

SCRIPPS RANCH HIGH SCHOOL

**2016-2017
STUDENT HANDBOOK**



GO FALCONS!

*10410 Treena Street
San Diego, CA 92131
858-621-9020
www.srhshfalcons.org*

SCRIPPS RANCH HIGH SCHOOL
California Distinguished School

Welcome to Scripps Ranch High School

School-wide Classroom Rules

It is expected that Scripps Ranch High School students will:

1. Be prepared for class daily. (textbook, notebook, paper, pencil/pen, calculator)
2. Turn-in all assignments properly prepared and on time.
3. Be in assigned seat and ready to work when the tardy bell rings. At the end of the period, be in assigned seat for dismissal by the teacher.
4. Be respectful of all those involved in the learning process.
5. Follow all set classroom rules (procedures) and teacher instructions. Follow the policy regarding dress regulations and the two policies regarding the use of cell phones and other electronic equipment while on campus during the school day.

2015-2016 FalconTime™ Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
1 7:25 - 8:20	1 7:25 - 8:20	1 7:25 - 9:13	2	1 7:25 - 8:20
2 8:28 - 9:23	2 8:28 - 9:23	CORE 9:21 - 9:43	CORE	2 8:28 - 9:23
3 9:31 -10:26	3 9:31 -10:26	3 9:51 - 11:39	4	3 9:31 -10:26
4 10:34 -11:29	4 10:34 -11:29	Lunch 11:47 - 12:17	Lunch	4 10:34 -11:29
Lunch 11:37 -12:07	Lunch 11:37 -12:07	5 12:25 - 2:13	6	Lunch 11:37 -12:07
5 12:15 - 1:10	5 12:15 - 1:10	108 (22 CORE) Minutes		5 12:15 - 1:10
6 1:18 - 2:13	6 1:18 - 2:13	Thursday, October 20, is a 1-6 Day		6 1:18 - 2:13
Wednesday, June 7, is a 1-6 Day				55 Minutes
55 Minutes	55 Minutes			

SCHOOL ADMINISTRATION

Principal Ms. Ann Menna
Vice Principal..... Mr. Matthew Lawson
Vice Principal..... Mr. Rodolfo Parra.

COUNSELING STAFF

Head Counselor..... Mrs. Jane Morrill
Counselors..... Ms. Sara Beth Guterman, Mr. Matthew Johnson,
Mrs. Justina Estrada, Ms. Leslie McDonald

HELP OR SOLUTIONS - WHERE TO GO

Absences & Blue Slips (Appointments-Medical & Dental) Attendance Office
Associated Student Body (ASB) Card Finance Office
Athletics Athletic Operations or your Coach
Bulletin (Daily) Main Office
Change of Address Attendance Office
Club Information..... ASB Advisor/Club Advisor
College Information Counseling Center
First Aid-Health Issues..... Nurse's Office
Graduation Requirements Counselor
ID Cards Finance Office
Lost & Found Attendance/Custodial-Office
PowerSchool/Parent..... CORE Teacher
PowerSchool/Student CORE Teacher
Sports Programs Athletic Operations or your Coach
Student Government ASB Advisor
Tardiness Attendance Office
Textbooks (Issued & Lost)..... Library Media Textbook Window
Tickets to School Events..... Finance Office
Transcripts..... Registrar's Office
Work Permits..... Counseling Area/Athletic Director

FREE PUBLIC EDUCATION

The Constitution of the State of California requires that we provide a public education to you free of charge. Your right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether you get a grade for the activity or class. Subject to certain exceptions, your right to a free public education means that we cannot require you or your family to purchase materials, supplies, equipment or uniforms for any school activity, nor can we require you or your family to pay security deposits for access, participation, materials, or equipment. You may be required to attend a fundraising event; however if you are unable to raise funds for the event, you will not be prevented from participating in an educational activity.

SCRIPPS RANCH HIGH SCHOOL

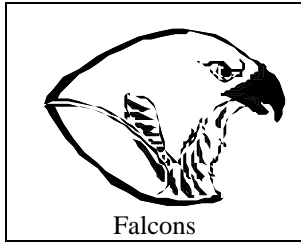
Student Handbook

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SRHS online at:
www.srhfalcons.org



Scripps Ranch High School

Vision Statement

We recognize, support, respect and value excellence, individuality, diversity, and creativity. We are committed to the intellectual achievement, emotional and social growth, and athletic and aesthetic development of each student in a creative, caring, collaborative environment so that each student may succeed as a contributing member of a democratic society.

Mission Statement

Scripps Ranch High School prepares students for their future, including college, military commitments and/or careers. SRHS provides an environment that supports quality instructional programs driven by continuous improvement and innovation. These programs are measured by student progress and performance, in an environment responsive to changing technologies. Parents, students, staff, and community are mutually responsible and accountable for success.

Values

We value excellence.

We value life-long learning.

We value a community of learners.

We value diversity, tolerance, and respect.

We value intellectual curiosity and creativity.

We value relevant, active, participatory learning.

We value teamwork, collaboration, and communication.

We value a supportive, nurturing, enriching environment.

We value professionalism in our total educational community.

We value academics, a balanced curriculum, and work-relevant instruction.

EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLRs)

Students will be able to communicate effectively orally, in writing, and through visual means, and will be able to use technology when appropriate.

Students meet this ESLR by being able to:

- Write a coherent essay that follows a task, has a logical structure, includes support for an opinion, and is relatively free of grammatical errors
- Use the six basic computer skills (Internet, word processing, spreadsheet, e-mail, electronic presentations, and database management)

Students will demonstrate the ability to access information in various formats, synthesize it, and use it in problem solving and other critical thinking activities.

Students meet this ESLR by being able to:

- Apply math skills across the curriculum
- Utilize technology to access and apply information
- Gather data for the purpose of presenting it by way of a writing assignment, oral presentation, or graph

Students will develop skills necessary to become informed, productive, and responsible citizens.

Students meet this ESLR by being able to:

- Complete applications (i.e., college, job, FAFSA)
- Pass US Government/Economics
- Complete UC/CSU a-g requirements

Students will develop the interpersonal skills necessary to work effectively with others in order to be contributing members of a diverse society.

Students meet this ESLR by being able to:

- Participate in project-based learning including group interaction to achieve a desired result
- Participate in an extracurricular activity (e.g., sports teams, music, drama, student government, clubs, community service, service learning, etc.)

Students will develop the skills necessary to further intellectual growth and post-secondary pursuits.

Students meet this ESLR by being able to:

- Pass the California High School Exit Exam
- Be accepted into post-secondary educational and/or training institutions
- Meet high school graduation requirements (minimum 2.0 scholarship and citizenship)

STUDENT AND PARENT SUPPORTS FOR SUCCESS “ACTION PLAN”

PARENT ACTION PLAN

1. Ask your student about school.
2. Check the student planner and be sure that your child is writing all assignments in the planner daily. Planners may be purchased in the Finance Office for \$10 or at an office supply store.
3. Have a specific study time scheduled for homework completion and studying.
4. Review your student’s homework daily.
5. Contact your student’s teachers if you have concerns. (Contact info: www.srhsfalcons.org)
6. Inquire about tutoring with the teacher.
7. Have your student attend tutoring Tuesdays and Thursdays in the library from 2:15 – 3:15 p.m. Student must bring assignments to work on.
8. Sign up for Power School/Parent so you may check attendance, classwork/homework completion, tests scores, etc.
9. Review your student’s progress. Grade Report dates are: Oct. 14, Dec. 2, Jan. 27 (semester grade), March 17, May 5, and June 14 (semester grade). Semester grades are U.S. mailed home from the district office.
10. Look at the SRHS website (www.srhsfalcons.org) for parent/student information. The daily bulletin is available on-line as well as posted around campus and should be read and posted in classrooms.
11. Encourage your student to become involved in school activities.
12. Contact your student’s counselor.

Due to state, district and site budget constraints in addition to a reduction in staff, the alphabetic assignments may change.

COUNSELOR

Mrs. Morrill	A - Br
Mrs. Estrada	Bs - Gr
Ms. McDonald	Gs - Mh
Ms. Guterman	Mi - R
Mr. Johnson	S - Z

EXTENSION

x 1131
x 1129
x 1130
x 1127
x 1126

EMAIL ADDRESS

jmorrill@sandi.net
jestrada1@sandi.net
lmcdonald@sandi.net
sguterman@sandi.net
mjohnson6@sandi.net

STUDENT SUCCESS

1. Write down daily assignments in your planner. If there is no homework, write what you are working on so you can review/study at home!
2. Complete all class and home assignments on time and to the best of your ability.
3. Get the name and number from one student in each class (study buddy) who you can contact when needed.
4. When absent from school, contact your study buddy to find out what was missed during your absence. You may also look at the teacher’s website for information or you may email your teacher.
5. Upon return from absence, see your teachers for missing assignments. Get clear due dates from each teacher!
6. Ask for help when you do not understand something! Seek your teacher’s assistance and see if there are tutoring opportunities at lunch or afterschool.
7. Attend tutoring in the library on Tuesdays and Thursdays from 2:15 – 3:15 p.m.
8. Check grades in PowerSchool/Student at least one time a week. See teacher immediately if any discrepancies in grades.
9. See your counselor for support.

ASSOCIATED STUDENT BODY (ASB) INFORMATION

ASB Cabinet

The ASB Cabinet is made up of the following elected officers: ASB President, Vice President, Commissioners of Finance, Clubs/Organizations, Elections, Publicity, Race/Human Relations, Community Outreach, Spirit/Activities, Athletics, Academics and Environment. Appointed positions are: Secretary and Freshman Class Officers (President, Vice President, and Secretary). Additional appointed positions may be available as determined by the ASB Advisor.

Each sophomore, junior, and senior class elects a President, Vice President, and Secretary/Treasurer. Students who hold these offices are charged by the ASB constitution with the disbursement of student body funds, preliminary scheduling of student functions, approving constitutions of clubs and organizations, and general responsibility for student government.

ASB Cards

Students are encouraged to purchase an ASB card to support school activities and receive special discounts when purchasing yearbooks and tickets to dances, athletic events, and other school activities. It is strongly recommended that students participating in extracurricular activities support the ASB by purchasing an ASB card since ASB funds help support many of these activities. ASB cards are on sale in the school Finance Office.

ASB Election Materials

ASB election posters and materials must be appropriate for school and must be approved and initialed by the ASB Advisor before posting.

ASB Officers

President
Vice President

Appointed Positions*

Secretary
Freshman Class Officers

Commissioners

Finance
Clubs/Organizations
Elections
Publicity
Race/Human Relations
Community Outreach
Spirit/Activities
Academics
Athletics
Environment
Technology Coordinator/Historian

*The ASB Advisor will determine additional appointed positions.

Sophomore, Junior and Senior classes each elect a class President, Vice President, Secretary/Treasurer.

ASB Student Senate

Monthly ASB Senate meetings (October through May on the first and third Wednesdays) are held to ensure that students are informed about what is occurring at SRHS. The SRHS ASB Student Senate serves as a vehicle of communication for students, staff and administration. Each CORE class elects and sends a representative to the Senate meetings. Senate representatives report back to their CORE class on decisions and announcements.

Scripps Ranch High School Alma Mater

*All hail our Alma Mater, we lift our song anew,
Forever, only loyal, to Cardinal, White, and Blue.
For your lofty dreams and standards high
We'll reach together toward the sky.
Our hearts remaining true
Dear Scripps Ranch High, to you!*

SCHOOL COLORS: Navy Blue, Cardinal Red, & White

SCHOOL MASCOT/NAME: Falcons

ELIGIBILITY – EXTRACURRICULAR ACTIVITIES

Attendance: A competing or participating student must be in attendance a minimum of four hours on days of events (practices, games, dances, concerts, performances, etc.).

Scholarship: A minimum grade point average (non-weighted GPA) of 2.0 (C), based on a four-point scale, must be earned (A=4, B=3, C=2, D=1, F=0) and be passing at least four classes during the preceding grading period. (Note: Community College courses do not count.)

Citizenship: A minimum grade point non-weighted average of 2.0 in citizenship must be earned during the preceding grading period. (E=4, G=3, S=2, N=1, U=0)

Eligibility can normally be lost or regained only at the end of a grading period (eligibility changes the day after school-wide notification). In addition to the above eligibility rules, students participating in athletics must meet all requirements established by the San Diego City Conference ([www.sandi.net>departments>athletics](http://www.sandi.net/departments/athletics)), the California Interscholastic Federation San Diego Section (www.CIFSDS.org). Complete requirements can be found on the Scripps Ranch High School respective websites.

* Note: Other than incomplete make-ups, grade changes in the (CIF) San Diego Section for athletic eligibility (except for clerical or typographical error) will not be considered for scholastic eligibility purposes (CIFSDS Rule 205).

Also, the San Diego Unified School District has implemented a policy whereby students involved in violations of substance (drug/alcohol/tobacco) abuse will be ineligible from participation in their respective sports/activities (see Alcohol, Tobacco and Other Drugs Policy, pages 14-15).

INTERSCHOLASTIC AND EXTRAMURAL ATHLETICS

Scripps Ranch High School students may participate in a variety of men's and women's sports. The following sports are listed by season (coaches listed as of June 1).

Fall

Cross Country.....Warren
Field Hockey Morrill
Football Engel/Moran
Golf (Women)Wilson
Tennis (Women)Blando
Volleyball (Women) ... Greenwood
Water Polo (Men)Ferrill

Winter

Basketball (Men)..... Keiser
Basketball (Women).....Stewart
Roller Hockey.....Friedman
Soccer (Men)..... Witzell
Soccer (Women)..... Pernicano
Water Polo (Women).....Ferrill
Wrestling.....TBD

Spring

Badminton.....Crane
Baseball.....Lamb
Golf (Men).....Moran
Lacrosse (Men).....Cowden
Lacrosse (Women).....Rhinehart
Softball..... Kelly
Swimming..... TBD
Tennis (Men)Miller
Track TBD
Volleyball (Men).....Kroeger

Students and parents must complete an Athletic Participation form prior to any tryout or practice. Return completed forms to the Athletic Operations Director for athletic clearance. Forms are to be completed online at www.srhshfalcons.org.

ATTENDANCE GRADING POLICY

To benefit from the quality educational program at Scripps Ranch High School, students must attend classes regularly.

Absence for whatever reason may have an adverse effect on student progress and grades.

Students need to develop good habits of punctuality and attendance. These habits cannot be developed when students and parents ignore the significance of tardiness and absenteeism.

It is the student's responsibility to make-up missed class assignments due to absence.

- **Make-up work:** Students will be responsible for making up work missed during absences. Students will be able to make up work according to the teacher or department policy. Work missed during truancy may not be made up.
- **Tardies:** Students will be assigned consequences according to school policy. (See Tardy Policy)
- **Truancies:** An unexcused/unauthorized absence from class is truancy. (See Truancy Policy)

ATTENDANCE PROCEDURE

Absence & Tardy Verification

When verifying an absence or tardy for your student, please give specific information regarding the reason. You may leave a message at any time at 858-621-9020 Exts. 1117 (A-L) or 1119 (M-Z). Tardy students must sign in at the Attendance Office upon arrival. Consequences for excessive unexcused absences and tardies (5 or more per semester) will be assigned through our normal attendance procedures, including Senior Review for 12th grade students.

Excused Absences:

- Illness: (Absences due to illness for 3 or more consecutive days, require a note from your doctor to be excused.)
- Medical or Dental appointments
- Death in the Family
- Court appointments
- College visits
- Extreme family emergency (Please be specific.)

Please note: All absences do not earn state funding; please contact the Attendance Office staff for details.

Unexcused Absences:

- Transportation problems
- Oversleeping
- Family activities
- Out of town (vacations or trips)
- Personal matters

Attendance Codes

A = Unverified Absence; B = Bus did not pick-up student; C = Contract Independent Study (CIS);

D = Detained; E = Excused; F = Field Trip; G = No Credit Earned; I = Illness; K = Saturday School (make-up); L = Late or leave early (Excused); M = Bereavement; R = Religious Holiday;

S = Suspended; T = Late/Tardy (0-30 minutes late or leave early, unexcused); W = Late/Tardy – over 30 minutes; Z = Truant

Blue Slips – Medical Appointments/Personal Business

Blue slips for medical, dental or other appointments must be obtained in the Attendance Office before leaving campus early. The parent or guardian must call the Attendance Office **before 9:30 A.M.** to arrange for a blue slip. Requests for blue slips received **after 9:30 a.m.** require approval from the alphabetically assigned Vice Principal. **It is the student's responsibility to pick up the blue slip in the Attendance Office prior to the scheduled release time. The blue slip must be presented to the teacher to be released from class. The student must sign out in the Attendance Office before leaving campus and sign back in when they return.**

PLEASE NOTE: Students that become ill during the school day need to go directly to the Nurse's Office for evaluation and the parent will be contacted.

Leaving school grounds without a Blue Slip is considered a truancy and will result in a Saturday School assignment (See Truancy Policy). Please note: Parents cannot clear an absence via Blue Slip after the fact.

Students on less than a six-period day need an "Off Campus sticker" from the Counseling Office. When not assigned to a class, students must stay off campus.

Change of Address/Residence

Change of residence must be reported immediately to the Attendance Office and requires verification (i.e. utility bill, lease agreement or mortgage documents and a revised registration card). Please contact the Attendance Office staff regarding school boundaries.

Contract for Independent Study (CIS):

If you must be absent from school for five (5) consecutive days or more, you can earn credit by obtaining a contract to complete teacher-assigned work. Students may obtain a "Contract for Independent Study" from the Attendance Office **at least two weeks prior to the absence**, to allow teachers sufficient time to prepare assignments. Failure to complete requirements of the signed contract will result in unexcused absences. No contracts will be issued during the last six weeks of school.

Off-Campus I.D. Card Stickers

Off-campus I.D. Card stickers are issued to students who travel to a business for internships or have a shortened day. These students should carry their I.D. Card with the off-campus sticker when they travel to and from school during normal school hours. When not assigned to class, students are to stay off campus*. I.D. Card off-campus stickers are issued in the Counseling Office after schedule verification.

***ID Card off-campus stickers are NOT to be used to leave school to purchase lunch/food/beverages; these items are not allowed to be brought back onto campus.**

Lost and Found

Please check the Lost & Found, located in the Attendance Office and Custodian's Office, for any misplaced items such as jackets, cell phones, keys, jewelry, books, etc.

Personal Items Drop-Off

Students are responsible for picking up personal items that are dropped-off in the Attendance Office. Parents, please write the name of the student on the item that is being dropped-off **and** notify your student. Students should pick up items during non-instructional time. Items that cause disruption or distraction maybe confiscated and brought to the grade level vice principal. No deliveries or notices

will be sent to the classroom. **Birthday balloons, flowers, cakes and gifts are not allowed to be delivered on campus during school hours.** There is no outside vendor lunch deliveries allowed.

K-12 Enrollment Forms (Student Information Cards)

Students must complete a new Student Information Card each year to ensure updated information of telephone numbers and emergency contacts. Completed Student Information Cards should be returned to the Attendance Office. Disciplinary action may result for students not returning Student Information Cards.

Tardy Policy Per Class – Six Weeks

Students arriving late to school are required to sign in at the Attendance Office. Parents must call to excuse tardies. Consequences for excessive unexcused tardies will be assigned through our normal attendance procedures, including Senior Review/Senior Appeal Panel for 12th grade students.

- Tardy #1** • Teacher counsels student.
- Tardy #2** • Parent may be contacted.
- Tardy #3** • Lowers citizenship.
- Tardy #4** • Citizenship grade no higher than “N”
- Tardy #5** • Lowers citizenship grade to “U”
 - Student referred to vice principal for Saturday School.

Truancy Policy

Truancy: Any unauthorized absence (including partial-class absence). After 5 days, any unverified absence (code A) becomes an unexcused absence (code U). Students with excessive unverified or unexcused absences (5 or more per semester) will be assigned to Saturday School. Students who are truant are not entitled to make-up classwork. (see page 5, Make-up work)

First truancy (confirmed by Attendance Office):

- Home contact
- Saturday School
- Student discipline file updated

Second truancy:

- Home contact
- Saturday School
- Student discipline file updated

Third truancy:

- Home contact
- Saturday School
- Student discipline file updated

Fourth truancy and beyond:

- Written referral to vice principal
- Home contact by vice principal and requires parent/student conference to review discipline policy for defiance of school/state rules, documents
- Student discipline file updated
- Consequences will increase

PLEASE NOTE: Students who miss Saturday School assignments may receive further disciplinary consequences.

COUNSELING AND GUIDANCE

The focus of the Counseling Department is to offer ongoing educational, career and personal guidance. You are assigned a counselor because the counselor to whom students are assigned is responsible for records and credits. You may make an appointment with your counselor by going to the Counseling Office before school, after school or during lunch. "Request to See Counselor" forms are available in the Counseling Office. Emergency situations are handled when they arise. **Parents will need to make an appointment to see a counselor. Call or email the counselor.**

Errors in scheduling and inappropriate level placement

Students select their classes in the spring during articulation with the clear expectation that the schedule created is final and changes are made only because of an error in scheduling or an inappropriate level placement. Changing your mind about the classes you want to take does not constitute a scheduling error.

Student/Parent requests for schedule changes

Due to the recent change in the San Diego Teacher's Contract, **no** academic class can exceed 36 students. Therefore, a student's schedule may be changed to comply with this new directive. (7/2013)

We hope you will utilize services available in the Counseling Office to make your years at SRHS as rewarding as possible and to plan constructively for your post-high school career or college choice.

COURSE SYLLABUS/PARENT LETTER

Each teacher publishes a course syllabus/parent letter that is distributed to students on the first day of each class. The syllabus explains the scope of the course, standards to be met, organization, materials, and grading requirements. A parent letter may also be included or may be incorporated into the syllabus. Many teachers require a signature to show that the parent has read the information. The course syllabus provides an excellent guide to the requirements of each class. A copy of the syllabus/parent letter for each course is also on file in the main office.

BREAKFAST AND LUNCH PROGRAM

Applications for the free & reduced-price meals are available through the Food Services Department. Applications are on-line www.sandiegounified.org and parents are encouraged to apply on-line. All students have a meal account and may apply for the program.

FOOD AND BEVERAGE

No food or beverage is to be consumed in classrooms, Library Media Center, theater, gymnasium, or office areas to provide for sanitation, insect control, and floor protection. **Unless there is a school sponsored activity, food from off-campus vendors (e.g., Sombrero's, Chili's, pizza delivery) may not be brought or delivered to campus. A list of ingredients must be given to the nurse prior to the activity.**

PARKING LOTS (STUDENT)

Student parking lots are off limits during the school day. Parking on campus is with a valid school permit only. Student parking is available in the west parking lots. A sample form is included in this handbook. Possession of a valid parking permit does not guarantee a parking space will be available. If designated student parking is full, students must park off campus.

TRANSPORTATION AND STUDENT DROP OFF/PICK UP

The area in front of the school on Treena Street is reserved for district transportation. Parents must drop off and/or pick up students from school on Treena Street, north of Scripps Lake Blvd., or on Scripps Lake Blvd. Signs are posted and violators may be cited. Students with special circumstances needing to be dropped off/picked up in the front of the school must obtain a special pass from the Health Office. School ID cards with a bus sticker are required to board buses. Scripps Ranch is responsible for student behavior to and from school. Reckless drivers will have their parking permit confiscated and referred to a vice principal for review.

SDUSD BUS TRANSPORTATION

Scripps Ranch High School Bus Rules

1. Be at the bus stop on time and board immediately.
2. Show respect at all times in your voice, tone, and body language.
3. Follow all school/bus rules and bus driver directions.
4. Do not get off the bus once you have boarded the bus.
5. No food or drink allowed on the bus.
6. Cell phones are not to be used on the bus unless there is an emergency. Students may use cell phones at the direction of an adult.
7. Have your bus pass ready every day. Students who do not have a bus pass may not be allowed on the bus and parent will have to pick the student up from school. Temporary bus passes are only issued before and after school or during lunch.
8. If you lose your Bus Pass, you must get a replacement as soon as possible.

If these policies and/or procedures are violated, a staff member and bus driver will apply the following supports in a consistent manner. Repeated loss of bus pass may result in lunch clean-up and/or detention. For complete set of rules and policies, see the booklet "Information about Your School Bus Service" published by San Diego City Schools and distributed at the beginning of the year with your bus stop information.

1stOffense: Warning, parent contacted

2ndOffense: Seat Change, parent contacted and student is issued consequences

3rdOffense: Bus referral to counselor

If a student does not follow the assigned consequences, the student will advance to the next step in the list of consequences.

Consequences for not following bus rules may include the following: After-school detention, in-school suspension, lunch detention, lunch clean-up, and suspension from riding bus. A parent conference may be held at any time.

Bus - Staying After School - Students who ride the bus may only stay after school to ride the late bus if they have school business such as EDRP/EDMP (after school reading or math class), P.E. make-ups, a club meeting, intramural sports, or tutoring. The student must have parent permission and teacher permission before staying after school. Students must remain with the teacher until the after school bus pickup time. Students are not allowed to leave campus and then return to take the late bus. Not all transportation routes have a close bus stop. Students should check the late bus stop list before staying after school. If a student stays late without permission, a parent may be required to pick the student up from school.

YEARBOOKS

Yearbooks may be purchased from the Finance Office. Reduced prices are available at the beginning of the school year. It is highly recommended that students purchase yearbooks early in the school year. A limited number of copies are printed and yearbooks usually are sold out before yearbook distribution occurs each June. See "Identification Cards and Pictures" section for yearbook picture information.

WEBSITE

Scripps Ranch High School's website address is: www.srhsfalcons.org. The website contains school information including the daily bulletin; staff directory; information about clubs and sports; and class information. The San Diego Unified School District website also contains school and district information for parents and students. The district website is <http://www.sandiegounified.org>.

DANCES: SCHOOL-SPONSORED

- Homecoming
- Senior Prom
- Other Dances TBA

Conduct at Dances

Dance participants are reminded that school dances are school-sponsored activities and appropriate behavior is expected. Suspension from school, as well as exclusion from upcoming dances and/or extra-curricular activities, including the Prom, may be assigned as a disciplinary sanction.

Additionally, effective July 1, 1997, the Board of Education implemented a policy and procedure which requires administration to impose severe restrictions for students who engage in drinking alcoholic beverages, ingesting controlled substances and/or smoking tobacco. (Please review the Alcohol, Tobacco and Other Drugs Policy on pages 14-15.)

To be eligible to purchase a ticket and to attend a school dance, a SRHS student must have a minimum of a 2.0 GPA in citizenship. Attendance and tardies will be reviewed. The most recent progress report preceding the dance will be used to determine eligibility. All school debts must be cleared prior to ticket purchase.

Scripps Ranch High School students who wish to be accompanied to a school-sponsored dance by an individual who is not a Scripps Ranch High School student must submit a Dance Guest Pass application before a ticket for a non-student can be purchased. This individual **MUST** not be a student in middle school or junior high school and be under 21 years of age. An administrator must approve the guest pass. **Guest pass applications must be submitted no later than five (5) days before the last day to buy tickets.**

In addition, the following also apply:

You must bring your SRHS school ID card, a picture ID for your guest, and your tickets to be admitted to the dance. Failure to do so MAY result in non-admittance, detention and/or other consequences determined by the vice principal.

- Neither students nor their guests may return to the dance once they leave.
- Tickets are not sold at the door.
- Tickets must be purchased by the advertised deadline before the dance.
- Student ID cards are required for the purchase of tickets and admittance to the school dances. Guests are also required to present a picture ID in order to be admitted.
- Students attending a dance must be in attendance at school the day of the dance, unless the dance is held on a Saturday.
- Participants must arrive by 9:00 p.m. for all dances and will not be allowed to depart until 30 minutes prior to end of dance.
- Students who are involved in disruptive/defiant behavior prior to the dance will be appropriately disciplined and may be excluded from attending the dance.

Scripps Ranch High School dances are a school-sponsored activity and appropriate behavior is expected. Students who engage in drinking alcoholic beverages, ingesting controlled substances or smoking will be suspended from school. In addition, suspension from all school-sponsored dances for the rest of the year (including Senior Prom) may result. All rules applying to conduct at school apply to behavior at the dance. Students must be checked in at the dance by 9:00 p.m. or admittance will be denied. Show your "Falcon Pride" and be proud of good behavior!

Scripps Ranch High School
DANCE BEHAVIOR – EXPECTATIONS

Ask your student bring home the dance agreement prior to attending the dance and review all the guidelines with him/her.

The purpose of the following guidelines is to provide students and guests with information that will promote a safe, appropriate and fun environment at dances.

- A. Identification (ID): students and their guests must have proper ID in order to attend dances; ID cards must be shown when purchasing tickets and entering the dance.
- B. Appropriate dance behavior: students and their guests must conduct themselves in accordance with expectations of appropriate dance/behavior.
 1. Dance Moves
 - Students must refrain from dance moves that may be considered sexually provocative or simulate sexual activity, *i.e., grinding, freaking, dirty dancing, twerking.*
 - Students must refrain from dancing in either pairs or groups that would encourage or promote inappropriate dance behavior.
 2. Personal Signs of Affection

Students must refrain from demonstrations of excessive signs affection.
 3. Appropriate Attire

Students are expected to wear clothing that is appropriate for dances and dance themes. Formal dances present a higher expectation of dress. Students should refrain from wearing inappropriate or provocative attire (*i.e., no low plunging necklines, excessively short hemlines, sheer tops, thigh-high slit seams; baseball hats, tank tops, undershirts or t-shirts*). Students must maintain that appearance throughout the dance; removing jackets and ties is acceptable—shirts must be worn at all times (no undershirts).
 4. Refreshments/Beverage Containers

Students are not to bring any beverage containers to the dance. Refreshments are made available at dances. Any students bringing beverages to a dance will be asked to discard the container and may be subject to questioning by the supervising staff.

Any student entering a dance under the influence of alcohol or other controlled substance will be subject to Zero Tolerance procedures; in addition, all future dance privileges may be revoked (including Senior Prom). Any suspicion of being under the influence or of possession will result in the student being tested and/or searched by school police. A breathalyzer will be on site for testing purposes.

The administration of the school reserves the right to interrupt and, possibly, cancel a dance if student behavior continues to be inappropriate.

DISCIPLINE POLICY

The San Diego Unified School District Board of Education is committed to providing quality educational opportunities for students and views discipline as a shared responsibility among parents, students, and staff.

For parent's convenience, the following discipline guidelines and attendance instructions have been prepared. We request your cooperation in maintaining and encouraging proper standards of conduct for our students and ask that you review this information with your son/daughter.

Guidelines for Referral Procedures

<u>OFFENSE</u>	<u>INITIAL RESPONSIBILITY</u>
Failure to:	
Obey classroom rules	Teacher
Complete class assignments	Teacher
Return school property	Teacher
No shoes or shirt	Teacher/Counselor
Comply with dress code regulations	Teacher/Counselor
Actions:	
Truancy	Teacher/Attendance Office
Disturbing conduct (in and around classroom)	Teacher/Counselor/School Police
Tardiness	Teacher
Gum (classroom teacher's discretion)	Teacher
Eating (in classroom)	Teacher
Hazing	Vice Principal/School Police
Littering	Counselor/Vice Principal
Running (except in PE)	Counselor
Skateboarding (on campus)	Counselor/VP/School Police
Bicycling (on campus)	Counselor/VP/School Police
Sexual Harassment	Vice Principal/Counselor
Destroying, defacing property	Vice Principal/ School Police
Graffiti/tagging	Vice Principal/School Police
Smoking	Vice Principal/ School Police
Theft	Vice Principal/School Police
Robbery	Vice Principal/School Police
Extortion	Vice Principal/School Police
Gambling	Vice Principal/ School Police
Loitering	Vice Principal/ School Police
Pulling fire alarms	Vice Principal/School Police
Possession of:	
* Knife	Vice Principal/School Police
* Weapon (other)	Vice Principal/School Police
* Fireworks	Vice Principal/School Police
* Combustibles (other)	Vice Principal/School Police
** Drugs (including alcohol)	Vice Principal/School Police
Tobacco	Vice Principal/School Police
Actions (involving violence):	
* Assault (on an adult)	Vice Principal/School Police
** Assault (on a student)	Vice Principal/School Police
Defiance (of adult)	Vice Principal/School Police
** Fighting	Vice Principal/School Police
* Fighting – causing serious injuries	Vice Principal/School Police
Gang or group misconduct	Vice Principal/School Police
Verbal abuse (of adult)	Vice Principal/School Police
Throwing objects	Vice Principal/School Police
* Requires a recommendation for expulsion for 1st offense.	
** Requires a recommendation for expulsion for 3rd offense.	
*** Requires a recommendation for expulsion for 4 th offense.	

The disciplinary action taken by designated staff generally follows the steps listed below. The nature of the offense determines which staff member initiates the disciplinary measures. The more serious offenses begin with the vice principal. (The process described below ceases at the point when the student's behavior becomes satisfactory.)

- Teacher**.....
- Confers with student individually
 - Confers with student to discuss consequence of act (e.g. detention)
 - Seeks parent assistance by contacting parent; phone at home or at work and/or scheduling parent conference.
 - Refers student to student's counselor using official referral form, describing the problem and all actions taken by teacher, including parent contact.
- Counselor**
- Confers with student and notifies parent.
 - Keeps student out of class for remainder of period and takes appropriate action.
 - Schedules parent conference.
 - Takes appropriate disciplinary measures
 - Refers student to vice principal for further action.
- Vice Principal**.....
- Confers with student and notifies parent.
 - Keeps student out of class for remainder of period and takes appropriate action.
 - Schedules parent conference.
 - Takes appropriate disciplinary measures
 - Suspends student.
 - Refers student to district counselor for possible new school placement.
 - Recommends alternative school placement.
 - Recommends expulsion.
- School Police**
- Investigates any type of criminal offense

**Graduated Sanctions and Interventions for Student Substance Abuse
(Alcohol, Tobacco, and Other Drugs)**

<p>Possession and/or Use: All of the following steps are to be implemented. A student under the influence is to be treated as a medical/health issue before putting the following steps in place. Offenses shall be cumulative during any enrollment level of attendance: elementary, middle/junior high, or senior high.</p>
<p>First Offense Possession and/or Use:</p>
<p>a. Parent contact immediately upon verification of the offense by School Police Services.</p>
<p>b. Referral to law enforcement. Since some activities violate local or state law, school officials must notify School Police Services at (619) 291-7678 and obtain a School Police Event Number. Any action taken by the police will be in addition to any action taken by the district.</p>
<p>c. One- to three-day suspension. The suspension may be reduced or waived at the discretion of the principal, if the parent/guardian and student agree to participate in the district Intervention Services Program—Intervention-based, age-appropriate lessons (e.g., Insights Curriculum, Sober Support, Smoking Cessation, Refusal Skills, Intervention Support Groups).</p>
<p>d. Referral to site-based intervention team (e.g., student assistance program, site study team).</p>
<p>e. Parent and student signing of Substance Use Intervention Contract. Violation of this contract will result in a reinstatement of the suspension.</p>
<p>f. Parent notification of the availability of appropriate outside agency referral sources. Student and family will be informed that they are responsible for all costs incurred if they choose outside agency services.</p>
<p>g. Loss of eligibility to hold student office or to participate in interscholastic, co-curricular, or any other extracurricular activity for 30 school days. Summer vacations or holiday breaks do not count towards the 30 school days loss of eligibility requirement. If the student is a senior, participation in senior activities shall be referenced to current graduation policy ("Responsible Citizenship Expectations for Participation in Twelfth Grade Graduation Ceremonies") and consistently enforced at all sites.</p>
<p>h. Enforcement of all other school rules related to the incident.</p>
<p>Second Offense Possession and/or Use:</p>
<p>a. Parent contact immediately upon verification of the offense by School Police Services.</p>
<p>b. Referral to law enforcement. Since some activities violate local or state law, school officials must notify School Police Services at (619) 291-7678 and obtain a School Police Event Number. Any action taken by the police will be in addition to any action taken by the district.</p>
<p>c. Three- to five-day suspension. The suspension may be reduced or waived at the discretion of the principal, if the parent/guardian and student agree to participate in a comprehensive medical assessment, including chemical substance screening. The student will be referred to an outside agency for evaluation, screening, and completion of a recommended substance abuse treatment program that meets the approval of the district. Upon completion of outside treatment/services, and/or concurrently with outside treatment/services, student will enroll and attend additional site-based Sober Support services provided by the Health Services Outreach Assistant in the Student Intervention Program, Student Support Services. Student and family will be informed that they are responsible for all costs if they choose outside agency services, and in addition, provide the district with proof of attendance.</p>
<p>d. Parent and student signing of Substance Use Intervention Contract. Violation of this contract will result in a reinstatement of the suspension.</p>
<p>e. Loss of eligibility to hold student office, or to participate in interscholastic, co-curricular or any other extracurricular activity for 90 school days. Summer vacations or holiday breaks do not count towards the 90 school day loss of eligibility requirement. Participation in senior activities shall be established by the principal, referenced to current graduation policy, and consistently enforced at all sites.</p>

<p>Possession and/or Use: All of the following steps are to be implemented. A student under the influence is to be treated as a medical/health issue before putting the following steps in place. Offenses shall be cumulative during any enrollment level of attendance: elementary, middle/junior high, or senior high.</p>
<p>Third Offense Possession and/or Use:</p>
<p>a. Parent contact immediately upon verification of the offense by School Police Services.</p>
<p>b. Referral to law enforcement. Since some activities violate local or state law, school officials must notify School Police Services at (619) 291-7678 and obtain a School Police Event Number. Any action taken by the police will be in addition to any action taken by the district.</p>
<p>c. Five-day suspension with recommendation for expulsion (expulsion will not be recommended for third tobacco offense). The Board of Education may suspend the expulsion if student agrees to attend a district-approved substance abuse program, public or private, is enrolled in a long-term drug program supervised by the court, or is in a private program approved by the district. The student may not participate in any co-curricular, extracurricular activities or any interscholastic athletics for one complete calendar year from the date of the incident. If a student is a senior, a third offense will require the student to forfeit all senior activities. Refusal to enroll in or complete such a program will result in notification of juvenile court authorities, child protective services, or other appropriate agencies and recommendation for an alternative placement. (Note: Suspension sanctions for tobacco/nicotine offenses are calculated separately from other controlled substances. Student shall receive a three day suspension and expulsion will not be recommended for a third tobacco offense).</p>
<p>Fourth Offense Possession and/or Use:</p>
<p>a. Parent contact immediately upon verification of the offense by School Police Services.</p>
<p>b. Referral to law enforcement. Since some activities violate local or state law, school officials must notify School Police Services at (619) 291-7678 and obtain a School Police Event Number. Any action taken by the police will be in addition to any action taken by the district.</p>
<p>c. Five-day suspension with recommendation for expulsion (includes tobacco offenses). Suspension of the expulsion will not be recommended at the board level.</p>
<p>Furnishing or Selling: All of the following steps are to be implemented. A student under the influence is to be treated as a medical problem before putting the following steps in place. Offenses shall be cumulative during any enrollment level of attendance: elementary, middle/junior high, or senior high.</p>
<p>First Offense Furnishing or Selling:</p>
<p>a. Parent contact immediately upon verification of the offense by School Police Services.</p>
<p>b. Referral to law enforcement. Since some activities violate local or state law, school officials must notify School Police Services at (619) 291-7678 and obtain a School Police Event Number. Any action taken by the police will be in addition to any action taken by the district.</p>
<p>c. Five-day suspension and recommendation or expulsion (for tobacco offenses, refer to Possession and/or Use). If a student is a senior, participation in graduation activities will be denied for any zero tolerance offenses. Furnishing or selling includes substances represented as prohibited substances even if they are later found not to be. If approved by the Board of Education, expulsion may be suspended if the student enters and completes an educational substance abuse program or private educational substance abuse program or private educational substance abuse program that receives the approval of the district. Student and family will be informed that they are responsible for all costs incurred if they choose an outside, private educational substance abuse program. Refusal to enroll in or complete such a program will result in notification of juvenile court authorities, child protective services, or other appropriate agencies and reinstatement of the original expulsion order.</p>
<p>d. Reinstatement to the comprehensive site will be determined upon receipt of written evidence that the program has been completed. Upon proof of successful completion of an approved substance abuse program, the Placement and Appeal Office, parent, and principal at the site where the offense occurred will determine whether the student will be reinstated at that campus, will remain in the educational substance abuse program for the balance of the semester, or will be placed at another comprehensive site.</p>

Refer to District Procedure 6298 Attachment # 2

Suspension

A suspension has been issued in accordance with California Law and San Diego Unified School District Administrative Procedure No. 6290.

- (1) During the period of this suspension, the student is to remain at home during school hours or under the direct supervision of the parent and is prohibited from entering upon premises of San Diego City Schools (except in connection with an authorized or official meeting or other proceeding related to this suspension).
- (2) The parent or guardian of the student has the right to attend a meeting with school officials at which time the causes, the duration, the school policy involved, and other matters pertinent to the suspension shall be discussed. The parent or guardian can call the school at the number listed on the front of the form and make an appointment to discuss the suspension.
- (3) If a student had been recommended for expulsion, a five (5) day suspension will be issued due to the seriousness of the offense.
- (4) The parent or guardian has a right to review all the student's school records by making a prior appointment with the counselor.
- (5) The pupil or the pupil's parents or guardian have the right to request an appeal of the suspension. The written appeal must be submitted within fifteen (15) school days of the first day of suspension. For information related to a suspension appeal and/or to receive a Suspension Appeal Form, please call (619) 725-5660.
- (6) Upon return from suspension the student and parent/guardian are required to attend an intake meeting with a counselor and/or vice principal

The signature of the administrator on the front of the form is to verify that the student has been informed of the reasons for this suspension, presented with the facts upon which the suspension is based, and given the opportunity to present his/her explanation of what occurred.

Expulsions

These discipline policies/procedures are district wide and not at the discretion of the school.

The district Expulsion Procedure No. 6295 is in effect. Contained in the procedure is a listing of offenses for which the principal must give a five-day suspension and recommend expulsion (student is dropped from SRHS enrollment, placed in an alternative school, and scheduled for a hearing). A district office will make the final decision on expulsion. If expulsion is not recommended, reasons "why not" must be submitted in writing to the Board of Education. The offenses that lead to a five-day suspension and recommended expulsion are:

1. Possessing, selling or furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault or committing a sexual battery.
5. Possession of an explosive.

Marijuana Law

11357 (b) Health and Safety Code: Every person who possesses not more than 28.5 grams of marijuana is guilty of an infraction and shall be punished by a fine of not more than one hundred dollars (first offence).

11357 (d) Health and Safety Code: Every person 18 years old and older is guilty of an infraction.

11357 (e) Health and Safety Code: Every person under the age of 18 years old is guilty of an infraction.

Electronic Devices

Education Code section 48901.5 allows school boards to set policy on the use and possession of cellular telephones and other electronic signaling devices on school campuses. On December 9, 2003, the Board of Education approved Policy H-6980 which allows students possession and use of cell phones and other electronic signaling devices on campus before school, during lunch, and after school. Scripps Ranch HS allows its students to use their electronic devices also during passing periods.

These devices must be kept out of sight and turned off during classroom time. Unauthorized use of such devices, including issues of academic honesty, disrupts the instructional program and distracts from the learning environment. In addition, these devices compromise the integrity of the course and students will be subject to severe disciplinary action. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers.

Confiscated devices will be given to the School Police Officer. The officer may release the device to the student in lieu of the parent/guardian. Repeated unauthorized use may have the following consequences as disciplinary action: Campus community service, parent notification, lunch detention, or Saturday School. If a student refuses to give the cell phone or any electronic device to the teacher, the matter will be referred to the vice principal for additional disciplinary consequences which may include school suspension. School Police personnel will investigate instances of lost or stolen property.

Students and parents are notified of this policy each year through the *Facts for Parents* booklet that is available for download on the district website: <http://www.sandi.net>.

Graffiti/Tagging

Students are not to carry, or have in their possession, permanent-marking pens. Students may not write on school property. Students who violate Scripps Ranch High School's graffiti policy will be subject to disciplinary and/or monetary action.

SAN DIEGO UNIFIED SCHOOL DISTRICT Student Nondiscrimination and Sexual Harassment Policy

NOTICE OF STUDENT NONDISCRIMINATION

San Diego Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color and mental or physical disability or any other unlawful consideration. The district shall promote programs which ensure that discriminatory practices are eliminated in all district activities and will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs.

Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal.

Any student or parent/guardian who feels that discrimination has occurred should immediately contact a teacher or the principal for resolution at the site. If the issue cannot be resolved, the student or parent should contact: Michelle Crisci, Title IX Coordinator, Eugene Brucker Education Center, 4100 Normal St., Room 2129, San Diego, CA 92103. For questions or additional information please call (619) 725-7225.

STUDENT SEXUAL HARASSMENT POLICY

San Diego Unified School District is committed to making the schools free from sexual harassment. This means that the district prohibits harassment made by someone from or in the educational setting. Sexual harassment can be such actions as unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

The district prohibits conduct that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

The district further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

Students should report any sexual harassment to their school principal, vice principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately. This includes suspension or possible expulsion.

Employees who violate this policy shall be disciplined according to personnel procedures (AP 7110).

The district believes that it can resolve issues of harassment and discrimination at the school site.

If not, students or parents/guardian may contact: Michelle Crisci, Title IX Coordinator, Eugene Brucker Education Center, 4100 Normal St., Room 2129, San Diego, CA 92103. For questions or additional information please call (619) 725-7225.

TO FILE A DISCRIMINATION OR SEXUAL HARASSMENT COMPLAINT

1. **Filing a complaint:** A complaint alleging a violation of AP 0112 may be filed by a student or parent/guardian on the "Uniform Complaint Form". This form is may be obtained from the Office of General Counsel, Eugene Brucker Education Center, 4100 Normal Street, Room 2148, San Diego, CA 92103. The completed form should be filed with the principal at the complaining student's school.
2. **Investigation:** San Diego Unified School District will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.
3. **Action:** If discrimination is determined to have occurred, whether after investigation at the school or by the Title IX coordinator, the corrective actions must be designed to end the discrimination, eliminate any hostile environment that has been created, and prevent further discrimination.
4. **Retaliation prohibited:** Upon resolution of a complaint, whether at the school level or by the Title IX coordinator, the student and parents/guardians and alleged perpetrator(s) will be provided notice that retaliation is prohibited.

A student who has a complaint of discrimination or sexual harassment should contact a teacher, counselor or administrator for resolution at the school site. If the complaint cannot be resolved, the student should contact:

Michelle Crisci

Title IX Coordinator

Eugene Brucker Education Center

4100 Normal Street, Rm. 2129

San Diego, CA 92103

For questions or additional information please (619) 725-7225.

San Diego Unified School District
Safe Schools Task Force

Bullying, Harassment, and Intimidation Prohibition Policy

In its commitment to providing all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed, the Board of Education will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, or intimidated in any form at school or school-related events, (including off-campus events, school-sponsored activities, school busses, any event related to school business), or outside of school hours with the intention to be carried out during any of the above.

Such acts include those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic.

The district further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyber-bullying, harassment or intimidation.

Any staff member that observes, overhears or otherwise witnesses bullying (including cyber-bullying), harassment, or intimidation, or to whom such actions have been reported must take prompt and appropriate action to stop the behavior and to prevent its reoccurrence as detailed in the applicable Administrative Procedure. Students who observe, overhear, or otherwise witness such actions must, and parents/district visitors are encouraged to report the behaviors to a staff member. At each school, the principal or principal's designee is responsible for receiving and promptly investigating complaints alleging violations of this policy. Any form of retaliation in response to a report of such acts is prohibited.

Rev. 3-22-11 ms

SKATEBOARDS, ROLLER-BLADES, SCOOTERS, AND ROLLER-SKATES

Following is the San Diego City ordinance relative to skateboarding, roller-blading, scooters, and roller-skating on school district property:

ORDINANCE NUMBER 0-18555 (NEW SERIES)

ADOPTED ON AUGUST 3, 1998

AN ORDINANCE AMENDING SECTION 84.12 OF THE SAN DIEGO MUNICIPAL CODE BY ADDING SECTION 84.12(E), PERTAINING TO SKATEBOARDING, ROLLER-BLADING, SCOOTERS, AND ROLLER-SKATING ON SCHOOL DISTRICT PROPERTY

BE IT ORDAINED, by the Council of The City of San Diego, as follows:

Section 1. Section 84.12 of the San Diego Municipal Code is hereby amended by adding Section 84.12(e) to read as follows:

(e) Except for school-sanctioned events authorized by a school site administrator, **no person shall ride any skateboard, roller-blade, roller-skate or similar type device on any property owned by any school district** which has a policy prohibiting such use, and displays a sign at the main entrance to the property informing visitors of the policy.

Section 2. This ordinance shall take effect and be in force on the thirtieth day from and after its passage.

APPROVED: CASEY GWINN, City Attorney

By _____

Theresa C. McAteer
Deputy City Attorney

TCM:rc
6/19/98
Or.Dept:PS&NS
0-98-154

SMOKING

Scripps Ranch High School is a smoke-free facility; tobacco use is not permitted on the premises by students, staff, or guests. Students who violate the smoking laws are subject to the District Discipline Policy (refer to District Alcohol, Tobacco and Other Drugs Policy, pages 14-15) and are subject to arrest for possession of tobacco.

DRESS REGULATIONS

Introduction

Scripps Ranch students are expected to dress professionally, with respect for themselves and their classmates.

DRESS CODE

Our district dress code offers personal freedom to students while at the same time adhering to legal standards. The dress code is also designed to help keep students focused on education. At Scripps Ranch High School, school rules require students to cover shoulders, backs, stomachs, and keep pants pulled up over undergarments. To put it plainly, we require students to ensure the 5 B's are covered at all times. (Boobs, Bras, Butts, Bellies, Backs)

- Is free of any advertisement or promotion of any alcohol, drugs, tobacco products, profanity, gambling, violence, or sexual innuendo
- Is free of any depictions/illustrations that demeans or negatively represents any gender, race, color, ethnicity, religion, national origin, disability or sexual orientation
- Fits neatly at the waist without "sagging" showing underwear or having an excessively tight fit
- Appropriately covers the body (no bare midriffs or back, no skin may show between the shirt and pants, shorts or skirt)
- No pajamas

Headwear

- Hats and sunglasses may **ONLY** be worn outdoors during passing periods, at lunch, and/or during PE.
- Only hats/head coverings worn for religious convictions are allowed to be worn indoors. Any other head coverings will be confiscated.

Consequences

- Upon any violation, students will be sent to the nurse and required to change into school-provided clothing. Borrowed clothing needs to be washed and returned the next day. Students will be given their clothing back to take home.
- Any further violations will be subject to administrative disciplinary actions.

Return of Confiscated Items

- Confiscated items may be picked up only by a parent **ONLY after school.**

Revised June 2014

GRADUATION REQUIREMENTS

44 Semester Credits. Listed below are specific course requirements for graduation from high schools in the San Diego Unified School District.

English Language Arts--8 Semester Credits

Grade 9 English--2 credits

Grade 10 English--2 credits

Grade 11 & 12 --4 credits including 1 credit in a course that emphasizes American Literature

- Note: English credit will **not** be granted for drama or journalism (drama earns fine arts credit; journalism earns practical arts credit). English as a Second Language (ESL) may be used to fulfill the 8-semester English requirement.

Visual, Performing or Practical Arts--3 Semester Credits

Option A: 2 semesters of world language (one year course)

1 semester of fine or practical arts

OR

Option B: 2 semesters of fine arts

1 semester of practical arts

- Visual/performing arts: art, music, and drama/theater arts.
- Practical arts: all courses in business education, family and consumer science, industrial technology, computer graphics design, vocational and occupational programs, journalism, and yearbook.

Note: Beginning with the Class of 2016, two years of a world language are required for graduation.

Mathematics--6 Semester Credits

- Specific requirements include Integrated 1, Integrated 2, Integrated 1 or 2 Adv, Integrated 3, Int. Algebra, Pre-Calculus, Honors Calculus, AP Statistics, AP Calculus, College Calculus

Physical Education--4 Semester Credits

Students must be enrolled in physical education in Grades 9 and 10, unless exempted.

AFJROTC, marching band athletics and PE dance earn physical education credit.

Must pass the CA Physical Test in grades 9 or 10 to complete the state requirement. Non-passage will result in continuing enrollment in a physical education class.

Science--6 Semester Credits

2 credits in Biology

2 credits in Physics or Chemistry

2 credits in third year from approved Course List

Social Studies--6 Semester Credits

Grade 9 or 10 .. 2 credits from an approved list of social studies courses for Grades 9 and 10

Grade 11..... 2 credits from an approved list of United States history courses for Grade 11

Grade 12..... 2 credits in government and economics or an approved advanced alternative

Computer Literacy Competency--Demonstrated proficiency (in Grades 7-12) through completion of an approved course that incorporates computer education and applications or by obtaining satisfactory results on a district test of computer literacy, or by taking courses that utilize a Promethean Board.

The remainder of the 44 required credits may be earned by completing elective courses in the above subject areas, in world languages, or in other approved courses.

Grade Point Average--A weighted, cumulative GPA of 2.00 or higher in grades 9-12 is required.

California High School Exit Exam (CAHSEE): Effective with the graduating class of 2006, all students will have to pass the CAHSEE in English Language Arts and in Mathematics to receive a diploma.

SENIOR EXPECTATIONS FOR PARTICIPATION IN ALL SENIOR ACTIVITIES INCLUDING COMMENCEMENT AND THE PROM

Counselors will visit senior CORE classes to review the following information. Seniors are expected to read and sign the behavioral expectations and consequences form. This form is also available on our website <http://www.srhsfalcons.org>.

As a senior student at SRHS, I understand and know I must follow all school rules and expectations at all times. I have read and understand the materials in the Registration Packet as well as the information in the Student Handbook.

1. I will do my best to positively contribute to the Scripps Learning Community.
2. I will make good decisions in the classroom, on campus and at school activities.
3. I will tell an adult on campus if I see or hear anything that could possibly put anyone in danger.
4. I understand that bullying will not be tolerated and will result in disciplinary action if it is a disruption to the learning environment.
5. I understand that “cyber-bullying” will not be tolerated and will result in disciplinary action if it is a disruption to the learning environment.
6. I will be at school and in class on time with my materials and ready to learn every day.
7. I understand that I must have a pass if I am out of class at any time.
8. I understand that I may only use electronic devices before school, at lunch and after school. When confiscated only a parent/guardian may pick it up from the School Police Office ONLY after school. (Ed Code 48901.5 and Board of Ed Policy H-6980 dated December 9, 2003)
9. I will follow the school dress code.
10. I understand that if my academic grades or citizenship grades are less than a 2.0 GPA (non-weighted) at any grading period, I will not be eligible to participate in any extra curricular activities (sports teams, dances, etc.) until the following grading period.
11. I understand that at Scripps Ranch High school there is ZERO TOLERANCE for students who cause major disruptions at school or school activities. Any student who causes a major disruption will receive a five (5) day suspension, a possible new school placement and may be arrested.
12. I understand that my citizenship grades MUST be at or above a 2.0 to participate in any extra curricular activities. I will review the SRHS Dance Policy in the Student Handbook. I will review my class and the school tardy policy because I understand that being tardy and/or truant affects my citizenship grade.
13. I understand that a suspension from 1-4 days during my senior year will result in losing my privilege to participate in senior activities such as the senior prom and graduation ceremony. ANY student who is suspended may attend a Senior Appeal Panel Hearing. The Panel will make a decision about participation or no participation in senior activities. A “no tolerance” contract will be implemented for those whose privileges that are granted.
14. I understand that any five-day (5) suspension, a cumulative GPA from 9th through 12th grade less than a 2.0 or cumulative citizenship GPA less than a 2.0 in the senior year will result in not being eligible to participate in the graduation ceremony or any senior activities. This is a SDUSD procedure and there will be no Senior Appeal Panel Hearing for students in this situation. (See *Facts for Parents* available online at www.sandiegounified.org).

My signature indicates that I am clear about the behavioral expectations and the consequences that will result in my senior year at SRHS.

Student Name (print): _____ Birthdate: _____

Student Signature: _____

CORE Teacher: _____ Date: _____

Graduation Requirements:

- 44 semester credits in the designated subject areas
- 2.0 cumulative GPA in grades 9-12
- Responsible Citizenship – 2.0 minimum citizenship GPA throughout the senior year
- Computer Literacy
- Pass both sections of the CAHSEE

According to Board of Education’s Administrative Policy 4770, citizenship requirements for participation in graduation ceremony are as follows:

- In addition to having completed 44 credits of required work with a cumulative 2.0 academic grade-point average or higher, students must meet a minimum standard of 2.0 grade-point average in citizenship.
- Seniors will be denied participation in graduation exercises and other senior activities (prom, etc.) for zero tolerance infractions or activities resulting in a five-day suspension as seniors.
- A suspension of less than five days will require that students appeal to the site appeal committee (Senior Review) to determine their level of participation.

Senior Review/Senior Appeal Panel

Senior Review/Senior Appeal Panel at SRHS is a process that monitors senior behavior. Low GPA, citizenship, truancy, tardiness, poor behavior and suspensions qualify seniors for the Senior Review process.

**COLLEGE OR UNIVERSITY BOUND STUDENTS
SUGGESTED SEQUENCE OF ACADEMIC STUDIES**

Courses offered are subject to student interest and enrollment numbers.

Requirements/ Recommendations	9	10	11	12
4 years of English required	English 1,2 Eng 1,2 CL	English 3,4 Adv Eng 3,4	American Lit Honors American Lit AP Eng Comp	Cont.Voices in Lit English Lit AP English Lit
3 years of social studies required (CSU requires 1)	Adv World History	World History and Geography AP Euro Hist	U.S. History Honors U.S. Hist AP American History	Govt./Economics AP Government Political Science
3 years of math required; 4 years recommended	Integrated 1 Integrated 1 Adv	Integrated 2 Integrated 2 Adv	Integrated 3 Int. Algebra Pre-calculus Honors Pre-Calculus	Pre-Calculus AP Statistics AP Calculus College Calculus
3 years of lab. science required	Physics Adv Physics	Biology Adv Bio AP Biology	Chemistry Honors Chemistry	AP Chemistry AP Physics Physiology AP Environmental Science
2 years of World Language required; 3 years recommended	World Language	World Language	World Language	World Language
Visual and Performing Arts	One year visual and performing arts required for California State University and for UC. also includes: AP Art History, AP Art Studio			

COLLEGE INFORMATION

All students should have a Naviance account and be familiar with that website. Detailed information about planning for college (i.e., entrance requirements, tuition, financial aid, and scholarship programs) is available in the Counseling Center. It is never too soon to become familiar with these materials. Unfortunately we no longer provide on-campus visits but students and parents are encouraged to contact colleges and universities as well as to attend local college fairs, including the National College Fair at the San Diego Convention Center, to gather admission materials and ask questions. Registering with www.collegeweeklive.com will also give you valuable information throughout the year.

Admission requirements vary greatly among colleges. Aim high! Prepare yourself, as best you can, to meet the most rigorous college entrance requirements by taking advantage of the many learning opportunities at Scripps Ranch High School.

1. **COMMUNITY COLLEGES** (i.e., City, Grossmont, Mesa, Miramar, and Palomar) require that a student has graduated from high school or be 18 years of age. The community colleges serve two purposes: (1) provide the first two years of a four-year college education and (2) offer job training in a wide variety of fields. Community colleges award Associate of Arts (AA) degrees and certificates and give students the opportunity to take their general education classes before transferring to a four-year college/university. SAT and ACT tests are NOT required, but all entering freshmen will need to take placement exams in English and math.
2. **INDEPENDENT COLLEGES** (i.e., USD, Point Loma Nazarene, Harvard, Stanford, and Yale) and state colleges and universities outside of California have an extremely wide variety of entrance requirements and admission procedures. It is suggested that students research on the web or mail a request for catalog and admission information to the college of their choice.
3. **CALIFORNIA STATE UNIVERSITIES (CSU)** (i.e., San Diego State, San Marcos, Chico, Long Beach State, etc.) base acceptance on subject requirements, overall GPA, and scores on either the SAT or ACT.

Subject Requirements: The following college preparatory courses with a final grade of “C” or better must be completed for admission:

- a. English - 4 years
- b. Mathematics - 3 years (Integrated 1, Integrated 2, Integrated 3)
- c. History – 2 years (one year U.S. History and one year of world history, cultures, and geography);
- d. Laboratory Science - 2 years (biology and either chemistry or physics)
- e. Foreign Language* - 2 years (same language)
- f. Visual and Performing Arts - 1 year (music, art, dance**, drama/theatre)
- g. Electives - 1 year (in addition to the courses in a-f above) selected from visual and performing arts, history/social science, English, advanced math, laboratory science, and a language other than English. (*A list of courses offered at SRHS that meets these requirements is available in the Counseling Office.*)

* Students with competency in a language other than English may qualify for an exemption.

**The dance course offered at SRHS through the PE department does not meet this requirement until the junior year.

Examination Requirements: Eligibility for admission for a first-time freshman is determined by an eligibility index based on the GPA earned in the final three years of high school (exclusive of PE and AFJROTC) and scores on the SAT or ACT exams. See the college catalog for the eligibility grid.

Grades in Honors Courses: Grades in approved honors courses (maximum of eight semesters) will receive additional points for GPA calculations for CSU admission: A=5, B=4, C=3.

4. **UNIVERSITY OF CALIFORNIA (UC)** (UCSD, UC Irvine, UCLA, UC Berkeley, etc.) has specific subject, scholarship, and examination requirements described below. Fifteen units of high school work

(one year equals one unit) are required to complete the subject requirements. At least seven (7) of the units must be earned during the last two years of high school. All units must be completed with a "C" or better.

Subject Requirements: Minimum required courses, "a-g requirements," are:

- a. History - 2 years (one year U.S. History plus one year world history, cultures, and geography)
- b. English - 4 years (college preparatory English)
- c. Mathematics - 3 years, 4 recommended (Integrated 1, Integrated 2, Integrated 3)
- d. Lab. Science - 2 years, 3 recommended
- e. Foreign Language - 2 years of the same language, 3 recommended
- f. Visual/performing arts – 1 year (includes dance*, drama/theater, music, and/or visual arts)
- g. College-Prep Electives - 1 year (in addition to the courses in a-f above) selected from visual and performing arts, history/social science, English, advanced math, laboratory science, and a language other than English. (*A list of courses offered at SRHS that meet these requirements is available in the Counseling Office.*)

*The dance course offered at SRHS through the PE department does not meet this requirement until the junior year.

Examination Requirements: All freshmen applicants must submit either the SAT Reasoning Test or ACT test scores. Effective with the 2012 class, UC's no longer require SAT subject tests, however, students and parents are encouraged to check the UC website, school catalogs or contact the school directly regarding a specific major's requirements.

Entrance Requirements: The minimum requirement for admission is determined by an eligibility index based on the "a-g" GPA and scores on the SAT Reasoning Test or ACT. Refer to the college websites for the eligibility index.

Repeated Courses: An "a-g" course with a grade of "D" or "F" must be repeated. Grades will not be used for repeated courses in which you initially earned a grade of C or better.

Guidelines for Honors Level Courses: The university gives extra weight to grades earned in honors level courses taken in high school. The grades in up to four classes (year or two-semester classes) taken in the student's last three years of high school will be counted on a scale A=5, B=4, C=3. The following honors courses are offered at Scripps Ranch High School:

English

Honors Amer. Lit. 1, 2
AP English Lit 1, 2
AP English Lang 1,2

Science

Honors Chemistry 1-2
AP Physics 1, 2
AP Biology 1, 2
AP Environmental Sci 1,2

Social Studies

Honors US History 1,2
AP US History 1, 2
AP European History 1, 2
AP Government/Politics
AP Psychology

Art

AP Art Studio 1,2
AP Art History 1,2

Computers

AP Computer Science 1,2

Mathematics

Honors Pre-Calculus
AP Statistics
AP Calculus

Foreign Language

AP Spanish Language

TESTING INFORMATION

1. **PSAT (Preliminary Scholastic Aptitude Test).** The PSAT is offered at Scripps Ranch once each year in October. College-bound sophomores and juniors are encouraged to take the PSAT as it helps determine college potential; serves as one factor in determining eligibility for advanced, AP and community college courses; and high school juniors may compete for National Merit Scholarships. Test fee is approximately \$20.

Registration for SAT and ACT is available on-line at the below listed websites. Students are encouraged to apply on-line and meet deadlines.

2. **SAT Reasoning Test.** The SAT Reasoning Test is a four-hour college entrance examination. Either the SAT Reasoning Test or ACT (see #4) is required by a majority of four-year colleges and universities. The SAT Reasoning Test is offered seven times each year at various test sites in San Diego. For fee information please go to www.collegeboard.com or www.act.org.
3. **SAT Subject Tests.** Students planning to attend the UC system (UCSD, UCLA, etc.) will no longer be required to take three SAT Subject Tests as part of their entrance requirements. Starting with the 2012 class however, some UC's may want students to take specific SAT Subject Tests if they are majoring in that subject. California State Colleges (CSUs) do not require the SAT Subject Tests. Students planning to attend a private college should check that school's admission requirements. SAT Subject Tests are offered five times a year at various testing sites. For fee information please go to www.collegeboard.com.
4. **ACT (American College Test).** The ACT (www.act.org) is another college entrance examination. It is offered five times each year at various test sites in San Diego. For fee please visit the website.
5. **Smarter Balance Assessment Consortium (SBAC).** The SBAC is a state test for 11th graders of English and math. The English portion of the exam consists of a reading exam and a writing exam. The math exam covers mathematics' standards up to Integrated 3 math. The SBAC is administered during the months of April – May depending on the school calendar. The individual results are mailed to parents within 10 weeks of the test.
6. **STAR** – 10th Graders – Science
CAASPP – 11th Graders – English and Math
Fitness Gram – All PE classes
AP Testing – Voluntary for students in Advanced Placement classes

Check the on-line school calendar or visit the counseling office for specific testing dates and testing information. (www.srhsfalcons.org)

ACADEMIC HONESTY - INTEGRITY POLICY

Scripps Ranch High School has long distinguished itself as an exemplary academic learning community. Academic dishonesty, in any of its forms, threatens the integrity of this community. Therefore, it will not and should not be tolerated by students, parents, and faculty. This policy is intended to provide clear consequences and a list of examples of dishonest behavior. This is not intended to be a complete list of all possible violations to the policy, but rather to provide clarifying examples of several behaviors that are opposed by this policy.

1. Cheating--Any sharing of an assignment, examination, test or quiz, without permission of the teacher or using unauthorized materials on a test, quiz or assignment. In addition, students will not access questions, answers and/or homework from any source unless authorized by the teacher.
2. Fabrication--Any intentional falsification or invention of data, citation, or other authority in an academic exercise.
3. Unauthorized collaboration--Intentional collaboration of an assignment between a student and another person, if such collaboration is not permitted. NOTE: All parties are subject to consequences when sharing/receiving materials and or collaboration when **not authorized**. All work will be the students' own work in their own words unless authorized by the teacher. **Please clarify with your teacher what "group work" entails and when it is acceptable.**
4. Plagiarism--Any use of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published/copyrighted material whether written or visual, the work of other students, and/or downloading from the internet. You must put others' work in quotations and cite the source even if paraphrased in your own words. This includes rearranging or replacing a few words.
5. Theft or alteration of materials—Any unauthorized taking, concealing, or altering of student, teacher, office, library or electronic materials/resources (includes theft by camera-phones) that do not belong to them.
6. Pattern of test avoidance—A pattern of absences on test days or major report due dates for the apparent advantage of performing better on the make-up test or for gaining extra/working/studying time.
7. Unauthorized sharing of test questions—No discussion of the contents of a test or quiz with anyone who has not taken the test or quiz, nor will students ask what is on a test or quiz if they have not taken it.

Other than incomplete make-ups, grade changes for the (CIF) San Diego Section for athletic eligibility will not be considered for scholastic eligibility purposes except for clerical or typographical error (CIFSDS Rule 205).

Consequences for Academic Dishonesty

All students will have due process in the handling of the above infractions. Any alleged violation of this policy will be investigated thoroughly and appropriate disciplinary measures will be followed.

- Teacher will contact the parent with information regarding the incident.
- Loss of all credit for the assignment or test with no makeup permitted for all individuals involved.
- Receipt of a "U" in citizenship for the current grading period.
- Referral to counselor/VP.
- Saturday School assigned.
- Documentation in behavior record.

Multiple infractions could result in further disciplinary action/consequences including a “F” grade for the course.

*Revised August 28, 2013
Academic Honesty Committee*

PLAGIARISM: What It Is, How to Recognize It and Avoid It

What is plagiarism? Plagiarism is using others’ ideas and words without clearly acknowledging the source of that information. See the Library Teacher or your classroom teacher if you need clarification or assistance.

How can students avoid plagiarism? To avoid plagiarism, you must give credit whenever you use:

- another person’s idea, opinion, or theory;
- any facts, statistics graphs, drawings—any pieces of information—that are not common knowledge;
- quotations of another person’s actual spoken or written words; or
- paraphrase of another person’s spoken or written words.

How to recognize unacceptable and acceptable paraphrases: Example from the original text, page 1 of *Lizzie Borden: A Case Book of Family and Crime in the 1890’s* by Joyce Williams et al:

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) which became the centers of production as well as of commerce and trade.

Here is an UNACCEPTABLE paraphrase that is plagiarism—note the writer has only changed a few words and phrases and has failed to cite a source for any ideas or facts.

The increase of industry, the growth of cities, and the exploration of the population were three large factors of nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Bordens lived which turned into centers of commerce and grade as well as production.

Here is an ACCEPTABLE paraphrase—note the writer accurately relays the information in the original using her own words and lets her reader know the source of her information.

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1).

Strategies for avoiding plagiarism:

1. Put in **quotations** everything that comes directly from any source of information other than yourself and give credit to that source in your works cited. Make careful notes of all sources used in your writing.
2. **Paraphrase**, but be sure you are not just rearranging or replacing a few words.
3. Check your paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is correct.

Plagiarism and the World Wide Web: When a writer must refer to ideas and/or quotes from an Internet site, the writer must cite that source. If a writer wants to use visual information from an Internet site, many of the same rules apply. Copying visual information/graphics is very similar to quoting information and the source of the visual information or graphic must be cited.

*Source: Produced by Writing Tutorial Services, Indiana U., Bloomington, IN
www.Indiana.edu/~wts/wts/plagiarism.htm*

BICYCLES/MOPEDS

Bike racks are located on the south side of the 100 building. Bicycles are to be parked in this area only. Bikes should be locked with a sturdy chain looped through the wheels and frame and fastened with a strong lock. Motor-driven cycle parking is available.

The school does not assume responsibility for bicycles or mopeds if brought to school. Bicycles and mopeds may not be ridden on campus, and these travel devices may be confiscated if a student rides or attempts to ride the device while on campus. If a bicycle or moped is confiscated due to willful violation of the rules, the item will be returned at the end of the school day. If a student is a repeat offender of this rule, it will be necessary for a parent to retrieve the property.

EMERGENCY DRILLS

(i.e., Disaster Preparedness, Fire, Lockdown)

Emergency drills will be conducted during the year. Everyone is to follow the instructions posted in each classroom. Should the emergency drill signal be given between classes or during lunch, students should report to the assembly area for their next period class.

FLAG RAISING CEREMONY

Members of the AFJROTC raise the American flag each morning at 7 a.m.

HEALTH SERVICES

It is highly recommended that parents of students with medical conditions that may require extra support from our school staff notify the school nurse as soon as possible so that accommodations can be made. Individual School Health Care Plans can be developed for a wide variety of medical issues for example, asthma, depression, anaphylaxis, and migraines, among others. The school nurse can sign out elevator keys for those students using assisted ambulatory devices such as crutches. Verification by a physician for any medical condition must be on file in the Health Office.

The school nurse is only allowed to dispense the following medications (with your signed consent): Advil and Tylenol. The nurse is not allowed to dispense over-the-counter cold or allergy medication. Students with Epi-pens, Inhalers, and migraine medication MAY carry their prescriptions with them as long as there is a doctor's order on file in the Health Office.

If students feel sick and need to go home, they need to see the School Nurse before calling their parent. The student needs to ask their teacher for a pass to the Health Office. The nurse will then evaluate the student and call a parent at that time. Please do not call the Attendance Office for Blue Slips if your student is sick. Blue Slips need to be approved through the nurse. All other Blue Slips (appointments, personal reasons, etc.) need to be generated through the Attendance Office.

If you need help in deciding whether or not to send your student to school, please go to www.sandi.net>Departments>Nursing and Wellness Program>Forms to find "Guidelines for Parents on Keeping Ill Students Home". It is provided in English and Spanish.

IDENTIFICATION CARDS, PICTURES, AND MANDATED BUS IDENTIFICATION CARDS

Student ID cards **are required** for all financial office transactions; library book and textbook check out; and admittance to PSAT, AP testing, SAT and ACT exams. Students will be issued one ID card at no cost. Student ID cards should be carried during school and at all school-sponsored events including athletic and dances. Replacement cards cost \$5.00 payable at the finance office.

School ID and yearbook pictures are taken at the beginning of the school year. Yearbook and ID make-up pictures for those who were absent on picture days are taken three to four weeks after school begins. Senior yearbook pictures are taken by appointment at the photographer's studio during the summer. Senior ID photos will be used for ID cards and placement on transcripts.

The SDUSD mandated that all students riding the bus to and from school be required to carry a bus pass. Failure to carry a bus pass will result in a bus referral to the vice principal for more action. Replacement passes are available from Ms. Parra in the Library.

INDEBTEDNESS

Financial indebtedness for library books, athletic uniforms/equipment, textbooks, or other school property is considered irresponsible citizenship. Students with indebtedness carried from one semester to another may lose library checkout privileges as well as activity and/or athletic participation privileges, including dances. **All debts must be cleared before the graduation ceremony.**

INSURANCE

Student accident insurance is available to all students at a nominal cost. Coverage plans include 24-hour protection, sports only (not football), football only, and school-time only protection. Details for these commercial insurance plans are available in the main office.

LOST AND FOUND

Articles found on school property may be claimed in the Attendance or Custodial Office. Students finding lost articles are requested to turn them in to the office. Lost books may be turned in and claimed at the library textbook window. Items that are not claimed will be donated to a local charity.

PROGRESS REPORTS, REPORT CARDS AND ELIGIBILITY

Progress reports are issued approximately every six weeks. Report cards are issued each semester. The marks on progress reports and report cards represent the teachers' evaluation of academic achievement and citizenship. Students should be aware that, in order to be eligible for participation in various interscholastic and co-curricular activities (e.g., sports, performances, etc.), their academic and citizenship grades must each average at least a 2.0 GPA (non-weighted), and they must have a passing grade in a minimum of four subjects. The new eligibility period begins the day after school-wide notification of grades (progress or semester report card is issued to students). Attendance at dances require a 2.0 GPA in citizenship.

SIGN POSTING/BULLETIN BOARD USE

Printed material to be distributed or displayed on school property must be identified with the date and name of sponsoring organization or individuals and approved by a school administrator. School-sponsored signs must be approved by the ASB advisor and vice principal for activities.

VISITORS

Scripps Ranch High School is a closed campus. Visitors are not allowed on the school premises during the school day without permission of school administration. Proper identification clearance must be obtained from a vice-principal before a person visits any part of the school. Visitors must sign in and obtain a Visitor Pass at the front counter in the Main Office. The Visitor Pass must be worn at all times while the authorized visitor is on campus.

Visitors wishing to see a teacher should notify that teacher at least 24-hours prior to the meeting. If the teacher has not notified the office staff that a visitor is expected and the visitor has no scheduled appointment, the visitor will be turned away. Also, if the visitor arrives during teaching time, the visitor will be turned away.

SCRIPPS RANCH HIGH SCHOOL FOUNDATION

The Foundation is the nonprofit organization which provides financial and volunteer support to enhance the total education experience at Scripps. The generous support from all our Falcon families allows us to do this.

We encourage families to contribute to the Foundation through our Pledge Drive, Corporate Matching Program, eScrip Program and online store of SRHS Falcon gear. We organize an annual School Supply Drop-Off Night to collect classroom and nursing supplies. Our popular Taste of the Ranch dinner and auction is organized 100% by parents to support academics, athletic teams and clubs. Our Grad Night PBO plans the traditional Grad Night Party.

Join the team! Sign up to receive the Foundation's eblasts. Attend our monthly Board meetings and get to know Principal Menna. Join your student's Grad Night PBO or the Fundraising Committee. Our goal is to brainstorm new, simple, fun activities to further our support our wonderful school.

Visit our website at www.srhshfalcons.org and choose the Foundation link or visit our own website <http://www.srhshfoundation.org>.

Thank you,
(Mrs.) Jacqueline Reza
Foundation President 2015 – 2016

PARKING – STUDENT

Student parking is available on campus in the two student lots west of Treena St. Students will be required to have a parking permit displayed in their vehicle. Students are not allowed in parking areas during the school day or to use cars for lockers. Students who park in designated staff or visitor spaces will be cited. Violators of parking regulations will lose parking privileges. The school does not assume responsibility for vehicles parked on campus. Parking applications may be obtained from the Attendance Office. Any fabrication of student parking permits will result in suspension of all parking privileges for the remainder of the school year.

DECAL # _____ Issue Date _____ Issued By _____

Name _____ Grade _____
Last First MI

Make of Car _____ Model _____ Year _____ Color _____ License Plate _____

Parking Agreement

Note: Possession of a valid parking permit does not guarantee a parking space will be available. If designated student parking is full, students must park off campus.

Parking on campus is a privilege and the rules involving a vehicle must be complied with at all times. Administration reserves the right to modify the conditions and expectations of this contract (i.e. possible restriction in access to vehicles during school hours).

For the privilege of parking my car on campus:

1. I must obtain a student parking permit and park only in **designated student parking spaces.**
2. To obtain a parking permit I must complete and comply with the following agreement:
 - a. I must be at least 16 years of age and have a valid California Driver's License, proper vehicle registration, and proof of current insurance coverage. **Copies of current documents must be attached to this form for approval. Expired documents will not be accepted.**
 - b. I will not loiter in the parking lot before, after or during school hours. Violation of this rule may result in suspension of the parking permit for a time specified by school administration.
 - c. I understand the speed limit for the parking lot and school grounds is **5 MPH.**
 - d. I will keep my vehicle locked at all times.
3. I must display my parking permit from the **rear view mirror** at all times while on campus or **I may be ticketed by School Police.**
4. I will obey all vehicle traffic laws and drive in a courteous/safe manner to and from school as well as on campus.
5. I understand that school administration has the right to search my vehicle per the conditions set forth under Administrative Procedure 5065.

I understand the school will not be held responsible for any loss or damage to my vehicle or its contents while it is on campus. I further understand if I violate the conditions of this agreement, my vehicle may be towed, the permit may be temporarily suspended, and/or I MAY LOSE THE PRIVILEGE OF PARKING ON CAMPUS. **IF YOUR PARKING PERMIT IS SUSPENDED MORE THAN TWO TIMES IT WILL BE REVOKED FOR THE ENTIRE SCHOOL YEAR.** Excessive tardies and/or truancies may also result in loss of the permit.

Student Signature _____

Date _____

Parent Signature _____

Date _____

SAN DIEGO CITY SCHOOLS
Network Use Guidelines

Reference: District Procedure 4580 (dated Nov. 15, 2013)

Please read the following carefully. This will give you information about the privileges and responsibilities of using the Internet and district networks as part of your student's educational experience. The district SanDiNet is an electronic network with access to the internet.

Students will have access to:

- Information, online databases and news from a variety of sources and research institutions.
- District provided software and public domain/shareware software of all types.
- Variety of web-based and software programs to publish content to the web.
- Collaborative web-based programs for the purpose of project based learning.
- Online courses and curriculum, academic software and electronic learning resources.

Students may have access to:

- Electronic mail (e-mail) to access learning resources.
- Discussion groups on a wide-variety of topics.

1. **Responsibilities.** San Diego Unified has taken reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. "Harmful matter" refers to material that, taken as a whole by the average person applying contemporary statewide standards, describes in an offensive way material which lacks serious literary, artistic, political, or scientific value for minors (Penal Code, Section 313). The teacher and staff will choose resources on the internet that are appropriate for classroom instruction and/or research for the needs, maturity, and ability of their students. San Diego Unified School District takes no responsibility for the accuracy or quality of information from internet sources. Use of any information obtained through the internet is at the user's risk.

2. **Acceptable Use.** The purpose for schools having access to SanDiNet and the internet is to enhance teaching and learning by providing access to 21st Century tools and resources as well as online instruction. Use of another organization's networks (e.g. cell phone carriers) or computing resources must comply with rules of that network as well as district user policies.

3. **Prohibited Uses.** Transmission of any material in violation of any federal or state law, and district policy is prohibited. This includes, but is not limited to, the distribution of:

- Information that violates or infringes upon the rights of any other person;
- Bullying by using information and communication technologies (cyberbullying)
- Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material;
- Advertisements, solicitations, commercial ventures, or political lobbying;
- Information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime;
- Material that violates copyright laws; (District Administrative Procedure No. 7038)
- Vandalism, unauthorized access, "hacking," or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited (Penal Code, Section 502).

Warning: Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) or district security administrator may close an account at any time deemed necessary. Depending on the seriousness of the offense, any combination of the following policies/procedures will be enforced: Education Code, district procedures, and school site discipline/network use policy.

4. **Privileges.** The use of SanDiNet and the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, teachers, and/or staff may request the site system administrator or district security administrator to deny, revoke, or suspend specific user access.

5. Network Rules and Etiquette. The use of SanDiNet and the internet requires that students abide by district rules of network use and etiquette. These include, but are not limited to, the following:

- Be polite. Do not send abusive messages to anyone.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. **Note:** E-mail and web-based programs are not private and are subject to review by district staff. System operators have access to all mail. Messages relating to, or in support of, illegal activities must be reported to appropriate authorities.
- Maintain privacy. Do not reveal the personal address, phone numbers, personal web sites or images of yourself or other persons. Before publishing a student's picture, first name, or work on the internet, the school must have on file a parent release authorizing publication.
- Cyberbullying is considered harassment. (Refer to the policies against Discrimination & Harassment in the *Facts for Parents* handbook, Section A, available on the district website at <http://www.sandi.net/site/Default.aspx?PageID=2612>.)
- Respect copyrights. All communications and information accessible via the network are assumed to be the property of the author and should not be reused without his/her permission.
- Do not disrupt the network.

6. Cyberbullying. Cyberbullying is the use of any electronic communication device to convey a message in any form (e.g., text, image, audio, or video) that intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner. Using personal communication devices or district property to cyberbully one another is strictly prohibited and may result in the cancellation of network privileges and/or disciplinary action. Cyberbullying may include but is not limited to:

- Spreading information or pictures to embarrass;
- Heated unequal argument online that includes making rude, insulting or vulgar remarks;
- Isolating an individual from his or her peer group;
- Using someone else's screen name and pretending to be that person;
- Forwarding information or pictures meant to be private.

7. Security. Security on any computer system is a high priority. If you feel you can identify a security problem on SanDiNet, notify Integrated Technology Support Services (ITSS) either in person, in writing, or via the network. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to SanDiNet and the internet.

8. Vandalism. Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses.

9. Cellular Telephone and Electronic Signaling Device Policy. Education Code section 48901.5 allows school boards to set policy on the use and possession of cellular telephones and other electronic signaling devices on school campuses. Board of Education Policy H-6980 allows student possession and use of cellular phones, pagers and other electronic signaling devices on school campuses and school buses, at school-sponsored activities, and while under supervision and control of district employees under the following circumstances:

- All students (K-12) may use these devices on campus before school begins and after school ends.
- Students in high school, grades 9-12, may use them during the lunch period.
- The devices must be kept out of sight and turned off during the instructional program and in the classroom.
- Unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action.

LIBRARY MEDIA CENTER

The Library Media Center (LMC) is open from 7:15 a.m. - 3:15 p.m. The Library Teacher is available to help students with all of their information needs. Students must have a pass with date, time and student name, signed by their teacher, to use the LMC during class time. In the case of a substitute or student teacher, the name of the regular classroom teacher is required as well as the signature of the current teacher. Passes are not required during lunch and before or after school. The Library Teacher offers classes and individual assistance regarding the use of print and digital resources for any academic pursuits and in regards to recreational reading needs.

ID cards are required for all textbook and library book checkout.

Use of the Library Media Center is both a right and a privilege. Responsible behavior is expected. Respect for the rights of other students and responsibility for borrowed materials are required. Food, drinks, and gum are not allowed in the Library Media Center.

Library books may be borrowed up to two weeks. There is a late fee for overdue library and textbooks.


Current SRHS ID cards are always required for library and textbook checkouts. Textbooks are the property of San Diego Unified School District. Texts are loaned to students and are to be maintained in good condition. Once issued, the textbooks become the student's responsibility; students are expected to pay replacement costs for books that are lost, stolen, left in class or damaged. Additional texts will not be issued until the school has been reimbursed for the missing or damaged textbook. The average cost of a textbook is about \$100.00; see the Library Teacher with questions about your textbooks.

SCRIPPS RANCH HIGH SCHOOL

2016-2017 FalconTime™ Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1 7:25 - 8:20</p> <p>2 8:28 - 9:23</p> <p>3 9:31 -10:26</p> <p>4 10:34 -11:29</p> <p>Lunch 11:37 -12:07</p> <p>5 12:15 - 1:10</p> <p>6 1:18 - 2:13</p> <p style="text-align: center;">55 Minutes</p>	<p>1 7:25 - 8:20</p> <p>2 8:28 - 9:23</p> <p>3 9:31 -10:26</p> <p>4 10:34 -11:29</p> <p>Lunch 11:37 -12:07</p> <p>5 12:15 - 1:10</p> <p>6 1:18 - 2:13</p> <p style="text-align: center;">55 Minutes</p>	<p style="text-align: center;">1 7:25 - 9:13 2</p> <p>CORE 9:21 - 9:43 CORE</p> <p>3 9:51 - 11:39 4</p> <p>Lunch 11:47 - 12:17 Lunch</p> <p>5 12:25 - 2:13 6</p> <p style="text-align: center;">108 (22 CORE) Minutes Thursday, October 13, is a 1-6 Day Wednesday, June 7, is a 1-6 Day</p>	<p>1 7:25 - 8:20</p> <p>2 8:28 - 9:23</p> <p>3 9:31 -10:26</p> <p>4 10:34 -11:29</p> <p>Lunch 11:37 -12:07</p> <p>5 12:15 - 1:10</p> <p>6 1:18 - 2:13</p> <p style="text-align: center;">55 Minutes</p>	

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