

SERRA HIGH SCHOOL PARENT HANDBOOK

MISSION STATEMENT

The mission of Serra High School is to provide rigorous, relevant, standards-based curriculum that will prepare our students to be responsible citizens and productive members of the 21st century workforce.

THE SERRA HIGH SCHOOL “Q5” SCHOOLWIDE LEARNING GOALS

Serra graduates will be **Effective Problem Solvers**

Serra graduates will be **Effective Communicators**

Serra graduates will be **Responsible Citizens**

Serra graduates will be **Lifelong Learners**

Serra graduates will be **Achievers**



HANDBOOK PREPARED BY THE

**SERRA HIGH SCHOOL PARENT TEACHER ORGANIZATION (PTO)
PARENT HANDBOOK COMMITTEE**

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IT'S ALL ABOUT THE BROWN AND GOLD CONQUISTADORS

Dear Parents and Guardians,

Welcome to a new school year! The Parent Handbook is produced by the administration, in collaboration with the Serra High Parent –Teacher Organization (PTO), to provide parents and students with valuable school information. The information is also available on the school website: <http://serra.sandi.net>.

The purpose of the Handbook is to help familiarize you with the school, and should provide answers to the many common and not so common questions parents may have. Please also feel free to contact the school should you need additional information or assistance.

We encourage you to review all school policies and procedures outlined in this Handbook with your teen.

Please note the information in this handbook is subject to change during the school year. For the most detailed and up-to-date information, please visit the school website: <http://serra.sandi.net>.

Best wishes for a successful school year!

CONTACT INFORMATION

5156 Santo Road
San Diego, CA 92124
Tel: 858-496-8342
Fax: 858-571-3457
Website: <http://serra.sandi.net>

KEY CONTACTS

Administration Ext 201	Finance Ext 234
ASB Ext 144	Health Office Ext 211
Athletic Director Ext 181	Library Ext 236
Attendance Ext 205 or 206	Student Store Ext 276
Counseling Ext 227	Yearbook Ext 112

Para informacion en espanol, llame ext: 205, 229, 225, 135

SDUSD Transportation – 858-496-8475

Vollenweider Photography – 619 589-1970

Jostens (class rings, graduation announcements) - 858-486-2020 www.jostens.com

Individual teacher contact information can be found on the Serra Web Site.

THE BASICS – SCHOOL RULES AND POLICIES

WHEN VISITING THE CAMPUS

- Sign-in at the main office.
- Pick up a visitor/guest badge and wear it at all times while on campus during school hours.

REMINDERS ABOUT CAMPUS VISITS

- Classroom visits and school tours must be pre-arranged. Contact the Counseling Office.
- Classroom visits are not for conferences with the student and/or teacher.
- Visitors and guests may not confront another student and/or staff member about a concern without the supervision of a school official.
- Food deliveries are not allowed.
- Flowers or balloons may not be delivered to students.

VISITOR PARKING

Visitor parking is located in the south parking lot or in marked spots along the driveway parallel to Santo Rd. Do not park in the reserved spaces in front of the Main Office.

For drop-off and pick-up, use the entrance to the student lot (south parking lot). The Santo Road entrance in front of the Main Office is blocked off during the following times: 7:00-7:30AM and 2:00-3:00PM.

STUDENT PARKING

Students park in the south parking lot only; parking in the north parking lot is reserved for faculty and staff ONLY. Students may not go to their cars during the school day.

CLOSED CAMPUS

Serra High School is a closed campus. Students may not leave school at any-time without prior notification from a parent/guardian to the Attendance Office. No outside food may be delivered to students. Students may not go to their cars during school hours.



HEALTH OFFICE

The Health Office is located in the Main Office building and is open during lunch. If a student becomes ill during the day they **MUST** get a pass from their teacher to go to the Health Office and, if needed, the school nurse will contact the parent/guardian, issue a Blue Slip, and release the student to go home.

Reminders about students taking medications while at school:

- All medications (including Tylenol, Motrin, asthma medications, and Epi-pens) must be stored in the Health Office and must include a physician's order and parent's written consent to be administered at school.
- Prescription medications must be in the current prescription container with a label stating the student's name, drug name and dosage.
- Students with asthma may carry inhalers with the appropriate paperwork on file.

STUDENT EARLY RELEASE FROM CAMPUS (Blue Slips)

If your student must leave early to attend a doctor, dental, or court appointment, please notify the Attendance Office by 7:00AM on the day of release by way of phone call or a signed note. Students **MUST** pick up their Blue Slip in the Attendance Office before school or during lunch.

Note: Students leaving early to attend a medical, dental or court appointment will receive an unexcused absence until a written verification from the medical, dental or court office is returned to the Attendance Office. If the verification is not received within five days of the student's return, the absence will remain unexcused.

Requests for Blue Slips will **NOT** be honored on the following days: Fridays prior to Saturday dances, Fridays or any day before holidays/vacations, testing days (AP, SBAC, CAHSEE, etc.)

ATTENDANCE

If your student is absent please call and notify the school of the absence immediately. All absences must be cleared by the parent/guardian within five school days; otherwise, the absence will be considered unexcused or truant.



TARDIES

All students are expected to be on time to each class, every day. All students who arrive after Period 1 must check in at the Attendance Office. Excessive tardies and trancies may affect citizenship grades.

Parents cannot clear tardies for their students. If there is an error, the student should go to the Attendance Office.

Excessive tardies will result in a student being placed on a “loss of privileges” list.

What is the “LOSS OF PRIVILEGES” list?

Student with an excessive number* of tardies or Unexcused Absences during a 6-week grading period will receive a LOP Point. If a student has one or more LOP Points they are placed on the “Loss of Privileges (LOP)” list. Students on the LOP List are restricted from ALL extra-curricular activities including but not limited to: Athletics**, Band, Dances, ASB, Drama, special events/activities, NJROTC, Dance Team, Pep Rallies, Cheerleading, sporting events, and field trips.

Students can be removed from the “loss of privileges” list by attending Saturday School. Saturday Schools remove full day absences first. Once all full day absences have been cleared, then every Saturday School will clear one LOP point.

* The number of tardies and absences needed to be considered “excessive” will be published at the beginning of each semester.

**Athletes can still practice with their team but will be ineligible to compete/perform or participate in games.

DISCIPLINE

Serra's Discipline Policy is governed by a set of beliefs and expectations summarized in the following statement: “We believe that all students have the right to learn, and all teachers have the right to teach.” Students are responsible for their behavior and compliance with school rules at all times. Any violation of school rules and policies may result in disciplinary action. To view the discipline policy, please go to: <http://serra.sandi.net/policies/discipline.html>

DRESS CODE

The most current dress code policy is posted on the school website. If the student is not in compliance, they will be referred to the Vice Principal's office, parents will be notified and the student will be given a loaner shirt to wear until the parent can come to the school with replacement clothing.



ELECTRONIC DEVICES

Serra is not responsible for lost, stolen, or damaged property. Electronic devices may be used only before school, during lunch, and after school. Devices used during class time will be confiscated and stored in the Counseling Office and may only be picked up by a parent or guardian. Check the school website for the updated electronic device policy.

ATHLETICS

Serra High offers a variety of sports year-round. In order to participate in athletics, students must:

- Download an athletic packet from the Serra website or pick up a copy from the main office.
- Complete all forms in the athletic packet.
- Get a physical.
- Make sure ALL requirements to play are met, including academic, attendance, and residence requirements! (refer to the rules in the athletic packet or on the school website).
- Return completed forms to the Athletic Director at least one week prior to try-outs.
- Get a ticket to play from the Athletic Director or head coach.
- Turn in ticket to play at tryouts.

LOP applies. Eligibility checked every grading period. Refer to the Serra website: <http://serra.sandi.net> for complete information about athletics.

Athletic Director contact info: 858 496 8342 x181

DANCES

Dances are sponsored by the Associated Student Body (ASB). Proper behavior and appropriate attire is expected of all attendees at all times.

- Signed dance agreements are required in order to purchase a ticket.
- A current dance agreement will be posted on the Serra website prior to each dance. Students and parents must agree to the guidelines listed in the dance agreement.
- Tickets go on sale 2-3 weeks prior to the event.
- Ticket deadline is typically the Wednesday before the event.
- Students must be in attendance at least 4 periods of the day of any dance in order to attend.
- Parents must pick up their students promptly at the end of the dance.



HOW DO I STAY INFORMED OF WHAT'S HAPPENING AT SERRA?

- Read the *Q-Connection*, Serra's blog and electronic newsletter sent to all families containing current news and events at Serra.
- Review all *School Messenger* emails, autodialers, and attendance messages – emails and phone calls sent out to families containing important school news, information, and attendance issues.
- Sign up for Parent Portal – online program offering parent access to student grades and attendance.
- Check the Serra Website regularly: <http://serra.sandi.net>.
- Learn about Naviance – free web-based service providing information about college and career choices, student academic progress, and scholarship information.
- Review the daily School Bulletin – Provides current school news and events for students. Check the school website for updates.
- Facebook users – Look for the Serra High School Facebook page and become a fan! <http://www.facebook.com/serrahighschool>.

NOTE: Be sure to keep your contact information current with the school so you can receive the most current information concerning your student.

PARENT INVOLVEMENT = STUDENT SUCCESS

Research continues to validate the fact that students whose parents are actively involved in their education tend to:

- Get better grades
- Achieve higher test scores
- Attend school more regularly
- Behave better
- Feel more positive about school
- Finish high school and pursue a higher education



HOW DO I GET INVOLVED AT SERRA?

JOIN A PARENT GROUP. Parents are welcome and encouraged to join various parent groups to help in the decision-making process at Serra. Check the Serra website: <http://serra.sandi.net> for more information about parent groups.

Group	When Do They Meet?	Who Can Attend	Purpose	Accomplishments
Parent Teacher Organization (PTO)	3rd Tuesday of the month	Open	Help foster positive relationships between school and home	STAR snacks, Teacher appreciation, School-wide hospitality, Senior scholarships, Parent Handbook
Serra Foundation	1st Wednesday of the month	Open	Improve the future quality of life in the community by enhancing academic and athletic programs at Serra	Signage on school buildings, Funding of SHS Robotics Team, Classroom grants for textbooks, Support for sports teams, music program and drama dept
School Site Council (SSC)	2nd Monday of the month	Open	Provide oversight on matters dealing with federal and state funded programs.	
English Learners Advisory Committee (ELAC)	1st Tuesday of the month	Open	Improve the academic achievement of all English Learners at Serra	



HOW DO I BECOME A VOLUNTEER AT SERRA?

Serra High School loves volunteers! When your teen reaches high school, we need your help more than ever. There are many ways to use your talents and skills as a school volunteer:

- Booster clubs – music, choral, athletics, NJROTC
- Snack bar duty
- Health Office
- PTO and Foundation events
- Textbook distribution (Fall) and Textbook return (Spring)
- Test proctors
- Help distribute snacks during testing
- Assist in the library
- Help in the Family Resource Center
- Assemble registration packets (June)
- Help with Fall Registration (late August)

For the safety and well-being of our students, it is critical that all volunteers:

- Complete a Volunteer Application. A new application must be completed annually.
- Provide proof of a negative TB test. TB tests are good for four (4) years.
- Turn in volunteer paperwork to the main office.
- Submit to a background check. This is handled by the volunteer coordinator at the school site.

Go to <http://serra.sandi.net/volunteer/> for more information about volunteering and to print forms.



HOW CAN I HELP MY TEEN SUCCEED AT SERRA?

Set the Stage for Success

- Make sure your teen comes to school every day, prepared and ready to learn. School IDs and student planners should be brought to school daily.
- Encourage healthy habits – make sure your teen gets plenty of rest, physical activity, makes healthy eating choices, and limits tech time.
- Set reasonable expectations regarding attendance, grades, and homework.
- Discuss proper conduct and behavior at school. Support the school's policies and rules.
- Have ongoing conversations with your teen about their progress at school.
- Help your teen set goals to prepare for college or a career beyond high school.
- Encourage your teen to get involved in school clubs and extra curricular activities such as athletics, clubs, music, theater, art, ASB, and yearbook.

Attend School Events

There are many activities and events parents can attend during the school year. Check the activities calendar on the school website for up to date information.

- Open House - Fall
- Come to School With Your Student Day - Fall
- Spring Showcase - Spring
- Sporting events – Year round
- Musical performances – Year round
- Plays – Year round
- Fundraisers – Year round



ACADEMICS

HOW CAN I HELP MY TEEN STAY ON TRACK DURING HIGH SCHOOL?

The following timeline covers only a portion of what your student may need to accomplish during high school. It is highly advisable to meet with your student's counselor on a regular basis to make sure he/she stays on track.

HIGH SCHOOL TIMELINE

FRESHMEN	SOPHOMORES	JUNIORS	SENIORS
Set academic goals	Make sure A-G requirements are being met	Make sure A-G requirements are being met	Review academic goals
Learn about A-G requirements	Review academic goals	Review academic goals	College Tours
PSAT	PSAT	Continue College Planning	College applications
Start College Planning	California High School Exit Exam (CAHSEE)	College Tours	SAT/ACT exams
Learn about California Scholarship Federation (CSF)	Continue College Planning	SAT/ACT exams	Complete the Free Application for Federal Student Aid (FAFSA)
	Advanced Placement (AP) Coursework and Testing	Advanced Placement (AP) Coursework and Testing	Advanced Placement (AP) Coursework and Testing
	CSF	CSF	CSF
		Scholarships	Scholarships

WHEN ARE PROGRESS REPORTS AND REPORT CARDS ISSUED?

Progress reports will be issued at 6 weeks and 12 weeks after the start of each semester and are given to the students during the school day.

Report cards will be issued at the end of each semester, are given to the students during the school day, and mailed home.

Parents may also access progress reports and report cards via Parent Portal.



IN THE EVENT OF A SCHOOL EMERGENCY OR NATURAL DISASTER DURING SCHOOL HOURS

If you are off campus and learn your child's school is in a lockdown situation:

Do not attempt to enter the campus yourself. Follow the instructions of law enforcement so they can maintain control of the school's perimeter. Wait for an "all-clear" to be given. If students are released for the day, school staff members will remain on duty until all students have been safely checked out by a parent, guardian, or release contact as designated on your student's school Enrollment Form.

REMINDER: Your child will be released only to those listed as a release contact on the Enrollment Form that you completed when you registered your student. Please keep this information up to date! If your child is not picked up, he/she will be placed in an alternate place of safety. We will issue notification for student release by our voice messaging system with an automatic call at your designated number.

Parking will be very limited; therefore, it is highly recommended to walk to school to pick up your child. Do not park in school parking areas as it may interfere with getting emergency fire, medical and/or police vehicles into school. Proceed immediately to our Student Reunification Area on the South side of the administration building.

When you arrive at school, proceed to the Student Reunification Area, and do the following:

1. Fill out Student Reunification Form.
2. Present a picture identification card. No exceptions!
3. As soon as we can verify you are the authorized pick-up person for your child, you will be directed to the reunion gate.
4. Proceed to the reunion gate (South side of the 600 bungalows).
Hand form to school personnel.
5. Your student will be brought to the reunion gate as soon as possible, and will be asked to verify their identity with a school ID.
6. Upon release of your student, please exit the school immediately.

Share these procedures with everyone listed on your student's Enrollment Form.