of the scores for the following components:

1. Senior Project Approval form
2. Parent/Guardian Notification form
3. Preliminary Project Proposal
4. Finalized Project Proposal
5. Mentor Agreement form
6. 20 hours of Community Service (student must have this signed off by mentor or person overseeing the community service hours)
7. Reflection Essay

*The above documents can be found on our school website **www.jfkcougars.net**, under **Senior Project**

California College Admission Eligibility Requirements Counseling Staff and Services

Requirements	California State University (CSU)	University of California (UC)
A. History/Social Science	TWO YEARS—1 year of US history or 1 semester of US history and 1 semester of civics or American government AND 1 year of social science	TWO YEARS—1 year of world history, cultures, and geography; and one year of US history or one-half year of US history and one-half year of civics or American government
B. English	FOUR YEARS—college preparatory English composition and literature	FOUR YEARS—college preparatory English that includes frequent and regular writing, and reading of classic and modern literature. No more than one year of ESL-type courses can be used to meet this requirement.
C. Mathematics	THREE YEARS (4 years recommended) - Algebra I, Geometry, Algebra II, or higher	THREE YEARS (4 years recommended) - Algebra I, Geometry, Algebra II, or higher
D. Laboratory Science	TWO YEARS—1 biological science and 1 physical science	TWO YEARS (3 years recommended) - biology, chemistry, and physics
E. Foreign Language	TWO YEARS of the same language (other than English); American Sign Language is acceptable	TWO YEARS (3 years recommended) of the same language (other than English). Courses should emphasize speaking and understanding, and include instruction in grammar, vocabulary, reading, composition, and culture.
F. Visual and Performing Arts	ONE YEAR—dance, drama or theater, music, or visual arts	ONE YEAR—dance, drama or theater, music, or visual arts
G. College Prep Electives	ONE YEAR—additional year chosen from the University of California “A-G” list	ONE YEAR—in addition to those required above, chosen from the following areas: visual and performing arts (non-introductory level courses), history, social science, English, advanced mathematics, laboratory science, and language other than English (a third year in the language used for the “e” requirement or two years of another language).
ACT		The ACT Assessment plus Writing or the SAT Reasoning Test
SAT		Two SAT Subject Tests—these must be two different areas, chosen from the following: English, history and social science, mathematics (Level 2 only), science, or language other than English
Grade Point Average (GPA)	2.0 minimum	3.0 or higher
ACT and SAT Scores	Combines with GPA to calculate eligibility index. Not required if GPA is 3.0 or higher.	To qualify by examination alone, a minimum UC score total of 410 must be achieved. In addition, you must earn a minimum UC score of 63 on each component of the ACT or SAT Reasoning Test and on each SAT Subject Test.

Counseling Services

Counselor Name	SLC	Telephone	Email
David Drotts	PACE	433-5200 Ext. 1043	David-Drotts@scusd.edu
Neil Norman	VAPA	433-5200 Ext. 1047	Neil-Norman@scusd.edu
Onisha Hardin	TBD	433-5200 Ext. 1041	Onisha-Hardin@scusd.edu
Steven Frazier	SPS	433-5200 Ext. 1042	Steven-Frazier@scusd.edu
Teresa Anderson	TBD	433-5200 Ext. 1044	Teresa-Anderson@scusd.edu

Are you unclear about your career options? Not sure about college? Are you unsure of what classes to take? Personal problems? Job opportunities? Scholarships? College representative visits? Unanswerable questions? The counseling staff at Kennedy is here to help.

Schedules

Student schedules are for the entire year, based upon student requests. Students are expected to honor the commitment that they make when they sign up for a class, particularly in Advanced Placement and Honors classes. Students are fully expected to make a year of progress for each year that they spend in school. Any classes that a student fails or needs to repeat must be taken in summer school or in adult education classes at a school that is WASC accredited.

Schedule Changes

Commencing with the first day of school, any schedule changes for students requires the signatures of the sending teacher, the receiving teacher, the counselor, the parent, and the Assistant Principal of Curriculum and Instruction. The principal will review all schedule changes.

Advanced Placement (AP) Program

Kennedy offers AP classes in English, mathematics, social science, economics, science, and world language. Qualified UC or CSU applicants may be eligible for bonus GPA points for AP classes. Students who pass AP exams will satisfy some college course requirements.

Repeating Courses

The student shall receive credit for taking the course one time only. The highest grade received will be the permanent grade on the student's transcript. The original grade will remain on the transcript until the course is repeated. The higher grade will be used to calculate the student's GPA.

Office and Teacher Assistants

In order to apply for the position of Office/Teacher Assistant, the student must be a senior with a minimum 2.5 GPA. No more than 10 credits may be earned in any school assistant program.

Transcripts

Student transcripts list all of the courses taken and credits earned. Students can request a copy of their transcript through the Registrar's Office. The first two copies of the official transcript are free; any additional copies are \$5.00 each.

Report Cards and Progress Reports

Report cards and progress reports are issued on a quarterly basis (every nine weeks). The first quarter and third quarter report card grades are progress reports only. These grades serve to inform students and parents/guardians of academic progress at the midpoint of the semester. Students only receive credit for passing semester grades (D or better).

Progress/Deficiency notifications are issued to students and parents/guardians for students who are failing or working below grade expectations three weeks prior to the end of a grading period. Students need to contact teachers should they have any issues or concerns regarding grades.

Graduation Information

Students must have met all of the graduation requirements (course requirements, proficiency requirements, and Senior Project) in order to receive a high school diploma. Students should work closely with their assigned counselor to make sure that all requirements for graduation are completed in a timely manner.

Participation in the graduation ceremony is a privilege, not a right. The administration can exclude any student from the graduation ceremony for any reason, including disciplinary referrals, suspensions, excessive absences, and unpaid fees/fines. Any involvement in senior pranks or other activities that violate school rules or damage school properties will result in consequences that can include a citation by the Sacramento City Police Department, suspension and/or expulsion, as well as exclusion from participating in the graduation ceremony.

Testing

Under No Child Left Behind (NCLB), all students are required to take standardized tests. Students need to take these tests to show whether or not they have mastered the standards that they are expected to learn in each course and at each grade level, according to the State of California. These tests are also an indication of the academic performance level of Kennedy High School.

PSAT (Preliminary SAT) Test — All 10th grade students are expected to take the PSAT, which measures critical reading skills, writing skills, and math problem-solving skills. The feedback that the students receive regarding their strengths and weaknesses will help them to focus on areas that they need to improve on to do well on the SAT. Students will be able to see how they compare with others applying to college, and will receive information from colleges if they check “yes” on the Student Search Service question. The test will be administered during a regular school day, and the registration fee will be covered by SCUSD.

STAR (CST) Testing — Every student from grades 2 through 11 are required to take this test. Grade 9 through 11 students take this test in English, math, science, and history. The goal for each student is to be at least **PROFICIENT** in every category of each test. If a student scores above 370 in all subject areas, they will receive a special recognition seal on their high school diploma. Some colleges and scholarship foundations also look at these results when considering college admission and scholarship awards. It is in the best interest of every student to do their very best on these tests.

CAHSEE (California High School Exit Exam) — CAHSEE tests assess proficiency in math and English, and must be passed by every high school student in order to be eligible to receive a high school diploma. The test is administered to 10th graders, and the main goal is to pass the test on the first attempt. However, if it is not passed the first time, students will have an opportunity to take it again in their 11th and 12th grade years. This test is typically given at least two additional times to 11th graders, and five additional times to seniors.

Athletics and Extra-Curricular Activities

Eligibility Requirements for Athletics and Extra-Curricular Activities

In order to participate in extra- and/or co-curricular activities, each student must meet specific eligibility requirements.

- Attendance—90% or better.
- Academics—minimum 2.0 GPA (minimum 2.51 GPA with no ‘F’ for ASB or class of- fice), and earning a minimum of 20 credits per semester.
- Citizenship—Satisfactory in 75% of current courses and/or no more than one unsat- isfactory mark in the last quarter grade report.
- It is the responsibility of the teacher/sponsor/coach involved to exclude any student from an activity when the student is suspended or ineligible.
- Teachers will not change grades to make a student eligible for any activity.
- Eligibility is established on the second Monday following the end of the grading period.
- Participation in any extra-curricular activity is a privilege and the school’s administra- tive staff may revoke that privilege at their discretion.

Athletes, Class Schedules, and Game-Day Issues

Game day conflicts are to be negotiated among the teacher, the coach, and the athlete, under the supervision of the Athletic Director. The student is responsible for notifying their teachers about absences due to athletic competitions, as well as requesting and completing assignments according to the teachers’ timeline. Athletes are not always guar- anteed enrollment in sixth period PE.

Associated Student Body (ASB) / Student Leadership

The ASB is responsible for student governance representing student interests at Kennedy. The ASB organizes school activities such as Spirit Week, rallies, Junior Prom, Senior Ball, school dances, and other events. It is a great opportunity for students to learn leadership skills while building school spirit.

Yearbook

Ms. Hanzlik — Room E-1 (916) 433-5200 ex. 1501

What do you want to see in your yearbook? What better way to make that decision than to join the yearbook class?

Kennedy Clarion

Mr. Smith — Room V-1 (916) 433-5200 ex. 1901

The Kennedy *Clarion* is the student-produced newspaper which is published several times per year, and is supported by advertising subscriptions from local merchants. It is a valu- able source of information regarding campus events and student opinions.

Student Clubs

Students can choose to join any of the numerous clubs on campus. Following is a sampling of the clubs available at Kennedy:

Anime Club	Asian Cuisine Club
Badminton Club	Black Student Union (BSU)
California Scholarship Federation (CSF)	Chinese Culture Club
Cosplay Club	F.I.S.H. Club
Gay Straight Alliance (GSA)	Helping Hands Club
Hmong Club	Japanese Culture Club
Kennedy Cougars Rugby Club	Key Club
Latinos Unidos	Mandarin Language Club
Mathletes	Mecha
National Honor Society (NHS)	Pawzoff Dance Club
Pink Savages Club	Robotics
Mesa Club	Green Scream Machine
Polynesian Club	Pen-Spinning Club
National Art Honor Society (NAHS)	Cantonese Club

California Scholarship Federation (CSF)

CSF members tutor students on the Kennedy campus as well as at area elementary schools. Additionally, they perform various group service projects throughout the year. Eligibility requirements are listed on the back of the CSF application, which is available in the counseling center and from the CSF advisor.

National Honor Society (NHS)

Students are selected based on academics, character, leadership, and community service. Sophomores and juniors with good citizenship, who have an unweighted GPA of at least 3.5, are invited to fill out a student information form. The forms are reviewed by a faculty council who selects students based on leadership and community services.

After-School Safety and Enrichment for Teens (ASSETs)

Jason Smith, ASSETs Coordinator (916) 433-5200 ex. 1108

Need help with your homework? Want to become involved in after school extra-curricular activities? The ASSETs program provides academic tutoring in math, English, science, history, and foreign languages to students in need of additional support. It also offers Hmong and Latino leadership classes that build student leadership skills and increase parent participation in school activities. In addition, students who are credit deficient can also sign up for a 7th period class to earn additional elective credits.

Assemblies and Rallies

Assemblies and rallies are provide for the benefit and enjoyment of Kennedy students. Courteous, respectful, and attentive behavior toward the performances and presentations during the rally is expected of every student in attendance. Improper behavior will result in removal from the rally as well, as a detention or suspension.

“No Go” List

Students on the “No Go” list are excluded from participating in any school dances, athletic events, and other school sponsored extra-curricular activities. Students will be placed on the “No Go” list for the following reasons:

- Suspension from school. One day of suspension equals one week on the “No Go” list, beginning the day of return from the suspension. For example, if a student is suspended for 3 days then they are on the “No Go” list for 3 weeks after they return from suspension.
- Any current no-shows for detention or Saturday school. Students will remain on the “No Go” list until all no-shows are cleared by an administrator.
- Students placed on an attendance contract (SART) will be placed on the “No Go” list until attendance improves to 95%.
- Students removed from any school activity will be placed on the “No Go” list for the remainder of the current semester.
- Students owing fines or who have unpaid bills.

Dance Policy

Attendance at Kennedy dances is a privilege, not a right. School dances are for Kennedy students only, with the exception of Homecoming, Junior Prom, and Senior Ball. Guests from schools other than Kennedy must be under 19 years of age, approved by the administration, and accompanied by a Kennedy student. All Kennedy students must have a current Kennedy photo ID to purchase tickets and attend any dance. Guests from other schools must have a current school ID or state-issued ID in order to be admitted.

Dirty dancing, freak dancing, or any sexually-suggestive or otherwise inappropriate dancing, as determined by Kennedy administration, is prohibited. Students will be given an opportunity to discontinue such dancing. In the event that the initial warning is not enough students will be ejected from the dance without a refund, and can be prevented from attending the next dance of the school year.

Students who have behavioral, academic, or attendance related issues and have purchased tickets for dances, sporting events, and field trips will not be reimbursed for the cost of the ticket to these events.

Attendance Policies and Procedures

Attendance Office

Andria Hampton, Attendance Tech. (916) 433-5200 ex. 1032
24-Hour Attendance Recorder (916) 433-5200 ex. 1035

Every student is expected to attend every class **on time every day** unless the student is required to be absent for a valid excuse. Truancy, unverified and unexcused absences, excessive absences, and tardies affect the students' education and increase the chances for failure. Tardies interrupt and interfere with the learning environment for all students and the teaching opportunities for teachers.

California Education Code, Section 48260: Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse for three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

These are the attendance codes that are used within all of Sacramento City Unified School District schools:

ABS	Excused Absence—California Education Code, Section 46010 and 48205: illness of the student, quarantine, student's medical appointment (requires a doctor's note), student serving on jury duty, exclusion for medical reasons (not to exceed five days).
PRS	Personal Absence—California Education Code, Section 46014: (student's court appearance (requires verification), funeral services (one day if in state, three days if out of state), parent's employment conference (requires prior principal approval), student is the custodial parent of a child who is ill or has a medical appointment during school hours, and observance of a religious holiday or ceremony (recommend three days advance notice to school)).
OTH	Other Absence—Unacceptable reason with a note from the parent/guardian (considered a truancy by the state), going to work with parent or other family member, vacation, babysitting, under the influence of alcohol or drugs, personal problems, parties, shopping, waiting for service or repair people, any other reason NOT included in California Education Code, Section 46010 and 48205).
TDY	Truant Tardy—California Education Code, Section 48260: Tardies in excess of 30 minutes without valid excuse on any three days in a school year is considered truancy.
UNX	Unverified Absence—Absences, which have NOT been cleared by any means, are considered truantries by the courts.
TRT	Truant Absence—Absent without consent or knowledge of parent/guardian.
EDS	Early Dismissal—Early dismissal of MORE than 30 minutes for one of the unexcused absent reasons.
EXT	Extra-Curricular Activity—School sponsored extra-curricular activity.
SUS	Suspension—Suspension is an unexcused absence.
<30	Tardy—Tardy of less than 30 minutes.

Re-Admits

If a student is going to be late or absent, or has been absent, please call the Attendance Office on our 24-Hour Recorder at (916) 433-5200 ex. 1035, or send a note upon the student's return and a re-admit will be issued. Students have a total of **three school days** following an absence to clear it.

Early Dismissal

Please send a note with your student or call the 24-Hour Recorder. If you must make a last minute request to have your student dismissed early, please be sure to allow the Attendance Office time to notify your student. Students will need to turn in their early dismissal notes to the Attendance Office before the start of the school day and not any later than 11:00 a.m.

Whether a parent/guardian calls the school or sends a note, the following information must be provided:

- The student's first and last name, student ID number (if known), and daytime phone number.
- The date or dates of the absence.
- The reason for the absence or early dismissal (illness, medical appointment, funeral, etc.)
- The time and pick-up instructions for the early dismissal.

The student must pick up the early dismissal prior to leaving campus. Upon returning to school, the student must obtain a re-admit.

Pre-Arranged Absence

All extended absences must be reported to the Attendance Office. Extended absences are very detrimental to the educational progress of the student, therefore vacations during the school year are strongly discouraged. Please try to arrange trips during the summer months and during holidays.

Extra-Curricular Activity Absence

Extra-curricular activities are school-sponsored field trips, performing arts, academic competitions, athletic events, and student government related events. Students absent from class due to extra-curricular activities must give their teachers a 24-hour advanced notification. These students are encouraged to keep these types of absences to a minimum.

Home Teaching

Home and hospital instruction is extended to students who will be absent in excess of six weeks due to long-term illness or doctor's care. This instruction is, however, limited in scope. A written request accompanied by a physician's report must be submitted to the Assistant Principal of Pupil Services for approval. Request forms may be obtained from the Assistant Principal's office.

Automated Caller

John F. Kennedy High School has an automated phone system to notify students and parents/guardians of absences. Therefore, a current phone number must be on file with the school. When called, students should write down the recorded absences to verify with their teachers any possible attendance errors.

Tardy/Truancy Policy

Students are expected to be in class prior to the tardy bell, with books and other necessary educational materials ready for learning. Students who are tardy to or truant from class without an approved excuse will be subject to the following consequences:

- 1st and 2nd tardy — teacher warning and counseling of student
- 3rd and additional tardies — teacher detention or in-house suspension at the teacher's discretion
- Chronic tardiness — referral to the Assistant Principal

- 1st and 2nd truancy — Saturday School and parent contact
- 3rd and additional truanies — Student subject to Saturday School, all day in-house suspension, or, if previously warned, suspension from school (California Education Code, Section 48900(k) / defiance)
- Chronic truancy — SART contract / SARB hearing / Saturday Schools / Suspension from school

Student Attendance Review Team (SART)

Students with six days or 18 periods of unexcused, unverified absences (truant) will be scheduled for a SART conference to sign an attendance improvement contract. During a SART meeting, the parent/guardian and the student will be given notification of student attendance, attendance laws, and attendance expectations. Specific strategies (daily attendance verification, communication with teachers) will be discussed and expected to be implemented. The student will be assigned Saturday School days to make up for the missed days.

Student Attendance Review Board (SARB)

Students who fail to improve after the SART meeting will be referred to the SARB Office to schedule a SARB hearing. After the SARB hearing, the student will be referred to the District Attorney's Office and the Department of Human Assistance. A student's driving privilege may be revoked and the parent/guardian may be charged with violation of Penal Code 272 for contributing to the delinquency of a minor.

Student Attendance and Public Assistance

In addition to a referral from the SARB hearing, the Department of Human Assistance routinely requests attendance verification for students whose family receives public assistance. The Department of Human Assistance may decrease or stop payment to those families who have students with excessive absences.

Hall Sweeps

Hall sweeps are conducted during passing periods. Hall sweeps are additionally conducted before school to cut down on first period truancy problems. Students picked up during the sweeps will receive administrative detention. Students must present their ID to the campus monitor when stopped. If a student does not have an ID—2 days of detention can be given.

NOTE: *Students who are continually tardy, truant, or picked in hall sweeps are subject to SARB and/or behavior hearings that may result in a transfer from Kennedy to another school or an alternative site.*

Discipline

The John F. Kennedy High School campus community will work together to create a positive, productive, safe environment that will foster growth, responsibility, and high educational standards. Students are expected to know and comply with the standards of behavior in the classroom, the school, and the Sacramento City Unified School District. Students are expected to respond and follow directions of school staff including administrators, teachers, counselors, campus monitors, clerks, custodians, and other support staff in the performance of their duties.

Students' Rights

- To receive a comprehensive education.
- To be informed about school and district rules and regulations pertaining to students.
- To attend school and classes unless removed under due process as specified in the California Education Code and district procedures.
- To attend school in an academic and social climate that is free from fear and violence.
- To receive fair and reasonable treatment from those who are responsible for enforcing standards for student conduct.

Students' Responsibilities

- To attend school every day and be on time for every class.
- To bring required materials and assignments to class daily.
- To resolve differences with others in a positive manner.
- To remain drug, alcohol, and tobacco free.
- To follow school dress code and dress appropriately at school and at school functions.
- To respect school property and the property of others.
- To be quiet and cooperative in class, remaining in seat and refraining from improper physical contact with others.
- To behave in such a way that it does not disrupt the learning of others.
- To refrain from cheating/plagiarism.
- To refrain from personal grooming in class (including using lotions, lipstick, brushes, combs, etc.).
- To bring appropriate information to school when absent or late.
- To bring appropriate school communications home to parents.
- To follow directions and requests of school personnel.
- To be courteous and respectful to school staff, other students, and the public.
- To keep the campus clean and to dispose of all litter/trash properly.

Discipline Codes, Rules, and Consequences

Education Code 48900(r): A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period, whether on or off the campus.
- (4) During, or while going to or coming from, a school-sponsored event.

Discipline Consequences

Progressive Discipline Consequences

If conferencing with a student does not correct inappropriate behavior, disciplinary action such as teacher detention, campus beautification, administrative after-school detention, Saturday school, in-house suspension, or school suspension will be assigned. At the discretion of the administration, campus beautification/clean-up may be assigned in lieu of a suspension.

- Step 1:** Teacher/student conference — the teacher will make every effort to contact the parent/guardian, keeping a log of attempts and contacts (preferably using Zangle).
Step 2: Teacher assigns intervention (could align with SLC intervention plan).

The following steps are referred to the office using a school referral form.

- Step 3:** Administrator may assign detention, in-house suspension, and/or Saturday school.
Step 4: Administrator may assign a three day suspension.
Step 5: Administrator may assign a five day suspension.
Step 6: Student is recommended for behavior review.
Step 7: Student is recommended for expulsion.

The steps here are only used as a guideline for chronic infractions. The administration may begin disciplinary action at any step that they deem appropriate.

Teacher Detention

After contacting the parent/guardian, teachers may, by law, detain a student up to one hour per day after school. Failure to serve teacher detention will result in disciplinary referral to an assistant principal.

Campus Beautification

At the discretion of the administration, students may be assigned campus beautification in lieu of suspension. The students will help keep the campus and cafeteria clean. Failure to serve assigned campus beautification will result in more severe consequences.

Administrative After-School Detention

Administrative after-school detention is a more serious consequence than teacher-assigned classroom detention. It is an intermediate step between class detention and suspension, held daily from 3:15 pm—4:15 pm. Students must report to the detention room by 3:15 pm in order to receive credit. Failure to serve, or ejection from, an administrative after-school detention assignment will result in more severe consequences and placement on the “No-Go” list. As a means to reduce the amount of referrals to Saturday School and suspensions students can be pulled out of their 6th period class for the last 15 minutes to attend after school detention.

Saturday School

Saturday school is a 4-hour detention held on Saturday from 8:00 am—12:00 pm. Administration may assign Saturday school to students for disciplinary reasons as well as for truancy. Students are expected to do their school work or work assigned by the Saturday school teacher during the detention. If a student does not have any school work, he/she needs to bring some appropriate reading material. Students arriving late will not be admitted. Failure to report to Saturday school or ejection from Saturday school will result in placement on the “No-Go” list and/or possible school suspension. Parents must notify administration when there is an emergency that prevents the student from attending Saturday school; another date for the student to serve must be arranged at the time of the notification.

In-House Suspension

In-house suspension is an alternative to school suspension, allowing the student to continue to do work while being removed from class for behavior adjustment. The student may be assigned to in-house anywhere from one period to multiple days, and will be expected to work on class assignments for the duration of their stay. Students are expected to follow all school rules as well as specific in-house rules while in attendance. Failure to comply will result in school suspension.

Teacher Suspension

A teacher may suspend any pupil from his/her class, for any of the acts enumerated in the California Education Code, Section 48900, for two days (the day of the suspension and the following day). The student will be placed in in-house during that period, and the student is expected to do work from the suspended class. The teacher will contact the student's parent or guardian to notify and to schedule a parent-teacher conference.

School Suspension

Suspension is the exclusion of a student from the school for disciplinary reasons for a defined period of time by a school administrator. The principal or a designee may suspend a student from school for up to five consecutive days and, under certain conditions, may be extended.

- A suspended student is excluded from all regular and all extra-curricular school activities for the duration of the suspension, and will be placed on the "No-Go" list for the time prescribed for the number of days suspended.
- Teachers may provide a suspended student with class work, however, this is not required.
- The suspended student is not permitted to be on or near any SCUSD campus without prior approval from the school administration and the student's parent or guardian.
- The parent or guardian of a student who has been suspended by a teacher may be required to attend a portion of a school day in his or her child's class (California Education Code, Section 48900.1).

Community Service

In some instances, in lieu of suspension, the administration may require a student to perform community service on school grounds or, with written permission from the parent or guardian, off school grounds, during the student's non-school hours. Community service may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus improvement, and teacher, peer, or youth assistance programs (California Education Code, Section 48900.6).

Behavior Hearing

Students who commit a serious offense or who chronically violate school rules and policies will be taken to a district behavior hearing to determine if alternative education is needed. Students who have accumulated ten or more days of suspension will be required to attend a behavior hearing. Kennedy students referred to another school as the result of a behavior hearing must return to the Student Hearing and Placement Department if the student desires to return to Kennedy.

Expulsion

An expulsion is the removal of a student from all schools in the district for violating the California Education Code as ordered by the Board of Education. The expulsion is for a defined period of time, but an application for readmission must be considered within a specified time period.

Students committing the following mandatory expulsion violations will be reported to the proper law enforcement agency, as well as expelled from the school district (California Education Code, Section 489159c):

- Sale, possession, or furnishing of weapons or explosives.
- Brandishing a knife or any other weapon at another person.
- Selling a controlled substance.
- Sexual assault or sexual battery.

The administration may recommend expulsion for the following offenses:

- Causing serious physical injury to another person, except in the case of self-defense.
- Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- Unlawful possession of any drug, except for the first offense of possession of not more than one ounce of marijuana.
- Robbery or extortion.
- Assault or battery upon a school employee.

Campus Rules and Regulations

In addition to those items listed on the Education Code Violations chart (Appendix 1), there are specific rules that are unique to a teacher's classroom, an SLC, or Kennedy High School in general. These rules are necessary to ensure the most productive and safe learning environment for our students. Most of these rules can be classified under California Education Code, Section 48900(k).

Defiance: Based on EC 48900(k), a student is committing an act of defiance when refusing to follow a school personnel's legal and reasonable directive, when violating a specific school or class rule, or when doing something without a teacher's permission. Some examples of defiance are: refusing to move to another seat, refusing to surrender a cell phone or other prohibited device to a teacher, and/or leaving a classroom or other assigned area without permission.

Disruption: A student is committing an act of disruption when creating a loud noise, or creating a disturbance in a class, on the school grounds, or while participating in a school-sponsored activity without a school personnel's permission. Some examples of disruption are: talking in class, yelling across the room, getting up and walking around in class, and/or horse-play.

Pre-Fighting: Pre-fighting will not be tolerated because it leads to fighting. *Any act or behavior that is intended to instigate, or can lead to a physical confrontation or fight, including profanity directed at another person will not be tolerated.* Some examples of pre-fighting are: sparring, jostling, play fighting, birthday punching, throwing objects, display of gang colors, signs of paraphernalia, and/or intimidation.

Disrespect: Students will not show disrespect to staff members. All staff members have the right to be treated with respect and consideration. Some examples of disrespect are: inappropriate name calling, refusal to respond or acknowledge teacher or staff, and/or rudely responding to teacher or staff.

A good rule of thumb is to follow all school and classroom rules. When a student feels that he/she needs to do something (ask a question, go to the restroom, sharpen a pencil...), he/she needs to get the teacher's permission first. Students should always think twice before acting.

Respect Code: Being a member of a democratic society is an enormous responsibility. It means that if we are going to become a *contributing* member, we must learn to respect the individual and cultural diversity of all people. Kennedy High School is a microcosm of America-at-large and, as members, we must make every effort to observe the following:

- Be courteous and kind, especially to the less fortunate.
- Respect the viewpoints of others.
- Respect each other's cultural and individual differences.
- Respect yourself by refraining from using vulgar and profane language and gestures.
- Respect your girlfriend/boyfriend by refraining from excessive public display of affection, including kissing and inappropriate physical contact.

Videotaping, Picture Taking, and Web Posting: It is illegal for students to take pictures of school staff or other students without prior approval. Students are prohibited from using cell phones, digital cameras, video cameras, or other picture and sound-capturing devices to capture pictures or sounds of staff or students on campus or while participating in school-sponsored activities.

Unauthorized posting or distributing of staff or student pictures or other information on websites, personal webpage, YouTube, or any other public forum is prohibited *even when the posting is done off campus*. If the action involves a school member and it has the potential to disrupt or cause harm on campus, the school administration can and will discipline the student(s).

Vandalism: Students are expected to treat school properties with care. Kennedy property and facilities are for student use — not abuse. Students who commit vandalism (graffiti, or any other act of destroying, defacing, or damaging) on Kennedy property will be subjected to disciplinary actions and/or criminal charges in addition to repair and/or replacement cost.

Education Code 48904 states: *the parents of a minor...who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district, or private or personal property of any school employee, shall be liable for all damages so caused by the minor*. The District may withhold grades, diploma, and/or transcripts until the parent and the student have made restitution (EC 48904.b.1).

Selling on Campus: Students are prohibited from selling anything on campus without prior approval from the administration and the Associated Student Body. A good example would be candy sales. (This section does not reference illegal substances—they are never tolerated).

- 1st Offense—Confiscation (Parents may pick up item(s) from the Discipline Office).
- 2nd Offense—Confiscation and item(s) kept indefinitely. Saturday School will be assigned.
- 3rd Offense—Confiscation and item(s) kept indefinitely. Suspension will occur.

Firecrackers, Water Balloons, Laser Pointers, or any other dangerous item with no educational value/use: While on school grounds, students are prohibited from bringing, using, or playing with firecrackers, water balloons, laser pointers, or any other dangerous objects with no educational value. The items will be confiscated and the student will be assigned disciplinary consequences, including suspension and/or expulsion.

Cheating: The consequences for cheating and/or plagiarism depend upon the circumstances regarding the violation. The student will receive an unsatisfactory citizenship grade, along with a failing grade on the assignment and/or the course. The teacher(s) will notify parents/guardians, athletic coaches, and/or club advisors as to the academic standing of the student.

Closed Campus: Kennedy High School, along with all other schools within the District, has adopted a closed campus policy to ensure the safety and well-being of our students. Students **must** remain on campus during school hours, including lunch, unless they have a valid early dismissal slip. Students leaving campus without permission will be assigned to Saturday School. Students who work off campus, attend ROP classes, or have fewer than six classes must have in their possession a valid Off-Campus Pass as well as a current photo ID card. The Off-Campus Pass can be obtained from the Counseling Office.

Parking: Student parking is available in the Student Parking Lot only—East lot for teachers only. Unauthorized vehicles in either of these areas will be towed at the owner's expense. Students are not allowed to go to their vehicles during school hours, unless they have proper documentation (early dismissal, senior pass).

Hall Regulations: Students must have a valid hall pass to be out of class during instructional time (vests). Students found to be loitering in the hallway without a valid hall pass are considered to be cutting class; these students will be taken to In-House Suspension and assigned detention. Students are to leave the school grounds immediately after their last class unless they are participating in a supervised school-sponsored activity.

Electronic Devices (Education Code 48901.5): No school shall permit the possession or use of any electronic device. Kennedy High School is **NOT RESPONSIBLE** for lost or stolen items. We highly recommend that students do not bring any electronic devices to school.

- 1st Offense—Confiscation; Parent/Guardian must pick up the confiscated item(s).
- 2nd Offense—Confiscation; Detention; Parent/Guardian must pick up the confiscated item(s).
- 3rd and Subsequent Offenses—Confiscated item(s) kept indefinitely; Saturday School.

Surveillance Cameras: Surveillance cameras are located in various locations across campus, and operate digitally 24-hours per day. The purpose of these cameras is to ensure the safety, security, and welfare of our students and staff.

Campus/Hall Monitors: These adult monitors are hired to patrol the campus grounds and hallways to help enforce school rules and to keep Kennedy a safe and caring environment. Student are required to follow all directives of the Campus Monitors.

Dress Code

The California Code of Regulations, Title 5, Section 302, requires that students give proper attention to personal cleanliness and neatness of dress while attending school and school-related activities. The Kennedy administration will determine the appropriateness of student clothing.

Expectations

- Clothing must not interfere with instruction and/or other school activities.
- Student dress must be clean and modest.
- No gang-related clothing and/or accessories (gang markings, pictures, colors, etc.)
- Clothing accessories and markings that advertise obscene, vulgar, or discriminatory phrases and/or symbols, and/or controlled and illegal substances are prohibited.

Shoes, Shirts, Blouses, and Tops

- Students must wear shirts, blouses, or tops at all times.
- Bare midriffs are not allowed.
- Pajamas worn to school will not be allowed unless it is a school sponsored spirit day.
- Any top that reveals cleavage and/or bra straps, tops or shirts with over-sized arm-holes, tank tops, and spaghetti straps are not allowed.
- Clothing shall be designed and worn in such a manner as to expose only legs, arms, neck, and head.
- Students must wear shoes at all times. No bare feet, slippers, or flip-flops allowed.

Pants, Shorts, and Skirts

- Jogging or gym shorts are not to be worn outside of gym class unless permission from an administrator is given.
- Shorts (minimum 3" inseam) and skirts must not be too short or split to the point of being indecent. If a student, when arms are extended downward, can touch skin past the shorts—it is too short. Cut-off shorts are prohibited; walking shorts are acceptable.
- Low-sagging pants are not permitted.
- Belts are not to dangle below the waist. Military buckles with initials are prohibited.

Hats, Head Coverings, and Sunglasses

- Only hats and caps with a Kennedy logo are allowed to be worn on campus. Other hats, caps, scarves, do-rags, and other types of head covering are prohibited.
- Walking the campus with a non-Kennedy hat in hand is prohibited.
- Hats and sunglasses must be removed while in buildings and as requested by staff.
- Unauthorized hats will be confiscated and must be picked up by the parent/guardian.

Dress Code Violation Consequences:

- 1st Offense—Parent contact; Student sent to AP to make appropriate changes or sent home to change.
- 2nd Offense—Parent conference; One hour detention.
- 3rd and Subsequent Offenses—Saturday School; Suspension and/or a Behavior Hearing.

ALWAYS REMEMBER TO DRESS FOR SUCCESS!

Sacramento City Unified School District Policies and Regulations

STREET GANGS:

It is the school's responsibility to provide a safe and secure environment for learning. The State of California's justice system views gangs as an anti-social, terrorist conspiracy. A criminal street gang is defined as any organization, association, or group of three or more persons, whether formal or informal, which (1) has continuity of purpose, (2) seeks a group identity, and (3) has members who individually or collectively engage in or have engaged in a pattern of criminal activity. (Reference section 186.22 (f) of the California Penal Code)

- Their influence, intimidation, and association with drugs and violence will not be tolerated on campus.
- Clothing and head covering that, in the opinion of school administration, depicts gang affiliation or association is not allowed on campus.
- Students in possession of weapons of any type will be prosecuted and shall be subject to expulsion by the school district. Violators will have items confiscated by the school administration or appointed designee.
- Students making gang signs or derogatory gang remarks on campus will be guilty of attempting to incite violence.
- Administration will keep records of those individuals who are involved in gang activity and closely monitor their behavior.
- Removal from Kennedy will be actively pursued for individuals involved in gang activity on campus.
- Law enforcement and probation agencies will be informed of all gang activities occurring on campus.

TOBACCO POLICY (Required Notification):

The Governing Board recognizes the health hazards associated with tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good health practices that are consistent with the District's instructional programs.

The Board further prohibits the use of tobacco products at all times on District grounds. This prohibition applies to all employees, students, and visitors at any activity and/or athletic events, on property owned, leased, or rented by or from the District.

Students who possess or use tobacco on school premises or at school-sponsored events shall be subject to consequences outlined in the District Standards of Behavior pamphlet.

SEXUAL HARASSMENT, TITLE IX:

The policy of the Sacramento City Unified School District is to maintain a learning and working environment that is free from sexual harassment.

- Sexual harassment is a form of discrimination under Title IX of the Education Amendment of 1972, and is prohibited by both Federal and State laws.
- This policy pertains to students, teachers, and staff.
- Pursuant to law, unwelcome sexual advances, requests for sexual favors, or physical conduct of a sexual nature constitute sexual harassment in the educational setting.
- Sexual harassment may include, but is not limited to:
 - - 1) Sexually suggestive propositions, advances, or obscene letters or invitations.
 - 2) Vulgar or derogatory remarks, comments, slurs, or jokes.
 - 3) Physical touching, pinching, patting, or blocking free movement.
 - 4) Display of sexually suggestive objects, pictures, or cartoons.

Complaint Procedure:

Any student who wishes to file a complaint of sexual harassment may do so by contacting a counselor or school administrator. All complaints will be kept confidential and will be investigated to determine validity of the charge and to determine the appropriate remedy to the problem. All complaints will be referred to the school's Title IX Officer.

Consequences:

A substantiated charge against a student in the school district will subject that student to disciplinary action, including suspension and/or expulsion.

SCHOOL OFFICE AND STAFF CONTACTS

Administration

Chad-Sweitzer@scusd.edu, Principal	916-433-5200 ex. 1020
Shannon-Fouchard@scusd.edu, AP	916-433-5200 ex. 1022
Isabel-Govea@scusd.edu, AP	916-433-5200 ex. 1021
Al-Rogers@scusd.edu, AP	916-433-5200 ex. 1022

ASSETs After School Program

Jason-Smith@scusd.edu, coordinator	916-433-5200 ex. 1108
------------------------------------	-----------------------

Athletic Director

Heidi-Pierson@scusd.edu, AD	916-433-5200 ex. 1077
-----------------------------	-----------------------

Attendance Office

Andria-Hampton@scusd.edu attendance tech.	916-433-5200 ex. 1032
24-Hour Attendance Recorder	916-433-5200 ex. 1035

Cafeteria

Frances-Avila@scusd.edu, Cafeteria Mngr.	916-433-5200 ex. 1081
--	-----------------------

Climate and Safety Office

Shannon-Fouchard, Asst. Principal	916-433-5200 ex. 1022
-----------------------------------	-----------------------

Counseling Office

David-Drotts@scusd.edu, Counselor	916-433-5200 ex. 1043
Neil-Norman@scusd.edu, Counselor	916-433-5200 ex. 1047
Onisha-Hardin@scusd.edu, Counselor	916-433-5200 ex. 1041
Steven-Frazier@scusd.edu, Counselor	916-433-5200 ex. 1042
Teresa-Anderson@scusd.edu, Counselor	916-433-5200 ex. 1044

Criminal Justice Academy

Christopher-Herner@scusd.edu	916-433-5200 ex. 1506
------------------------------	-----------------------

Curriculum and Instruction

Al Rogers, Asst. Principal	916-433-5200 ex. 1022
----------------------------	-----------------------

Facility Maintenance

Brian-Delavan@scus.edu, Plant Manager	916-433-5200 ex. 1406
---------------------------------------	-----------------------

Front Office

Karen-Broadbent@scusd.edu, Off. Mgr.	916-433-5200 ex. 1010
Regina-Bozeman@scusd.edu, Controller	916-433-5200 ex. 1018
Luong-Ly@scusd.edu, Registrar	916-433-5200 ex. 1001
Marianne-Sabillo@scusd.edu Office Tech.	916-433-5200 ex. 1000

In-House Suspension

John-Langston@scusd.edu, coordinator 916-433-5200 ex. 1118

Library

Claudia-Leavitt@scusd.edu, Librarian 916-433-5200 ex. 1060

Connie-Van Airsdale@scusd.edu,
Textbook Technician 916-433-5200 ex. 1062

MCJROTC

Master Sergeant Basil Miranda 916-433-5200 ex. 1514
Basil-Miranda@scusd.edu

Pupil Services

Isabel Govea, Asst. Principal 916-433-5200 ex. 1021

School Psychologist

Martin-Young@scusd.edu, Psychologist 916-433-5200 ex. 1054

Student Government/Activities Director

Kenneth-O'Flaherty@scusd.edu 916-433-5200 ex. 1907

INDEX

Academic Calendar	5	National Honor Society (NHS)	20
Academic Programs	11	“No-Go” List	21
Administration	4	Office and Teacher Assistants	16
Advanced Placement (AP) Programs	16	Parent Advisor	9
After-School Detention	26	Parking	30
Assemblies and Rallies	20	Pre-Arranged Absence	23
ASSETs	20	Pre-Fighting	28
Athletics and Extra-Curricular Activities	19	PSAT	17
Attendance Policies and Procedures	22	PTSA Newsletter	9
Automated Caller	23	Re-Admits	23
Automobile/Motorcycle Rules and Regulations	8	Repeating Courses	16
Behavior Hearing	27	Report Cards and Progress Reports	17
Bell Schedule	6	Required Notification of Tobacco Policy	33
Bicycles and Bike Cage Rules and Regulations	8	Respect Code	29
Cafeteria	7	RT Bus Stickers	8
CAHSEE	18	Saturday School	26
California College Admission Eligibility	15	Schedule Changes	16
California Scholarship Federation (CSF)	20	Schedules	16
Campus Beautification	26	Selling on Campus	29
Campus Rules and Regulations	28	Senior Project	14
Campus/Hall Monitors	30	Sexual Harassment	32
Cell Phones (Electronic Devices)	31	Small Learning Communities (SLCs)	12
Cheating	29	PACE	12
Closed Campus	30	SPS	12
Community Service	27	T & D	12
Confiscated Items	8	BAM	12
Counseling Services	16	VAPA	12
Dance Policy	21	STAR Testing	17
Defiance	28	Street Gangs	32
Discipline	25	Student Attendance and Public Assistance	24
Discipline Codes, Rules, and Consequences	26	Student Attendance Review Board (SARB)	24
Discipline Consequences	26	Student Attendance Review Team (SART)	24
Disrespect	28	Student Clubs	20
Disruption	28	Student ID	7
Dress Code	31	Student Services	7
Early Dismissal	23	Students’ Responsibilities	25
Electronic Devices	31	Students’ Rights	25
Expulsion	27	Surveillance Cameras	30
Extra-Curricular Activities and Athletics	19	Suspension	27
Flowers/Balloons	8	Tardy/Truancy Policy	25
Free and Reduced Lunch Application	7	Teacher Detention	26
Graduation Information	17	Teacher Suspension	26
Graduation Requirements	13	Technology Use Policy	9
Hall Regulations	30	Telephone Messages	8
Hall Sweeps	24	Testing	17
Home Teaching	23	Textbooks	7
Honor Societies	20	Tobacco Policy	32
In-House Suspension	27	Transcripts	16
Kennedy High School Facts and Figures	4	Unauthorized Areas	31
Library	7	Vandalism	29
Lockers	7	Videotaping, Picture Taking, and Web Posting	29
Lost and Found	8	Visitors on Campus	8
Mission Statement	3	Zangle Parent Connection	10