



**San Ramon Valley High School  
Student & Parent Handbook  
2013-2014**



# Home of Champions

Do the right thing

Treat others the way you want to be treated

Make SRVHS a better place

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## SRVHS BASICS

*San Ramon Valley High Colors:* Green and Gold  
*San Ramon Valley High Mascot:* The Wolf

### Office Hours

School offices are open five days a week from 7:00 am to 4:00 pm.

Please note the main San Ramon Valley High School phone number is:

**925.552.3000**

**Bookkeeper's Office:** *Nicole Kugler*  
*extension 28128*

Fines and fees may be paid daily in the Bookkeeper's Office in Administration Building. Only cash, cashier's check or money orders will be accepted.

**Library:** *Katie Finegan*  
*extension 28802*

The library staff is available to assist students and staff to locate, select, and use information and materials. All book fines and fees are to be paid in the library.

**Registrar:** *Barbara Murray*  
*extension 28815*

The Registrar's office assists with transcripts, enrolling students, student files, school boundaries, alumni information, and college- related financial aid information. Only cash, cashier's check, or money orders will be accepted.

Please refer to fee schedule on the transcript request form found at the back of this book.

## ATTENDANCE

### Attendance Procedures

It is the student and parent/guardian responsibility to verify an absence, and they must do so within 48 hours upon returning to school. An e-mail to the primary emergency contact will notify parents/guardian when a student is absent from school a portion of the day.

#### Attendance Office Phone Numbers

*Full Day Absence: 925.743.0663*

*Partial Day Absence: 925.552.3000*

### Full Day Absence

1. For student safety, please call on the day of the absence whenever possible. If this is not feasible then please call within 24 hours.

### Partial Day Absence

1. A parent must call the partial day attendance line the day of the absence
2. If the student is leaving school during the day, they must come and pick up their pass before school, during brunch, lunch, or a passing period.
3. Students must sign IN and OUT of school in the attendance office
4. If students do not sign out, the absence will be marked as a cut.

### Prolonged Absences Due to Illness/Injury

A student who contracts an illness of a prolonged nature, or who is the victim of an accident which will prevent attendance for 10 or more days is eligible for home instruction. This service may be arranged by filing a "Request for Home Teacher" with the Educational Services Division. Applications are available in the attendance office. (AR 5113 c)

### Independent Study

Independent Study is a program available to students who must leave school for 5 or more days. This program provides students with the opportunity to maintain their grades and credits in their classes. Students who wish to utilize the Independent Study program should contact the Attendance office more than one week prior to leaving school to obtain and complete the appropriate forms.

**The contract must be approved by the Principal or her/his designee. The Principal's signature is required PRIOR to beginning the Independent Study.**

Students not completing Independent Study forms and receiving approval in advance will not receive credit and will be considered unexcused. Upon returning to school, the homework should be attached to the independent study sheets and turned in immediately to the teachers to grade. When the work is graded, a bottom portion of the form is forwarded to Attendance and the absences are excused. All teachers must sign off on independent study for the absence to be excused in Attendance.



## Attendance Policy

All students are required to attend 6 classes or take 30 credits per semester. The San Ramon Valley Unified School District Board of Education expects all students to attend class on a daily basis each day that school is in session, unless they must be absent for an excused reason. San Ramon Valley High School will maintain accurate records of student attendance and will notify parents of excessive student absences. Parents are expected to send students to school or to promptly notify San Ramon Valley High School if their student is going to be absent. Parents are encouraged to check their students' attendance on a regular basis by accessing either the Infinite Campus parent portal or Schoolloop.

### Excused Absences (EXC)

**Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided.** As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (BP 6154)

Excused absences will be granted for the following reasons:

- a) Personal illness; a doctor's note is required if over 5 days.
- b) Medical, dental, optometrist or chiropractic services. Students are strongly urged to make appointments during non-school hours.
- c) Attending funeral services of an immediate family member. (Grandparents, parents, sibling)
- d) Jury duty.
- e) Exclusion for not having been properly immunized; these absences will not be excused for more than 5 days.
- f) Approved Independent Study. \*See explanation of independent study below
- g) Religious instruction (Ed. Code 46014)
- h) Any pupil who is a dependent of military personnel shall be granted up to 5 days of excused absence or independent study when the parent is either deployed or returning from a deployment.

### Unexcused Absences (UNX)

**Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit.** Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure. (BP 6154)

Listed below are the most common reasons given for absences that will be considered unexcused:

- a) Family vacations and extended weekend trips.
- b) Oversleeping
- c) Car trouble
- d) Any absence considered excused which is not cleared by a parental or doctor's note within 48 hours of returning to school.

## Tardies

Students who are not in the classroom when the bell rings are considered tardy.

## Cuts

A student who leaves class without permission will be marked truant and will be subject to disciplinary action.

**Failure to check out and receive an off-campus permission/pass through the attendance office will result in being considered truant. Appropriate consequences will then be assigned.**

## Attendance Codes

Code	Code Description	When and How to Use
ACT	Activity	Used for field trips, overnight outdoor ed trips, assemblies or leaving early to participate in sporting events.
ADM	Administration/Counseling	Used for students absent from class because they were in the Counseling office, Administration office, or Nurse's office when they should have been in class.
CUT	Truant	Used when you have not received a phone call to clear an absence.
EDE	Early Dismissal Excused	Used for early departure from class at request of parent and the reason would be considered excused had it been an all-day absence.
EDU	Early Dismissal Unexcused	Used for early departure from class for an unexcused reason.
EDY	Excused Tardy	Used for students arriving to school late with an excused reason.
EXC	Excused Absence	Used for students absent with an excused reason.
ILL	Illness	Used for students absent due to illness. Also used for medical/dental appointments
INH	In House Suspension	Used for students who have been suspended but are spending the day at school under certificated supervision.
PBS	Present in Class Before Suspension	Used for students who have been suspended but were present in class prior to the suspension.
SUS	Suspended	Used for students that are suspended.
TDY	Tardy Unexcused	Used for students arriving to school/class late and for an unexcused reason.
UNX	Unexcused Absence	Used for students when the reason is unexcused.
VP	Present Verified	Used to verify that the student was present for only one period during the day.
VT	Verified Tardy	Used when student only present for one period of day and arrived Tardy
VTY	Tardy 30 minutes or more	Used for students arriving late to school/class more than 30 minutes late and for an unexcused reason.

## Attendance Consequences

### Tardies & Cuts

Tardies	Cuts
<p><i>Handled by Campus Monitors</i></p> <p><b>5 =</b> Warning</p> <p><b>10 =</b> 2 Lunch Detention</p> <p><b>15 =</b> 1 Week of Lunch Detentions SARB Letter Parent Call by Administration</p> <p><b>20 =</b> 1 Friday School Parent Meeting w/ Administration</p> <p><b>25+ =</b> Consequences as appropriate</p>	<p><i>Handled by Administration</i></p> <p><b>3-5 =</b> 1 Lunch Detention SARB Letter Parent Contact by Administration</p> <p><b>6-9 =</b> 1 Week Lunch Detention 2<sup>nd</sup> SARB Letter Parent Meeting w/ Administration</p> <p><b>10+ =</b> 1 Day In-House Suspension 3<sup>rd</sup> SARB Letter Parent Meeting w/ Administration</p>

#### California Education Code

EC Section 48260 (a): Any pupil subject to compulsory full-time education or compulsory continuation education who is absent from school without a valid excuse three full days or tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

#### SRVUSD Board Policy

AR 5113.1

#### Excessive Illness

An administrator or designee may call a parent conference for each student when the student has accumulated ten (10) days of scattered absences during any school year. Depending upon the situation, and as appropriate, the conference should involve site staff, the school nurse, the student study team, etc. The principal or designee may require doctor verification to excuse additional absences. (AR 5113 b)

## **SARB Process**

### ***What is SARB?***

School Attendance Review Boards (SARBs) were created by statute in 1974 and became operative in 1975. In establishing SARBs, the Legislature intended to develop new ways of coordinating school, community, and home efforts to deal with student attendance and behavior problems.

SARBs maximize the use of all available resources and services, avoid unnecessary duplication of resources to resolve attendance and behavior problems, and divert students with school related problems from the juvenile justice system. References to SARB can be found in Education Code sections 48320, et seq.

### ***Steps in the SARB Process***

1. Notice sent home by school district or site.
2. Notice sent home by site/district and Student Study/Success Team meets with student and parent(s)/guardian(s) to discuss concerns and make recommendations to improve attendance\*.
3. Certified letter sent by District SARB indicating date, time, and location of SARB hearing.
4. Case referred to Juvenile Court.

\* In person meetings are preferred, but may not be possible if the student does not attend regularly or the parent refuses the meeting. For students with an IEP, an SST will not be held.

### ***Our Local SARB***

Local SARBs are composed of parents, representatives from the school district, and members of the community at large, including representatives from law enforcement, welfare, probation, mental health, various youth service agencies, and the district attorney's office (SARB membership is identified in statute, Ed. Code § 48321). The members meet regularly to combine their expertise and resources on behalf of the students referred to them. Members work collaboratively to diagnose the problem and recommend alternative solutions to alleviate circumstances that contribute to specific truancy, attendance, or behavior problems.

Students are referred to SARB if they have persistent attendance and behavior problems in school and when the normal avenues of classroom, school, and district counseling do not resolve the situation.

When SARB members meet with referred students, and their parents/guardians, the members' goal is to identify a solution, or appropriate resources, for resolving the students' problems.

School districts have a variety of options available for referrals, including home or hospital instruction, independent study, and school transfers. Other frequently used solutions include the following:

- Recommending changes in students' programs
- Assisting students in securing employment
- Directing students and/or families to counseling services
- Facilitating parents' or guardians' participation in parenting classes
- Requesting assistance from other agencies and programs
- Arranging for tutoring
- Coordinating assistance from volunteers and other agencies to help students and parents follow SARB directives

If parents refuse to respond to SARB directives, the school district must gather documentation that the pupil or the parents or guardians of the pupil, or both, have “failed to respond to directives of the SARB or to services provided” (Ed. Code § 48263). SARB must make this finding before a minor may come within the jurisdiction of the court (Welf. & Inst. Code § 601). Students and parents must understand that school attendance is not a matter of choice but is a mandate. SARB’s goal is to assist students and families in alleviating the factors that interfere with their compliance with this mandate. However, if students and parents or guardians choose not to use SARB’s assistance or follow school attendance laws and students do not attend school regularly, SARB will take necessary steps to enforce compulsory laws.

### ***Request for Legal Action***

The local SARB can take legal action, based on our county’s established procedures, if the SARB determines that students’ attendance or behavior problems persist after exhausting community resources. Legal action also can result if students and families do not follow SARB recommendations, students violate the terms of the SARB contract, or students or families fail to cooperate with the local SARB. These legal actions can include several options:

1. *Directing the school district to request the probation department to investigate the matter on behalf of the minor;*
2. *Directing the school district to request the department of social services to file a petition on behalf of the minor (Welf. & Inst. Code § 300);*
3. *Requiring the school district to file a complaint against the parent(s) or guardian(s) for violating Education Code sections 48291 and 48452 and Welfare and Institutions Code Section 601.2.*

### **Attendance Regulations**

1. **Education Code 48260** - Any student subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse more than three (3) days, or tardy in excess of 30 minutes on each or more than three (3) days in one school year or a combination thereof is a truant and shall be reported to the Attendance Supervisor or to the Superintendent of the School District.
2. **Education Code 48261** - Any student who has once been reported as a truant and who is again absent from school without valid excuse one (1) or more days, or tardy on one (1) or more days, shall again be reported as a truant to the Attendance Supervisor or the Superintendent of the District.
3. **Education Code 48262** - Any student is deemed an habitual truant who has been reported as a truant three (3) or more times per school year, provided that an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the student and the student him/herself after the filing of either of the reports required by Section 48260 or Section 48261.
4. **Education Code 48263** - If any minor student in any district or county is an habitual truant, or is irregular in attendance at school, as defined in this article, or as referred to a School Attendance Review Board, the Supervisor of Attendance, or such other persons as the governing board of the school district or county may designate, making such referral shall notify the minor and parent or guardian of said minor, in writing, of the name and address of the board to which the matter has been referred and of the reason of such referral. The notice shall indicate that the student and parent or guardian of the student will be required, along with the referring person, to meet with the School Attendance Review Board (SARB) to consider a proper disposition of the referral.

If the School Attendance Review Board determines that available community services can resolve the problem of the truant or insubordinate pupil, then the SARB shall direct the student or the student's parents or guardians or both, to make use of such community services. The SARB may require, at such time as it determines proper, the student or parent/guardian of the student, or both, to furnish satisfactory evidence of participation in the available community services.

If the SARB determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student or the parents or guardians of the student, or both, have failed to respond to directives of the SARB or to services provided, the SARB may direct the county superintendent of schools to, and, thereupon, the county superintendent of schools shall, request a petition on behalf of the student in the juvenile court of the county. Upon presentation of a request for a petition, the SARB shall submit to the juvenile court documentation of efforts to secure attendance as well as its recommendations on what action the juvenile court shall take in order to bring about a proper disposition of the case.

5. **Education Code 48263.6** - Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for 10 percent or more of the schooldays in one school year, from the date of enrollment to the current date, is deemed a chronic truant, provided that the appropriate school district officer or employee has complied with Sections 48260, 48260.5, 48261, 48262, 48263, and 48291.

## COMMUNICATION

To keep open the lines of communication we ask that you follow this procedure:

Step 1: Student should discuss the concern directly with the teacher

Step 2: Student and parent(s) should discuss the concern with the teacher

Step 3: Contact the student's counselor with your concern

Step 4: Contact the student's assistant principal with your concern

Step 5: Contact the principal with your concern

## Administration

Administrators at San Ramon Valley High are available to meet with students, parents, or community members. Any concerns should start with assistant principals before being taken to the principal. Please e-mail or call your assistant principal in order to make an appointment.

**Zach Pinkerton**

*Assistant Principal*

*Students: A-Go*

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**Adam Gelb**

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**Julie Parks**

*Assistant Principal*

*Students: P-Z*

925.552.3036

[jparks1@srvhs.org](mailto:jparks1@srvhs.org)

## Counselors

Counselors at San Ramon Valley High are here to help students with their academic and personal needs. Our goal is to help all students obtain a high school diploma. Students are assigned to counselors according to the first letter of their last name. Students will have the same counselor while they are attending San Ramon Valley High School.

Students may make appointments to see their counselor in the Counseling office. Students are to make appointments during passing time between classes, at lunch, or before or after school.

Parents should call or e-mail to make an appointment prior to coming on campus in order to ensure that the counselor will be available during that particular time.

**Jenifer Levy-Wendt**

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Crisis Counselor

925.552.\_\_\_\_

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## Changing Classes

All necessary changes must be accomplished by the end of the first week of each semester. Schedule changes are not made to accommodate teacher choice.

## Dropping Classes

Dropping a course is a serious matter. All people involved should be aware of the consequences that dropping a course may have on the student's academic future. If a student requests to drop a course before completion of the 6th week of the first and/or third quarters the course will not appear on the transcript. The drop form must be signed by the teacher, counselor, parent and student. If a student wants to drop a course after the 6th week, the student should contact his/her counselor to discuss possible options pertaining to the drop.

## Repeating Classes

Students may choose to repeat an academic class to attempt to earn a higher grade. Credit toward graduation is earned for both classes, and the grade for both classes is reflected on the transcript. Grades for both classes are calculated in the GPA. If a student repeats a course used to satisfy the subject requirements in which he/she originally received grade of "C" or higher, the repeated grade will not be used in calculating the GPA.

## College & Career Center

Location: Administration Building, next to the Attendance Office.

The College & Career Center is open to students and parents to research occupations, colleges and universities, and scholarships. Testing materials (SAT, ACT, etc.), university applications, and a job placement board are available. For information about career fields and programs of study, the Center has an up-to-date computer information system. The center is staffed by the career and college coordinators who are available for individual meetings with students and parents. Contact: Candy Jewett, [cjewitt@srvhs.org](mailto:cjewitt@srvhs.org) or Jill Schratz, [jschratz@srvhs.org](mailto:jschratz@srvhs.org) or phone the Career Center at: (925) 552-3007.

## Teachers

The primary means of communicating with teachers is through e-mail or as a student in person. Please be professional in your e-mails and include a relevant subject line. Teachers are available to meet by appointment only. You may also call a teacher and leave a voicemail if necessary by calling the main school line at 925.552.3000.



## ACADEMIC POLICIES

### Academic Honesty

All work submitted by students should be a true reflection of their effort and ability. If it is not, then the student has manifested unacceptable behavior. The following criteria define cheating:

- Claiming credit for work that is not the product of one's own honest effort.
- Providing unwarranted access to materials or information so that others may dishonestly claim credit.
- Representation of another person's words, ideas, as your own by not properly citing the source and giving the author credit.
- Copying off the internet.
- Allowing somebody to copy from you.

Any behavior which can be defined as cheating represents a violation of mutual trust and respect essential to education at San Ramon Valley High School. Students who cheat should expect to be confronted by their teacher and will be subject to the following penalties:

- A zero on the submitted work
- Notification of parents
- Further disciplinary steps as deemed appropriate

If a student is found to have cheated a second time or is involved in a particularly serious act of cheating, the student will be referred to an assistant principal for a conference of those concerned: student, teacher, parents, counselor, and administrator. Consequences may include suspension from class and/or school; dropping the student from class with no credit; and/or notification of student's prospective colleges.

### Homework Policy (AR 6145 & BP 6154)

Homework is an integral component of education that deepens student learning and understanding. K-12 students will participate in homework that is meaningful, purposeful, and appropriate. Homework is defined as the time students spend outside the classroom in assigned learning activities. The Board believes the purpose of homework is to practice and to extend knowledge and skill. The Board also believes, as research supports, that student learning is positively affected when homework assignments are purposeful and engaging, and are appropriate in quality and quantity. The Board further believes completing homework is the responsibility of the student. As students mature, they are more able to work independently.

#### Homework for All Grades Levels

1. The Grade Level Guidelines of this policy are based on the needs of the average student.
2. The amount of homework assigned to students should be different in elementary, middle, and high school.
3. The amount of time a student spends on assigned homework depends on factors such as the student's needs, learning ability, subject, school schedule, testing schedule and assigned homework due dates. Time spent on homework should be balanced with the importance of personal and family well-being, and the wide array of family obligations experienced in our society today.

4. Parents and teachers should make students aware that learning occurs at home, school, and in the world around them.
5. Homework should be the result of collaborative efforts, thoughtfully considered, and coordinated to improve student learning.
6. Homework should be purposeful and meaningful to students. Legitimate purposes for homework include practicing a skill or process that students can do independently but not fluently, elaborating on information that has been addressed in class to deepen students' knowledge, and providing opportunities for students to explore topics of their own interest.
7. Reading is an integral part of learning and is a consistent part of homework.
8. Homework will reflect the accommodations and modifications of curriculum that is stated in a student's IEP or 504 plan.
9. Assigning homework over holidays is highly discouraged.
10. Homework is defined as any work assigned to be completed outside of class.

### **High School**

1. As a guideline, total homework assignments should have an estimated completion time of 3 hours or less of on task work per night, including reading. Long term projects should be included in this time frame.
2. Some elective classes such as, but not limited to drama, speech and debate, music, and athletics, will require additional time.
3. Though communication within a high school setting is challenging due to larger numbers of students, staff, and course offerings, staff should make efforts whenever possible to be aware of homework, projects, and testing schedules across the curriculum.
4. Long term assignments should have clear check points.
5. If weekend homework is deemed necessary, the amount should not exceed a regular day's assignment. Students may choose to use weekends for review, voluntary work, projects, or completion of make-up assignments.
6. AP, Honors, and Advanced courses are higher level classes and will require more extensive homework.

### **Responsibilities**

#### ***Students are responsible for:***

1. ensuring understanding of the homework and asking for clarification or help when needed
2. regularly completing assigned homework in a timely manner
3. managing time by staying focused, on task, and planning effectively for long term projects
4. bringing home all necessary materials
5. putting forth their best effort to produce quality work
6. completing or making up assignments and tests when suspended from school if required by the teacher.

#### ***Parents/Guardians are responsible for:***

1. being an advocate for their child, while encouraging the child to advocate for himself/herself
2. encouraging reading at all grade levels
3. providing an appropriate environment for homework to be done
4. providing a healthy balance between homework, extra and co-curricular activities, and family commitments
5. contacting the teacher if their child is not consistently able to do the homework by himself/herself

within the time guidelines, or if challenges or questions arise

### **Teachers are responsible for:**

1. sharing expectations for homework with students and parents early in the school year
2. encouraging a partnership between family and students that promotes timely communication and supports families in the homework process
3. designing homework assignments that clearly articulate their purpose and expected outcome, allowing for student questions and planning
4. providing timely feedback to students
5. ensuring any homework assigned is directly related to the classroom instruction and consists of clear, purposeful, and engaging activities
6. assigning homework that is appropriate and differentiated as needed
7. teaching the skills necessary for the students to complete the homework and become successful independent learners
8. articulation and planning with all curricular areas
9. providing makeup work for suspended students

### **Tips for Parents**

When there is a specific assignment, the best way for parents to help a child learn is by offering support when it is requested. At the same time, limits need to be set so that children learn to work independently. Even when children do not have specific assignments due, parents can be helpful by listening when children talk about school and by expressing interest in class work and school activities.

Talk with teachers if assignments seem to be causing students continuing problems.  
Share thoughts and ideas with children on many topics of interest

In helping students with homework, parents should:

- Show interest in the student's work
- Encourage the child to work independently most of the time
- Provide a suitable place for study, free from distraction, and if possible, reserved for that student alone
- Check to see the homework assignments are completed
- Assist in balancing school work with other activities

### **Make-up Work**

#### **Excused Absences**

Students who miss school work because of an **excused absence** *shall* be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

#### **Unexcused Absences**

Students who miss school work because of **unexcused absences** *may* be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

## Suspensions

When students miss school work because of **suspensions**, the Board of Education expects that teachers shall give students the opportunity to make up missed work. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

Teacher's procedures and processes for make-up work should be clearly explained to both students and parents. In high school, make-up procedures and processes should be addressed in the class syllabus.

## Grading

The purpose of grading is to communicate the level of achievement in the educational program to students, parents, institutions of higher learning, prospective employers, counselors and other schools the student might attend. The symbols used and the meaning of each symbol is as follows:

- A      Excellent Achievement
- B      Above Average
- C      Satisfactory Achievement
- D      Below Average, But Passing
- F      Failure to Meet Minimum Standards

NM      A No Mark (NM) is assigned when a student has been absent due to illness for an extended period of time, is absent during the final test, or is new to the school and has been enrolled for at least 20 school days. Students who receive a No Mark due to absences have the first 3 weeks of the next quarter to complete their incomplete work. Failure to complete this work will result in the NM converted to an F.

I      An Incomplete (I) is assigned if a student has outstanding work that was due during the grading period and which needs to be made up. If a student cannot make up the work, he/she will be assigned the appropriate grade. If the work can be made up, the student will receive an incomplete. All incomplete grades must be cleared within 6 weeks or they automatically become an F.

P/F      A Pass/Fail (P/F) grade may be taken by a student for no more than 4 semester credits. Students need to declare that they are taking a course P/F by the end of the 11th week of each semester. A Pass is not computed in a student's GPA. A Fail is computed in a student's GPA. Pass/Fail grades may not be acceptable for college admission requirements. All courses used to satisfy subject requirements must have letter grades.

## Graduation Requirements from San Ramon Valley High School

A student must complete 240 credits in order to graduate. Passing the California High School Exit Exam is also required for graduation. A standard class is worth 5 credits per semester, 10 credits per year. Students must complete the total number of credits in each of the areas listed below:

English	40
Mathematics	20
Science	20
Social Studies	35
Visual/Performing Art/Foreign Language/ Vocational/Applied Art	20
Physical Education	20
Health	5
Additional Credit	80
<b>Minimum SRVHS Requirement</b>	<b>240</b>

## Progress Reports

In order to let you and your parents know if your work is below standard, progress reports are e-mailed home during the middle of each quarterly grading period. These reports are sent to the parents of all students. Please note that if you receive a D, F, or in danger of failing on your progress report, you should schedule an appointment with the teacher(s) of that class immediately in order to develop a plan of action to help you pass the course. The marks on the progress reports indicate that you are in danger of failing and that you need to take immediate action to improve your grade.

## Report Cards

Report Cards are available on the parent portal four times a year within a week after the quarter ends.

## Schoolloop

Teachers post student grades, assignments, and other class information via School Loop. At a minimum, teachers update student grades every three weeks. Using the School Loop program, students can monitor their progress as well as email teachers. School Loop is accessible via the school's website or at: <http://srvhs.schoolloop.com>. Students and parents need only a student ID number to create an account. Parent accounts are approved by the student's administrator before grades can be viewed. This approval allows the school to verify the creator of the account is a parent or guardian and may take a couple of days.

## **ACTIVITIES: Extra-curricular & Co-curricular**

### **Definition**

For the purpose of this policy, extra-curricular activity means a program that has all of the following characteristics:

- a. The program is supervised or financed by the school district.
- b. Students participating in the program represent the school district.
- c. Students exercise some degree of freedom with the selection, planning and control of the program.
- d. The program includes both preparation for performance and performance before a public audience.
- e. The activity is not part of the regular curriculum, is not graded, does not offer credit and/or does not take place during classroom time.

Co-curricular activity means a program that may be associated with the curriculum in a regular classroom (Education Code 36150.5).

Examples of such extra-curricular/co-curricular activities/programs shall include but are not limited to the following:

- Instrumental music activities not included as part of the required program
- Pep squads, drill team
- Student government
- Clubs
- Drama activities not included as part of the required program
- Choral productions not included as part of the required program
- Competitive speech activities not included as part of the required program
- Out-of-class student newspaper presentations and competitions
- Out-of-class student yearbook, presentations and competitions
- Other performances or competitive groups

### **Extra/Co-Curricular: Attendance/Discipline**

In order to participate in school sponsored after-school activities as well as co-curricular and extracurricular events, students need to be in good behavior standing. Students also need to have current school identification cards and have been in attendance at school for four periods on the day of the activity, unless absent for the following reasons that have been pre-approved by administration: Medical appointments, attending funeral services of an immediate family member, or appearance in a court of law. Students not having an excused absence will be excluded from all activities on that day. Students truant and/or suspended on Friday or the last day of the week will be excluded from all extra-curricular activities until the following Monday or the next full day of school.

A parent may not excuse an athlete except for reasons stated above.

Excessive tardies may result on the loss of activities.

## Extra/Co-Curricular: Scholastic Eligibility

Participation in extra-curricular activities is a privilege. It is presumed that students who are representing San Ramon Valley High School in various activities are maximizing the educational opportunities that are available to them. Continued eligibility for participation in extra-curricular activities is contingent upon the student's maintaining at least a 2.0 grade point average with no F grades.

Any student member of, but not limited to, student government, class office, drill team, home coming or other rally activities, pep squad, newspaper or yearbook staff, choir, instrumental music, and drama, must maintain a 2.0 grade point average with no F grades, or be excluded from participation in these activities until he/she achieves a 2.0 grade point average and no F grades as per first quarter; first semester, third quarter; second semester.

### 9th Grade Eligibility

All incoming 9th graders are academically eligible to participate in extra/co-curricular activities. At the end of the first grading period, 9th graders must be eligible. They must have earned at least a 2.0 and had no course failures.

## Senior Activities

Senior activities are school sponsored events that seek to recognize and reward four years of hard work. They are a privilege extended to deserving and graduating seniors. Seniors participating in these events represent San Ramon Valley High School and are expected to uphold the highest standards of conduct and behavior. Accordingly, criteria for participation follow:

**Cannot be in danger of failing any courses required for graduation**, according to most recent report card and/or progress report.

Name on the final graduation list and positive participation in all graduation practices.

## Clubs

Clubs are an important part of life on a high school campus. Clubs perform many important functions and provide an opportunity for students to participate in a wide range of fun and interesting activities. All clubs must be approved by school site and administration. All financial activities must be approved by both the ASB and site administration. All monies from these activities must be documented through ASB accounts. Consult the Daily E-Bulletin for club activity information.

## Dances

San Ramon Valley High dances are for current high school students only (except Senior Ball).

Students wishing to bring a guest to Homecoming, Junior Prom, and/or Senior Ball must complete a Guest Registration form. The completed form must be submitted to the Assistant Principal by 3:30 pm one week prior to the dance. All guests must be pre-approved by the assistant principal before they will be allowed to attend.

The administration has the right to refuse admittance to a dance.

### *Dance Guidelines*

1. Dance moves may not imitate any overt sexual action.
  - a. Students will receive one warning and placed in a time-out room for 10 minutes.
  - b. The second offense will result in ejection from the dance.
2. Any individual removed from the dance will not receive a refund of their money.
3. Students are to conform to the school dress code at regular dances.
4. Students who fail to follow guidelines may have their dance privileges rescinded.
5. Students removed from a school dance for extreme defiance may be prohibited from attending all school dances for the remainder of the school year, including Junior Prom and Senior Ball.
6. Students will be screened for illegal substances and subject to search. Possession or being under the influence of any controlled substance (such as drugs, alcohol, or tobacco products) is prohibited. Such behavior will be dealt with in accordance with the school's discipline code and reported to the police.
7. Doors will be closed after 9:30pm. Students may be admitted after 9:30pm only with the permission of the administrator in charge.
8. There are no "in and out" privileges at dances. Once a student exits the dance, he/she will not be readmitted.
9. As a school activity, school rules apply to dances. Students must dance in a safe and appropriate manner. Demeaning or sexually explicit dancing, groping, fondling, freak dancing, bending over, lap dancing, floor break dancing, and moshing are not acceptable.
10. Upon entry, all students will receive a wristband. If a chaperone determines that students are behaving inappropriately, a warning may be issued with a mark placed on the wristband. If a second offense occurs, administrators will remove the wristband and may dismiss the student and inform the parent/guardian.
11. No backpacks or large bags are allowed in the dance. All bags will be searched.
12. Students should dress appropriately. Students not in dress code will be asked to leave the dance and will not be issued a refund. Below are a few guidelines:
  - a. All undergarments must be covered at all times
  - b. Tank tops must fit snugly on the sides and top
  - c. No plunging necklines or bare backs
  - d. Midriffs may not show when arms are raised
  - e. Shorts/skirts must be mid-thigh
  - f. No swim suits may be worn
  - g. Spandex may only be worn underneath other garments
  - h. See-through or sheer material may not be worn
  - i. Shirts that are torn or torn and then tied together are prohibited



### ***Junior Prom***

1. Students must have a current student picture ID card.
2. Guests must have a picture ID with date of birth.
3. Guests must be current high school students
4. Any student serving an all day suspension shall be ineligible.

### ***Senior Ball***

1. Students must have a current student picture ID card.
2. Guests must have a picture ID with date of birth.
3. Guests must be under 21 years old.
4. Any student serving an all day suspension shall be ineligible.

### **Field Trips**

There are two types of field trips and two types of permission forms: those as part of the academic curriculum of classes and those considered enrichment through extracurricular activities. If you are not performing well in one or more of your classes or have poor attendance, your teacher(s) may choose to not approve your participation in the enrichment field trip. They may refuse to sign the permission form. If the field trip is of an academic nature and tied to classroom curriculum, the signed permission form is required as evidence of notification of your upcoming absence. Students must go and return on the bus and/or district transportation.

### **Outdoor Education**

Due to the nature of being a camp counselor, there are stricter requirements in order to take part in this activity. For the current academic school year a student must have:

1. At least a 2.5 GPA
2. Less than 10 tardies
3. Less than 5 cuts
4. No outstanding lunch detentions or Friday schools

### **Intramural/Lunch Time Activities**

Intramural and lunchtime activities are available to all students. During these activities, all school rules are in effect. Inappropriate behavior is unacceptable. Violation of the school rules may result in being removed from the activities/intramurals in addition to permanently losing the privilege to participate.

### **Student Government**

The Student Council is made up of elected officers and appointed commissioners. All student body officers must be enrolled in the Leadership class per the Associated Student Body bylaws. All elected student officers and appointed commissioners must be enrolled in the Leadership class. The Council works on desired projects for the Associated Student Body (ASB).

### ***Elections***

The procedures for running for Student Council Office are quite simple. Potential candidates can pick up an application and petition from the Student Activity Office. Completed applications and petitions should be turned in to the Activities Director in the Student Activity Office. All students running for Student Council Office must meet Scholastic Eligibility Requirements (maintain a 2.0 G.P.A. and no F's in the grading period previous to the one in which the election is going to be held and, if elected, every following grading period and the subsequent elected term.) See the Scholastic Eligibility Policy in this handbook.

## ATHLETICS

### *Philosophy/Mission "Winning is not an outcome, Winning is an Attitude."*

The fundamental purpose and goals of the San Ramon Valley Athletic Department mirror the purpose and goals of the school in general. Specifically, San Ramon Valley High School recognizes that its interscholastic athletic program is an integral part of the total education program. It is our philosophy to provide a positive atmosphere of sportsmanship and learning, both at practice sessions, and at interscholastic events, and at the same time provide a healthy competitive experience for our students. San Ramon Valley High recognizes that striving to win is part of the American way of life, however, the element of competition and winning, although it exists, is controlled to the point that it does not determine the nature of our athletic program. Participation in athletics is a privilege and athletics can give the student the opportunity to learn leadership skills, it can foster self-confidence, self-discipline, organization, decision-making skills, and it encourages them to set goals. A comprehensive athletic program is vital for the educational development of our students.

San Ramon Valley High School competes in the East Bay Athletic League (EBAL): North Coast Section North Coast Section (NCS). EBAL includes 9 schools: Amador, Foothill, Livermore, Granada, California, Monte Vista, Carondelet, De La Salle, and San Ramon Valley. NCS is comprised of about 160 schools starting in the Bay Area, and moving north to the California border. Teams have an opportunity to compete in the NCS Championships if they meet the criteria for being selected into this post season competition. Student athletes must adhere to the eligibility standards outlined below. All students wishing to participate must have completed a physical exam, a pre-medical history, provide proof of insurance, an emergency medical card and a sports waiver form. All student- athletes must be in good academic and behavior standing. All sports forms are available on [www.srvhs.net](http://www.srvhs.net).

No person shall on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics. (5 CCR 4920)

#### **Athletic Office**

(925) 552 - 3005

Fax (925) 838 - 7802

**Athletic Director:** John Raynor - [jraynor@srvhs.org](mailto:jraynor@srvhs.org)

### **Funding of Sports**

High school athletics in the San Ramon Valley Unified School District are self-funded. The cost of running an athletic department is approximately \$300,000.00 annually. This includes: all operational expenses, all coaching salaries, officials costs, transportation, and equipment. Our funding sources include: participation contributions from parents, SRV Athletic Booster Club Contribution, and gate receipts from games.

The athletic programs do not receive funding for equipment, uniforms, transportation, officials, or most coaching stipends. As such, voluntary donations are accepted to fund these valuable programs. We encourage all interested students to try out for athletic teams. Participation in athletic programs is not

dependent on financial donations.

Depending on the team there may be personal equipment necessary which may include: shoes, bats, sticks, padding, goggles etc. A specific itemized budget for each sport is presented by the coach at a Parent Orientation meeting.

If interested in providing a donation please make checks payable to San Ramon Valley High School and print the athlete's sport on the memo line. This donation covers major operating costs of our athletic budget which includes: officials, equipment, athletic trainers, supervision/security, facility, upgrades, first aid supplies, CIF, NCS & EBAL fees and various general expenses to operate our athletic dept. The suggested donation amounts for each sport are presented in an itemized budget at a parent player orientation meeting.

### **SRVHS Athletic Booster Club**

Athletic Boosters is an organization that supports all of our athletic teams. This organization, comprised of volunteer parents, contributes \$56,000.00 annually to supplement our athletic department budget. We strongly urge you to attend our meetings as well as to volunteer for the many positions that are available. SRVHS Athletic Boosters meets the First Monday of each Month in the Career Center from 7:00 pm to 8:00 pm. Please join our Athletic Booster Club - it helps all sports!!

### **Insurance Coverage/Risk of Participation**

All student athletes must have insurance coverage to participate in a sport. Our school district offers a program for those students who do not have insurance coverage of their own. Participation in interscholastic athletics can lead to possible injury to athletes. Although most injuries are minor in nature, it is possible that an injury could occur that is severe enough to cause a person to become a paraplegic, quadriplegic, or result in death. San Ramon Valley High School and its staff take every precaution to prevent such injuries, but such risk does exist.

It is the policy of our athletic department to require a medical release clearance note from a physician for any injury that requires a student to be seen by a physician. Parents should ask the attending physician for a note in order for the student to return to the activity-please submit this document to the coach.

### **Transferring Schools**

**All Transfer Students are initially ineligible.**

Transferring from one school to another may affect a student's athletic eligibility under the rules of the (NCS) North Coast Section, and the (C.I.F.) California Interscholastic Federation. Students must meet with the Athletic Director and administrator in charge of the Athletic Department if they have transferred!

### **Academic Eligibility**

Each student must maintain a 2.0 grade point average to be eligible to participate in athletics. School wide dates of eligibility are at the end of each quarter. Students must be enrolled in five classes and must pass twenty credits. If a student does not achieve a 2.0 he/she may apply for an athletic waiver. An athletic waiver request must be submitted within three days from the date that the student is notified of his ineligibility. Only one waiver is granted during the four years of high school.

## Tryouts

### *Tryout Policy*

1. Any student who intends to tryout for a team must sign up for the and attend the informational meeting
2. Any student trying out for a team will be allowed at least three try-out dates. This includes any athlete who will begin try-outs late due to an overlapping commitment. In some cases students will be allowed to make-up a missed try-out-date(s)(i.e. student injury) This is a coach's discretion.
3. Any student not selected for a team may request an explanation from the coaching staff of that sport.
4. Any student trying out must complete all tryout requirements

### *Stay informed and be prepared.*

It is your responsibility to know when tryouts will be held. All teams hold at least 2 tryout meetings; so look for flyers, check our daily e - bulletin, and check the bulletin board outside the bookkeeper's office. Specific dates, times, location, and expectations will be reviewed by the varsity coach at the tryout meetings. See the coach's phone directory and contact the varsity coach if you have any questions or concerns.

### *Do the paperwork early.*

Download all forms – go to [www.srvhs.org](http://www.srvhs.org) -see athletic forms

Attend pre-season meetings and the varsity coach/program coordinator will provide you with the general information necessary to tryout for a sport. The forms include: physical card/insurance must be stamped by an M.D., medical emergency card, rules and guidelines (. Along with these forms slip must be submitted to the coach prior to trying out for a sport. No students will be allowed to tryout without this clearance slip-No Exceptions.

### *Does everyone make a team?*

No; however, we do have some teams that have a no-cut policy--football, cross country, wrestling, and track and field. High school athletics is competitive, yet our philosophy is to keep as many students as possible on the freshman and junior varsity levels without compromising the skill that is necessary to represent these programs.

### *In Season Team /Parent Meetings*

Each Varsity Head Coach will organize a team meeting at the beginning of the season to review certain information with parents of team members. Parents of those players selected are required to attend this important informational evening. It is our hope that this meeting will be a vehicle for effective, open and appropriate communication between the coach, players and parents.

## Attendance

In order to participate in an athletic event, a student must have attended a minimum of four periods on the day of the event. If a student has a medical appointment on the day of an event, a note of verification must be presented to the coach.

A student suspended (out of school or in-house suspension) on a given day is ineligible to participate in any extra-curricular activity on that day which includes practice or games.

## **Family Vacations**

When parents and student athletes choose to take their family vacations during a sport season, it must be understood that the time missed by the student athlete can affect team chemistry, and personal conditioning. Student athletes that miss practices or competition for any reason may have their playing time or position adjusted. Coaches shall make every effort to inform parents and student athletes of the season's schedule as far in advance as possible.

## **Religious Holidays**

In the event that a student athlete needs to miss a practice or game due to the observance of a religious holiday, the student athlete will not be penalized in any way.

## **Team Rules**

Team rules require the athlete's compliance with the established team rules, procedures, and instructions of the coach. Coaches have the authority to suspend an athlete temporarily for failure to comply with rules, and procedures or when the athlete's safety or safety of others require such action. Permanent removal from the team may occur only after consultation with the Athletic Director and Assistant Principal in charge of athletics. See - SRVUSD AR 6145 on our web site.

## **Practices**

Practices times are determined by the coaches and facility availability. Depending on your sport, practice could be in the morning, right after school, or the evening. All practices are to be completed by 9:30 pm and no sport should exceed a 2 1/2 hour time period. No sport will practice on Sundays; however, many of our teams will have Saturday practices and tournaments.

## **Quitting or being removed from a team**

Each athlete will have a two-week period, after previous season ends, to decide if he or she wants to stay on a team. If the athlete quits after two weeks, he or she will not be allowed to participate on another team until the sport he or she has quit is completed. If an athlete is removed for disciplinary reasons, the athlete may not participate in another sport until the team he or she was removed from completes its season.

## **Anti - Drugs, Alcohol, Tobacco, Steroids Rules -**

I recognize that participating in the extracurricular and/or co-curricular activities offered in high school is a privilege and not a right; thus, this privilege can be revoked for failing to meet the Districts' eligibility requirements and behavior guidelines, including enrollment and grades (minimum GPA of 2.0), attendance, and use of prohibited substances (alcohol, controlled substances, steroids). Please refer to AR 6145 for specific SRVUSD rules on our web site.

## **Non-School Competitions**

A student on a high school team becomes ineligible if the student competes in a contest on an "outside" team, in the same sport, during the student's high school season of sport. See your high school coach to clarify.

## **Participating on two teams during the same season**

It is SRVHS's basic philosophy not to allow a student to participate in more than one sport in any single season. Reasons behind this policy include the different physical demands of two sports, academic stress, the stress resultant from a student oversubscribing him or herself, and the difficulty in making a full-time commitment to either sport.

## Lettering Guidelines

The criteria for earning a letter may vary from sport to sport because of the different characteristics of each program. Each Varsity Head Coach will be permitted to determine the criteria necessary for earning team awards, and he or she will make athletes aware of this criteria at the beginning of the season. Letterman jackets are purchased independently from our school.

## Transportation

**Students are not allowed to drive to contests.**

The preferred option for traveling is via buses. However, due to the expense involved in transporting athletes an additional transportation fee is collected by teams that use buses. Many parents and the school assist in team travel. Proper forms must be filed with the school before parents can drive.

## Student Athlete/Parent Concerns

To keep open the lines of communication we ask that you follow this procedure:

- Step 1: Athletes should discuss their concerns directly with the coach
- Step 2: Athletes and parent(s) should discuss concern with the coach
- Step 3: Contact the athletic director with your concern
- Step 4: Contact the assistant principal
- Step 5: Contact the principal

The SRV athletic department and its staff are willing to discuss concerns or problems that may arise, and we are willing to hear concerns by using the aforementioned procedure. It should be noted that playing time, one's position, technical and team strategy and preparation, and team selection is the responsibility of the coach.

Hazing Policy: San Ramon Valley High School is unequivocally opposed to all forms of hazing involving student-athletes, coaches, or staff members. Hazing means any act by one or more individuals that results in endangering the mental or physical health or safety of a person, subjecting a person to mental or physical discomfort, embarrassment, harassment, ridicule, or humiliation, or destroying or removing public or private property, for the purpose of initiation in to or continued membership on a team, regardless of the person's willingness to participate in the activity.

Hazing shall be punishable pursuant to the provisions of the Code of Conduct. All hazing incidents should be reported immediately to the athletic director, varsity program coordinator, and level coach.

# BEHAVIOR EXPECTATIONS AND CONSEQUENCES

## Student Conduct Code

Clarity of expectations and equality of treatment of students are important. The staff of San Ramon Valley High School and Board of Trustees of San Ramon Valley Unified School District strives to clarify what is expected of students, help students develop their own sense of responsibility, assist students in understanding their own rights and establish the consequences for misbehavior.

The Student Conduct Code provides an indication of the types of violations and potential consequences that may apply to students whose behavior is related to school activity or attendance which occur at any time, including but not limited to the following: (1) While on school grounds; (2) While going to or coming from school; (3) During either lunch period, whether on or off the campus; (4) During the period that school is in session when the student is truant from school; and (5) during, or while going to or coming from, a school sponsored activity.

## Open Campus

Open campus is a privilege enjoyed by seniors who meet the criteria to go off campus at lunch time only. Students must have a signed permission form from their parents on file in the office in order to be eligible for off campus lunch.

Students may not leave campus at any other time unless they have checked out through the Attendance office and obtained an off-campus check-out pass prior to leaving. Failure to check out and receive an off-campus pass through the attendance office will result in being considered truant. Appropriate consequences will then be assigned.

Students not planning to return to school after lunch are required to check out with the Attendance office and obtain an off-campus check out pass prior to leaving.

It is important that students continue to respect the rights of private property owners when leaving and returning to campus. Students are responsible for not loitering on private property and keeping litter from neighboring streets.

Students are not allowed on other campuses without authorization during the school day (before school, during school, at lunch, after school).

## *Criteria for seniors to Receive Off-Campus Lunch Privileges*

In any given quarter, a student must have:

Signed parent permission/completed application.

Students must present their off-campus pass to the staff member at the exit gate upon exiting and returning to campus.

Consequences for exiting campus without a valid off campus pass are the following:

First Offense:	1 Week of Lunch Detention
Second Offense:	1 Week of Lunch Detention & 1 Friday School
Third Offense +:	Consequences as appropriate



Students must show their current off campus pass when they are leaving from and returning to campus at lunch. Students holding an off campus lunch pass must use designated exits. Lost or damaged lunch passes may be replaced for a \$7 fee. Students wishing to replace a lost or damaged lunch pass should contact the Bookkeeper and complete the appropriate paperwork.

## Rights & Responsibilities

### Student Rights

**The Right to an Education:** San Ramon Valley High School will maintain an atmosphere in school, and at school activities, which enhances the potential for success of every member of the student body.

**The Right to Receive Instruction:** The right to the full use of class time for receiving instruction and for learning.

**The Right to Be Heard:** Students are encouraged to voice constructive criticism through available channels of communication (student government, school newspaper, conversations with teachers, counselors and administrators) as long as this process does not disrupt the orderly operation of the school.

**The Right to Fair Treatment:** The right to fair, consistent and respectful treatment by staff members and other students.

### Student Responsibilities

**Obey School Rules:** Reasonable school rules and regulations are designed and enforced by San Ramon Valley High School so that a productive school environment that is conducive to effective teaching and learning can be preserved.

**Courteous Treatment of Others:** All students and staff members are entitled to expect courtesy and respect from others. This includes the right of all students to receive an education.

**Attend School Daily:** Unless ill or legally excused, students are required to attend each class every day. In addition, students may lose the privilege of participating in extra-curricular activities due to unexcused absences, truants, or tardies.

**Be on Time and Come Prepared for Class:** Students who enter a classroom after instruction has begun or students who delay class activities because they do not have necessary books and materials are interfering with the right of others to learn.

**Complete All Assignments and Meet Deadlines:** The full responsibility for learning cannot be transferred from the student to the teacher. A meaningful education requires that students punctually complete all school assignments.

**Respect Public Property:** Carefully use and return all materials and equipment and take care of school grounds.

**Cooperate with School Staff Members:** All communities depend upon the willingness of citizens to play a part in upholding the rules to which everyone adheres. It is unreasonable to expect help when your rights have been violated when you have refused to help others protect their rights.



## Disciplinary Violations and Consequences

**Please note:** All school rules are enforceable on the way to school, leaving school, during school, at lunch time, during the period that school is in session when the student is truant from school, at school activities, to and from school activities on or off campus. The area of school supervision includes the campus, the perimeter of the campus and sidewalks on both sides of the streets adjacent to the school. All school rules are also in effect at ALL SCHOOL events and activities.

The Student Conduct Code provides an indication of the types of behavior violations and potential consequences that may occur. Please be aware that behavior consequences incurred at any of the San Ramon Valley Unified School District Schools are cumulative, regardless of the fact that they pertain to different offenses. Consequences and infractions incurred at one school will be carried out in any of the other San Ramon Valley Unified School District High Schools in case of student transfer. Each student behavior as well as his/her academic record will follow the student if, and when, he/she changes schools in the San Ramon Valley Unified School District. **Serious violations or violations of different sections of the Education Code can lead to maximum consequences on the first offense.**

48900.5. Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

### Suspensions

48900.5. Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

48903. (a) Except as provided in subdivision (g) of Section 48911 and in Section 48912, the total number of days for which a pupil may be suspended from school shall not exceed 20 schooldays in any school year, unless for purposes of adjustment, a pupil enrolls in or is transferred to another regular school, an opportunity school or class, or a continuation education school or class, in which case the total number of schooldays for which the pupil may be suspended shall not exceed 30 days in any school year.

(b) For the purposes of this section, a school district may count suspensions that occur while a pupil is enrolled in another school district toward the maximum number of days for which a pupil may be suspended in any school year.

### In-House Suspension

Support Room is a classroom learning center where students are required to work independently. Support Room is used as an administrative placement in lieu of suspension. It is offered one day each week on Friday. Students with excessive support room placements are subject to suspension. Students may request to make up work missed due to placement in Support Room. The teacher shall provide all assignments and tests that the pupil will miss while suspended in Support Room (Education Code 48911.1).

## Grounds for Suspension: Ed. Code 48900 and Expulsion

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- a) 1: Caused, attempted to cause, or threatened to cause physical injury to another person.  
2: Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) (g) Stolen or attempted to steal school property or private property.
- h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental

harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

- r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.48900 (s). A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
- 1) While on school grounds.
  - 2) While going to or coming from school.
  - 3) During the lunch period whether on or off the campus.
  - 4) During, or while going to or coming from, a school sponsored activity.

48900 (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

Grounds for suspension and/or expulsion also include Education Code Sections 48915, 48900.2 and 48900.3 and 48903

48900.2. In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

48900.3. In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

48900.7. (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both. (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person

reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

### **Search and Seizure (BP 5145.12)**

The Governing Board recognizes that incidents may occur which jeopardize the health, safety and welfare of students and staff and which necessitate the search and seizure of students, their property, their lockers and/or vehicles by school officials.

School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law of the rules of the district or the school. The Board urges that discretion, good judgment and common sense be exercised in all cases of search and seizure.

When possible, staff may use a metal detector when searching an individual for weapons.

The parent/guardian of a student subjected to an individualized search shall be notified by the district as soon after the search as possible.

### **Procedures for Suspension**

#### ***Teacher Suspension of a Student Ed. Code 48910***

A teacher may suspend, for any of the reasons contained in Section 48900, any student from his/her class for the day of the suspension and the following day.

1. When a teacher suspends a student for any of the reasons contained in Section 48900, the teacher shall immediately report the suspension to the principal / assistant principal for appropriate action.
2. As soon as possible the teacher shall ask the student's parent or guardian to attend a parent-teacher conference regarding the suspension. A counselor should attend the conference if it is practicable, and a school administrator may attend if either the parent/guardian or teacher so requests.
3. A suspended student shall not be returned to class during the period of suspension without the approval of the teacher of the class and the principal / assistant principal.

#### ***Principal / Assistant Principal Suspension of a Student Ed. Code 48911***

The principal or the assistant principal may suspend and/or place a student on probation for any of the reasons contained in Education Code Section 48900. The suspension shall be limited to five (5) consecutive school days.

Suspension shall be preceded by an informal conference between the student, a certificated school employee, and whenever practicable, the teacher or supervisor who referred the student to the principal/assistant principal. At the conference, the student shall be informed of the reason(s) for the disciplinary action and the evidence against him/her, and shall be given the opportunity to present his/her version and evidence in support of his/her defense. The conference may be omitted if the principal/assistant principal determines that an emergency situation exists, in that there is a clear and present danger to the lives, safety or health of students or school personnel. If the pre-suspension conference is not held, then a meeting shall be held as soon as practicable, but not later than two (2) school days from the day the suspension is ordered unless the student is physically unable to attend due

to hospitalization, incarceration, etc., in which case the conference will be held as soon as the student is physically able to return to school, unless the student waives the right to the conference.

At the time of suspension, a school employee shall make a reasonable effort to contact the student's parent or guardian in person or by telephone. A school employee shall also report the suspension of the student to the district superintendent.

A notice of the suspension shall be mailed by a school employee to the parent or guardian within two (2) school days of the beginning of a suspension in the primary language of the parent or guardian, if practicable, containing each of the following:

1. A statement of the facts leading to the decision to suspend.
2. The date and time when the student will be allowed to return to school.
3. A statement of the right of the student or parent to request a meeting with the superintendent or the superintendent's designee.
5. A statement of the parent's or the student's right to have access to the student's record as provided in Education Code 48914.
7. A request that the parent or the guardian attend a conference with school officials regarding the student's behavior, including notice that State law requires parents or guardians to respond to such request without delay.

While the parent or guardian is required to respond without delay to a request for a conference regarding their child's behavior, no penalties may be imposed on the student for the failure of the parent or guardian to attend such conference. In addition, the student's re-admission shall not be contingent on the attendance of the parents or guardian at such conference.

## Appealing Suspension

San Ramon Valley Unified District Policy 5144.1

Under the provisions of Education Code Section 48914, the District has established the following procedures for appealing a suspension imposed by the school:

- 1) The student or the student's parent or guardian may appeal a suspension and/or other disciplinary action imposed by the assistant principal to the principal of the school. The appeal shall be filed within ten (10) school days of the time that the suspension and/or other disciplinary action took place. A meeting, if requested, must be held within three (3) school days of the time that the principal received the request for an appeal. The principal shall make a decision regarding the appeal within two (2) school days.
- 2) If the appeal is not resolved at the school-site principal level, then the student or the student's parent or guardian may appeal the suspension and/or other disciplinary action to the superintendent or the superintendent's designee. The appeal shall be filed within ten (10) school days of the time that the principal renders his/her decision. A meeting, if requested, must be held within three (3) school days of the receipt of the request by the superintendent or the superintendent's designee. The procedure shall be as follows:
  - a. The superintendent or the superintendent's designee shall determine if there was sufficient evidence to find that the alleged violation occurred, and whether the penalty was appropriate for the violation.
  - b. The pupil may designate a representative to be present with him/her at the meeting, but the representative shall not serve as legal counsel unless the district has a legal counsel

- present to represent the school district.
- c. At the meeting, the superintendent or the superintendent's designee shall review all written documents in the case; and the pupil and the pupil's parent/guardian and representative may address the superintendent or the superintendent's designee on the evidence and the appropriateness of the penalty.
  - d. The Superintendent or Superintendent's designee shall make a decision within five (5) schooldays. If the Superintendent or Superintendent's designee determines that no violation occurred, all record and documentation regarding the disciplinary proceedings and suspension shall be immediately destroyed and no information regarding the meeting shall be placed in the student's permanent record file. If the Superintendent or Superintendent's designee determines that the penalty imposed was inappropriate for the violation, all records and documentation concerning the suspension and/or other disciplinary action shall be revised to indicate only the facts leading to the penalty imposed by the Superintendent or the Superintendent's designee.

### **Rights of Suspended Pupil to Complete Assignments and Tests**

The teacher of any class from which a pupil is suspended may require the suspended student to complete any assignments and tests missed during the suspension. In addition, a suspended pupil may be allowed to complete all assignments and tests missed during the suspension which can be reasonably provided, and upon satisfactory completion, given full credit therefore. (Education Code 48913)

## Expulsions

Expulsion means the removal of a student from (1) the immediate supervision and control, or (2) the general supervision of school personnel for more than five (5) consecutive school days. The expulsion shall remain in effect until the governing board orders the re-admission of the student. At the time of the expulsion, the governing board shall set a date, not later than the last day of the semester unless expulsion under 48915 which may include a full year expulsion, following the semester in which the expulsion occurred, when the student may apply for re-admission to school.

### Grounds for Expulsion: Ed. Code 48900

48915. (a) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

- 1) Causing serious physical injury to another person, except in self-defense.
- 2) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- 3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- 4) Robbery or extortion.
- 5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
  - a. Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:
- 6) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- 7) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- 1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
- 2) Brandishing a knife at another person.
- 3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- 4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- 5) Possession of an explosive.

### District Disciplinary Review Board

Rather than conducting an expulsion hearing itself, the governing board may appoint an impartial hearing panel composed of three (3) or more certificated personnel of the district, none of whom



shall be on the staff of the school in which the student is enrolled. San Ramon Valley Unified School District has elected to establish the District Disciplinary Review Board to serve as a hearing panel on expulsion referrals; serve as a review board on requests for reinstatement.

## **Procedures for Expulsion**

### ***Expulsion Recommendation by Principal / Assistant Principal***

When the principal or the assistant principal determine that a student should be recommended for expulsion, the student will be suspended utilizing the regular suspension procedures. The principal or the assistant principal will then prepare a report of the case to include:

- 1) The student's academic/attendance records;
- 2) A chronological account of the development of the case and a statement of the conduct which led to the decision to recommend expulsion;
- 3) A description of actions taken by the school to correct the student's previous misbehavior when the
- 4) expulsion recommendation is based on violation of subdivision (f), (g), (h), or (k) of Section 48900;
- 5) Any record of contacts with other agencies and the results of such contacts.

### ***Pre-Expulsion Meeting***

The student and the student's parent or guardian will be given an opportunity to meet with the superintendent or the superintendent's designee prior to the expulsion hearing to discuss the facts and charges upon which the recommended expulsion is based and review required expulsion procedures and due process regulations.

The superintendent or the superintendent's designee may also extend the suspension until the governing board has made a decision regarding the recommended expulsion if he/she determines that the presence of the student at school would cause a danger to persons or property or a threat of disrupting the instructional process.

### ***Written Notice of Hearing***

The student and the student's parent or guardian shall be entitled to a hearing before the District Disciplinary Review Board to determine whether the student should be expelled.

Written notice of the hearing shall be forwarded by certified mail to the student at least ten (10) calendar days prior to the date of the hearing. The notice shall include:

- 1) The date, time and place of the hearing;
- 2) A statement of the specific facts and charges upon which the proposed expulsion is based;
- 3) A copy of the disciplinary rules of the district and Student Conduct Code which relate to the alleged violation;
- 4) The opportunity of the student or the student's parent or guardian to;
  - a. Appear in person or to employ and be represented by counsel,
  - b. Inspect and obtain copies of all documents to be used at the hearing, c) Confront and question all witnesses who testify at the hearing, and
  - c. Question all evidence presented, and present oral and documentary evidence on the student's behalf, including witnesses.



### ***Decision to Expel***

If the District Disciplinary Review Board decides not to recommend expulsion, the expulsion proceedings shall be terminated and the student shall be immediately permitted to return to school. The decision not to recommend expulsion shall be final.

If the District Disciplinary Review Board recommends expulsion, findings of fact in support of the recommendation shall be prepared and submitted to the governing board. If the governing board accepts the recommendation for expulsion, acceptance shall be based either upon a review of the findings of facts and recommendations, or upon the results of any supplementary hearing that the governing board may order.

The decision of the governing board to expel a student shall be based upon substantial evidence relevant to the charges given at the expulsion hearing or hearings. The final action to expel a student shall be taken only by the governing board in a public session.

### ***Appealing an Expulsion Action***

If a student is expelled from school, the student or the student's parent or guardian may file an appeal with the County Board of Education within thirty (30) days of the board's decision to expel.

## Other Student Conduct

### Alcohol and Drugs

Students are prohibited from using any drugs or consuming any alcohol or being under the influence of any drugs or alcohol or intoxicant of any kind while on school property, during school-sponsored activities and under school jurisdiction. Possession of drugs and/or alcohol or intoxicant of any kind, either actual or constructive, by students on school property, during school-sponsored activities, or under school jurisdiction is also expressly prohibited. Possession of drugs, alcohol or intoxicant of any kind includes, but is not limited to, actual physical possession or control of such substances, possession of such substances in a student's car, locker, desk, backpack or other container or being in close proximity to such substances with the intent to use or possess such substances.

### Dress Standards

The primary responsibility for student dress and appearance rests with the parents. The primary purpose of school is education. Therefore, all aspects of school must be considered with that objective in mind. As a guide, students should be dressed in clothing that would be appropriate in the workplace.

Wearing apparel shall be neat, clean, safe, and not disruptive to instructional activities. All students must wear some form of shoes, sandals, or moccasins. Tattoos must conform to the dress code or otherwise be covered at all times.

Unacceptable clothing choices include, but are not limited to, the following:

- Crude or vulgar commercial lettering or printing, and pictures depicting occult messages, drugs, tobacco, alcoholic beverages, racial/ethnic slurs, unauthorized group affiliation or that are sexually suggestive, on shirts, sweatshirts and other wearing apparel are not acceptable.
- Such items as beach attire, nightwear, bedroom slippers, or unsafe accessories are not allowed.
- No spandex or lycra material shorts, skirts or dresses.
- No bottoms or splits are to be shorter than where the student's fingertips reach when the arms and fingertips are fully extended on the sides.
- Any clothing/accessory that may be deemed dangerous, i.e. chains, steel-toed boots, items with spikes or studs etc. are unacceptable.
- Clothes, apparel or attire must be sufficient to conceal undergarments at all times. Clothing, apparel or attire that fails to provide adequate coverage of the body, including but not limited to, see-through, fishnet fabrics, tops that do not touch the top of the pants/skirts, tank tops, tube tops, halter tops, off the shoulder or low cut tops or dresses and sagging pants are not allowed.
- No holes or tear that are revealing (i.e. tears above the finger tips).
- Tank tops or T-Shirts with cut outs under the arms are not allowed.
- Pants must be worn at the waist, not at the hips.
- Sunglasses are not to be worn in the classroom.

Any student who deviates from the accepted standards set forth in this policy will be required to prepare properly for the classroom before being admitted. Refusal to cooperate will result in disciplinary action.

### Driving/Parking

All drivers of motorized vehicles are to observe existing vehicle code provisions, school regulations and common sense while operating their vehicles. Students who endanger the lives of others in the parking lots by speeding or reckless driving are subject to citation by local police and disciplinary action. The speed limit is 5 mph. Do not park in any unauthorized spaces. Cars that are illegally parked are subject to

a parking ticket and towing charges. Drivers who continue to abuse parking regulations will lose their school vehicle use privileges and are subject to school disciplinary action (Ed Code 48990 sub section K). Loitering is prohibited in all parking lots before school, during break and after school.

### **Gum, Food, Drink**

To maintain high academic standards and clean classrooms, gum, food and drink are NOT to be brought into the academic setting.

### **Restrooms**

Restrooms are open for student use throughout the school day. During class time, students must obtain a hall pass from the teacher to use the restroom. Students using the restroom are to cooperate with staff members checking or supervising the area. Restrooms are not to be used for social gatherings. Food and loitering are not allowed in the restroom. Cell phones are not to be used on the way to or in the restroom.

### **Skateboards/Rollerblades**

San Ramon Valley High School does not allow skateboards and rollerblades to be brought to or ridden at school. Skateboards and rollerblades that are brought to school will be confiscated and placed in the assistant principal's office until the end of the day. A behavior referral will be sent notifying parents of our policy and the offense. A second offense will include removal of the skateboard or rollerblades to the assistant principal's office and is considered defiance of authority. Any subsequent offenses may result in full suspension from school.

### **Smoking**

Students may not smoke on school premises or on areas adjacent to campus at any time, including the normal school day as well as at school sponsored activities.

### **Student Identification Cards**

Students losing their Student Identification Card may obtain a replacement from the Bookkeeper's Office for a replacement charge of \$5.00. A lost lanyard may also be replaced at the Bookkeeper's Office or student store. Students will not be allowed entry to school activities or dances without their School Identification Card. Students in possession of forged or altered Identification Cards may be subject to disciplinary action.

### **Visitors Not Having Official School Business are Prohibited**

Persons who are not students at San Ramon Valley High School or are not school employees and who do not have official business at school are not to be present on campus during school hours, including lunch time. Students are not allowed to have guests at school. Students from other schools are not allowed on campus unless they are on official school business.

### **Visitors Having Official School Business**

All visitors, including parents/guardians on school or other appropriate business, are required to check in at the Assistant Principal's office to obtain a visitor's pass. All visitors are prohibited from entering classrooms or any area on campus without prior arrangements with the teacher or administration.

## Bullying/Cyber Bullying and Harassment

San Ramon Valley High School does not tolerate any behavior by students that willfully and repeatedly demeans or harasses a person or persons through verbal, physical, or electronic means (using information or devices such as texting/instant messaging, site postings, photos, or video).

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos.

Examples of this behavior include but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account & sending vicious/embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.

As new technologies emerge, they too may be included with the above forms of electronic communication. Examples of this behavior include but are not limited to:

- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexually explicit, graphic, or disruptive nature on any device is prohibited on a school campus.
- If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students or school staff to be secure, school administration may impose consequences.

The Administration may also report the Cyber Bullying or Harassment to the police.

All students, employees, parents and community members should report incidents of suspected bullying immediately. If you witness or suspect bullying, please complete the following fillable form and immediately forward to the school principal. An investigation will be conducted to determine if bullying occurred and corrective action needed.

**-FORM FOR SUSPECTED BULLYING-**

<http://srvusd.ca.schoolloop.com/file/1275747741703/1224132536604/8281577094739913897.pdf>

## Consequences

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of the student's and staff member's right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated. Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to consequences, including possible expulsion.

- Sexually explicit material that is transmitted electronically may result in parents or police being notified, and that material may be reported as suspected child abuse or neglect.
- All students involved in the transmission and/ or possession of such images or text may be disciplined under California Education Code 48900 (i): Committed an obscene act or engaged in habitual profanity or vulgarity.
- If reasonable suspicion exists that a student has been involved in possessing or transmitting such

material, the electronic device involved may be confiscated and searched by school officials.

- The transmission of such material involving another student may be punished under California Education Code 48900 (r): Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- Additionally, Education Code 48900 (k) states that any disruption of school activities or otherwise willful defiance of the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties can also lead to suspension

### **Action Steps to Respond to Bullying or Harassment**

1. Inform a school official immediately.
2. Save the evidence. Print the online harassing text if possible.
3. Identify the Bully.
4. Clearly tell the Bully to stop.
5. Ignore the bully by leaving the online environment and/or blocking communications.
6. File a complaint with the Internet or Cell Phone Company.
7. Contact the Bully's parents.
8. Contact the police.

### **Sexual Harassment**

All Personnel BP: 4119.11, 4219.11, 4319.11(a)

Students BP: 5145.7(a)

It is the policy of the Governing Board of the San Ramon Valley Unified School District to provide an educational and work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal visual or physical conduct or communications constituting sexual harassment, as defined by Education Code 212.5 and otherwise prohibited by state and federal statutes.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions (Education Code 212.5):

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

*Verbal or written conduct:* making derogatory comments, including epithets, slurs, jokes, etc.; sexual propositions or flirtations, graphic commentary about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations; spreading sexual rumors.

*Visual conduct:* leering; making sexual gestures; displaying sexually suggestive objects, pictures, books, magazines, etc.

*Physical conduct:* inappropriate touching or impeding one's movement.

Every student, employee or applicant has the right to be free from harassment from adults and/or from students in the work or educational setting. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Sexual Harassment All Personnel BP: 4119.11, 4219.11, 4319.11 a  
Students BP: 5145.7 b

A copy of this policy on sexual harassment shall be:

1. Displayed in a prominent location at school sites and work sites
2. Provided as part of the orientation for new students at the beginning of each term as applicable
3. Provided for employees annually at the beginning of the school year and for each new employee
4. Included in publications that set forth the comprehensive rules, procedures and standards of conduct of the school or district.

In-service regarding this policy and administrative procedure will be provided to all staff periodically as appropriate and annual review will be encouraged as part of student and staff orientation activities.

## **Complaint Procedure:**

### ***Step I - Informal Resolution***

It is desirable that problems and complaints of alleged sexual harassment be resolved promptly and equitably. If possible, such problems and complaints should be resolved in an informal manner. Students and employees are encouraged, but not required, to inform the offender directly that his/her conduct is unwelcome or offensive and must stop.

### ***Step II: Verbal or Written Complaint***

Students should follow complaint procedures designated in Administrative Regulation 5145.7, Sexual Harassment, Students. A student should initiate a complaint to a teacher or administrator verbally or in written form. The complaint should include information regarding the name(s) of the person(s) who engaged in offensive conduct, the description of the offensive conduct (i.e. when and where the conduct occurred, the number of times it occurred, any informal attempts at resolution), and the names of any witnesses. Administrative Regulation 5145.7 may be obtained from the school principal or the Superintendent.

Employees or applicants for employment who feel that they have been sexually harassed should contact their supervisor, principal, other district administrator or the Superintendent in order to obtain procedures for reporting a complaint. Complaints of sexual harassment against a district employee may be filed in accordance with AR 1312, Complaints Against School Personnel. Complaints alleging that a

specific action, procedure or practice sexually discriminates, can be filed in accordance with AR 4031, Complaints Concerning Discrimination in Employment.

Any supervisor who receives a sexual harassment complaint shall notify the Superintendent or designee, who shall ensure uniform application of this policy and that the complaint is appropriately investigated.

## **SRVUSD Acceptable Use Policy for Campus Computers and the Internet**

### **Acceptable Use Guidelines for Technology**

San Ramon Valley Unified School District makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students and its employees. These Responsible Use Guidelines are intended to minimize the likelihood of such harm by educating District students and setting standards which will serve to protect the District. The District firmly believes that digital resources, information and interaction available on the computer/network/Internet far outweigh any disadvantages.

### **Mandatory Review**

The District requires legal, ethical and appropriate computer/network/Internet use. To educate students on proper use and conduct, students and parents/legal guardians are required to review these guidelines at the beginning of each school year and acknowledge understanding of the guidelines. In addition, Responsible Use Guidelines for Technology are part of the Student Code of Conduct handbooks.

### **Student Access/Student Safety**

Access to the District's electronic communications system, including the Internet, is made available to students for instructional purposes and to enhance learning consistent with the District's educational goals. Access to the District's computer/network/Internet is a privilege, not a right. The Network has filtering software that blocks access to inappropriate or harmful material and images as defined by the federal Children's Internet Protection Act (CIPA).

Internet access is provided to all students unless parents or legal guardians request in writing that access be denied. Parents/legal guardians who do not want their students to have access to the Internet may "Opt-Out" by checking the appropriate field during the online Annual Update process.

### **Student Email Accounts**

Electronic communication is an important skill for 21st Century students. Email and other digital tools such as blogs and wikis are tools used to communicate within the District and beyond. SRVUSD students will be issued email accounts with access differentiated by grade level:

Grades 9-12: Email for open use on the Internet. This type of email account can be used to exchange email with any email account anywhere. District "inappropriate language" and spam filters are in place, but as with commercial email providers, these filters are not 100% preventative.

All student email accounts are set up with the student's user ID and are available while they are currently enrolled in the District. Students whose parents/legal guardians choose to Opt-Out of Internet access will not be issued an email account.



## **Subject to Monitoring**

District computer/network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use.

Students should not use the District network to send, receive or store any information, including email messages, that they consider personal or confidential and wish to keep private.

All electronic files, including email messages, transmitted through or stored in the District network system will be treated no differently than any other electronic file. The District reserves the right to access, review, copy, modify, delete or disclose such files for any purpose.

## **Student Code of Conduct and Computer/Network/Internet Responsibilities**

**District students are bound by all portions of the Responsible Use Guidelines.**

A student who knowingly violates any portion of the Responsible Use Guidelines will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved Discipline Management Plan and Student Code of Conduct.

### ***Use of Social Networking/Digital Tools***

Students may participate in District-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to blogs, discussion forums, RSS feeds, podcasts, wikis, and on-line meeting sessions. The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other District-approved digital tools. Pictures, videos and photos should not be placed on Internet sites in an unrestricted manner. "Private" videos can be shared with specific family members and friends and should not be available to all Internet users.

### ***Security***

Students are required to maintain password confidentiality by not sharing their password with others. Students may not use another person's system account.

A student who gains access to any inappropriate or harmful material is expected to discontinue the access and to report the incident to the supervising staff member. The security problem should not be shared with others. Any student identified as a security risk or as having violated the Responsible Use Guidelines may be denied access to the District's system and other consequences may also be assigned. A student who knowingly brings prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved policy.

### ***Use of Personal Telecommunication Devices***

The District's goal is to increase student access to digital tools and facilitate immediate access to technology-based information, much the way that students utilize pen and paper. To this end, some schools will allow students to connect privately-owned (personal) telecommunication devices to the District wireless network. Students using personal telecommunication devices must follow the guidelines stated in this document while on school property, attending any school-sponsored activity, or using the SRVUSD network. Internet access is filtered by the District on personal telecommunication devices in the same manner as District-owned equipment. If network access is needed, connection to the filtered, wireless network provided by the District is required.

- Personally-owned devices are the sole responsibility of the student owner. The campus or District



assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen, and only limited time or resources will be spent trying to locate stolen or lost items.

- These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on District property, including school buses.
- Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any District staff diagnose, repair, or work on a student's personal telecommunication device.
- Telecommunication devices will not be used as a factor in grading or assessing student work. Students who do not have access to personal telecommunication devices will be provided with comparable District-owned equipment or given similar assignments that do not require access to electronic devices.
- Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher or as stated for specific age groups.
- Campus administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.

### *Inappropriate Use*

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of the SRVUSD computer/network/Internet system or any components that are connected to it. The following actions are considered inappropriate uses, are prohibited, and will result in revocation of the student's access to the computer/network/Internet.

- **Violations of Law:** Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:
  - threatening, harassing, defamatory or obscene material;
  - copyrighted material;
  - plagiarized material;
  - material protected by trade secret; or
  - blog posts, Web posts, or discussion forum/replies posted to the Internet which violate federal or state law.
- Tampering with or theft of components from District systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a District computer/network/Internet account may result in prosecution against the offender by the proper authorities.
- **Modification of computer or network:** Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.
- **Transmitting Confidential Information:** Students may not redistribute or forward confidential information without proper authorization. Confidential information should never be transmitted, redistributed or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing personal information about oneself such as, but not limited to, home addresses, phone numbers, email addresses, birthdates or of others is prohibited.
- **Commercial Use:** Use of the system for any type of income-generating activity is prohibited. Advertising the sale of products, whether commercial or personal is prohibited.
- **Marketing by Non-SRVUSD Organizations:** Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.

- **Vandalism/Mischief:** Any malicious attempt to harm or destroy District equipment, materials or data, or the malicious attempt to harm or destroy data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above is prohibited and will result in the cancellation of system use privileges. Students committing vandalism will be required to provide restitution for costs associated with system restoration and may be subject to other appropriate consequences.

- **Impersonation:** Attempts to log on to the computer/network/Internet impersonating a system administrator or District employee, student, or individual other than oneself, will result in revocation of the student's access to computer/network/Internet.
- **Illegally Accessing or Hacking Violations:** Intentional or unauthorized access or attempted access of any portion of the District's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes is prohibited.
- **File/Data Violations:** Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission is prohibited.
- **System Interference/Alteration:** Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

### *Consequences of Agreement Violation*

Any attempt to violate the provisions of this agreement may result in revocation of the student's access to the computer/network/Internet, regardless of the success or failure of the attempt. In addition, school disciplinary and/or appropriate legal action may be taken.

### *Denial, Revocation, or Suspension of Access Privileges*

With just cause, the System Administrator and/or building principal, may deny, revoke, or suspend computer/network/Internet access as required, pending an investigation.

### *Student Safety/Internet Content/Third-Party Supplied Information.*

Students and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain material that is illegal, defamatory, inaccurate or controversial. Each District computer with Internet access has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

### *Disclaimer*

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed

by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

## **GENERAL INFORMATION**

### **Accident Procedures**

In the event you are involved in an accident, report it immediately to the nearest teacher or supervising adult, obtain a pass, and go directly to the Attendance Office to be seen and a parent to be called. If you are ill, you are to report to the Attendance Office at once. A school official will notify the parent/guardian and ask that the student be picked up by a responsible adult. The student will remain in the attendance office until picked up or sent back to class.

In case you witness an accident where another student may be injured, report the accident to the nearest teacher, supervising adult, or go to the office for help. Even minor accidents or injuries should be reported so that care can be given and the proper accident report forms can be filled out on line or in hard copy.

In the event of a serious or potentially serious accident, attempts will be made to contact parents directly after the incident. The principal, assistant principal, teacher in charge, or secretary will make the calls. In cases where serious or potentially serious injury is apparent or suspected, these staff members will also notify the emergency unit (911) directly, and/or the school district nurse. Parents and students are responsible for informing the school Attendance Office of any changes in home and emergency phone numbers or address changes.

### **Cell Phones**

Cell phones are allowed on the school campus and at school sponsored events. In the classroom, the cell phone policy is dependent upon individual teacher's policies as made clear in their syllabi.

### **Daily Bulletin**


San Ramon Valley High publishes a daily bulletin on our website each day. To view the student bulletin each day, please log on to [www.srvhs.net](http://www.srvhs.net). San Ramon Valley High School sends an electronic copy of the student daily bulletin to all staff on campus each morning prior to the start of school. The bulletin gives details about club meetings, social events and information about happenings on campus. Portions of the daily bulletin are also read over the loudspeaker PA.

## Emergency Evacuation Procedure


### Four Actions

Each protocol has specific staff and student actions that are unique to the action. In the event student or staff identifies the initial threat, calling 911 and administration is advised.


#### *Lockout - "Secure the Perimeter"*

	<p>Used for a potential, but not immediate, outside threat, for example an armed robbery in the area.</p>	<p><b>Students are trained to:</b> Return to inside of building Do business as usual</p>
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#### *Lockdown - "Locks, Lights, Out of Sight"*

	<p>Used for an immediate outside threat.</p>	<p><b>Students should:</b> Move away from sight Maintain silence</p>
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#### *Evacuate - "Using the Announced Type and Location"*

	<p>Used for Fires or any other reason to evacuate.</p> <p><b>Types include:</b></p> <ol style="list-style-type: none"> <li>1. In Order</li> <li>2. In Hand</li> <li>3. Tactically</li> </ol>	<p><b>Students should:</b> Leave stuff behind Form a single file line</p>
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#### *Shelter - "Using the Announced Type and Method"*

	<p><b>Types include:</b></p> <ol style="list-style-type: none"> <li>1. For Earthquake</li> <li>2. For Hazmat</li> <li>3. For Flood</li> </ol> <p><b>Methods include:</b></p> <ol style="list-style-type: none"> <li>1. Drop, Cover and Hold</li> <li>2. And Seal</li> <li>3. In Silence</li> </ol>	<p><b>Students are trained in:</b> Appropriate Shelter Types and Methods</p>
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The protocol also carries an obligation. Kids are smart. An implicit part of the SRP is that authorities and teachers tell them what's going on. Students need accurate information for the greatest survivability, to minimize panic and to mitigate recovery.

## **Fees and Fines**

At the conclusion of each school year, all fees for lost books and/or library material are reported to the library. All other fees are reported to the Bookkeeper's Office. Students then receive a bill for these fees with the registration packets. Students must clear these fees prior to the beginning of the school year.

Any student who owes fees and does not clear their fees prior to the beginning of the year will not be permitted to participate in, or attend any extra or co-curricular activities, receive a locker and/or purchase a yearbook, until such fees are paid. Furthermore, students will not be allowed to participate in any sport, pep squad, drill team, dance/prom activities, etc., until all fines are cleared.

To clear a fee or fine, the books or equipment must be returned to school or the fee must be paid to the bookkeeper/librarian. This may be done prior to the school year at registration, or at any time after school begins. Students who owe fees will receive a fines cleared sticker as soon as their fines are cleared.

It is critical that all of the books or equipment is returned promptly and/or that fees are paid to allow purchase of the necessary replacement items to meet students' academic needs.

Seniors need to have all fees cleared before participating in designated Senior Activities.

## **Lost and/or Damaged Books**

According to Education Code 48904(b), the parent or guardian of a minor shall be liable to a school district for all property belonging to a school district loaned to the minor and not returned upon demand of an employee of the district authorized to make the demand. This includes textbooks and library materials. Students must compensate the District for damaged and/or lost library and textbooks.

After receiving a textbook, the student should carefully inspect its condition. The student has five (5) school days after receiving a textbook to report damage to the textbook office. After this grace period, the student and parent/guardian are liable for all damages.

It is required that all library books and/or textbooks be returned either at the end of the school year or at the time a student checks out of school during a school year. If a textbook is lost or stolen, the student will be charged the replacement cost of the book. If the book is found within a year from the date the book was lost, a student may get a refund upon presenting a receipt. All books not returned by the last day of finals or at the time of the student check out from school, will have an overdue charge of \$5.00 per book. Additionally, the overdue fees shall be added for every year that the book is not returned.

A student's grades, high school diploma, and transcripts will be held from students and parents/guardians until the lost or damaged book is either returned or the fee is paid. Upon return of the book in good condition or payment of the fee, the student's diploma will be released. If a book is misplaced and then found at a later date, the student may return it for release of the diploma only within one year's time (June of the following year). After a year, the student may receive his/her diploma only by paying the replacement cost of the book plus all fees.

## Gender Equity

All students attending San Ramon Valley Unified School District have equitable access to opportunities to participate in and benefit from high quality curricular and extra-curricular activities regardless of gender, race, ethnicity, physical disabilities, or national origin.

## Gifts/ Personal Items

Personal items related to school business (such as text books, lunch or student work) may be accepted at the Attendance Office. Students will NOT be called out of the classroom to receive these items. We understand the importance of recognizing a special day or event for our students, but receiving gifts at the school to be sent to students disrupts the academic process.

## Library

The San Ramon Valley High School library is for the enjoyment and use of all students and staff. The Librarian is available throughout the day to assist students in locating information and other materials which students might need. Materials may be checked out for a two week period with the privilege of renewal, unless on reserve for a class or in demand for use by other students.

To ensure that all students benefit from this facility, library rules are:

- No food or drinks allowed
- Keep the noise level down
- Take proper care of all library materials
- Return all library materials on time

## Lockers

All students will be assigned a locker for books and school materials. A student's locker number is found on the student's class schedule and is issued during Wolf Pack Registration. Lockers are grouped according to class and are assigned alphabetically. Students may not claim lockers over the summer or move or change lockers once assigned. Gym lockers are also provided for students taking Physical Education- students must provide their own lock for PE lockers.

Only combination locks issued by the school at Wolf Pack Registration may be used on school lockers- all other locks are subject to removal. Lockers are intended for day use only. Students are responsible at all times for the contents of the locker, including school property such as textbooks. The school and the district assume no liability for any items stored in lockers that are lost, stolen, or vandalized. Books and other materials should be taken home at the end of the school day and should not be left in lockers during the night, weekend, and holidays. Lockers must be cleaned out at the end of the school year. Any items left will be donated to charity. Students will be issued one lock during their four years. Students who lose their locks may purchase a replacement lock for \$5. Locks are to be turned in at the end of the student's senior year. Students who fail to turn in their locks will be billed \$5 for the replacement of their locks.

The school retains the final control over all lockers and reserves the right to search as necessary in maintaining a safe school environment as per Education Code 44807.

## Lost and Found

Lost and found items will be placed in the Counseling Office. You may look for lost articles before school, at lunch, and after school. Items not claimed by the end of each quarter will be donated.

## Medical:

Students who become ill will report to the Attendance Office with a pass from their teacher. Arrangements will be made with a family member for the student to go home. Under no circumstances should the student leave campus without permission. If a parent or anyone on the emergency contact form cannot be reached and school officials deem it an emergency, 911 will be called to obtain medical assistance.

If it becomes necessary for you to take medication at school, we must have our Medical Form completed by your parent and your doctor prior to bringing the medication to school. This includes both--over the counter and prescription drugs. **Do not keep medication with you or in your locker. This applies to all medications, both prescription and non-prescription.**

## Head Injury/Concussion

EC 49475. (a) If a school district elects to offer an athletic program, the school district shall comply with both of the following:

(1) An athlete who is suspected of sustaining a concussion or head injury in an athletic activity shall be immediately removed from the activity for the remainder of the day, and shall not be permitted to return to the activity until he or she is evaluated by a licensed health care provider, trained in the management of concussions, acting within the scope of his or her practice. The athlete shall not be permitted to return to the activity until he or she receives written clearance to return to the activity from that licensed health care provider.

(2) On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition.

(b) This section does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course required pursuant to subdivision (d) of Section

## Pertussis

On September 29, 2010, a new law was passed (AB 354) that changed California immunization requirements for students entering 7th grade in public and private schools. All students entering 7th–12th grades in the coming school year (2013– 2014) must have proof of a Tdap booster shot. Documentation must state the shot was given on or after their 7th birthday.

Remember to ask your physician about other vaccines your child may need, and bring your child's yellow immunization card to the visit. Please return a copy of ALL up to date immunizations to your child's school.

For questions, please call your primary physician today.

No students will be allowed to attend school, without up to date immunizations.

## Administration of Epilepsy Medication

A parent or guardian of a pupil with epilepsy who has been prescribed an emergency anti-seizure medication by the pupil's health care provider may request the pupil's school to have one or more of its



employees receive voluntary training, as specified, in order to administer the anti-seizure medication, as defined, in the event that the pupil suffers a seizure when a nurse is not available.

## **Parking**

### **Student Parking**

Students who want to park on campus must have a valid SRVHS issued parking permit. Parking permits are distributed to Seniors carpooling with other seniors first, followed by seniors driving by themselves. If you choose to park off campus, please be very courteous to neighbors and obey all posted parking regulations.

### **Visitor Parking**

Visitors may temporarily park in the front school parking lot in the designated visitor parking spots.

### **Ticketing**

Any vehicle not showing a parking pass, or parked illegally will receive a ticket. These tickets are real tickets and carry the force of law. If you do not pay your tickets, you will not be able to register your car in the State of California. If you receive a ticket in error, please see a Campus Monitor or Supervisor within 24 hours.

## **Phones and Messages**

To avoid unnecessary classroom disruptions, we are unable to deliver messages to students except in cases of extreme emergencies. The nature of all such emergencies must be established prior to the delivery, and in the case of an emergency, the parent/guardian should contact the Attendance Office.

## **PE Uniforms**

PE uniforms are required to be worn during PE classes. PE uniforms can be obtained at Registration in August. Contact your PE teacher at the beginning of school with any questions.

## **Recognition Programs**

At San Ramon Valley High School we believe in recognizing and reinforcing positive behavior and academic excellence. The following recognition programs are on campus:

### **Academic Letter**

The purpose of the Academic Letter Award (sponsored by Academic Boosters) is to recognize students who achieve excellence in academics. (Similar to Varsity Letters awarded to athletes.) Students must apply on time for each semester of eligibility – the award is NOT automatic. Applications are available during the last two weeks of October for the previous spring semester grades and the first two weeks of February for the previous fall semester grades. Students should listen to the Daily Bulletin for sign-up details. The E-link and Daily E-bulletin will also publish this information. Once the applications are processed, an updated list of names with the level currently achieved will be posted on the school website and in the Career Center in November for the first application process and April for the 2nd application period. Certificates and/or letters are awarded only in the spring for the current level the student has obtained at that time. Undergraduate Levels 4 & 5 will be awarded at the Undergraduate Awards Night. Senior Levels 6 & 7 will be awarded at the Senior Awards Night. All other award levels will be presented in class towards the end of the 4th quarter.

### ***Academic Letter Requirements:***

You must have a GPA 3.5 or better for the semester of application. Weighted grades will be used. All courses are included in GPA calculation EXCEPT Aiding, P.E., Adult Education, Continuation School and repeating a class for an improved grade. Students who have transferred into our school must provide a transcript of prior work within their first year at SRVHS to be placed at the correct award level.

**Note: Deadlines will be followed - no late applications will be accepted.** The application process is intended to prepare the student for college and other future endeavors where deadlines must be met. Awards will NOT be credited if the proper paper work is not filed on time.

### **California Scholarship Federation (CSF)**

CSF (California Scholarship Federation) is a nationally recognized academic club that emphasizes community service. CSF provides students with a wide variety of volunteer activities in which they can participate.

Membership into CSF requires a certain number of points that are determined by the courses a student takes and the grades earned in the previous semester. As eligibility is based on the previous semester's grades, freshmen are not eligible to apply until the spring, unless the student was in CJSF for three semesters in middle school. *Classes qualifying for membership are determined by the state organization, not by San Ramon Valley High School.*

Sign-ups for the fall semester will be held in September, and the spring sign-ups will be held in early February, after the first semester report cards are released. Notification of sign-ups will be through the video bulletin, the ebulletin, and schoolwide posters. Applications are available outside the principal's office. Completed applications are also to be returned to the same location. Late applications cannot be accepted.

### **Renaissance Awards**

The SRVHS Renaissance program is a leadership program with an objective to help motivate individual attendance, academic excellence, and citizenship. Renaissance not only reaches out to the entire campus, but it also strives to recognize all individual students. The Renaissance program is based on the principles of performance, promotion, and partnership. The four target areas of the Renaissance program:

- To improve overall academic performance
- To increase graduation rates
- To create a positive, safe school environment
- To increase student attendance

Students are rewarded based on the following criteria:

- 4.0 GPA or higher All students who receive a 4.0 GPA each quarter are rewarded and recognized.
- 4 or more Outstanding Citizenships on your report card — Every student who receives 4 outstanding citizenship marks per quarter are rewarded and recognized.
- .5 GPA improvement for (1st semester and 3rd quarter) .5 increase in grade point average from quarter to quarter

- Scholar Athlete/Fine Arts Scholar Athletes or Advanced Fine Arts Students who receive a 3.5 G.P.A or higher while participating in a SRVHS sport, receive a scholar athlete award.
- 97 % Attendance: Rewards for those students who exceed the SRVHS and SRVUSD attendance goals of 96% attendance. Students are awarded for each quarter and school activities are excluded. Renaissance also partners with the Oakland Athletics and participates in the Stay in School Challenge.

### **National Honor Society**

The National Honor Society originated as a means “to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.” This mission is fulfilled by rigorous participation in a myriad of community service projects throughout the academic year. Students in National Honor Society display excellence in four distinct categories: character, scholarship, leadership, and service.

### **Student Safety Procedures**

To ensure student safety, breathalyzers will be used, including but not limited to, on campus and at school sponsored activities. Students will be subject to being searched or asked to use the breathalyzers when reasonable suspicion exists. In the event of school events that call for a higher need to ensure safety, all students participating in the event may be asked to use the breathalyzer. These added safety precautions will heighten student safety and keep schools and school events safer for all students.

### **School Safety and Security (Cameras on Campus)**

Cameras are installed at the school sites for safety and security, and information will be shared with the San Ramon Valley Police for any violations of the law. There is no expectation of privacy in public areas on a High School campus.

### **Work Permits**

Please go to the College & Career Center for all work permit needs. Please note that the school may revoke work permits if a student is habitually tardy or truant.