

**PLEASE READ THE FOLLOWING CAREFULLY. There is new material here, and everything here is essential for successfully starting school.**

**SCHOOL OPENS:** Wednesday, August 22, 2012, 7:35 am with a **Monday Schedule – students attend all periods.**

**Please note:**

- **Monday, September 3rd is Labor Day; NO SCHOOL.**

**2012-2013 Updates:**

1. **PAGERS & CELL PHONES:** Student may have a pager or cell phone on campus although we do not encourage them to do so. These electronic devices are the responsibility of the student and AHS is not responsible for loss, theft, or damage. Pagers or phones that go off and/or are used in class will be confiscated.
2. **PERMITS TO LEAVE/CLOSED CAMPUS:** We remind all students and parents that Analy High School is a CLOSED CAMPUS. Once students arrive at school they may not leave for any reason without obtaining a "Permit to Leave" from the ATTENDANCE or HEALTH OFFICE. This permit requires a parent phone contact or note prior to the student leaving campus. Failure to follow this process will result in a cut and the student will be subjected to unexcused absence consequences.
3. **TOWING POLICY:** Students who park in visitor or staff parking will receive one warning sticker and will have their vehicle license recorded. **On the second offense, the vehicle will be towed at their expense.** Please caution your student driver to use student or public parking only.
4. **HOTLINE:** The district has established a number that parents can call to report potential violence, crimes, harassment or major problems that do or may occur. That number is 824-7929.
5. **BACK TO SCHOOL NIGHT:** Thursday, August 30, 2012. Please plan to be there.
6. **OPEN HOUSE, UNDERCLASS AWARDS, EMPTY BOWLS:** Thursday, May 16<sup>th</sup>, 2013. Underclass Awards (notification by mail) 5:30-6:00 p.m., Empty Bowls 6:00 p.m., Open House 6:30 – 8:00 p.m.
7. **WINTER BREAK:** December 21, 2012 – January 4, 2013; **LINCOLN'S DAY:** February 15, 2013 and **PRESIDENTS' DAY:** February 18, 2013. **SPRING BREAK:** March 18 – 22, 2013 are school vacation periods. These are the ideal time for your vacation to ski or seek a warmer climate so your student doesn't miss school. **Please take advantage of this time.**
8. **ABSENCES/TARDIES:** Students are responsible to keep track of period absences leading to a loss of credit. The Vice Principals will be working with students and contacting parents regarding absences. Absences will be reflected on progress reports and report cards. Students must bring a note from home to the Attendance Office before the beginning of school on the day that he/she returns to school or, parents may call the Attendance Office (824-2302) and leave a voicemail explaining the absence. Absences which have not been cleared within 48 hours will become "cuts" (unexcused). Students who return to school without a note or cleared by a phone call, will be unexcused until cleared. The absence must be cleared or it will be considered a truancy and disciplinary action will be taken.

**DAILY/WEEKLY BELL SCHEDULE:** Attached in packet - please review.

**ASSIGNED TUTORIAL PERIODS:** Teachers may assign students to come to their classrooms during tutorial periods. Students in danger of failing, behind in work, or in need of help may be required to attend. Consequences for not attending assigned tutorial periods will be the same as for cutting a class.

**STUDENT DISCIPLINE:** Students who get in fights and cause serious injuries, who get involved with drugs or alcohol, who bring weapons to school, who commit robbery or extortion, will be recommended for expulsion. They will be suspended, and the suspension will be extended until a district hearing is held. Please note that students who bring knives to school can be recommended for expulsion. We are committed to providing a positive, supportive, healthy learning environment: That means our campus must be free of harassment of any kind. Students, please report any harassment you experience. Parents, please let your students know that you are not willing to have them be harassed, and ask them to let you know if it happens; then call us. We know how to stop harassment, but we have to be told when it happens.

**REGISTRATION:** Registration will be held on Tuesday, August 14, 2012 (**9<sup>th</sup> grade only**) and Wednesday, August 15, 2012 (**10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>**). **STUDENTS MUST PROVIDE PROOF (OR ALREADY HAVE DONE SO) OR PARENTAL WAIVER FOR THE TDAP VACCINE BEFORE THEY WILL BE ALLOWED TO REGISTER.** Registration is divided by grade and each grade has specified times. **Students will only be allowed to register during their grade specific times. Students should report first to the Band room as all students must have their school photo taken before schedules will be distributed.** ASB cards and yearbooks will also be available for purchase at registration. It is important to return your completed Purchase Form with payment. Students must attend registration **themselves** in order to receive schedules and other registration materials. In order to register, **ALL STUDENTS** must present completed **Emergency Card, Parental Annual Notice** and a **Technology Use Agreement, SIGNED BY PARENTS** and must be **PRESENT** (parents/friends may not register for any student). Furthermore, students who owe bills or fees must have these obligations cleared before their schedules will be released (fee letters were mailed home at the end of the school year). To inquire about or to pay a fee, please contact the Counseling Secretary at (824-2316). **Student schedules will be issued only to those students who have completed the procedures outlined in this paragraph.**

**SCHEDULES:** Schedules will not be mailed to you. They must be picked up by students at registration. Students who miss registration may come to the make-up registration scheduled for Tuesday, August 21, 12:00 – 2:00pm (in the Cafeteria) and also Wednesday, August 22nd (first day of school) from 7:00-8:30 am in the Analy High School Library.

**SCHOOL PICTURES:** All students need to be photographed for ID cards and school records. Non-seniors also need to be photographed for the yearbook. Pictures will be taken during registration. Please refer to the attached flyer for prices and picture packages, as well as registration appointment times.

**P.E. UNIFORMS:** The **mandatory** uniform consists of shorts **AND** a T-shirt. You may also purchase a sweatshirt and/or sweatpants in another package or individually. **Uniforms will be available for purchase at Freshman Registration. A separate check must be made out to Analy High School for P.E. uniforms. Students in other grade levels needing a uniform may purchase it during their first PE class.**

**CREDIT LOSS APPEAL:** If your student has lost course credits due to absences, he or she can file an appeal to restore those credits lost. Appeal forms are available in the office. **An appeal form must be submitted within three weeks of the start of a new semester. Late appeals will not be reviewed or accepted.**

**LOCKERS:** Each student will again be issued a locker either in the main building or in the East Wing. Students will receive their locker assignment and combination with their official class schedule on the first day of school. Since each student will have a locker assigned to him/her, there is no reason for students to share lockers. For safety, we recommend that students do not share their locker combinations with others. Students are urged to leave valuables and/or large amounts of money at home. The school cannot guarantee the security of items left in lockers or elsewhere, and assumes no liability for lost, stolen or damaged items.

**MEDICAL INSURANCE:** The West Sonoma County Union High School District does not carry medical or dental insurance for students. The district has available a low-cost medical/dental insurance program through an independent provider. Information may be obtained through the Health Tech's office.

**SCHOOL LUNCHES:** Lunch will be available on opening day and thereafter in our cafeteria. Free/Reduced Lunch program forms are attached. **Our school offices will no longer accept items to be delivered to students during the school day including (but not limited to): lunches, personal items, homework, etc.**

**STUDENT PARKING:** Student parking, this year, will be in an assigned, numbered spot only in the student parking lot. Each car with a parking permit is to be parked only in its assigned spot. The lower parking lot, located near the bus facility, is available for student use with an appropriately placed ASB student-parking permit. Parking in designated student parking spaces will be allowed without a permit through Friday, August 31, 2012. Beyond that date, vehicles must have a visible permit, which may be purchased in the ASB office for a \$30.00 fee. In addition to the parking fee, students need to supply their driver's license and car license plate number in order to obtain a permit. **Beginning Tuesday, September 6<sup>th</sup>, vehicles without a permit will not be allowed to enter the student lot. Any student cars parked in staff parking will be towed at owner's expense.** Student parking permits will be sold on a first come first serve basis. Spots 1-32 will be reserved for seniors only. **Seniors** will be allowed to purchase permits beginning on Wednesday, August 29, 2012. All other students may purchase permits beginning Thursday, August 30, 2012. Permits will continue to be sold throughout the school year until the lot is sold out. The student lot **may not** be used to drop off students at any time.

**Staff Parking is reserved for staff only and is marked as such. Students are not allowed to park in these designated spots. If they do, they will receive 1 warning and a sticker will be placed on their vehicle. Second offense, they WILL be towed without warning, at owner's expense.**

**TECHNOLOGY RESOURCES:** Students who plan to use Analy High School's technology resources must read, date, sign, and have their parents sign the "STUDENT ACCEPTABLE USE AGREEMENT TECHNOLOGY RESOURCES" form which is attached, and **bring it to registration.**

**TRANSPORTATION:** West County Transportation Agency provides our buses. For information please see attached flier or call 206-9988.

**A NOTE TO OUR PARENTS:** Please arrange personal matters (appointments, transportation arrangements, after school employment, etc.) at home. We do not have the resources to deliver personal messages, and we can not interrupt classroom teaching for non-emergency reasons. **PLEASE DO NOT ASK THE ANALY CLERICAL STAFF TO DELIVER A NON-EMERGENCY MESSAGE TO YOUR STUDENT.**

**HAVE A GREAT 2012-2013 SCHOOL YEAR!**

*Chris Heller, Principal*