



*East Side Union High School District  
Student Handbook*

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2009-2010

*Piedmont Hills High School  
Home of the Pirates*



*For additional information regarding East Side Union High School District,  
check our web site: <http://www.esuhd.org>*

# Piedmont Hills High School

Principal: Mrs. Traci Williams

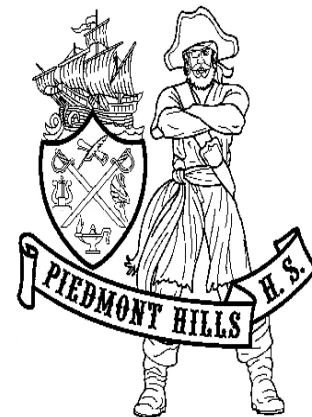
1377 Piedmont Road

San Jose, CA 95132

Telephone: 408.347.3800

FAX: 408.347.3805

Web site access at: <http://ph.ca.campusgrid.net>



## Mission Statement

The mission of Piedmont Hills High School is to provide all students with a strong educational program, one that develops academic, vocational, thinking, communication, technical, physical, and cooperative skills. The staff will encourage respect for diversity, an appreciation for the arts, and responsibility, self-esteem, healthful living, self-direction, tolerance, fairness, honesty, and respect while encouraging each student to achieve his or her potential.

## Bell Schedules

### Regular

Period 1	7:20	-	8:14
Period 2	8:20	-	9:14
Period 3	9:20	-	10:19
Break	10:19	-	10:34
Period 4	10:40	-	11:34
Period 5	11:40	-	12:34
Lunch	12:34	-	1:04
Period 6	1:10	-	2:04
Period 7	2:10	-	3:04

### Staff Collaboration

Period 1	7:39	-	8:14
Period 2	8:20	-	8:55
Period 3	9:01	-	9:41
Period 4	9:47	-	10:22
Lunch	10:22	-	10:52
Period 5	10:58	-	11:33
Period 6	11:39	-	12:14
Period 7	12:20	-	12:55
Staff Meeting	1:05	-	3:05

### Assembly

Period 1	7:26	-	8:14
Period 2	8:20	-	9:08
Assembly	9:14	-	9:44
Break	9:44	-	9:59
Period 3	10:05	-	10:58
Period 4	11:04	-	11:52
Lunch	11:52	-	12:22
Period 5	12:28	-	1:16
Period 6	1:22	-	2:10
Period 7	2:16	-	3:04



## School Calendar

Dates in the following calendar may be changed if necessary to schedule makeup days, for days lost to emergency school closing, in order to meet the minimum number of student instruction required by state law.

### Holidays/Vacation Days

Labor Day	September 7, 2009
Veteran's Day	November 11, 2009
Thanksgiving	November 26 - 27, 2009
Christmas	December 21 - Jan. 1, 2010
Martin Luther King, Jr.'s Birthday	January 18, 2010
Semester Break	January 19, 2010
Winter Break	February 15 - 19, 2010
Cesar Chavez Observed	April 2, 2010
Spring Break	April 5 - 9, 2010
Memorial Day	May 31, 2010
Last Day of School	June 10, 2010

### Grading Period Ends

1st Grading Period	October 9, 2009
2nd Grading Period	November 20, 2009
3rd Grading Period	January 15, 2010 (End of Sem)
4th Grading Period	March 5, 2010
5th Grading Period	April 23, 2010
6th Grading Period	June 10, 2010 (End of Sem)

## Major Activities

Specific dates and other activities will be announced during school and/or posted on our web site.

### August

Student I.D. Pictures (August 17/18)  
Freshman Orientation

### September

Welcome Back Dance  
Back-to-School Night (Sept. 24)  
Senior Portrait Make-Ups

### October

PSAT  
Spirit Week/Homecoming

### November

CAHSEE (11th & 12th only)  
Mother/Son, Father/Daughter Dance

### Senior Night

Senior Panorama  
Pop Concert

### December

Winter Rally/Ball  
Fall Play

### January

Finals  
International Fair

### February

CAHSEE (10th only)  
Valentine's/Sadies Dance  
Freshman Orientation (2010-2011)

### March

F.A.N.T.A.S.T.I.C.S.  
Spring Dance  
Spring Musical

### April

STAR Testing  
Day of Silence

### May

Junior Prom  
ASB Class Election  
Club Day  
Senior Ball  
Spring Concert  
Senior Honors Night

### June

Athletic Awards  
Senior Picnic  
Graduation

## Need Assistance?

### School Site

408.347.3800 • FAX 408.347.3805

### Administration

Principal:	Traci Williams
Associate Principal:	Jenner Griffin-Perez
Associate Principal:	Frances Palacios
Assistants to the Associate Principal:	Dennis Branco Tim Mestaz
Academic Counselors:	Jill Shoopman Martha Esquivel Amy Tse

## Get Involved!

### Extra-Curricular Programs at PHHS

Piedmont Hills High School has something for every student. From Academics to Student Clubs to Student Government to Athletics, the extra-curricular programs available at Piedmont Hills offer a great variety of ways for all students to take an active part in their high school experience. Involvement in our extra-curricular programs can also help to provide students with an additional opportunity to learn important leadership and social skills that they may not have been offered inside the classroom.

Some of the extra-curricular opportunities available to students at Piedmont Hills include:

### Clubs

32 Flavors (Anti-Oppression)	Korean Club
A.A.S.U./A.A.P.C. (African-American)*	L.A.S.O. (Latin-American)*
Anime (Japanese Animation)	M.E.S.A. (Math/Science)
Calif. Scholarship Federation	Model United Nations
Chess Club	National Honor Society
Chinese Club	Pacific Islander Club/PISA
Comedy Sportz	Parents Boosters*
Environmental Club	P.H.A.T.S.O. (Athletic Boosters)*
Filipino Club/F.P.S.A.*	Red Cross Club
French Club	Revelation Generation (religion)
Interact Club (Community)	Spanish Club
Japanese Club	Student Leadership
Key Club (Community)	Vietnamese Club

\* Parent affiliated group is associated with student group or school

## Student Body Government

### Elected Positions

### Applied Positions

ASB Executive Officers  
ASB Cabinet Chairs  
ASB Commissioners  
ASB Supreme Court Justices  
Class Officers

## PHHS Website

Access web site at <http://www.esuhdsd.org> for more information. Also, please register on-line with our student and parent database.

## Work Permit

Any student under the age of 18 must have a valid work permit to be employed. In order to qualify, however, students must have regular attendance, good grades, and good citizenship. Please be advised that the school does have the authority to revoke any work permit and/or limit the number of hours and days the student may work.

A probationary work permit may be issued to a student who has a history of poor grades or more than two (2) days of absence or 12 period absences per month. If a probationary work permit is granted and attendance and grades do not improve, the permit will be revoked. Our school administrators and/or guidance team, however, may consider appeals.

Application information includes:

- A work permit is issued for one specific job. Every new job requires a new permit.
- Students must complete "For Minor to Complete" section on form.
- Employers must fill out their section completely.
- Parent/Guardian signatures are required before a work permit can be issued.
- Students must pick-up the work permit in person in the Guidance Office; his/her signature is required.
- Work permit requests will be processed within five days of application.



## Important Information

### School ID Requirements

By district mandate, each PHHS student is required to visibly wear his/her current year PHHS school ID card on a PHHS lanyard during school hours. All PHHS students will be issued a current year PHHS school ID card at the beginning of each school year. Students must present their school-issued current I.D. card in order to receive their class schedules or be issued textbooks. Students are required to present their current school-issued photo I.D. when requested by any school official. Freshmen only will be provided with a new lanyard at the beginning of the school year. All returning PHHS students will be expected to use their previously issued lanyards for all remaining years at PHHS. There will be a fee for the replacement of lost or missing ID cards. Payment for such items can be made at the Student Bank during its regular hours. Lanyards may be purchased at the school bank. Only P.H.H.S. lanyards are acceptable. Replacement photo ID cards are taken by the School Bank.

### Student Hall Passes

It is the students' responsibility to obtain a pass from his/her teacher prior to leaving the classroom. Students may not leave a scheduled class at any time during the school day without permission. If it is necessary for a student to leave the classroom, he/she MUST have a pass from his/her teacher. This hall pass must include the date and time the student left the classroom and the teacher's signature. Students who are out on campus without permission or out of class without an appropriate hall pass will receive disciplinary consequences.

### Student Parking

**ALL** students who drive a vehicle to school are required to have a Piedmont Hills Parking Permit and application on file in the Attendance Office for the current school year. In order to obtain a permit, students are required to show a valid driver's license, proof of vehicle registration, proof of insurance, provide a parent signed registration form, and pay a nonrefundable fee of \$10.00 for their permit. Students may obtain/renew a Piedmont Hills parking permit in the Attendance Office from 8:00 am –12:00 noon beginning August 10, 2009. Permits will not be issued on the first day of school. However, permits will continue to be issued after the first day during break, lunch and after school in the Attendance Office. Parking permits must be prominently displayed on the driver's side of the dashboard. Students and parents are advised that all California Vehicle Code laws must be observed at all times. In addition, please be advised that all numbered parking spaces in all campus parking lots are reserved for PHHS staff. Any safety violations or failure to comply with the above and/or to display the required Piedmont Hills parking permit in your vehicle may result in a citation from the San Jose Police Department and the loss of parking privileges. There will be no refunds if your parking permit is revoked.

### Daily Student Bulletin

The Daily Student Bulletin is a broadcast of select student announcements that are read over the public address system by the students during an allotted time at the beginning of third period each school day. The daily broadcast is intended to provide all students and staff at PHHS an opportunity to hear useful and important information on school and student issues, such as current day bell schedules, upcoming events, test dates, college application and scholarship deadlines, student achievement recognition, and much more.

**Bulletin Information may be obtained through: <http://ph.campusgrid.net>**

### Health Office

- Every PHHS student MUST have a completed, up-to-date, emergency card signed by his/her parents/guardians on file in the Health Office. An incomplete or incorrect card may cause serious delay in an emergency. Please update changes immediately.
- Emergency care is given for sudden illness or injuries occurring in school.
- MOST injuries are avoidable. Please observe safety rules!
- Injuries occurring on campus must be reported immediately to a staff member.
- No student should report to the Health Office without a pass, except in the case of an emergency or during break or lunch.
- Any arrangement to leave school due to an illness must be made through the Health Office or an Administrator. Leaving without written staff authorization will result in an unexcused absence. Again, authorization to leave campus must be provided in writing by the Attendance Office, regardless if a parent/guardian has given consent to leave.
- State law prohibits the school Health Clerk, or any school staff member, from administering medication without a written order from the student's physician.
- Please consult the P.E. Department directly regarding exemption requests for medical excuses. Please note, however, that to be excused for more than three (3) days requires verification from a medical doctor.

## Personal Needs

In the event of an emergency, please contact the Attendance Office for assistance. All other personal calls or contacts to students will not be given. Also, please do not send flowers, gifts, etc. to your students in care of the school. They will not be delivered to the classrooms and your student's class will not be disrupted to pick up flowers or gifts.

## Student Bank

For the convenience of our students, Piedmont Hills High School maintains a Student Bank. Students may purchase yearbooks, ASB cards, and various event tickets, pay fees for AP tests, deposit funds for student organizations and more. Remember, students must present a valid P.H.H.S. photo I.D. for these types of transactions.

Please be advised that Food Services windows at Piedmont Hills campus **will NOT accept bills over \$10.00** for any food purchases. The Student Bank is prepared to provide students with change for \$20 bill denominations or less.

Personal checks in payment for services or events are accepted at the Student Bank *only* when proper identification is provided and the individual writing the check has not had any checks returned previously for insufficient funds at Piedmont Hills. In order to avoid any conflicts with returned checks at year-end, absolutely no personal checks will be accepted at the Student Bank after the second Friday in May each school year.

### BANK HOURS

**Open:** 7:30 am, Break, Lunch, and After School

**Closed:** 3:30 pm

### Food Services:

Note: If you have any questions regarding reduced meals, please call the District Office-Child Nutrition at 347.5190. Again, please note that Child Nutrition Services is not prepared to accept bills over \$10.00.





## Piedmont Hills Athletics

### Boys' Sports

#### Fall

Football  
Cross Country  
Water Polo

#### Winter

Basketball  
Soccer

#### Spring

Baseball  
Golf  
Swimming  
Tennis

### Girls' Sports

#### Fall

Golf  
Tennis  
Volleyball  
Cross Country  
Water Polo

#### Winter

Basketball  
Soccer

#### Spring

Softball  
Swimming

### Co-Ed Sports

#### Fall

N/A

#### Winter

Wrestling

#### Spring

Badminton  
Track (Coed)

### Athletic/Spirit Squad Eligibility

To participate in Athletics and/or Spirit Squad at Piedmont Hills, students must be currently enrolled in at least 20 semester units of work and have passed at least 20 semester units of work at the completion of the previous grading period. In addition, students must maintain a 2.0 grade point average in all enrolled courses on a 4.0 scale (CIF Rule 204). Furthermore, students may have no more than one "F" during each respective grading period used to determine eligibility for a particular season.

**Probation Period:** This option is available to students who meet all of the above eligibility requirements, but are unable to maintain a 2.0 G.P.A. *Each student is allowed one probation period during his/her 9<sup>th</sup> and 10<sup>th</sup> grade years and one probation period during his/her 11<sup>th</sup> and 12<sup>th</sup> grade years. Therefore, a total of only two probation periods are allowed to an individual student during high school.* Students on probation MUST meet the required standards by the end of the probationary period in process in order to remain eligible (CIF Rule 204). The principal, athletic director(s) and/or team coach or other appointed designee will monitor probationary students at Piedmont Hills accordingly.

All athletes and spirit squad leaders are also required to have:

- A complete physical examination.
- Proper insurance coverage (Insurance can be purchased at the Student Bank, if necessary).
- A signed parental consent card, which can be obtained at the Student Bank or from respective coach(es).
- A current year ASB card purchased from the Student Bank. (It is the responsibility of the athletic directors and respective coaches to ensure that all students who are members of their team/squad have purchased a current year ASB Card. *Any athletic team/squad that does not completely fulfill this requirement will not receive any funds from ASB for the current school year.*)



## Tobacco/Smoking Update for Youth

It is a violation for a minor to be in possession of tobacco products according to Section 308(b) of the California Penal Code. The law allows any law enforcement officer to cite a person under the age of 18 years for being in possession of any tobacco products or paraphernalia. If a student is cited for tobacco use or possession the County of Santa Clara Juvenile Probation Department's Juvenile Diversion Unit will notify them of two choices:

### 1. **MANDATORY Counseling Program**

for one (1) day at Breathe California located at 1469 Park Avenue, San Jose, CA 95126. (Regardless of your child's participation in a tobacco program through his/her school).

- A fifty dollar (\$50.00) fee is charged.

This includes a twenty-five dollar (\$25.00) non-refundable registration fee that must be paid in advance to enroll in the program and to guarantee seating.

- Parents are REQUIRED to attend the first hour and a half (1-1/2) of the program. Failure to appear will result in loss of the twenty-five dollar (\$25.00) registration fee.

### Or

2. A hearing with a Juvenile Traffic Officer can assign the following to a minor:

- A seventy-five dollar (\$75.00) fine
- A Penalty Assessment of one hundred thirty-six dollars (\$136.00) for a total of two hundred eleven dollars (\$211.00)
- Completion of 30 hours community service.

If you have questions about this anti-smoking program, please call Breathe California Program Coordinator Dennis Achá at 408.998.LUNG (5864) or [dennis@lungsrus.org](mailto:dennis@lungsrus.org)

## Dance Policy

School dances are provided for the Piedmont Hills High School (PHHS) students as a place to have fun in a safe environment.

### **Ticket sales for a discount:**

1. All entrance tickets to dances must be purchased prior to the event.
2. Any one student may purchase a maximum of two tickets.
3. If you plan to bring a NON-Piedmont Hills High School student as your guest to the dance, you **MUST** submit a completed “guest pass” form and submit it five days in advance of the scheduled dance.

### **NON-Piedmont Hills High School GUESTS**

1. Each Piedmont Hills High School student is allowed to bring **ONE** guest to the dance who does not attend PHHS. Guests must be of high school age.
2. The PHHS student intending to bring a guest must:
  - a. Purchase a pre-dance ticket for you and your guest at the school bank.
  - b. Sign the dance list upon purchase of your dance tickets identifying both: your name, grade, ID#, as well as your guest’s name and school of attendance, and photo I.D.
  - c. Accompany your NON-Piedmont Hills High School guest to the dance and enter the dance together.
  - d. Let your guest know that he/she will not be allowed entrance into the PHHS dance without showing proper ID.
  - e. Your guest’s name must be on the guest list prior to the dance. No substitute guests are allowed.
3. If any one of the five “musts” listed above in Number 2 are not met, you’re NON-Piedmont Hills School guest will not be allowed entry into the dance.

### **Requirements**

1. As per East Side Union High School District policy, all students must carry a current Piedmont Hills High School ID card on their person at all school-sponsored events.
2. Therefore, a current Piedmont Hills High School ID card **MUST** be shown to a faculty member upon entry to the dance to be allowed entrance.
3. **No Students of PHHS or any guests will be allowed entrance to the dance without a school issued current photo ID. Backpacks & purses or coats/jackets are not allowed.**

*All backpacks, purses and coats must be checked at the Coat Check prior to entering the dance area. To avoid this, bring only what you need.*

1. Once an item has been checked, there will be no access to it during the dance.
2. You may pick-up your checked item(s) at the school coat-check only upon leaving the dance.

**NOTE:** Students who leave a dance early will not be allowed to return.

### **PHHS Staff Supervision**

1. Piedmont Hills High School staff members will be located behind each ID Station at the Entry Gate to the dance and throughout the dance floor and surrounding areas to ensure the safety and well-being of all the students at the dance. Additional staff members will be placed in and among the facility as needed.
2. In addition, San Jose Police Officers will be on hand at all school dances to further ensure the safety of our students and staff throughout the time and place of the dance, its parameters and surrounding parking areas.
3. At least one PHHS administrator will be in attendance at every dance.

### **Beverage Containers (ex. water bottles)**

1. Absolutely **NO** beverage containers of any sort will be allowed into any PHHS dance. Water and sodas will be available for purchase inside each dance, as well as other refreshments. Water fountains are also available.

### **Ensuring an Alcohol- and Drug-Free Event**

1. Piedmont Hills High School reserves the right to participate in random testing for blood alcohol levels for any and all students before a student may be allowed to enter the school dance. Students who are suspected of being under the influence of alcohol or drugs will be questioned by the San Jose Police Department and will face appropriate legal consequences.
2. In addition, students found to be under the influence of alcohol or drugs will be subject to school suspension and /or expulsion and may lose future privileges of attending any and all school functions.

### **Freak Dancing Policy**

Piedmont Hills High School will enforce a “No Freak Dancing” policy. “Freak Dancing” will not be allowed at any school dance.

1. “Freak Dancing” is defined as follows:
  - a. Any dancing that imitates sexual behavior
  - b. Any dancing that is sexually suggestive
  - c. Any dancing where chairs or tables or walls are used
  - d. Any bumping and grinding of bodies
2. Dancers must keep their feet on the floor.
3. Lying on the ground, being in a horizontal position or bending over is not appropriate and will not be allowed.
4. Staff members, police officers, parents and administrators will be enforcing these rules.
5. Students engaging in any of these behaviors will be asked to leave the dance and may lose the privilege of attending future school events.
6. The goal of the “No Freak Dancing” policy is not to curb freedom of expression but has been designed and put into place in order to maintain a comfortable, safe and inviting atmosphere for all our students.

## Absent!

According to California State Law, only students that are in school will count for reimbursement from the state. Therefore, it is very important for the financial stability of the district that all students be in school. **Every student must be in school** unless it is necessary for him/her to be absent due to illness, medical/dental appointment, court subpoena or funeral of immediate family member. These are the only absences from school which will be excused. Family emergencies, out-of-town, etc. are not excused absences. It is requested that all absences be cleared in advance through the Attendance Office.

*All students arriving late to school* must have a note from a parent/guardian. It is the responsibility of the student to drop off the note signed by the parent and report directly to class; admits and tardy slips will not be issued. If no parent/guardian verification is received, absences or tardies will remain unexcused for each class affected. Also, *students who must leave campus* before the end of the school day must obtain an "Advance Absence" through the Attendance Office prior to leaving school. Failure to obtain an "Advance Absence" from the Attendance Office prior to leaving school, even with parent permission, will result in unexcused period absences. **Students who do not follow attendance procedures may be referred for disciplinary action.**

### Procedures for Student Absences

#### 1. Contact The School

It is required that a parent/guardian telephone the school the first day of absence. Contact should be made as early as possible. The purpose of this call is to advise the school of the nature of the absence and to also clear the absence.

#### 2. Phone Daily and Contact Student's Counselor

In cases where a student is absent for a period of several days, a parent/guardian should call the school daily and advise the Attendance Office of the condition of the student. The parent/guardian is also encouraged to contact the counseling office and teachers through School Loop for lesson assignments that have been missed. Following this procedure will help prevent the student from falling behind in his/her work.

#### 3. Advance Absences

When the student knows in advance that he/she will be absent, he/she should bring a note from home which will be cleared by the Attendance Office in advance of the absence. When it is not possible for the student to bring a written note in advance, the parent/guardian must telephone the Attendance Office by 12:00 noon on the day of the absence.

**4. Tardy Students** will be handled by the classroom teacher for tardies 1-3. After the fourth tardy, the teacher will send a written referral to the student's advisor for disciplinary action. First referral: one detention; Second referral: two detentions; Third or subsequent referral: three detentions.

#### 5. Absence Reports\*

Each teacher will receive daily computerized "Absence Reports" that specify the status (excused, unexcused, cut, etc.) of all absent students from his/her class the previous day. If a student does not bring his/her note to the Attendance Office early on the day he/she returns to classes, his/her name will appear on the report as "unverified" and the teacher will assume his/her absences to be a "cut" after five (5) days. Detention will be assigned for these "cuts". The parent will still be able to clear an absence, however, the detention will remain for failure to clear the absence during the first five (5) days.

\*Please note that it will not always be possible for parents to clear an absence after five days if the attendance reporting period has already been sent to the District.

## Electronic Devices

Use of cell phones and communication devices are not permitted first through seventh periods: 7:20 a.m. to 3:04 p.m., while classes are in session, inside classrooms and buildings, and during passing period. Cell phone use/communication devices are prohibited once the warning bell rings after lunch. This also applies to special schedules and early release days.

Due to safety issues, use of all other electronic devices, including those with use of head-phones, are not permitted during the school day from 7:20 a.m. to 3:04 p.m. We need students to be alert and to be able to hear in the event of an emergency. This includes lunch and brunch.

Consequences for violation of this policy are:

- **First Offense:**  
Confiscation; arrange for parent/guardian to pick up before or after school
- **Second Offense:**  
Confiscation; arrange for parent/guardian to pick up before or after school; one hour detention or community service
- **Third or Subsequent Offenses:**  
Confiscation; arrange for parent/guardian to pick up before or after school; two detentions or community service

Note: A cell phone ringing in class will be considered a violation. Chronic violations may result in suspension for defiance/insubordination.

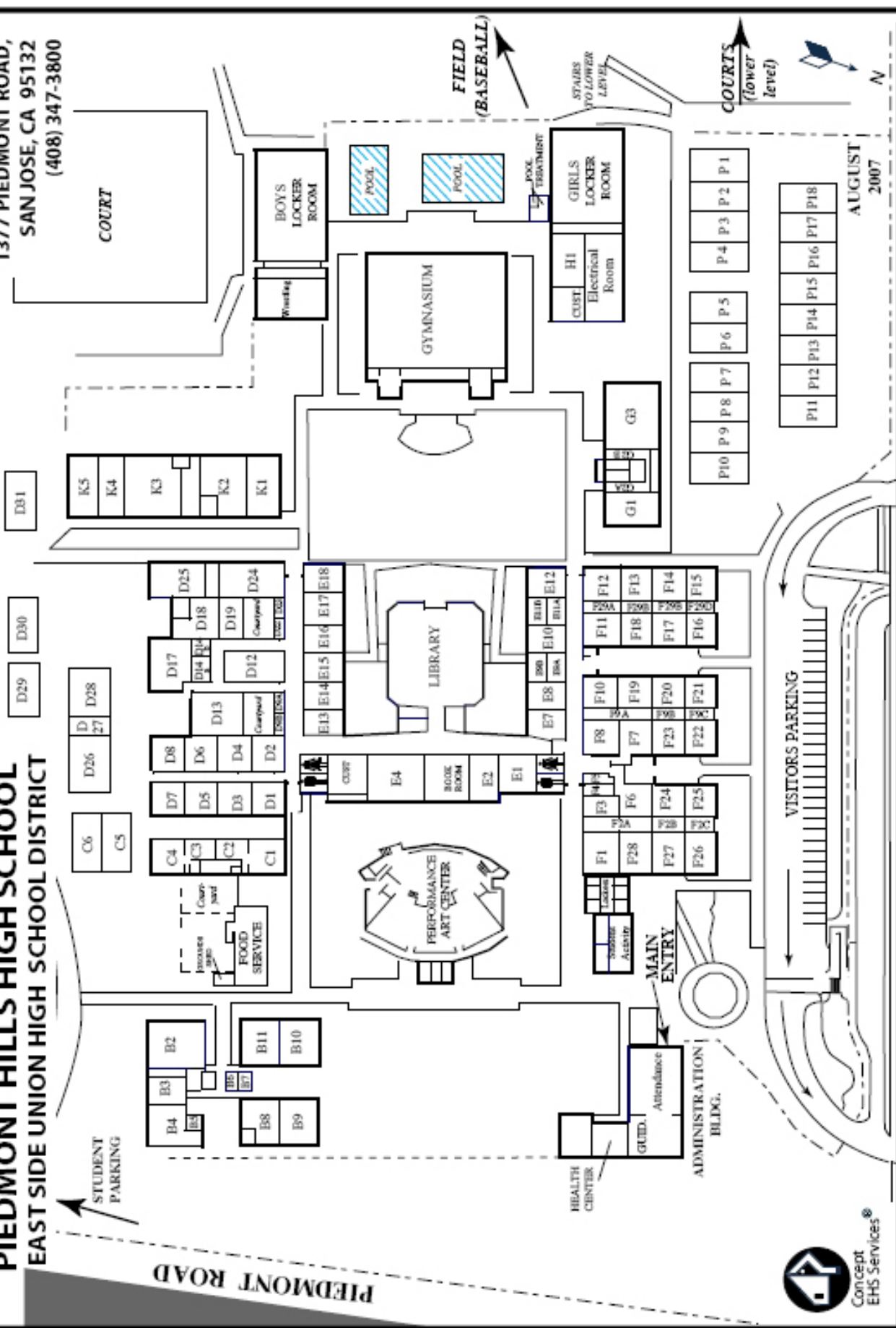
### Student Attendance Review Board:

SARB is a truancy reduction program that operates in alliance with the District Attorney's office. A student with three (3) or more unexcused or uncleared absences in a school year is considered a truant. A student with six (6) or more unexcused period absences or full days in a school year is considered a chronic truant and will be assigned to attend a mediation hearing with the District Attorney.

Failure of the student to improve attendance may result in a referral to the SARB Board, where the student and an accompanying parent/guardian enter into a legal contract with the school and the District Attorney that will specifically work to improve the student's attendance. Continued truancy is a violation of the legal contract and will result in a referral by SARB for the student to attend Juvenile Court, where the judge may impose necessary sanctions on both the student and the parent/guardian.

**PIEDMONT HILLS HIGH SCHOOL  
EAST SIDE UNION HIGH SCHOOL DISTRICT**

1377 PIEDMONT ROAD,  
SAN JOSE, CA 95132  
(408) 347-3800



AUGUST  
2007



Concept  
EHS Services®

RUSKIN DRIVE