



**2022-2023**  
**Student Handbook**

**501 Argonaut Lane**  
**Jackson, CA 95642**  
**Administration Office - 209-257-7741**  
**[www.argonautmustangs.org](http://www.argonautmustangs.org)**

# Directory

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## **Controller**

Kim Hernandez

## **Director of Student Activities**

Scott Hunkins

## **Director of Athletics**

Scott Hunkins

## **Counselors**

Clarrissa Bellotti, Counselor

Sarah Yonan, Counselor

Laura Larsen, Registrar

## **Campus Supervisor**

Garrett Gray

## Table of Contents

Directory	1
Table of Contents	2
Amador County Unified School District Mission Statement / Motto	3
Argonaut Expected Schoolwide Learning Results (ESLR's)	4
Argonaut Academics / AP / Schedule Changes	5
Study Hall / Tutoring / Library	6
Counseling / Grading / Grade Weight	7
Homework / Independent Study / Textbooks / Transcript Request / Extra Awards	8
Extra and Co-Curricular Activities/ Athletic Eligibility	9
Athletic Eligibility	10
Athletics / Eligibility / Clubs	11
ID Cards / Students Government / Yearbooks	12
Aeries / Transportation / Searches of Automobiles on Campus	13
Change of Address / Driving-Parking / Emergency Response	14
Emergency Response / Hall Passes / Lost and Found / Medication /PE Lockers	15
Report Cards	15
Visitors / Attendance	16
Attendance	17
Attendance	18
Student Conduct	19
Student Conduct	20
Dress Code	21
Student Discipline/CTC	22
Expected Behaviors	23
Academic Code of Conduct	24
Academic Code of Conduct	25
Academic Code of Conduct	26
Graduation	27

## **Amador County Unified School District Mission Statement**

Enriched by the diversity and deep traditions of our unique community, Amador County Public Schools will prepare, support, and inspire each students to achieve career and college success in a rapidly evolving world through highly engaging teaching, rigorous learning and innovative pathways supported by strong partnerships in a safe, caring, and collaborative environment.

## **Amador County Unified School District Objectives**

- 1. College and Career** - We will increase the number of students successfully completing career technical education (vocational) and college prep courses.
- 2. Health** - All students will demonstrate improvement in their social-emotional and physical health.
- 3. Academics** - All students will advance along multiple academic measures toward meeting/exceeding standards in order to close achievement gaps and accelerate progress.
- 4. Connection** - All students will show an increase in positive school engagement and connectedness with staff, peers and community.

**Argonaut High School Motto**  
**“Courage to Compete”**

The Argonaut High School Mustang Family strives to create a positive and supportive environment in which all are challenged and inspired to achieve their full potential. Students are expected to be respectful responsible and resilient while having the **Courage to Compete** in everything they do in school and life.

**Expected Schoolwide Learning Results (ESLRs)**

As a result of our high quality comprehensive high school education Argonaut students will have the confidence and skills to.....

**S**tay engaged, follow through, honor commitments, give maximum effort, and finish all tasks started.

**T**ake on new challenges, have the **Courage to Compete** and grow from experiences.

**A**lways be **Respectful, Responsible and Resilient** individuals that collaborate with others.

**N**ever give up as dedicated lifelong learners and knowledgeable global citizens.

**G**ather information, critically think, problem solve, communicate information and apply knowledge.

**S**killfully contribute to society as an effective leader and collaborative team player.

# ARGONAUT ACADEMICS

## ACADEMIC CODE OF CONDUCT

The staff at Argonaut High School expects the highest standards of honesty, integrity and responsibility from all students. To protect everyone's right to a fair and meaningful education, the school has adopted an Academic Code of Conduct. Please refer to the discipline section of this handbook to review the Academic Code of Conduct and its consequences.

## GRADUATION REQUIREMENTS

English: **40 credits**

Math: **30 credits**

(Must include Algebra I and 20 credits of math)

\*\*Beginning with the Class of 2024 and beyond, students will be required to complete a 3rd year of math.

Science: **20 credits/30\*\***

(Physical, Life)

\*\*Beginning with the Class of 2025 and beyond, students will be required to complete a 3rd year of science.

Social Science: **35 credits**

(Social Science Elective, World History, US History, Economics, Government)

Physical Education: **20 credits**

World Language or Visual & Performing Arts: **10 credits**

Health: **5 credits**

CTE/Vocational Ed **10 credits**

Electives **90 credits/80\*\*** (Class of 2024 and beyond)

**70 credits\*\*** (Class of 2025 and beyond)

**250 total credits needed for graduation**

## ACADEMIC PROGRAM

Argonaut's academic program is organized on an eight period rotating block schedule. Students take seven classes and a study hall period or, if they choose and seats are available, eight classes. They can earn 70 credits each year with the seven period schedule 80 credits if they choose the eight period schedule. Most classes are one year long with a few semester classes offered.

## ADVANCED PLACEMENT PROGRAM

Students who are prepared to challenge themselves through accelerated learning are encouraged to enroll in one or more Advanced Placement courses each school year. The College Board's Advanced Placement program gives students the opportunity to earn college credit while in high school through successful performance on culminating Advanced Placement examinations. A complete listing of Advanced Placement courses offered at Argonaut High School is contained in the course catalog. Students interested in enrolling in Advanced Placement courses should see their counselor for additional information.

## SCHEDULE CHANGES AND WITHDRAWS

Students are scheduled into their classes for the entire school year. Most courses are one year in length. All requests for schedule change must be made during the first two weeks of the school year to receive consideration unless the request is for inappropriate placement. In the case of inappropriate placement, the instructor of the course initiates the schedule change by notifying the counselor and parent that the

student is improperly placed. Students who are enrolled in an Advanced Placement course may withdraw from that course, without penalty up until the first progress report.

**STUDY HALL**

Some students may have a study hall period. Students can use that time to do homework, make-up tests, do research or receive academic support.

**TUTORING**

The primary responsibility for academic success lies with the student; however, Argonaut does offer support for students who need extra help. Students may receive tutoring support before and/or after school from their teachers, or they may attend tutoring sessions sponsored by various academic departments. Argonaut Math Department offers tutoring on Tuesdays and Thursdays or by appointment. See the website for details. Students are encouraged to talk to their subject area teachers as soon as they feel they need assistance in understanding course work and in completing assignments.

**ARGONAUT LIBRARY**

The library is a facility that provides a variety of materials for research, class projects, and choice reading for students and staff of Argonaut. All school rules, policies, and practices apply in the Library. We strive to maintain a quiet, study environment. It is a place to complete homework, conduct research, prepare projects using computer applications, and read. Students who choose to participate in activities that are disruptive may be asked to leave the library immediately.

Library computer use before school, during lunch, and after school is based on availability. A current school ID card must be presented prior to each use. Students log on using their personal account information. Filtered internet access application programs are available. Students must adhere to Amador County Unified School District’s Acceptable Use for Computers, including submission of Application for Educational Use of the Internet. Misuse or abuse of computer privileges may result in disciplinary action that could include loss of computer privileges, or on-campus or home suspension. Current school picture ID cards are required to borrow library materials. Students assume responsibility for lost or damaged items. Books can be checked out, and must be returned in good condition or renewed at the end of the loan period. No fines are charged for overdue library materials. Students with overdue books or fines may be denied additional items until materials are returned, replaced, or paid. Fines may be assessed for lost or damaged library materials.

**CLASS STANDARDS/COURSE SYLLABI**

During the first week of each term, students will receive from their teacher’s course syllabus for each subject. Homework policies, grading standards, and course requirements will be outlined in each syllabus.

Argonaut operates on a semester system. Term dates are listed below:

<b><u>TERM DATES</u></b>	
1 <sup>st</sup> Semester	8/10/2022 - 12/22/2022
2 <sup>nd</sup> Semester	01/09/2023 - 06/02/2023

## **COUNSELING**

Argonaut offers a comprehensive counseling program that provides an integrated program of academic guidance, personal/social services, and career/vocational exploration and assessment designed to assist all students with developing and achieving their post-secondary goals. Counselors also assist with conflict management. The counseling program is an integral part of Argonaut's total school program. The counselors work closely with the staff, faculty, administrators, families and community to provide a supportive, effective and safe environment in which all students can succeed. Students and families are encouraged to contact the Counselors at 209-257-7751 to set up appointments if they wish to meet with a member of the counseling staff or are in need of the services listed below:

<ul style="list-style-type: none"><li>● Teacher/Parent/Student Conference</li><li>● College Planning, A-G Requirement information</li><li>● PSAT, SAT, and ACT tests</li><li>● AP Info</li><li>● College Admissions</li><li>● SAT Preparation Classes</li><li>● Course Selection and Registration</li><li>● Academic Assessment Info</li><li>● Monitoring Graduation Requirements</li></ul>	<ul style="list-style-type: none"><li>● Academic Counseling for all students</li><li>● Student Study teams</li><li>● Financial Aid &amp; Scholarship Information</li><li>● Letters of Recommendation</li><li>● Crisis Intervention and Referral</li><li>● Social Emotional Wellness</li></ul>
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## **GRADING POLICY**

Grades at Argonaut High School are earned and issued on an A-B-C-D-F scale. Questions or concerns regarding grades should be directed to the classroom teacher.

## **GRADE WEIGHTING**

In accordance with policies established by the University of California, students completing advanced placement (AP) courses at the junior and senior levels will receive UC recognized extra grade points within their grade point average (GPA) calculation. The chart below illustrates the grade weighting used at Argonaut High School. Freshmen and sophomore students who take courses receive district-recognized extra grade points which are reflected in the cumulative grade point average. Questions may be directed to the Counseling Department.

### **Regular Courses**

A=4  
B=3  
C=2  
D=1  
F=0

### **AP/Honors Courses**

A=5  
B=4  
C=3  
D=1  
F=0



### **HOMework REQUESTS**

Nothing can replace the learning and experience that take place in the classroom. Therefore, it is important that students attend class every day. Homework may be requested when a student has an excused absence of three days or more. This request should be made through Attendance Office at 209-257-7745. Please allow 24 to 48 hours for teachers to answer such requests. Students and parents may also access homework on mediums designated by a certificated teacher.

### **INDEPENDENT STUDY CONTRACTS**

We will do our best to provide makeup work when students are absent. Students who will be absent for 5 or more school days can request to be put on an Independent Study Contract through the attendance office. The request for a contract needs to be placed at least 2 weeks prior to the student's scheduled absence. If a student fails to fulfill the contract they may be subject to a loss or reduction in their units and grades. *Independent Study Contracts can not be issued the first two weeks of school and the last two weeks of school.* For long term absences or short notification please notify your academic counselor. Current COVID-19 practices may affect Independent Study procedures.

### **TEXTBOOKS & CHROMEBOOKS**

Students will be issued textbooks and chromebooks to support the curriculum at Argonaut High School. They are responsible for any school-issued materials. Core academic materials cost \$250 or more. If school-issued materials are damaged, students will be charged fees determined by the severity of the damage. Students will be expected to bring the Chromebook daily, fully charged and with the power cords. Students will not be able to connect their personal electronic devices at school to the network for safety reasons, so they must checkout and use an ACUSD Chromebook. If your student already checked one out, they will now have to transport it to and from school.

### **TRANSCRIPT REQUESTS**

*Official Transcripts*

- Request form available from the Counseling Office
- Return completed form to the Registrar with payment
- \$5.00 per official transcript
- Official Transcripts are sealed in an envelope and sent directly to colleges or organizations
- 48 hour turnaround time

### **ACADEMIC & EXTRACURRICULAR AWARDS**

From time to time, students will be recognized for their participation or outstanding performance in the classroom or extracurricular programs. In order to qualify for such recognition, students will need to meet all of the prerequisites for their awards. These prerequisites may include physical participation in the ceremony itself. Students are encouraged to explore the qualifying criteria with their counselor, administrator, or program coordinator.

## EXTRA AND CO-CURRICULAR ACTIVITIES

### **Student Body CARD**

Students are required to carry their Student Body card with them at all times. The Student Body cards are free of charge. To encourage students' attendance and participation at school events, the Associated Student Body sells an ASB sticker that will allow students FREE admission to most home athletic events (*Playoff/Foundation games not included*), and discounts on tickets to other events. ASB stickers are not transferable and at no time shall a student lend his/her ASB card with a sticker to another student. If this situation does occur, the privileges of the ASB sticker will be revoked. In addition, defaced, lost, or stolen cards may be replaced on an individual basis for a fee. Lost cards will be replaced for a small fee.

### **ASSEMBLIES/RALLIES**

From time to time, special assemblies and rallies are scheduled at Argonaut High School. During assemblies/rallies, students are expected to sit in the assigned seats for their class and be attentive and courteous. Students failing to follow the standards of good behavior during school-wide gatherings will be removed and disciplinary action will be taken. Students who attend assemblies and rallies must remain in the audience for the entire duration of the program. Unauthorized departure from any assembly or rally may result in disciplinary action. Assemblies and rallies are typically scheduled during school hours and attendance may be mandatory. Parent, Guardian, or Caregiver attendance at an assembly or rally requires prior approval from the Principal and a guest pass from the office.

### **ATHLETICS**

Part of the Mother Lode League (MLL), Argonaut High School offers a comprehensive athletic program. In order to participate in Argonaut athletics you will need to be enrolled at an Amador County Unified School District school or program. Eligible students have the opportunity to compete in baseball, basketball, cheerleading, cross country, football, golf, soccer, softball, swimming, volleyball, snow sports, tennis, track & field, and wrestling. For additional information on the Argonaut High School Athletic Program, students are asked to contact the school's Director of Athletics, Scott Hunkins.

### **ATHLETIC ELIGIBILITY**

Every student who wants to participate in a sport must complete and have signed by a parent/guardian the following forms:

1. Physical/Medical Insurance
2. Emergency Information
3. Athletic Contract
4. Student Alternate Transportation Form
5. Concussion/Head Injury Form
6. Agreement for Team Participation
7. Assumption of Risk / Parent Consent
8. Steroid Information
9. Sudden Cardiac Arrest Form
10. Opiat Fact Sheet
11. Heat and Illness Fact Sheet
12. COVID 19 Waiver

*All forms are completed electronically through Home Campus which can be accessed under the athletics tab on the school website. Forms can be downloaded and printed from the Home Campus website: [athleticclearance.com](http://athleticclearance.com). Please follow all of the instructions on Home Campus in regards to submitting all*

*necessary forms. All athletes will need to be signed up, registered and cleared on Home Campus prior to participating in athletic events and practices.*

Athletes must have a yearly physical from a qualified physician who completes the medical examination report. In order to be accepted for athletics, the physical must be completed **after** May 25 of the previous school year. **Please see the site's Athletic Director for all requirements for participation.**

### **ATHLETICS/ACTIVITIES GUIDELINES FOR PRACTICES AND REHEARSALS**

In order to maintain a supportive learning environment for academics, the following parameters regarding time commitments for extra/co-curricular activities will be followed by all clubs, organizations, teams, and groups (exceptions to these guidelines must be approved by administration):

- Sunday practices/meetings will not be allowed.
- Students who need to attend before/after school tutoring sessions to improve their academic performance will be allowed to do so without penalty from their coach/advisor provided that prior notice is made to the appropriate coach/advisor.

### **ACADEMIC ELIGIBILITY**

Please check with your athletic director for the latest academic eligibility rules.

All student-athletes who wish to participate in athletics, extra-curricular, and co-curricular activities in the Amador County Unified School District must meet the following requirements:

1. Have earned a 2.0 GPA with no more than one F in grading period prior to their participation and for each succeeding grading period during participation.
2. Meet standards of satisfactory citizenship.
3. Have a satisfactory attendance record as defined by Board Policy.

If a student-athlete is ineligible at the beginning, or becomes ineligible during a season of sport because he/she is below a 2.0 GPA, he/she remains ineligible until the after grades of progress or record are published where a complete GPA is computed for all students. For the purpose of clarification, the following terms will be used to determine academic eligibility:

- Grades of Quarter and Semester: registrar generated grades assigned to a student and officially recorded on a transcript.

### **INITIAL ELIGIBILITY**

All students who wish to participate in athletics must have earned a minimum 2.0 GPA based on grades of record for the grading period immediately prior to their participation. Credits earned will be a factor in computing GPAs. Incoming freshmen with grades below a 2.0 will be allowed to participate while on academic probation until the first progress report grades where they will have to earn a 2.0 GPA with no grades of F's.

### **CONTINUING ELIGIBILITY**

All students who wish to continue to participate in athletics, extra-curricular and co-curricular activities remain eligible if:

1. On any grade of record the student has maintained a minimum 2.0 GPA.
2. On any grade of progress (Progress Report), the student has maintained a minimum 2.0 GPA with no more than one "F's". If a student has a 2.0 GPA with two or more "F's", he/she is ineligible after grades are published. That student becomes eligible as soon as he/she returns a grade clearance form or the Activities/Athletic Directors receives electronic communication from the teacher signifying that the student is earning a passing grade.

### **SUMMER SCHOOL TO AFFECT ATHLETIC ELIGIBILITY**

Students who have demonstrated a satisfactory attendance record of ninety percent actual attendance, and have met standards of satisfactory citizenship in all courses and in the school generally or in its activities during the spring semester, have the option of having summer school course work affect their extracurricular and co-curricular eligibility. In selecting summer school course work for this purpose, the student must repeat summer school course work in the same courses in which grades from the preceding grading period caused the ineligibility. Any substitute course work that is not approved, will be averaged with the end of the school year grades to determine the G.P.A. Coursework will need to be completed prior to the first day of practice.

### **CLUBS**

Argonaut High School offers a variety of official clubs for all members of the student body. Students are invited to join any that interest them. Requirements to charter a club are student interest, a staff advisor, and a reasonable purpose. For more information on existing clubs or in chartering a new club on campus, students are encouraged to see Scott Hunkins, Director of Activities.

### **DANCES/PROM/SENIOR TRIP**

When students attend a school dance, they do so to enjoy a school-sponsored social event. The following guidelines are intended to guarantee that all students can enjoy Argonaut High School dances.

1. ACUSD and Argonaut High School rules apply at all functions.
2. Each person attending a dance is expected to behave appropriately at all times. This includes appropriate behavior and appropriate dancing. Failure to behave in an appropriate manner may result in removal from the dance and loss of eligibility for dances the rest of the year and/or other disciplinary action as per Ed. Code specific violations.
3. All students in attendance at Argonaut High School dances are subject to search and intoxication tests (including breathalyzer test) or intervention by a law enforcement officer.
4. Parents/guardians are responsible for providing transportation at the immediate close of the dance, or in the event that a student is removed from the dance for conduct.
5. Students must enter all dances within 60 minutes of the beginning time of the dance (refer to schedule.) Students may not leave and re-enter the dance.
6. Student's school photo ID must be presented for admittance to the dance. Students without school photo ID will be denied access to the event until school photo ID is obtained.
7. Any student with excessive tardies or truancy, repeat offenses of electronic device or dress code violations, or a suspension within 8 weeks of the event, may be placed on the NO-ACTIVITY LIST and denied admission to the dance or athletic events as a spectator. This includes guest passes for other school dances.
8. Students arriving after the pre-established door closure time will not be admitted.
9. A limited number of guest passes will be issued for some dances. A background check will be completed on each guest request. The school administration reserves the rights to issue and revoke the guest pass at any time. All guest passes must be brought to the administration office, in person, prior to the announced deadline. Guest pass requests will be given to Argonaut students who have an ASB sticker at the time of application. The guest may not have reached the age of 20 years old. Guest passes will not be approved for students attending middle school. Individuals not currently enrolled in a high school will be reviewed and approved on a case by case basis by an administrator. All guests must have a photo ID to be presented at the time of entrance into the dance. NO ID - NO ENTRANCE NO EXCEPTIONS. NO REFUNDS.
10. NO in-and-out privileges will be extended to any student for any reason. Students will not be allowed to purchase tickets to dances if they are on the "No Activity List". All tickets are pre-sold. No tickets will be sold at the door. All ticket sales are final—no refunds or exchanges.

### **IDENTIFICATION / ASB CARDS -**

At the beginning of each year, student ID photos are taken at school and students are issued personal ID cards. These ID cards include a bar-code label for library/textbook checkout privileges. Replacement of the ID card and/or bar code due to loss, damage, or tampering will cost the student \$5.00, in addition to the loss of checkout privileges pending ID card replacement. Furthermore, students who falsify or alter their ID card photograph and/or name are subject to disciplinary consequences as outlined in the school discipline policy. Students are expected to carry their ID card with them on campus.

### **STUDENT GOVERNMENT**

Through ASB, students may express their opinions and assist in the planning of school events. ASB promotes leadership, initiative, and responsibility. It is the duty of the elected class representatives to bring to ASB's attention suggestions from their classmates. Student body officers and class officers are elected each year.

### **YEARBOOKS**

Each year, students have the opportunity to purchase a school yearbook. Because all yearbooks are pre ordered and prepaid, **Argonaut has a no refund policy** regarding the purchase of yearbooks. Yearbooks are produced by students under the supervision of a yearbook advisor.

## GENERAL INFORMATION

**AERIES** is a web-based program designed to help parents and students keep track of attendance, classes, assignments, gradebooks, teachers, and participate in the Argonaut High School community. It is important to keep your information in AERIES current in order to receive email updates about school. In Aeries, all information is kept private and your email address will never be used in any commercial way.

### **AUTOMATED NOTIFICATION SYSTEM - Parent Square and Student Square**

We have an automated notification system which will inform you of any absence and minor discipline issues for your student by either phone or email. If your student is absent be sure to call the school or the attendance line within 5 school days stating the reason for the absence. This notification system is also used to inform you of important upcoming events or information related to your student. In the case of an emergency, we also have the capability to notify you immediately at all primary contact phone numbers and emails we have on record here at the school. **It is very important that the school has your current information to reach you, or a designee, in the case of an emergency.** Please update your emergency card whenever there are any changes to your contact information.

### **AUTOMOBILE SEARCHES**

California law, Vehicle Code Section 21113 (a) states: Vehicles Subject to Search – By entering this area (school property) the person driving any vehicle is deemed to consent to complete search of the vehicle, all its compartments and contents, by school officials or law enforcement personnel, for any reason whatsoever. This notice applies to all vehicles of any type and is enforced 24 hours a day. Items secured in a vehicle brought to school by you are considered in your possession.

### **BUS TRANSPORTATION**

For information about routes and the bus transportation service, please contact the ACUSD Transportation Office at (209) 257-5180. If you would like your child to get off at a stop other than their regular stop due to special circumstances, please remember to use the Bus Stop Assignment Form, which is available in the school office or on the Transportation page of the ACUSD website at: <https://www.amadorcoe.org/>. Completion of this form helps assure student safety and is very important. Bus transportation can be suspended or revoked due to student behaviors/discipline.

### **BICYCLES/SKATEBOARDS/SCOOTERS**

Bicycles must be parked and locked in the area designated for bicycle storage. Students leaving the school campus on bicycles are advised that they must come to a complete stop at the edge of the campus when entering the city streets. State law requires that students under 18 years of age wear helmets when riding bikes to and from school. Violators may be subject to a \$25 fine or more. Bicycles and skateboards may not be ridden on the school campus at any time. Argonaut High School is not responsible for unlocked bicycles or for bicycles left overnight at the site.

Students who use skateboards or scooters as a means of transportation to and from school must drop off skateboards in the office when they arrive at school. As stated above, students may NOT ride skateboards or scooters on campus at any time. This includes after school hours and on weekends. The school is not responsible for lost, stolen, or damaged items.

### **CHANGE OF ADDRESS**

Parents/guardians are to notify the Registrar immediately of any change of address, telephone number, or guardianship. Proof of residence (Purchase Agreement, Mortgage Statement or Lease) is required on all address changes.

### **DRIVING AND PARKING REGULATIONS**

The school permits licensed students to drive to and from school, provided they park in stalls designated for student parking. In an effort to protect and safeguard our students at Argonaut High School, we require all vehicles to be registered with the administration office and obtain a parking permit. All students wishing to drive to school must apply for a parking permit. **PARKING PERMITS WILL ONLY BE ISSUED TO 10<sup>th</sup> 11<sup>th</sup> AND 12<sup>th</sup> GRADE STUDENTS with completed packets.** Students in 9<sup>th</sup> grade in good standing may request a permit but must have the approval of an administrator before being issued a permit. Possession of a student parking permit does not guarantee a parking space. Students will be charged a \$5 replacement fee on all lost parking permits. Students must display their parking permit when parking at Argonaut High School. Students are limited to parking in the student parking lot.

Seniors will have the opportunity to purchase a reserved parking spot in which they will be able to paint their spot, upon approval by the school's administration. Seniors will be required to fill out a form and submit payment and their proposed artwork for approval prior to painting their parking spot.

Any vehicle without a permit or parking in a space that is in violation of the parking contract will be subject to citation, a possible revocation of the student's parking privileges and further disciplinary action. Students involved in reckless or unsafe driving practices, may lose their privilege to drive on campus. In addition, students that violate driving and/or parking regulations on campus will be placed on the No Activities List.

Under no circumstances should students park off campus (unless parking privileges were revoked by administration) or in areas provided for staff and visitors. Any student leaving the campus in a vehicle during the school day without permission is in violation of school rules as outlined in the student handbook. Failure to abide by these rules may result in revocation of the student's parking privileges and/or disciplinary consequences.

### **PARKING LOT(S)**

Students will not be allowed in the parking lot during the school day from 8:30 AM until 3:11 PM without a pass from a teacher or the office staff. Students who would like a locker to store their belongings can check one out in the attendance office. Students who choose not to have a locker will be required to have all of their required belongings with them and they will not be able to go to their cars in between classes to grab any personal belongings. Students who are found in the parking lot without the proper permission will be assigned detention.

### **EMERGENCY - SERIOUS THREAT**

**Argonaut High School Utilizes ALICE training model for serious threats.**

A=ALERT – all are authorized to announce an alert to staff and administration

L=LOCKDOWN – locking students and staff behind doors, barricades, and object to prevent access

I=INFORM – communicate information regarding situation to students, staff and law enforcement

C=COUNTER – use of logic to disrupt activities and remain safe

E=EVACUATE – get away from danger if possible

## **FIREDRILL INSTRUCTIONS**

When the **fire signal** sounds at any time during the school day, students are to do the following:

- a. Evacuate all buildings with their classmates and move quickly to the area designated on the evacuation map. All students should immediately report to their teacher in the area designated for their class. Roll will be taken by the teacher to account for all students.
- b. Remain with their class under their teacher's direction.
- c. Stay at least 50 feet away from all buildings.
- d. When the all-clear signal is given, return to class immediately following the teacher.
- e. All students will be required to participate in school sponsored and CA ed-code mandated safety drills.
- f. If a drill is occurring before school, during break, at lunch or after school, students and staff are expected to report to their 1<sup>st</sup> period designated location.

## **HALL PASSES**

Students are not permitted outside of classrooms during class periods unless a school staff member accompanies them or they have a hall pass from an authorized staff member.

## **LOST AND FOUND**

Lost and Found inquiries should be directed to the Attendance Office, located in the main office building. Since Argonaut High School does not assume responsibility for lost or missing articles on campus, students are asked to keep close track of their belongings and not carry valuables or large sums of money with them at school.

## **MEDICATION**

**No medication (prescription or non-prescription) will be dispensed to students or allowed on the school site without the appropriate form being completed and on file in the office.** Students may obtain the form from the Main Office. Students requiring medication at school shall be identified to the school by the parent/guardian and/or physician. All student medication must be in the original container and will be kept securely locked in the Main office. **Students may not carry any medication (prescription or over-the-counter) with them on campus.**

## **PHYSICAL EDUCATION LOCKERS**

Physical Education lockers are issued as a courtesy to all students enrolled in a PE class. Students are required to check out of their PE lockers at the end of each semester or school year. Argonaut High School and ACUSD do not assume responsibility for the damage of any items stored in lockers or theft from lockers that have not been closed and secured properly or any instances when students have shared their personal locker combinations with other students. Students are responsible for all contents of the locker they have been assigned to (including contraband.) Students are not permitted to share lockers.

## **REPORT CARDS**

Grade reports are distributed electronically via Aeries and report cards will be available during regularly scheduled reporting periods. You will receive information from your principal when newly reported grades are available for viewing. If you would like to receive a print out of a grade report, please contact the Registrar.

## **VISITORS/VOLUNTEERS**

All visitors/volunteers must sign in at the front office and wear a visitor/volunteer badge at all times while on campus. All visitors must have prior authorization and notification from a staff member on file



in the office. Drop-in visits will not be permitted without direct supervision of a staff member. When requested to do so by school or security personnel, visitors and volunteers must show identification. Argonaut High School does not issue any student visitor passes.

**ATTENDANCE OFFICE**  
**HOURS:7:30 AM – 4:00 PM TELEPHONE #: (209) 257-7745**

In order to benefit fully from the Argonaut High School academic and extra-curricular program and make progress toward graduation, students must attend school regularly. Since Argonaut High School operates on an A/B block schedule, regular attendance and punctuality are critical to school success. Irregular attendance negatively affects class progress and grades. Parents are encouraged to work with Argonaut High School staff in supporting students' regular and timely attendance. Automated phone calls will notify the primary contact number in Aeries if a student is absent or tardy.

### **ATTENDANCE REQUIREMENTS**

State law requires that all minors attend school full time. Regular attendance is essential to learning and academic success. Attendance is taken each period and is noted in the teacher's roll book and in the master attendance system for parent viewing.

### **TYPES OF ABSENCES:**

- A. Excused: Absences due to quarantine, illness, doctor, dental or other medical appointments, funerals, and religious observances.
- B. Unexcused: Absences due to truancy, flat tires, running out of gas, missing the bus, oversleeping, vacations, etc. Ed-Code states suspensions from school are considered unexcused absences although teachers are encouraged to provide missing work.
- C. Justifiable personal reasons: including but not limited to: an appearance in court , observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization [E.C. 48205] or attendance at employment conference, when student's absence has been requested in writing prior to by the legal parent/guardian and approved by the principal or a designated representative.

### **EXCUSED ABSENCE PROCEDURES**

All students have five (5) school days to clear their absence(s) with the school's attendance records, beginning on the day they return to school. Students who do not clear their absence(s) within the five days will be considered truant from school.

- A. If a student's legal parent/guardian calls the attendance office at 209-257-7745 on each day of absence(s), a written note is not necessary.
- B. If a student has a note from a legal parent/guardian, they must bring it to the Attendance Office before 8:25 am, during lunch, and/or after school. The note should be signed by the student's legal parent/guardian and include name, identification number, dates(s) of absence(s), reason for absence(s), and a current telephone number where legal parent/guardian can be reached.
- C. A medical verification will be required on all excessive absences for illness (12 or more for the school year).

D. Excused absences will need to be cleared within 5 days or they will remain unexcused.

### **EARLY DISMISSAL / LEAVE OF GROUNDS**

If you have a medical appointment that requires that you be released from school early, please follow the process listed below:

- A. A student's legal parent/guardian must phone the Attendance Office at 209-257-7745, or bring a note prior to the start of school. *Be advised that legal parents/guardians will be called to verify any written early dismissal requests - be sure that a current phone number is listed.*
- B. The student will be issued a pass for early dismissal. All parents/students need to sign out in the school office before leaving campus.
- C. If a student receives an early dismissal and returns on the same day. The student must check back in with the attendance office.
- D. Students identified as having an excessive number of early dismissals will be required to clear future requests with the vice principal.
- E. A medical verification may be required upon return to school. A medical verification will be required on all excessive leave of grounds (12 or more for the school year).
- F. Students who leave campus without checking out through the office will be marked as a confirmed cut. Attendance will not be cleared for this type of absence after the fact.

### **TRUANCY**

Truancy is any "unexcused absence" or un-cleared absence. The consequences for students who are truant are listed below:

#### **CONSEQUENCES FOR TRUANCY:**

<b>1<sup>st</sup> &amp; 2<sup>nd</sup> Truancy</b>	Parent Notification
<b>3<sup>rd</sup> Truancy</b>	Referral to Vice Principal; Detention issued
<b>4<sup>th</sup> &amp; 5<sup>th</sup> Truancy (Repeat Truant)</b>	Referral to Vice Principal/Teacher-in-Charge Friday School Placement on No Activity List for up to 8 weeks.
<b>6<sup>th</sup> and beyond</b>	Further Argonaut High School and ACUSD consequences.

**Under CA state law, parents/guardians are responsible for the regular attendance of their children.**

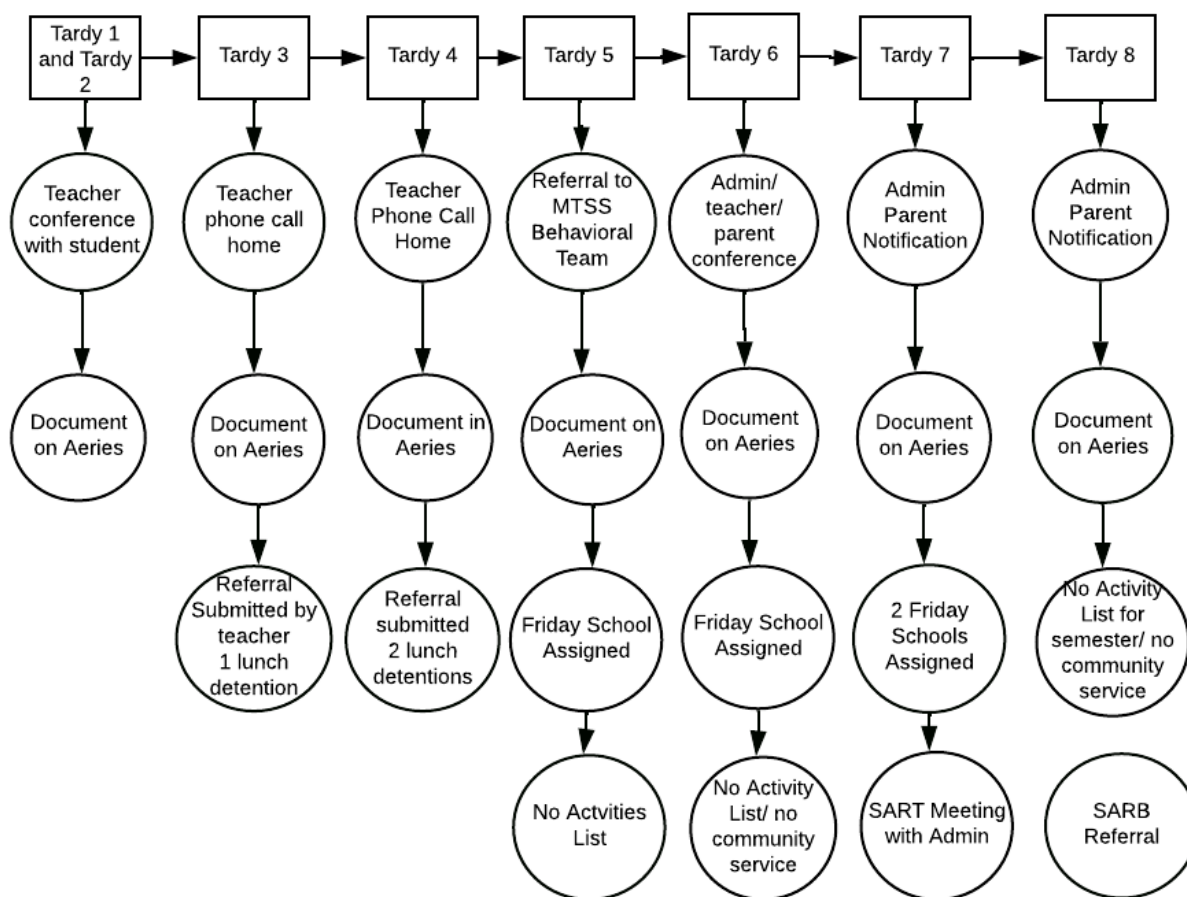
### **TARDY POLICY AND CONSEQUENCES**

In order for students to be successful and productive, they must develop habits of punctuality. These habits will contribute not only to academic success, but also to career success in later years. Since tardiness is neither responsible nor productive, and since it is disruptive to the educational process, students at Argonaut High School will be held accountable for punctuality. Habitual tardiness (three or more in a given class per term) will result in parent notification and administrative disciplinary action. The following policy regarding tardiness has been instituted at Argonaut High School.

1. All students are expected to be in class in their assigned seats when the bell rings or they will be considered tardy.
2. During the first period, students who enter the classroom after the tardy bell are considered tardy. If the student arrives on campus within the first 15 minutes of school without a note, the student reports directly to the classroom. The classroom teacher documents the tardy and assigns consequences according to school policy. After the 15 minute window, students must all report to the attendance office for admittance.

3. During the school day, students who enter the classroom after the tardy bell, with an appropriate pass signed by a school staff member, will be admitted to class without penalty. If attendance has already been taken, the teacher will change attendance in the Aeries from truant to present.
4. The campus supervisors will conduct occasional “tardy sweeps” of the campus after the tardy bell rings. Students who are out on campus after the bell without an appropriate pass, regardless of their tardy history, will be assigned Friday School by a vice principal. After receiving the Friday School, students will be sent to class.

## **TARDY CONSEQUENCES**



## STUDENT CONDUCT

### **AVOID DANGEROUS SITUATIONS**

As stated previously in this handbook, Argonaut High School will not condone any student causing serious physical injury to another person, bringing a weapon to school, or selling drugs. Any of these actions will result in the student being recommended for expulsion from the school district. Other serious violations of the school rules such as chronically disrupting classes or defying school authorities can also lead to serious school consequences.

Students and parents are advised that in order to maintain a safe, violence-free environment, **no student is allowed to hit another child—for any reason. Students who hit other students, even in self-defense, may be suspended from school.** If a student is hit by another student, he/she should immediately leave the area and seek help from a teacher or other staff member.

To avoid suspension or expulsion, students should:

- Stay away from people who make them angry.
- Ignore or walk away from challenges to fight.
- Practice strategies to calm down.
- Seek help from teachers, campus supervisors, counselors, or administrators.
- Talk to their parents about any problems they're having at school.

### **MULTI PURPOSE ROOM BEHAVIOR**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Free and reduced lunch applications are available from the cafeteria manager and the school office. Students are asked to show respect for their campus, cafeteria staff, and fellow students by:

1. Depositing all litter in wastebaskets.
2. Leaving the table and floor in a clean condition for others.
3. Respecting that all classrooms and hallways are off limits during lunch, except for students under the supervision of a teacher.
4. Not sitting or standing on tables in the multi-purpose room and outdoor areas.

### **NO ACTIVITIES LIST**

Students that fail to cooperate with staff directives, fail to attend school as assigned, or violate policies contained in this handbook, may be added to the school's "No Activities List." While on the N.A.L., students will not be able to attend student functions outside the school day, including dances, prom, certain field trips, athletic events, etc. Students on the No Activities List will be barred from student activities for up to 8 weeks. Parents/Guardians will be notified if their child has been added to the N.A.L.

## **ELECTRONIC DEVICE USAGE**

- Students are responsible for the device they bring to school. Argonaut High School is not responsible for loss, theft or destruction of any such device brought onto school property.

Students are permitted to use cell phones during lunch and passing periods. Students using an earpiece must leave one ear available for safety communication purposes. Cell phones may not be visible or audible at any time during class, assemblies or rallies; possessing or using an electronic device while classes are in session for educational purposes are at the discretion of the certificated teacher.

***Pursuant to California Education Code Section 51512, the use of any electronic listening or recording device in an educational setting without prior consent of the teacher and/or the principal is prohibited. Any pupil violating this section will be subject to appropriate disciplinary action.***

1 <sup>st</sup> Cell phone/electronic device violation	Cell phone confiscated and turned into Administration, entry into Aeries. Phone returned to student at the end of the day.
2 <sup>nd</sup> Cell phone/electronic device violation	Cell phone is confiscated and turned into administration, entry into Aeries and returned to parent.
3 <sup>rd</sup> or beyond Cell phone/electronic device violation	Cell phone is confiscated and turned into administration, entry into Aeries and returned to parent. Student placed on the "No Activities List" for up to 8 weeks

## **GRAFFITI**

Graffiti, tagging, or other marks made on school or private property is strictly prohibited. Violators are subject to administrative disciplinary action that may include a recommendation for expulsion as well as possible criminal charges. Parent(s)/guardian(s) and the student will be charged for any costs related to the repair and/or cleanup of any damage caused by their child.

## **INSUBORDINATION/DISRESPECT FOR TEACHERS/STAFF, SUBSTITUTE TEACHERS**

If a student is defiant or hostile toward any teacher, administrator or school employee, or if a student refuses to comply with any rule set forth by a teacher, administrator, or support staff member, that student will be subject to immediate disciplinary action, up to and including home suspension.

## **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection are not appropriate to a school setting and are therefore not allowed. Inappropriate displays of affection shall be defined as heavy kissing, petting, prolonged hugging, and/or hugging in a suggestive manner with body touching, rubbing etc. Students violating the display of affection policy may be issued one warning or detention with parent notification. Repeat violations may result in increased disciplinary action.

## DRESS CODE/GROOMING GUIDELINES

All students are expected to dress appropriately for a school environment. Any attire that significantly interferes with or disrupts the educational environment, unless protected under the freedom of speech laws, board policy or administrative regulation, is unacceptable. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) with language or images that are vulgar, sexually suggestive, discriminatory, obscene, libelous or that promote illegal or violent content, such as the unlawful use of weapons, drugs, alcohol, tobacco or drug paraphernalia, indicates membership in or promotion of a gang or clothing that contains threats, is prohibited. Clothing should fit, and conform to standards of safety, good taste and decency. No excessive bare tops or bare midriffs. The bottom of the top should touch the top of the pants/shorts/skirts. Exposed shoulders are acceptable with (shoulder/halter) straps. No tube tops. Bottoms should not be worn low enough to expose undergarments and skirts, shorts, dresses and tops must provide ample coverage including when the student is sitting down or bending over. Coaches and teachers may require appropriate attire based on student academic or sports activity. Each school shall allow students to wear sun protective clothing, including but not limited to hats, for outdoor use during the school day. Each class may adopt rules that specify the types of sun-protective clothing that students will be allowed to wear outdoors and specify the types of clothing and hats that may be “inappropriate.” (EC § 35183.5)

1 <sup>st</sup> Dress code violation	Warning, entry in Aeries, student will be expected to change into school issued attire or correct their violation if they have other clothes that are appropriate to cover up with or change into.
2 <sup>nd</sup> Dress code violation	Entry in Aeries, Student will change into a school issued shirt or be asked to change clothing that follows the school dress code. Student will receive a lunch detention
3 <sup>rd</sup> Dress code violation	Student will be given school issued attire or be asked to change and they will receive a multiple lunch detentions for non-compliance.
4 <sup>th</sup> Dress code violation	Students may receive more serious disciplinary consequences.

## PROHIBITED ITEMS

Acid AirSoft Guns Alcohol BB or Pellet Guns or BB's Bows and Arrows Box cutters Brass knuckles Bullets Chains or Pipes CO2 Crossbows Drug Paraphernalia/Lighters Firearms Fireworks Flammables Gas Guns Knives Laser Lights Martial Arts Stars/Nunchucks Narcotics/Drugs	Needles Pornography Prescription Medication Paintball Guns/Pellets Pepper Spray Poison Sling Shots Stun Guns Tobacco Toy Guns Vaping Devices/Cartridges Weapons
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## STUDENT DISCIPLINE

Good citizenship and respectful behavior is expected of all students at Argonaut High School. Argonaut High School recognizes that the best discipline is self-imposed and requires that students take responsibility for their actions. When issues of behavior do arise, however, the staff at Argonaut High School encourages cooperation between the home and school concerning students' discipline.

The most important purpose of discipline policies and procedures at Argonaut High School is to create a safe and comfortable teaching and learning environment. If a student fails to follow the school's rules of conduct. The following is a list of consequences that may be utilized:

1. Loss of all privileges for school-related activities for a period of time.
2. Lunch detention
3. Friday school
4. Education alternatives to discipline
5. Community service alternatives to discipline
6. No activities list
7. Restorative practices
8. Home suspension for one to five days
9. Expulsion from the Amador County Unified School District

**Parents will be notified by phone and/or in writing of all cases of serious disciplinary problems or consequences.**

### **"CTC – Courage to Compete" PROGRAM**

CTC is a program created by our school based on the Positive Behavior Intervention and Support model. PBIS is a proactive approach to establish the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. It is a framework that is implemented by explicitly teaching the expected behaviors, acknowledging appropriate behaviors and re-teaching when behavioral errors are made.

## ARGONAUT'S STUDENT BEHAVIOR EXPECTATIONS

Argonaut students are expected to be.....*Respectful Responsible and Resilient.*

	<u>Respectful</u>	<u>Responsible</u>	<u>Resilient</u>
<b>Instruction Areas and Time</b>  (Classrooms, Library, During Instructional Time)	Treat the teacher, fellow students and support staff with civility and respect.	Show up every day on time prepared and ready to learn.	Challenge and believe in yourself, your goals and your future.
	Interact positively with teachers, students and other staff.	Take notes, listen to instructions, pay attention to details and give your best effort.	Remain positive despite seemingly insurmountable challenges, conditions and setbacks.
	Follow directions, instructions and rules specific to assignments, classrooms and materials.	Ask questions, collaborate and be engaged in the learning process. Own your education.	Finish every task and assignment given to you by your teachers, coaches and mentors. Give maximum effort.
<b>Non-Instructional Areas and Time</b>  (MPR, Quad, Locker Rooms) (Passing, Lunch)	Listen to and follow the directions of all school employees and supervising adults.	Take care of yourself and others school, personal and private property.	Follow through with your commitments to other Mustangs. Practice loyalty.
	Respect yourself, classmates, peers and friends. Use school appropriate language and behavior at all times.	Practice good time management. Follow through with your commitments.	Use free time effectively for your benefit. Seek out peer or adult tutors to improve grades and/or learning.
	Accept individual differences in others and celebrate diversity.	Take responsibility for your trash. Recycle aluminum, plastic, paper and other items when possible.	Report threats, harassment, intimidation or bullying toward yourself or others. If you see something, say something.
<b>Events and Activities</b>  (ASB Activities, Sporting Events, Rallies, School Assemblies, Performances, Bus Transportation)	Listen to and follow the directions of coaches, teachers, bus drivers, campus supervisors, administrators and office staff.	Practice active and positive participation. Get involved in activities that enrich your school experience and life.	Provide your expertise, enthusiasm, effort and school spirit, even in difficult or challenging circumstances.
	Use equipment, props, microphones, vehicles and other school or personal property according to its intended operation.	Stay focused on tasks, activities, games, assemblies, rallies, performances or anything you committed to.	Represent yourself, your family, Argonaut High School and Amador County with pride and class.
	Treat yourself, classmates, teachers, coaches, parents and opponents with respect on all campuses.	Practice being safe during activities while immersing yourself in participation.	Learn from your mistakes. Finish by doing your best. Trend up and finish everything you start.



## **ACADEMIC MISCONDUCT/DISHONESTY**

At Argonaut High School, the administration and staff strive to instill, to cultivate, and to build excellence in all. We stress personal integrity and good practice in all aspects of academics, learning, and assessment. Students work hard at producing their own work that exhibits their learning. In addition, they need to know the ideas and issues that are related to *academic honesty*. This knowledge will allow them to demonstrate their abilities and understanding through their original ideas and produced work. In order to make great things possible, each student must produce and take ownership for an authentic piece of work. As life-long learners, students will be responsible for their work, whether it is in an educational setting or the workplace. Argonaut students will be expected to be *Respectful, Responsible and Resilient* when producing academic material.

Staff expects the highest standards of honesty and integrity from all students and promotes the ideals of education, responsibility and self-discipline. To protect all students' right to a fair and meaningful evaluation of their work the **ACADEMIC CODE OF CONDUCT** has been adopted. Student violations can be classified into one of the five categories, (see types of academic code of conduct violations on the next page.)

## TYPES OF ACADEMIC CODE OF CONDUCT VIOLATIONS

### Type I

A student who copies an assignment from another student AND the student who knowingly allowed the assignment to be copied (paper or electronic).

### Type II

A student who is found in possession of unauthorized **cheat sheets** (paper or electronic), answer keys or other evidence of premeditated cheating - whether or not the item(s) were actually used by the student. This includes any test information (i.e., topics, answers, and/ or questions).

### Type III

A student who plagiarizes someone else's work (intellectual property), or copies any information from an encyclopedia, internet source, magazine, newspaper, Cliffs Notes, or any other published source, etc., and *presents these materials as if they are the student's own ideas*.

### Type IV

A student who is caught taking, without permission, another student's or teacher's materials or project. The student will be disciplined under the provisions for theft as specified in the education code. **(EC 48900g/EC 48900i) - stealing or attempting to steal school or private property; knowingly received stolen school property or private property.**

### Type V

A student who has been found to falsify school records or is apprehended for taking, without permission, school records (including teachers' materials). The student will be disciplined under the provisions for theft as specified in the education code. **(EC 48900g/EC 48900i/EC 48915) - stealing or attempting to steal school or private property; knowingly received stolen school property or private property.**

- ***All violations will be documented into Aeries Student Information System as Academic Dishonesty and become part of the student's record.***
- ***Staff may review a student's Student Information System record when requested to write letters of recommendation to universities on behalf of seniors. Staff reserves the right to retract letters of recommendation if the Academic Code of Conduct is violated after they have been written.***

**9<sup>th</sup> through 11<sup>th</sup> grade:** Further consequences could result in ineligibility of awards based on grades earned during the term of the violation.

Action taken for violation of the Academic Code of Conduct	Type I, II, III	Type IV	Type V
<ul style="list-style-type: none"> <li>● Zero for the assignment</li> <li>● Referral to the administration</li> <li>● Parent notification</li> </ul>	1 <sup>st</sup> Occurrence		
<ul style="list-style-type: none"> <li>● Zero for the assignment</li> <li>● Referral to the administration</li> <li>● Parent notification</li> <li>● Lunch detention</li> </ul>	2 <sup>nd</sup> Occurrence		
<ul style="list-style-type: none"> <li>● Zero for the assignment</li> <li>● Referral to the administration</li> <li>● Parent notification</li> <li>● Lunch detention</li> <li>● No activities list</li> <li>● Letter from principal's office</li> </ul>	3 <sup>rd</sup> Occurrence	1 <sup>st</sup> Occurrence	
<ul style="list-style-type: none"> <li>● Zero for the assignment</li> <li>● Referral to the administration</li> <li>● Parent notification</li> <li>● Lunch detention</li> <li>● No activities list</li> <li>● Suspension</li> </ul>	4 <sup>th</sup> Occurrence	2 <sup>nd</sup> Occurrence	
<ul style="list-style-type: none"> <li>● Zero for the assignment</li> <li>● Referral to the administration</li> <li>● Parent notification</li> <li>● Lunch detention</li> <li>● No activities List</li> <li>● Suspension /Expulsion</li> </ul>	5 <sup>th</sup> Occurrence	3 <sup>rd</sup> Occurrence	1 <sup>st</sup> Occurrence

\*Cumulative over the course of student's enrollment at Argonaut.

## **GRADUATION CEREMONY AND ACTIVITIES**

### **Participation in High School Graduation Ceremony**

The Governing Board recognizes that each student who receives a high school diploma has met the standards of proficiency established by the district. The specific requirements for receipt of a high school diploma are set forth in Board Policy. The most current policy will be handed out during the first senior parent meeting and posted on the school website.