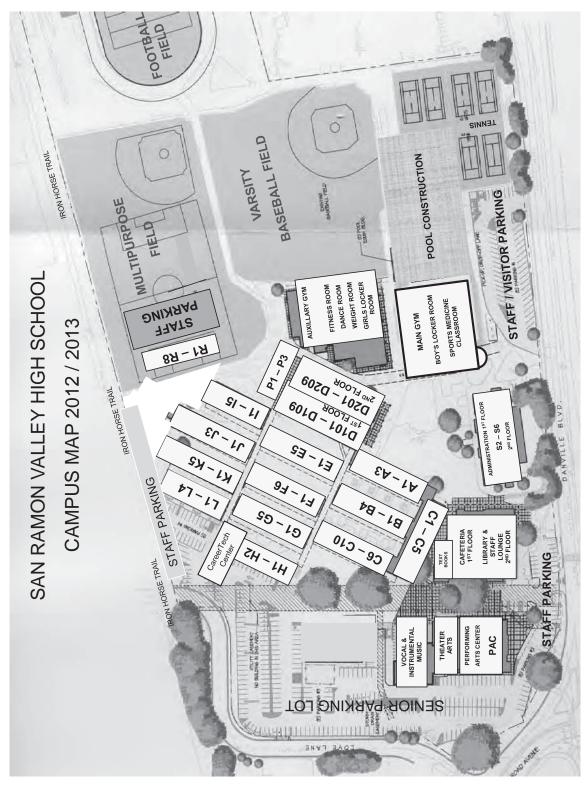
## San Ramon Valley High School



## 2012-2013 Student Handbook



## 2012-2013 At-a-Glance

Friday, August 24, 2012 Tuesday, August 28, 2012 Monday, September 03, 2012 Wednesday, September 12, 2012 Friday, September 14, 2012 Sunday, September 16, 2012 Wednesday, September 19, 2012 October 8 - 12 Friday, October 12, 2012 Saturday, October 13, 2012 October 22 - 26 Friday, October 26, 2012 Tuesday, October 30, 2012 November 3-42 Monday, November 12, 2012 November 19 - 23 Friday, December 14, 2012 December 24 – January 4 Monday, January 21, 2013 January 22 - 25 Friday, January 25, 2013 Saturday, February 09, 2013 Monday, February 18, 2013 Friday, March 01, 2013 Friday, March 22, 2013 March 25 – 29 Friday, April 05, 2013 Saturday, April 13, 2013 Monday, April 15, 2013 Saturday, April 27, 2013 May 1 - 10 Friday, May 17, 2013 May 20 - 24 Monday, May 27, 2013 Tuesday, May 28, 2013 Thursday, May 30, 2013 Friday, May 31, 2013 Monday, June 03, 2013 Friday, June 07, 2013 Sunday, June 09, 2013 June 10 - 13 Thursday, June 13, 2013 Friday, June 14, 2013

Freshman Orientation First Day of School Labor Day Senior Waterworld Welcome Rally and Dance Rosh Hashanah (begins at sundown) Back to School Night Homecoming Week Homecoming Rally and Parade Homecoming Dance Red Ribbon Week End of First Ouarter College Night - Gym SRV Ski Swap Veterans Day Observed No School Thanksgiving Break Snowball Dance Winter Break Martin Luther King, Jr. Day Final Exam Week Semester One Ends Dance - Charity Event Presidents' Day, No School Black Light Rally End of Third Ouarter Spring Break Mr. GQ Junior Prom STAR Testing Window Begins Sophomore Cruise **AP Exams Window** STAR Testing Window Ends Greek Games Memorial Dav Senior Awards Night Senior Trip Discovery Kingdom **Renaissance Assembly** Wolfie Awards Aloha Rally Baccalaureate Final Exam Last Day of School Graduation

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## **Principal's Welcome**

## Dear Students,

If you are brand new to San Ramon Valley High School (like me!) then you are probably wondering what life at this prestigious High School will be like. In the few weeks that I have been here, I have found SRVHS to be a welcoming, spirited and inclusive campus. The staff <del>are</del> supportive, kin<del>d</del> and caring, the students are motivated, involve<del>d</del> and proud to be a part of this high school.

Those of you who have already spent your freshman, sophomore and/or junior years at SRVHS know that this is indeed the "Home of Champions". This is a campus where athletes, artists, scholars, musicians and technically skilled students all excel. It is my privilege to be able to serve as Principal of this great educational community.

There are opportunities at SRVHS for EVERYONE to get involved in something that they love -whether it's Student Leadership, San Ramon Student Ambassadors, Link Crew, Journalism, Yearbook, the Wolfprint Newspaper - or one of the 50 other clubs/co-curricular activities that are available.

The staff at SRVHS is dedicated to providing you with a positive and supportive high school experience, but there are three commitments that we ask from you:

- 1. Do the right thing
- 2. Treat others the way that you want to be treated.
- 3. Do what you can to make SRVHS a better place.

If you strive to do your best and take advantage of the opportunities that are available to you, then you will have a memorable and successful high school experience. My commitment to you as Principal of SRVHS is to maintain the traditions of excellence that have already been established here while finding ways to further enhance your educational experience on this campus.

Go Wolves!

Ruth Steele, Principal

The San Ramon Valley High School community empowers students to achieve their educational potential.

School Mascot: WOLVES

School Colors: GREEN & GOLD

## **Expected Schoolwide Learning Results**

- San Ramon Valley High School students will demonstrate curricular knowledge and skills.
- San Ramon Valley High School students will demonstrate creative and complex thinking.
- San Ramon Valley High School students will demonstrate effective communication.
- San Ramon Valley High School students will demonstrate integrity and responsibility.

## **Important Information**

## **Athletics**

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In order to participate in athletics at SRVHS the following requirements must be met:

- A physical card, athletic code, emergency card, and district liability waiver, in addition to other required forms, must be completed and turned in to the school finance office (located in Administration building next to Athletic Director's office) before the first practice. These forms and the dates they are due may be located on the school website, www.srvhs.net.
- 2) All athletes must maintain a G.P.A. of 2.0. If a student earns less than a 2.0 GPA then an athletic waiver must be submitted to the athletic director to be reviewed by the waiver committee.
- 3) All district transfer students must complete required California Interscholastic Federation (CIF) eligibility forms to apply for participation in SRVHS athletics. You must see athletic director to begin this process.
- 4) All athletes and their parents must sign and follow the district athletic code of conduct.
- 5) A voluntary participation contribution is requested.

## Attention Students Signing Up for Independent P.E.

You must enroll in Independent P.E. during the following periods:

For those students in **SRVHS Athletics**:

Fall Sports: The 1st two weeks of the school year. (summer hours do not apply)

Winter & Spring Sports: The 1st two weeks of your sport season.

Fall Semester: The 1st two weeks of semester 1.

Spring Semester: The 1st two weeks of semester 2.

You must pick up an application packet from Carol MacPhail in the Girl's PE office, located in the small gym at brunch only. Late applications will not be accepted. Any questions regarding Independent P.E., call Carol MacPhail at 552-3030.

## Extracurricular & Co-curricular Activities —

In order to participate in extra/co-curricular activities at SRVHS the following requirements must be met:

1) All students must maintain a G.P.A. of 2.0. If a student earns less than a 2.0 GPA then a waiver must be submitted to the assistant principal to be reviewed by the waiver committee.

2) An Extracurricular/ Co-curricular Code of Conduct must be signed and followed.

3) Eligibility to participate can be withdrawn at administrators discretion for inappropriate behavior, poor grades or excessive tardies/absences.

## **Clubs and Activities -**

San Ramon Valley High School has many clubs and activities that are sponsored by the Student Council. Meetings and activities are generally held at lunch. Club sign-up week in the Quad in early September will help you become more familiar with the clubs. See the school website (http://srvhs.net/ourpages/clubs.jsp) for a packet to start a new club!

## Information Guide-

When dealing with problems or concerns with teachers, a parent should always contact the teacher first. If the issue is not resolved at that level, please contact a counselor or administrator. Administrative intervention is only appropriate after a meeting or phone call with the teacher does not meet all of the students' needs.

<u>If you need help:</u>	<u>Check Here</u>	Phone number
Absences (all day)	Attendance Office	743-0663
Absences (Partial day)	Attendance Office	552-3001,3006
Athletics	Athletic Director	552-3005
Career/College	Career Center	552-3007
Counseling Appointments	Counseling Sec.	552-3016
Facilities	Attendance Office	552-3014
Free/Reduced Lunches	Principal's Sec.	552-3013
Health	Nurse's Office	552-3000
Home Teaching	Counseling Sec.	552-3016
Independent P.E.	Girl's P.E. Office	552-3047
Independent Study Contracts	Attendance Office	552-3001, 3014
Insurance (Sports)	Athletic Director	552-3005
Locker Problems	Counseling Office	552-3021
Lost and Found	Counseling Office	552-3016
Parent Organizations	see "Parent Support Group	os"
Parking Permits	<b>Campus Supervisor</b>	552-3081
Physical Forms (Sports)	Athletic Director	552-3005
Schedule Changes	Counseling Office	552-3016
Scholarship Information	Career Center	552-3007
Student Body I.D. Cards	Counseling Office	552-3016
ROP	Counseling Office	552-3021
Textbooks	Textbook Office	552-3773
Transcripts/ Records	Registrar	552-3015
Visitors	Principal's Secretary	552-3013
Work Experience	Career Center	552-3007
Work Permits	Career Center	552-3007

#### Administrators —

Ruth Steele	552-3013	Principal
Zach Pinkerton	552-3063	Assistant Principal A-G
Scott Osterholt	552-3046	Assistant Principal H-O
Kathy McCarthy	552-3036	Assistant Principal P-Z
John Raynor	552-3005	Discipline Asst/Athletic Dir.

## Attendance

Absences and tardies are detrimental to a student's learning and increase the possibility of failure. The following policies and procedures are designed to prevent these occurrences and increase every student's chances for success.

## **FULL DAY ABSENCES (925) 743-0663**

- Full day absences only must be reported by the parent/ guardian by calling the Attendance Recorder: 743-0663 (24 hours a day, 7 days a week). ONLY phone calls will be accepted- no written notes.
- 2.All absences must be cleared within 48 hours and must be legal as defined on page 12.
- 3. Give the **date** of absence.
- 4. Spell the student's **last name**. Give the **first name**.
- 5. Give **reason** for absence.
- 6. Identify yourself.

## **ARRIVING LATE (925) 552-3000**

- 1. When arriving late the absence must be cleared within 48 hours by the parent/guardian by calling **552-3000**, **552-3001**, **552-3006** or **552-3014**.
- 2. Students need to sign-in at the attendance office.

## LEAVING DURING SCHOOL DAY (925) 552-3000

- 1. Whenever possible, appointments should be made outside of school hours.
- 2. The student must obtain a permit to leave campus **PRIOR TO LEAVING**.
- 3. In order to obtain a permit, call the Attendance Office 12-24 hours prior to the appointment: 552-3000, 3001, 3006 or 3014 (M-F 7:30 a.m. 3:30 p.m.)
- 4. Notify the Attendance Office by the morning of the day of dismissal so that the permit will be ready for student pick-up.
- 5. Students may not leave class to obtain a permit and must do so **before** school, during **brunch** or **lunch**.
- 6. The student must present the permit to the classroom teacher in order to leave during class. Students will not be excused without a permit to leave campus. **Students must then** sign out in the Attendance Office.
- 7. The Attendance Office cannot call the classroom if a student needs to be dismissed. In the event of a family emergency, an administrator will coordinate the student's dismissal.
- 8. Anyone reporting such an absence after the fact will be issued an "Illegal Absence" (CUT), regardless of the reason. **No exceptions**.
- 9. When returning to campus the same day, return to the Attendance Office for a permit to re-enter class.

## **General Information Regarding Absences**

- 1. Absences may ONLY be cleared by a telephone call personally made by the parent, guardian, or person listed on the emergency card. Calls made by the student or persons not authorized to clear a student's absence violate rules for attendance clears and will result in student disciplinary action as determined by an administrator. The office will **NOT** accept notes, only calls.
- 2. Student requests for checking attendance records should be done **before** school, **after** school, at **brunch** or at **lunch**.
- 3. If a student's appointment lasts longer than the original excused time period, a parent must notify the attendance office by phone to clear the additional periods within 48 hours.
- 4. If a student feels ill at any time during the school day, he/she must come to the Attendance Office and get permission to leave. Students must be issued a permit to leave campus and must sign out.
- 5. Students in the 11th and 12th grades may leave campus at lunch but must return before the 5th period tardy bell rings.
- 6. **FRESHMEN AND SOPHOMORE STUDENTS MAY NOT LEAVE AT LUNCHTIME** unless **their parent** picks them up in the Attendance Office. Any exception must be cleared through an administrator.

Legal Absences ————	Illegal Absences (CUTS) ————
<ol> <li>Legal Absences</li> <li>Illness</li> <li>Medical appointments</li> <li>Funeral Services (immediate family)</li> <li>Approved School-Related Activities</li> <li>Court Appearances</li> <li>Observation of Religious Holidays</li> <li>Employment Conference (requested by parents)</li> <li>Family Emergency</li> <li>Pre-informed Absences (independent study contract needed)</li> <li>Suspension</li> </ol>	<ol> <li>Leaving without prior permission from parent/guardian</li> <li>Illegal phone call or forged note</li> <li>Failure to clear an absence within 48 hours of returning to school</li> <li>Failure to obtain permit to leave early</li> <li>Failure to sign out in Attendance Office</li> <li>Failure to return from off campus lunch on time.</li> <li>Unexcused Absences</li> <li>Personal reasons (car trouble, overslept, etc.)</li> </ol>
10.5uspension	2. Failure to complete Independent Study contract

Students must make arrangements with teachers to make up work due to legal absences. Make up policies may vary from teacher to teacher.

## Illegal Absences-Consequences ------

- Illegal absences (cuts) will result in the following consequences:

   Ist illegal absence: Saturday School. Teacher may assign Attendance contract.
   2nd illegal absence: Saturday School. Second stage of contract, meeting with parents, teacher, administrator. Student Attendance Review Board, (SARB) process begins.
   3rd illegal absence: Possible drop from class with loss of credit. SARB process continues.
- 2. Students may not make up work for Illegal Absences.

Repeated truancy will result in referral to the Student Attendance Review Board and may also result in revocation of the privilege to participate in extracurricular activities.

**Credit Denial Appeal:** A parent and a student may appeal the decision to deny credit in a course. The parent must contact the principal within 48 hours of the credit denial notification to arrange an appeal hearing. **Students must be enrolled in a minimum of 6** classes to remain at San Ramon Valley High School.

## Administrative "Clear" -

The administration will allow **one (1) procedural clearance per year** (to cover one consecutive absence only). Parents must please put the request in writing via email to the appropriate assistant principal for consideration within 10 days of the absence. Clears are not guaranteed.

## **Pre-Informed Absences** –

WHENEVER POSSIBLE, VACATIONS SHOULD BE PLANNED DURING SCHOOL BREAKS. For trips, college visits, or other anticipated absences a parent may request a pre- informed (independent study) contract. Independent study contracts must be requested by phone 5 days prior to the absence. Contracts are available for a minimum of 5 days of absence but are not to exceed 10 days of absence. The contract must be picked up a minimum of 3 days prior to the absence. The contract must be signed by the parent and teachers and returned to the attendance office before leaving school the day before the absence begins. The rules of the contract must be followed or no credit will be given and the days absent will be unexcused.

## Tardies –

- 1. Tardies interrupt the classroom environment and interfere with the learning of other students.
- 2. Students who are not in the classroom when the bell rings are considered tardy.
- 3. Tardies that are the result of arriving to school late may be excused in the attendance office only if the absence is legal and properly cleared by the parent/ guardian. Tardies and absences due to car troubles, over-sleeping, and other personal reasons are not considered legal and will not be excused.
- Students who arrive to school late **must** sign in at the attendance office before going to class.
- 5. Three or more tardies to any one class may be considered equivalent to one illegal absence and could result in teacher referral for administrative action. See "Illegal Absences- Consequences" on page 12.

## Change of Residency —

Per SRVUSD board policy, all students must provide proper proof-of-residency when enrolling. This information must also be provided when students move within the district, even within the same school attendance boundary. If you are moving or have moved, in order for your records to be updated and to insure that you receive school mailings, please supply the registrar's office with a copy of escrow papers, a property tax bill, a rental agreement or a current mortgage statement and a current utility bill along with a resident verification form that you can pick up from the counseling office. If you have any questions, please contact Barbara Murray, Registrar at 552-3015.

## **Academic & Counseling Information**

#### **Counseling Department -**

Jenifer Levy-Wendt Nancy Conti Melissa Bergstedt Jennifer Kessler Mary Carlson Linda Clay	Lead Counselor Counselor Counselor Secretary Counselor Tech	(Er-Lau) (Lav-Rg) (Rh-Z)	552-3092 552-3027 552-3045 552-3033 552-3016 552-3021	jlevy-wendt@srvhs.org nconti@srvhs.org mbergstedt@srvhs.org jkessler@srvhs.org mcarlson@srvhs.org lclay@srvhs.org
Linda Clay Barbara Murray	Registrar	nnician	552-3021 552-3015	lciay@srvns.org bmurray2@srvhs.org

#### Scheduling Classes

Students are given scheduling information in the early spring. While attempts are made to honor student requests for courses; due to limitations in the master schedule, class sizes, and the number of sign ups for a particular course, a student's first choice may not be possible.

## Changing Classes-

Changes in schedules will be possible only as the master schedule permits. 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 a Class

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 6<sup>th</sup> week, the student should contact his/her counselor to discuss possible options pertaining to the drop.

## **Counseling Appointments-**

Counselors see students by appointment during the school day. Students can make an appointment to see their counselor in the counseling office before or after school or during lunch and brunch. Students may drop in with a quick question before and after school, or during brunch or lunch. Parents should call or email to make an appointment prior to coming on campus. This would ensure that the counselor is available at that particular time. Students are assigned to a counselor according to the first letter of their last name. We strive to keep students with the same counselor throughout his/her four years, however alphabet adjustments are occasionally necessary. Counselors' assignments will be announced at the opening of the school year.

## **Counseling Services** -

The Counseling Office at San Ramon offers academic guidance as well as counseling services including the SCIP program which is supervised by The Discovery Center. SCIP 12 functions an additional therapy referral source. Parents and teachers may refer students.

## **Additional Community Resources –**

Below is a listing of some local agencies that provide service to families in the San Ramon Valley. This information is presented for your benefit and does not constitute a referral.

•	Alanon/Alateen	(925) 932-6770
	Support group for teens that have loved ones with drug/ alcohol pr	oblems
•	Alcoholics Anonymous/Young People's AA	939-4155/939-5371
	Support groups for alcoholics/ Support group for teen alcoholics	
•	American Anorexic/Bulimia Association	(212) 575-6200
•	Anger Management Groups–The Center	(925) 462-5544
	For men, women and teens	
•	Axis Community Health Center	(925) 462-5544
	Individual and group counseling	
•	Center for Human Development	(925) 687-8844
	Anger management and family counseling	
•	Children's Protective Services (CPS)	(925) 646-1680
•	Contra Costa County Crisis Center	(800) 833-2900
	Suicide prevention, crisis counseling, grief counseling, school viole	ence prevention
•	Contra Costa Regional Medical Center Stabilization unit	(925) 646-2800
	5150 emergency psychiatric treatment	
•	County – Alcohol and Other Drug Referral	(800) 846-1652
	County-wide referrals to treatment and prevention services	
•	County Mental Health – Theraputic/behavioral Services	(888) 678-7277
•	www.cchealth.org Crisis and Suicide Intervention Hotline	(025) 020 0000
•	Crisis lines and grief counseling	(925) 830-0999
•	Discovery Center	(025) 027 0505
•	Counseling and crisis services for adults, teens, couples, and famili	(925) 837-0505
	Divorce Support Groups for Teens	(925) 283-8722
	Family Service of Contra Costa County	(925) 939-1550
•	General counseling for individuals, families, children and adolesce	• •
•	Family Stress Center	(925) 827-0212
	Family support and counseling	(525) 621-6212
•	Mt. Diablo Adult Education	(925) 685-7340
	Parent/child communication; Anger management	(010) 000 1010
•	New Connections	(925) 676-1601
	Group counseling for substance abuse and prevention	(525) 010-1001
•	Runaway Hotline	(800) 231-6946
•	STAND against domestic Violence	(888) 215-5555
	Battered Women's Hotline www.standagainstdomesticviolence.cor	
•	Teen Services-Battered Women's Alternative	(888) 215-5555
	Teen violence prevention, especially date rape	. ,
•	Teen to Teen Hotline	(925) 833-8228
•	Tri-Valley Haven for Women	(800) 884-8119

## Grading

Grades are distributed during the grading periods described in the section entitled "Progress Reports." Semester grades are part of the student's permanent. Each semester ends with a final examination taken during finals week.

NM

I

No Mark

Incomplete

## The following grade scale is used:

- A Excellent or superior
- B Above average
- C Average
- D Below average or barely passing
- F Fail

**Incomplete work** must be completed within 6 weeks. A teacher may assign an alternative deadline for the student to complete the work.

## Progress Reports-

There are two semesters each year and each semester is divided into two quarters. There are three *progress* reporting periods each semester:

- 1) 5th Week Progress Report *each Quarter*: D's and F's are reported and some teachers may report other grades as well.
- 2) 1st Quarter Report Card each Semester: all grades are reported.
- 3) Semester Report Card: All grades are reported.

These grades are entered on the transcript and calculated in a student's G.P.A.

**\*Note\*** If a student's performance drops, putting that student in danger of failing after the progress reporting period, the teacher will notify the parent of the situation.

\* **Note:** SRV no longer mails paper report cards. Report cards are sent via email only. Hard copy report cards are available by going to the school.

## Pass / Fail -

A student may take a total of 4 semester courses, in addition to P.E. on a P/F basis. 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 CPA. Pass/Fall grades may not be acceptable for college admissions requirements. All courses used to satisfy subject requirements must have letter grades.

## School Loop -

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.

## **Repeating Academic 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 a grade of "C" or higher, the repeated grade will **not** be used in calculating the GPA.

## Non-District Courses-

Non-district courses will no longer be placed on the high school transcript unless they are used to remediate a failed course or as part of the student's mandatory six course/graduation requirement program.

## Weighted Grades -

All honors and advanced placement (AP) courses in academic areas receive weighted grades according to District policy. The following courses at SRVHS meet these criteria:

AP English Language	AP French Language	AP Environmental Science
AP English Literature	Honors Spanish 4	AP Government
Honors PreCalc/Trig	AP Spanish Language	AP Economics
HonorsTrig/Math Analysis	Honors Physics	AP Psychology
AP Calculus AB/BC	Honors Chemistry	AP U.S. History
AP Statistics	AP Chemistry	AP Studio Art
AP Physics	AP Biology	AP European History
Honors French 4	Honors Spanish 4	AP Music Theory
Honors Chinese 4	Honors Anatomy/physio	AP Comp Govt. Politics

## 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 - <u>the award is NOT automatic</u>. 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 2<sup>nd</sup> 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 awards at the Senior Awards Night. All other award levels will be presented in class towards the end of the 4<sup>th</sup> 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.

**Note: Deadlines will be followed - no late applications will be accepted.** 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.

PLEASE NOTE: 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.

## Career Center

**Location:** Administration Building, next to the counseling office.

Hours: Open Monday, Tuesday, Thursday & Friday: 8:45 AM-4:00 PM and Wednesdays: 8:45 AM-4:00 PM.

The 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 or Carolyn Mackell, cmackell@srvhs.org or phone the Career Center at: (925) 552-3007.

## **Student Behavior Guidelines**

## At School and School Activities -

Students are responsible for their own behavior, and their actions do have consequences. San Ramon Valley High School strives to maintain an atmosphere where everyone feels safe and each person respects others, school property, and personal property.

Behavior that is disruptive or offensive, or that creates an unsafe situation, will not be tolerated. The consequences for such behavior may be a detention, Saturday School, or suspension.

Activities are for student enjoyment, and therefore, are to be considered a privilege and not a right. Rules that apply during school hours will apply at all school activities, both on and off campus. The school does not assume responsibility for students who choose to leave dances or school related activities prior to the end.

#### Athletic Events -

Students are to behave according to the athletic league guidelines at all athletic events. The following kinds of actions will **not** be tolerated: (1) obscenities or vulgarities, (2) provocative signs or gestures, (3) abuse of officials, (4) unauthorized noise makers at indoor events, (5) continuous taunting of opposing players, or (6) inappropriate chanting. Actions by fans should be of a positive nature rather than negative or distracting. Failure to follow guidelines or failure to make an appropriate adjustment in behavior when called for by an administrator or other school official may result in ejection from the event, followed by disciplinary action. We expect all students to follow the EBAL code of conduct.

#### Dances -

Dances are held at various times throughout the school year and are meant to be an enjoyable social event for students. To ensure that order is maintained, behavior at dances is closely monitored. The number of students attending dances will be limited depending on the size of the venue.

## **Dance Rules**

- 1. 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.
- 2. Hours: 8:30 to 10:30 except Homecoming 7:30-10:30; Prom 7:30-11; Ball 7:30-11:30
- 3.Doors will be closed after 9:30pm. Students may be admitted after 9:30pm only with the permission of the administrator in charge.
- 4. There are no "in and out" privileges at dances. Once a student exits the dance, he/she will not be readmitted.
- 5.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.*
- 6. 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.
- 7.No backpacks or large bags are allowed in the dance. All bags will be searched.
- 8. The school dress code is in effect for all dances. 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

## Guests

Guests will be allowed at Junior Prom (high school students only) and Senior Ball (under 21 only) and only with a completed/approved guest pass and photo ID.

Passes are obtained prior to the dance and must be approved by an SRVHS administrator.

## **Discipline Policy**

\*\* Consequences may be adjusted at the discretion of the administration.

	1st Offense	2nd Offense	3rd Offense
Cell phones, iPods, mp3	Warning &	AM Detention,	Saturday School,
player during class,	confiscation	confiscation	confiscation
instructional time, or school			(returned to
activities.			parent)

Dillog shotohoorda sectors	Marine 9		Coturidour Cohool
Bikes, skateboards, scooters, rollerblades ridden on	Warning & confiscation	AM Detention, confiscation	Saturday School, confiscation
	comiscation	comiscation	(returned to
campus			`
	0.1.1.	2 <sup>nd</sup> Level	parent)
Cutting class (see pll)	Saturday		Student may be
(3 tardies = 1 cut)	School & 1 <sup>st</sup>	Attendance	denied credit
	Level	Contract,	and issued an r
	Attendance	Parent	"F"
	Contract	Conference	(SARB process
		(SARB process	continues)
		begins)	
Dress Code Violation	Warning,	AM Detention	Saturday School
	Student		
	changes		
	clothes		
Forgery or falsification of	Saturday	In House	l day
notes/phone messages	School	Suspension	Suspension
No show for teacher detention	AM detention	Saturday	In House
		School	Suspension
No show for AM detention	Saturday	In House	l day
	School	Suspension	Suspension
Scuffling, mutual shoving,	Saturday	In House	l day
grabbing, bumping	School	Suspension	Suspension
Using profanity, vulgar	Saturday	Class	In House
language in class	School	Suspension	Suspension
Pranks or throwing objects	Saturday	In House	l day
that may present a danger	School	Suspension	Suspension
Cheating, plagiarizing, or	Parent	Student may	
academic dishonesty	Contacted,	be denied	
	"F" on	credit and	
	assignment	issued an"F"	
Littering	AM detention	Saturday	In House
		School, loss of	Suspension, loss
		off campus	of off campus
		lunch	lunch privileges
		privileges	(Jr./Sr.)
		(Jr./Sr.)	
Off Campus/Out of Bounds	Saturday	In House	l day
Ārea	School	Suspension	Suspension

Violation of Technology Acceptable Use Policy	May be denied credit with a semester "F", loss of campus computer		
	privileges		
Food/drink in classroom	Warning	AM detention	Saturday School
Illegal Parking	Ticket	AM detention	Saturday School

## **Cheating Policy** -

Cheating is a serious offense which undermines the integrity of the educational process and, therefore, will not be tolerated. Cheating is deemed to have occurred when a teacher has sufficient evidence that a student (1) copied someone else's work, (2) provided his/her own work to be copied by another student, (3) plagiarized, or (4) exhibited any inappropriate behavior during a test.

Students found guilty of cheating/ plagiarism or dishonest representation of work will not receive credit for the assignment or test and the parent will be notified. On the second offense, the student may be denied credit in the class in which the second cheating occurrence took place, with a semester "F" and loss of credit.

Dress Code -

The dress code regulations specify standards that promote a positive and safe learning environment. All students are expected to be suitably groomed and to wear clothing that is neat, clean and appropriate at school and evening events. If at any time a student's dress or grooming is considered disruptive or inappropriate to the educational program, teachers and/or administration, students will be asked to change into school appropriate attire or be sent home with parent permission to change. Repeated violations may result in disciplinary action.

- 1. Clothes shall be in a good state of repair and be sufficient to conceal undergarments at all times.
- 2. Safe footwear must be worn at all times.
- Clothing, jewelry and personal items (backpacks, binders, fanny packs, gym bags water bottles, etc.) shall be free of writing, pictures or any insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions or likenesses, or which advocate racial, ethnic or religious prejudice.
- 4. Skirts and shorts must be at least fingertip length.
- 5. Gang affiliated items such as hair nets, "grill" teeth, bandanas, gang colors, jewelry, emblems, clothing, badge, symbols, signs or other things which are viewed as evidence of membership or affiliation in any gang is prohibited.
- 6. Wallet chains, spiked bracelets and spiked collars are not permitted on campus.
- 7. Hats are not forbidden on campus, however, students are required to respect the request of individual teachers regarding the wearing of hats in the classroom.
- 8. Clothing that fails to provide adequate coverage of the body is not permitted including but not limited to:

- a. See-through fabrics
- b. Bare midriffs
- c. Halter tops
- d. Tube tops and tube top dresses
- e. Backless or strapless tops
- f. Tops and dresses completely off one or both shoulders
- g. Low-cut tops or dresses
- h. Spaghetti straps or straps less than two fingers in width
- i. Bathing suits
- j. Jeans/shorts/skirts that rest below the hip
- 9. While hats are not expressly forbidden at SRVHS, students are required to respect the requests of individual teachers regarding the wearing of hats in their classroom.

Students in violation of the dress code will be required to make a change of clothes and the parents will be contacted. If clothes are unavailable at school, the parent will be contacted and/or the student will be sent home to change. Dress code violations will result in the following:

1st offense: Warning, change of clothing.

2nd offense: Parent contacted, AM Detention, change of clothes.

3rd offense: Change of clothes, parent contacted, Saturday School

## **Controlled Substances**

- Students found to be under the influence or in the possession of alcohol or drugs at school or school activities will be suspended from school and reported to the police. On the second offense, student will be recommended for expulsion. Possession with the intent to sell or sale of drugs/alcohol will result in a recommendation for expulsion.
- Possession or use of tobacco is prohibited on campus. The use or possession of any tobacco product or related paraphernalia during the school day, on campus or any school-sponsored activity, shall be considered a violation. Smoking or chewing tobacco at school activities, in cars, or in the vicinity of the school is not allowed. First time offenders will be assigned a 4 hour Saturday School and may be cited by the police. On the second offense, student will receive a 1 day suspension and be cited by police.

## Vandalism -

Individuals (or classes) are financially responsible for any damages done to school or personal property and the additional custodial time needed to correct the problem. Interpretation of the guidelines presented above, by school administrators will take into account frequency, severity, grade level, and prior disciplinary problems. Repeated infractions may result in expulsion. Any of the above may be referred to a law enforcement agency.

## Personal electronic devices -

Possession of iPods, mp3 players, cell phones, and other electronic devices by students at school is a **privilege**, which may be forfeited by any student who fails to abide by the pertinent district and school rules that pertain to the possession/use of such devices. **iPods**, **mp3 players**, **cell phones**, **and other electronic devices are not to be used**, heard, or be visible in or during class, instructional time, or school activities as defined by the school unless a teacher deems use is for instructional purposes. Use is

**permitted ONLY at brunch and lunch.** The district/school shall not be responsible for the loss or damage to any electronic device brought onto campus. If a student does not comply with school and district guidelines, the device may be confiscated. Violations will result in the following consequence:

1st Offense: Device confiscated, returned at end of day.
2nd Offense:Device confiscated, returned at end of day. Student will serve AM Detention.
3rd Offense:Device confiscated, student serves Saturday School, device returned only to parent/guardian.
4th Offense: Phone is confiscated by administrator for two weeks.

#### **Detention** -

Detention shall be limited to one hour on school days and four hours on non-school days. A parent/guardian of the student to be detained must be notified at least twenty-four hours prior to the beginning of the detention. Saturday School attendance for discipline is at the election of the student or, in the case of a minor, the parent/guardian (E.C. 37223)

**Morning Detention:** Students may be assigned a detention from 7:45–8:15 AM on Tuesday or 7:30 AM to 8:00 AM on Thursday. Students who fail to serve detention will be assigned a four-hour Saturday School. In the event the student fails to show up for Saturday School, the student will be suspended for one day.

**Saturday School:** Saturday School is offered in lieu of suspension. A student who is considered truant as defined under E.C. Section 48260 may be required to attend Saturday School. Students arriving late to Saturday School will not be admitted. Failure to complete a Saturday School will result in a one day suspension.

## Grounds for Suspension and Expulsion —

Disciplinary action by the school administration will take into account frequency, severity, and grade level at which behavior problems occur. Disciplinary consequences for violation of Education Code 48900 may range from detention or suspension to a maximum penalty of expulsion.

**Suspension:** Suspension is a disciplinary action which means removal of a student from ongoing instruction for a period of time not to exceed five (5) consecutive school days. Suspension by an administrator shall be preceded by an informal conference between the administrator and the student unless an emergency situation to be determined by the principal or designee exists. A student's parent/guardian shall be notified in writing of the suspension. Although the district is not required to hold a conference with the parent/guardian, the parent/guardian is required to attend such a conference when so requested by the district. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which 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 (E.C. 48900 s). At the discretion of the school administration, a student may receive "in-house" suspension, serving the term of suspension on campus under the supervision of school staff. Teachers will provide make-up work to be completed by the student while suspended from class/school.

**Expulsion:** Expulsion means the removal of a student from enrollment in a school or the district as ordered by the Board of Education. Expulsion may be ordered for any of the acts listed under Grounds for Suspension and Expulsion when other means of correction have failed to bring about proper conduct, or when a student's presence causes continuing danger to other students. As defined in Ed Code 48915 (c), possessing, selling, or otherwise furnishing a firearm, brandishing a knife at another person, unlawfully selling a controlled substance, committing or attempting to commit a sexual assault or committing a sexual battery, or possession of any explosives, requires the principal to recommend expulsion. The length of expulsion for any of these offenses shall be one year. Parents of an expelled student are required to notify the receiving district that the student has been expelled. (E.C. 48915.1)

	OFFENSE (Education Code 48900)
a.	<ol> <li>Caused, attempted to cause, or threatened to cause physical injury to another person.</li> </ol>
a.	(2) Willfully used force or violence upon the person of another, except in self- defense.
b.	Possessed, sold, or otherwise furnished any 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 any 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.	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 any 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.
1.	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.				
о.	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 preinitiation 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.				
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				
T al al i	serious bodily injury shall be subject to discipline pursuant to subdivision (a).				
-	tional grounds: ual harassment (Ed Code 48900.2)				
	nmitted an act of hate violence (Ed Code 48900.3)				
	Harassment, threats, or intimidation creating an intimidating or hostile educational				
	environment (Ed Code 48900.4) Terrorist threat against school official or school property (Ed Code 48900.7)				
	of the above may he referred to a law enforcement agency.				
	the principal or designee must notify law enforcement personnel of these offenses.				

#### 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

**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 PersonnelBP: 4119.11, 4219.11, 4319.11(a)StudentsBP: 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.

Sexual harassment made by someone from or in the work or educational setting, is prohibited and includes, but is not limited to, any of the following conditions:

- a. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- b. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- c. 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.
- d. 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 education 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 oscine letters, notes or invitations; spreading sexual rumors.

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

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, and 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 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 an 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.

Board Policy, Danville, California San Ramon Valley Unified School District Adopted: September 22, 1998.

## **Parking Rules and Responsibilities**

	par ing permit is the property of the school and is issued to the student. student does not have the right to sell or lend his/her permit to another student. Students who give, sell, or obtain par ing permit for another student will be suspended from school and may lose all par ing privileges at S S.
	ou, the student, must return the par ing permit to the attendance office in the event of an early graduation or school transfer.
	Student must par in his/her assigned numbered space and drive in designated student par ing areas.
	Students must par straight in their assigned space within designated lines . Students must par the vehicles
	so the par ing stic er is visible from the lot. Onl 1 one ermitted ehicle ma ar on cam us on an
	gi en da .
	ar ing rules will be enforced from 7 a.m. to p.m., onday riday.
4.	ll vehicles par ed on or ad acent to the school campus are sub ect to search by the administration or a
	designee.
	The par ing permit issued is for the vehicle listed on the registration portion of this application. ermits
-	placed on any other vehicle will be void. o not tape the pass to the window.
6.	f a student must use another ehicle that does not ha e the ar ing ermit affi ed i.e.
	ehicle in the re air sho a tem orar ar ing ermit ill be ro ided in the attendance
	office. Tem orar ar ing ermits are for the assigned students onl, for use in the assigned
	s ace. (No exceptions.)
7.	f a car is ar ed in our assigned s ace the student must ar in the A lot in front of the
	g m and re ort the offense to the attendance office and register in the ar ing boo let.
	ailure to do so ma result in a 35.00 ar ing tic et.
8.	ost, stolen and new car permits may be replaced per administrator's approval. Students are responsible for
	proper display and safeguard of the permit.
	Students who misuse their par ing permit or do not drive safely within the par ing lot may have their permit
	revo ed or face other conse uences.
1.	The s eed limit on cam us is 5 .
11.	Students, ho continue to ar illegall or ithout a alid ermit, ill be tic eted, to ed or
	face other disci linar conse uences.

## **General Information**

## Student Body Cards -

Students will be issued a student body ID card at the beginning of the year. All students are to carry their ID card at all times. These cards are used for identification in school and at all school activities. Students must have a card to purchase tickets to dances and other events. If a card is lost, a replacement may be obtained in the counseling office.

Juniors or seniors wishing to go off campus during lunch must have a **current year ID** with them at all times.

## Posting of Signs -

An administrator must approve all signs to be posted on campus. Signs may only be applied to designated places with blue painters tape. Signs placed without approval, or appropriate tape will be removed.

## Visitors to Campus

San Ramon Valley High School cannot be responsible for unauthorized visitors on campus. Any visitor must sign in at the Principal's Office and obtain a visitor's pass. Any student wishing to have another student "shadow" must have the visitor cleared by the Principal at least 48 hours in advance of the visit. Generally provisions are made only for visitors to come during Lunch.

## **Health Services** -

*Health Screening:* The nurse may screen any student for visual or hearing acuity if requested by the parent or student.

*Medication:* If students require daily or as needed medications at school, legal paperwork which is signed by the parent and physician must be on file with the nurse. A form may be picked up in the office and returned, along with the required medication in its original container, by a parent. Students cannot carry medication on their person unless the appropriate legal form is on file and it is an emergency medication such as an inhaler or an "Epi-pen". Other medications must be kept in a locked cabinet in the office. All of the above is true for both prescription and over-the-counter medications.

*Emergency Card*: In the event of a medical emergency or accident, it is essential that we have all up-to-date emergency information on file in the office. Please call or come in to update changes as soon as possible so that you can be reached. If a student becomes ill or injured at school, they are to report it to the teacher, who will send them to the attendance office. The school provides emergency rest facilities only. A parent or a person designated on the emergency card must pick up the student if ill or injured and unable to return to class. If it is determined that the student may leave campus on their own, verbal permission from the parent must be given; however, student safety will be the first priority in making this determination.

Students cannot leave campus without checking out with the attendance office or a "cut" or "truancy" from class will result.

*Health concerns:* If your student has a health concern that may require treatment or special accommodations at school, please discuss it with the nurse. If necessary, a health plan will be set up to be followed at school. This ensures that your student's health needs are properly cared for during the school day and in the event of a medical emergency. Please update the health information section of the emergency card yearly and as changes occur. A 504 plan may also be created if the student's health concern requires special accommodations at school. Please contact the nurse at 552-2684.

## Textbooks -

The school loans each student one set of books. Students are held financially liable for lost, stolen, destroyed, or damaged textbooks. All textbook bills must be paid before report cards may be received. See the textbook clerk regarding any problems related to textbooks.

## **Emergency Cards** -

As a condition of enrollment, all students must have a current and accurate emergency contact information file. Please notify the attendance office if you have a change of address or work and/or home telephone.

## **Open / Closed Campus**

The San Ramon Valley High School campus will be **closed**, at **lunch**, to freshmen and **sophomores**. The campus remains open at lunch to juniors and seniors. Juniors and seniors must show a current school ID when leaving for lunch. Freshmen and sophomore students caught off campus at lunch, without a legal off campus pass, will be given a Saturday School. Repeat offenders will be given suspensions. The campus is closed to all students during class periods, passing periods, and brunch. At no time shall students be permitted to leave campus during brunch, or assemblies. Off campus lunch privileges may be revoked at any time at the discretion of the administration.

- 10. Beginning with the 2012-2013 school year juniors and seniors will not be allowed to drive off campus. They will only be allowed to walk off campus.
- 11. Beginning with the 2013-2014 school year only seniors will have off campus privileges. They will only be allowed to walk off campus. No driving.

## 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.

## **Emergency Procedures** -

The school works with local city planners, law enforcement, and state emergency management agencies to plan for all emergency contingencies. Each year the entire school community practices all emergency procedures so that in a real event students and staff are well informed about how to respond. Parent and student cooperation in any of these situations assures the safety of all school community members.

## Evacuation/Lock Down

In the event of an extended evacuation students assemble on the sports field until the determination is made to return to class or to go home. No students are allowed to walk or drive off campus after an evacuation (earthquake, fire, chemical spill, etc.). Parents, or the designee indicated on the Emergency Information Sheet, are required to sign out students

for release from school grounds. Emergency supplies, such as food, water, and medical supplies, are kept up to date on campus and are ready for use in such an event.

If a situation necessitates a school wide lock down, all students and staff will remain in classrooms, with their teacher, until released by the police or school administration. In such a case parents will not be allowed by the police to enter the campus until it is secure.

Parents: Please do not call the school or district office during any emergencies, or come to school until requested. Do listen to radio stations: KNBR (680 AM) or KKIS (99 AM) for accurate information.

#### Lost and Found —

Items that are found should be turned into the counseling secretary. Items that are lost or stolen should be reported to an administrator.

## Computers -

All students using computers must have a signed student acceptable use policy on file. Students are to adhere to the student acceptable use policy at all times. Violations will result in disciplinary action and loss of class or computer use privileges. Acceptable use contracts are available during *Schedule Pick-Up* or in the counseling office.

## Food Services —

Food is available at the cafeteria during brunch and lunch at a minimum cost. Food services also provide free or reduced lunches for qualifying students. Please contact the Principal's secretary if you wish to apply for these programs.

Student behavior when purchasing food will be closely monitored. Any student who "cuts" in line or is disrespectful to other students or cafeteria staff will face disciplinary action, including loss of cafeteria privileges.

## Library -

The Library/Media Center is maintained as a clean, quiet area for students and staff to utilize library resources or to study. Food and/or drink are not allowed. Passes are required when classes are in session. Student ID's are necessary in order to check out library material or to use library computers. Lending period is three weeks for most non-Reference books. Patrons are expected to return material on time and in good condition. Fines are charged for over due books at the rate of \$.25 per day (\$1.00 per day for Reference). A coin photocopier is available for individual use. Copies cost \$.15 per page. Copier makes change, but does not take dollar bills.

## Fines/Charges —

All textbook and library charges/fines must be cleared before the "schedule pick-up" packet may be picked up in August/ September. Students who owe fines or charges at other times of the year will not be able to run for an office, try out for athletics or cheerleading, attend major dances or graduate until these charges are cleared.

## Notes

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# August 2012

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	First Day of School		

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Freshman Orientation <b>31</b>			

August         F         S           s         M         T         W         T         F         S           1         2         3         4         San Ramon Valley High Sc           5         6         7         8         9         10         11           12         13         14         15         16         17         18           19         20         21         22         23         24         25           26         27         28         29         30         31	chool SRV 102 Years
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Freshman Orientation	Friday, August 24
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Pride	
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## September 2012

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		Senior Waterworld	
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		Back to School Night	
24	25	26	27
	Yom Kippur (begins at sundown)		
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<b>14</b> Welcome Rally	15	<b>16</b> Rosh Hashanah	
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Rosh Hashanah	Sunday, September 16
(begins at sundown)	

<b>September</b> <b>s</b> <u>m</u> <b>t</b> <u>w</u> <b>t</b> <u>F</u> <u>s</u> <b>b</b> <b>b</b> <b>b</b> <b>c</b> <b>b</b> <b>c</b> <b>c</b> <b>c</b> <b>c</b> <b>c</b> <b>c</b> <b>c</b> <b>c</b>	chool SRV 102 Years
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Thursday, September 20
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	Sunday, September 30

## October 2012

Monday	Tuesday	Wednesday	Thursday
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<b>8</b> Homecoming Week October 8 - 12	9	10	11
15	16	17	18
<b>22</b> Red Ribbon Week October 22 - 26	23	24	25
29	<b>30</b> College Night - Gym	<b>31</b> Halloween	

Friday 5	Saturday 6	S         M         T         W         T         F         S           4         5         6         7         8         9         10           11         12         13         14         15         16         17           18         19         20         21         22         23         24           25         26         27         28         29         30         30	S         M         T         W         T         F         S           2         3         4         5         6         7         8           9         10         11         12         13         14         15           16         17         18         19         20         21         22           23         24         25         26         27         28         29           30         31         31         31         31         31         31         31
Staff Development Day			
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Homecoming Rally and Parade	Homecoming Dance		
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<b>26</b> End of First Quarter	27	28	
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	Thursday, October 4
Staff Development Day	Friday, October 5
	Saturday, October 6
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	Sunday, October 7

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Monday, October 8		Homecoming Week October 8 - 12
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Homecoming Rally and Parade	Friday, October 12
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Homecoming Dance	Saturday, October 13
	Sunday, October 14

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	Sunday, October 21

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Monday, October 22	Red Ribbon Week October 22 - 26
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End of First Quarter	Friday, October 26
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	Sunday, October 28

## November 2012

Monday	Tuesday	Wednesday	Thursday 1
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Veterans Day Observed No School			
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Thanksgiving Break November 19 - 23			Thanksgiving
26	27	28	29

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	SRV Ski Swap Nov 3-4	SRV Ski Swap	
9	10	<b>11</b> Veterans' Day	
16	17	18	
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Monday, October 29		mia-Disting
Tuesday, October 30		College Night - Gym
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Wednesday, October 31		Halloween
		Renewal Renewal

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	Thursday, November 1
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SRV Ski Swap	Saturday, November 3
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SRV Ski Swap	Sunday, November 4

<b>November</b> <b>s M T W T F s</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 <b>San Ramon Valley High So</b> Established 1910	chool SRV 102 Years
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	Thursday, November 8
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TPride	
	Saturday, November 10
Veterans' Day	Sunday, November 11

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Monday, November 12	Veterans Day Observed No School
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	Saturday, November 17
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Thanksgiving	Thursday, November 22
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	Friday, November 23
TPride	Saturday, November 24
	Sunday, November 25

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	Saturday, December 1
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## **December 2012**

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Winter Break December 24–January 4			
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Friday	Saturday 1	Sunday 2	Notes
7	<b>8</b> Chanukah (begins at sundown)	9	
<b>14</b> Snowball Dance	15	16	
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December           S         M         T         W         T         F         S           1         2         3         4         5         6         7         8           9         10         11         12         13         14         15           16         17         18         19         20         21         22           23         24         25         26         27         28         29           30         31         14         15         16         17         18         19         20         21         22	San Ramon Valley High Sch Established 1910	ool <b>SRV</b> <b>102</b> <i>Years</i> <i>years</i>
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	Friday, December 7
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Chanukah (begins at sundown)	Saturday, December 8
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	Sunday, December 9

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	Thursday, December 13
Snowball Dance	Friday, December 14
I HUC	Saturday, December 15
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	Sunday, December 23

December         F         S           s         M         T         W         T         F         S           2         3         4         5         6         7         8           9         10         11         12         13         14         15           16         17         18         19         20         21         22           23         24         25         26         27         28         29           30         31          15           Established 1910	gh School SRV 102 Years
Monday, December 24	Winter Break December 24 – January 4
Tuesday, December 25	Christmas
Wednesday, December 26	SSIONER Renewal

	• January							
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2	Thursday, December 27
	Friday, December 28
	Thous, December 20
	Saturday, December 29
22.2	Sunday, December 30
	Sunday, December 30

## January 2013

Monday	Tuesday	Wednesday	Thursday
	1	2	3
	New Year's Day		
7	8	9	10
14	15	16	17
21	22	23	24
Martin Luther King, Jr. Day	Final Exam Week Jan 22 - 25		
28	29	30	31
Teacher Work Day/ Staff Development Day			

Friday 4	Saturday 5	February         S       M       T       W       T       F       S         1       2       1       2       1       2         3       4       5       6       7       8       9         10       11       12       13       14       15       16         17       18       19       20       21       22       23         24       25       26       27       28       28         Sunday	S         M         T         W         T         F         S           3         4         5         6         7         8         9           10         11         12         13         14         15         16           17         18         19         20         21         22         23         24         25         26         27         28         29         30         31
11	12	13	
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Semester One Ends			

December SMTWTFS		
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	San Ramon Valley High So	
16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Established 1910	102 Years
Monday, December 31		
		rnia-Distingi
		Visual
Tuesday, January 1		New Year's Day
Wednesday, January 2		
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	Saturday, January 5
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	Sunday, January 6

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	Thursday, January 10
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	Friday, January 11
- PHQE	Saturday, January 12
	Sunday, January 13

Jaruary           S         M         T         W         T         F         S           1         2         3         4         5           6         7         8         9         10         11         12           13         14         15         16         17         18         19           20         21         22         23         24         25         26           27         28         29         30         31	San Ramon Valley High So Established 1910	chool SRV 102 Years
Monday, January 14		
		nia-Distingi
		Honor
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Wednesday, January 16		
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	Thursday, January 17
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	Friday, January 18
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	Saturday, January 19
	Sunday, January 20

<b>s m T W T F s</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>San Ramon Valley H</b> Established 1910	High School SRU 102 Jeans
Monday, January 21	Martin Luther King, Jr. Day
	mia-Disting
	Visual
	- Honor
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Tuesday, January 22	Final Exam Week Jan 22 - 25
	19 C Z .
Wednesday, January 23	
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	Thursday, January 24
Semester One Ends	Evidence January 25
Semester One Ends	Friday, January 25
1 I III	Saturday, January 26
<u><u><u></u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u></u>	
	Sunday, January 27

<u>s m t w t s s</u> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>San Ramon Valley High S</b> Established 1910	chool SRV 102 Years
Monday, January 28	Teacher Work Day/ Staff Development Day
	nia-Distingi
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Tuesday, January 29	pour s
Wednesday, January 30	

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	Thursday, January 31
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	Sunday, February 3

## February 2013

Monday	Tuesday	Wednesd	lay Thursday
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4	5	6	7
11	12	13	14
18	19	20	Valentine's Day 21
		20	21
Presidents' Day			
No School			
25	26	27	28

Friday 1	Saturday 2	10 11 12 13 14 15 16	S         M         T         W         T         F         S           1         2         3         4         5         6           7         8         9         10         11         12         13           14         15         16         17         18         19         20           21         22         23         24         25         26         27           28         29         30
8	9	10	
	Dance – Charity Event		
15	16	17	
22	23	24	

<b>February</b> <b>s M T W T F s</b> <b>1</b> 2 <b>3</b> 4 5 6 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 <b>San Ramon Valley High Sc</b> Established 1910	chool SRV 102 Years
Monday, February 4	t
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des	Thursday, February 7
t Train	
	Friday, February 8
Pride	
Dance – Charity Event	Saturday, February 9
	Sunday, February 10

<u>s m</u> <u>r w r s s</u> <u>3 4 5 6 7 8 9</u> 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 <b>San Ramon Valley High Sc</b> Established 1910	chool SRV 102 Years
Monday, February 11	T
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Valentine's Day	Thursday, February 14
E C C C C C C C C C C C C C C C C C C C	
	Friday, February 15
Pride	
	Saturday, February 16
	Sunday, February 17

Monday, February 18 Presidents' Day No School HOOOG HOOOGHHOO	<b>s</b> <u>m</u> <u>T</u> <u>w</u> <u>T</u> <u>F</u> <u>s</u> 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 <b>San Ramon Valley High So</b> Established 1910	chool SRV 102 Years
Wednesday, February 20	Monday, February 18	Presidents' Day No School
Wednesday, February 20		nia-Disting
Wednesday, February 20		Honor
Wednesday, February 20		
	Tuesday, February 19	
	Wednesday, February 20	

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	Thursday, February 21
	Friday, February 22
THIGE	Saturday, February 23
400	Sunday, February 24

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Monday, February 25	t
Tuesday, February 26	
Wednesday, February 27	S S O

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de la companya de la comp	Thursday, February 28
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Black Light Rally	Friday, March 1
Pride	
	Saturday, March 2
ate S	Sunday, March 3

## **March 2013**

Monday	Tuesday	Wednesday	Thursday
4	5	6	7
11	12	13	14
18	19	20	21
25	24	07	29
20	26	27	28
Spring Break March 25 – 29			
Passover (begins at sundown)			

April •							:				May	,		
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14	15	16	17	18	19	20	•	12	13	14	15	16	17	18
		23									22			
28	29	30					•	26	27	28	29	30	31	

Friday	Saturday	Sunday	Notes
1	2	3	
Black Light Rally			
8	9	10	
Teacher Work Day/			
Staff Development Day			
15	16	17	
22	23	24	
	20		
End of Third Quarter		Palm Sunday	
29	30	31	
		Easter	

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Monday, March 4	
	nia-Disting
	Honor
Tuesday, March 5	
Wednesday, March 6	
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	Thursday, March 7
E Tob	
Teacher Work Day/	Friday, March 8
Staff Development Day	
Prida	
	Saturday, March 9
မ်ခံ ဗ	Sunday, March 10

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Monday, March 11	
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	Thursday, March 14
	Friday, March 15
	Saturday, March 16
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	Sunday, March 17

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Monday, March 18	
	nia-Disting
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Tugaday, March 10	
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	Legacy O
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2 6	Thursday, March 21
End of Third Quarter	Friday, March 22
	Saturday, March 23
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Palm Sunday	Sunday, March 24

Monday, March 25     Spring Break March 25 – 29       Passover (begins at sundown)       Tuesday, March 26       Wednesday, March 27	<b>S</b> M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>San Ramon Valley</b> Established 19	
Passover (begins at sundown)       Tuesday, March 26       Wednesday, March 27	Monday, March 25	Spring Break March 25 – 29
Wedhesday, March 27		Passover
Wedhesday, March 27		Honor
Wedhesday, March 27		
Wedhesday, March 27		5 3.7.2
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	Wednesday, March 27	
Renew Coll-pack		Legacy
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	Tł	nursday, March 28
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	Fr	iday, March 29
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	Sc	aturday, March 30
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Easter	Su	unday, March 31

# April 2013

Monday	Tuesday	Wednesday	Thursday
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8	9	10	11
15 STAR Testing	16	17	18
Window Begins 22	23	24	25
29	30		

Friday 5	Saturday 6	S       M       T       W       T       F       S         1       2       3       4         5       6       7       8       9       10       11         12       13       14       15       16       17       18         19       20       21       22       23       24       25         26       27       28       29       30       31	S         M         T         W         T         F         S           2         3         4         5         6         7         8           9         10         11         12         13         14         15           16         17         18         19         20         21         22           23         24         25         26         27         28         29           30         Notes
Mr. GQ			
12	<b>13</b> Junior Prom	14	
19	20	21	
26	27 Sophomore Cruise	28	

<b>April</b> <b>s m t w t F s</b> <b>1 2 3 4 5 6</b> <b>7 8 9</b> 10 11 12 13 <b>14</b> 15 16 17 18 19 20 <b>21</b> 22 23 24 25 26 27 <b>28</b> 29 30 <b>San Ramon Valley High S</b> Established 1910	School SRV 102 Years
Monday, April 1	J
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de	Thursday, April 4
Mr. GQ	Friday, April 5
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	Saturday, April 6
	Sunday, April 7

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Wednesday, April 10	assion Signature

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de la	Thursday, April 11
	Friday, April 12
Junior Prom	Saturday, April 13
	Sunday, April 14

April s <u>M</u> T <u>W</u> T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 April San Ramon Valley High S Established 1910	School SRV 102 Years
Monday, April 15	STAR Testing Window Begins
	nia-Disting
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Tuesday, April 14	
Tuesday, April 16	
Wednesday, April 17	
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	Thursday, April 18
	Friday, April 19
	Saturday, April 20
220	Sunday April 21
	Sunday, April 21

<b>s m t w t f s</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 <b>San Ramon Valley High Sc</b> Established 1910	chool SRV 102 Years
Monday, April 22	đ
Tuesday, April 23	
Wednesday, April 24	Sid

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de de	Thursday, April 25
	Friday, April 26
Sophomore Cruise	Saturday, April 27
Sophomore oraise	
	Sundary Anail 29
	Sunday, April 28

# May 2013

Monday	Tuesday	Wednesday	Thursday
		1	2
		AP Exams Window May 1 - 10	
6	7	8	9
13	14	15	16
20	21	22	23
Greek Games May 20 -24			
27	28	29	30
Memorial Day	Senior Awards Night		Senior Trip Discovery Kingdom

Friday 3	Saturday 4	June         s       M       T       W       T       F       S         2       3       4       5       6       7       8         9       10       11       12       13       14       15         16       17       18       19       20       21       22         23       24       25       26       27       28       29         Sunday	S         M         T         W         T         F         S           1         2         3         4         5         6           7         8         9         10         11         12         13           14         15         16         17         18         19         20           21         22         23         24         25         26         27           28         29         30         31
10	11	12	
17	10	Mother's Day	
<b>17</b> STAR Testing	18	19	
Window Ends <b>24</b>	25	26	
<b>31</b> Renaissance Assembly			
Reliaissance Assembly			

s         M         T         W         T         F         S           1         2         3         4         5         6           7         8         9         10         11         12         13           14         15         16         17         18         19         20           21         22         23         24         25         26         27           28         29         30	n Valley High School Established 1910
Monday, April 29	
	rnia-Distingi Visual
Tuesday, April 30	
Wednesday, May 1	AP Exams Window May 1 - 10

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	Thursday, May 2
	Friday, May 3
	Saturday, May 4
57 B 2	Sunday, May 5

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Monday, May 6	đ
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	Thursday, May 9
	Friday, May 10
THUE	Saturday, May 11
Mother's Day	Sunday, May 12

<u>s m t w t r s s</u> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>San Ramon Valley High Sc</b> Established 1910	chool SRV 102 Years
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Tuesday, May 14	
Wednesday, May 15	

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	Thursday, May 16
STAR Testing Window Ends	Friday, May 17
	Saturday, May 18
	Sunday, May 19

<u>s m t w t r s s</u> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>San Ramon Valley High So</b> Established 1910	chool SRV 102 Years
Monday, May 20	Greek Games May 20 -24
Tuesday, May 21	
Wednesday, May 22	

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de de	Thursday, May 23
	Friday, May 24
	Saturday, May 25
	Sunday, May 26

<u>s m t w t F s</u> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>San Ramon Valley Hig</b> Established 1910	gh School SRV 102 Years
Monday, May 27	Memorial Day
Tuesday, May 28	Senior Awards Night
Wednesday, May 29	Legacy Wolf-pack

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	23	24	25	26	27	28	29
	30						

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Senior Trip Discovery Kingdom	Thursday, May 30
Renaissance Assembly	Evident Mart 21
Renaissance Assembly	Friday, May 31
- Phae	Saturday, June 1
	Sunday, June 2

## June 2013

Monday	7 Tuesdo	ay Wednes	sday Thursday
3	4	5	6
Wolfie Awards			
10	11	12	13
10		12	15
Final Exam			End of Second Semester
June 10 - 13			Last Day of School
17	18	19	20
24	25	26	27

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Aloha Rally Powder Puff Game		Baccalaureate	
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	Thursday, June 6
Aloha Rally	Friday, June 7
Powder Puff Game	
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	Saturday, June 8
Baccalaureate	Sunday, June 9

<u>s m t w t s s</u> 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 <b>San Ramon Valley High S</b> Established 1910	School SRV 102 Years
Monday, June 10	Final Exam June 10 - 13
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End of Second Semester	Thursday, June 13
Last Day of School	
Graduation	Friday June 14
Graduation	Friday, June 14
	Saturday, June 15
Q Q N	
Father's Day	Sunday, June 16
- 2	

## Parts of Speech

**Nouns:** name of a person, place or thing (*professor*, *ocean*, *college*). Proper Nouns name specific places, people, or objects, and they get capitalized (*Boston*, *Professor Smith*, *the Bill of Rights*).

**Pronouns**: take the place of or rename a noun. There are three major kinds:

- 1. **Personal:** take the place of people or things (She fished all day.)
- 2. **Possessive:** show possession (*The man took his hat.*)
- 3. **Objective:** receive a verb's action or are the object of a preposition (*Carla made him cookies and ate them with him.*)

Also, you'll use the following type of pronouns:

- 1. Interrogative (who, what, which)
- 2. **Reflexive** (yourself, itself, herself, themselves)
- 3. **Relative** (which, who, that, whose)
- 4. **Indefinite** (there are many, including *all, most, both, several*)
- 5. **Demonstrative** (this, that, these, those)

**Verbs:** express actions, occurrences or states of being and also indicate the time of that action, occurrence or state of being.

There are six tenses: **present** (climb), **past** (climbed), **present perfect** (have climbed), **past perfect** (had climbed), **future** (will climb) and **future perfect** (will have climbed).

There are three forms: **infinitive** as in to climb; **participle**, which describes, as in the scratching noise drove her crazy; and **gerund**, which ends in "ing" and is used as a noun, as in climbing the stairs was a daily chore for her.

There are two "voices": **active**, in which the subject does the action, as in *Susan climbed Mt Everest* or **passive**, in which the subject receives the action, as in *The Oscar was won by Frank*.

**Adjectives:** describe or modify nouns (*red, small, good, happy*).

**Adverbs:** modify verbs, adjectives or other adverbs. They often specify how, where, when, why, how much, how often etc. (*She replied hastily. Today, she quickly drank her very hot tea.*)

**Conjunctions:** join words, phrases or clauses. There are three types: **coordinating** — which join similar grammatical structures, (*and*, *but*, *or*, *nor*, *so*, *yet*, *for*); **correlative** — used in pairs, (*either/or*, *neither/nor*, *both/and*, *not only/but also*, and many more) and **subordinating** — join dependent (subordinate) clauses with independent clauses (*although*, *than*, *when*, *providing that*, *how*, *until*, and many more).

**Prepositions**: link nouns or pronouns to some other word(s) in a sentence. There are many prepositions — they often describe position or time in one way or another (*in, by, against, after, on, with, of, below, down, during* and many more).

**Interjections:** communicate surprise or strong emotion, and are often, though not always, followed by an exclamation mark. Use them sparingly when writing (*Wow! Great!*).

ship; young people com ate with older ones. A be com cial dealersts sage communicates with the h communication noun 1 2 something that comm non, a letter or messar munication

## Punctuation -

Sentences can take on very different meanings depending on how you punctuate them. For example: Anne Marie and I went bowling. Did two people (Anne Marie and I) or three people (Anne, Marie and I) go bowling? You need to know the basic uses below in order to ensure that your reader will understand what you mean.

**Periods:** end a sentence that either makes a statement (**declarative**) or gives a mild command (**imperative**).

Commas: have many uses

- 1. to separate words in a series.
- 2. to separate two independent clauses joined by *but*, *or*, *yet*, *so*, *and*, *for*, *not*.
- 3. to separate an explanatory phrase, as in *Bilbo, a golden retriever, was always...*
- 4. to separate clauses that aren't essential to the meaning of the sentence, as in *Rob, who owns three homes, is the CEO of the SAM corporation.*

Because the sentence is about Rob being a CEO, you need to separate out the clause about his three homes.

- 5. in addresses, dates and in the greeting and ending of informal letters:
  - a. 21 Maple Road, Santa Fe, NM 87505
  - b. Monday, March 14, 2005
  - c. Dear Thelma,
  - d. Best Wishes, Louise

**Colons:** are used to introduce explanations, lists, and quotations. They are often used in the greeting line of a business letter.

- 1. She was so happy at her new school: she loved her room mate, her classes, and her new city.
- 2. The marketing list seemed so short: peas, carrots, corn, milk and eggs.
- 3. Bill Gates gathered his employees and told them the following: "Make sure you eat your peas and carrots."
- 4. Dear Mr. Spielberg:

**Semicolons:** separate independent clauses that are closely related and belong in one sentence but are not joined by a conjunction, as in *The cat jumped over the moon; the dog quickly followed her.* 

Apostrophes: show possession.

- 1. Jamie's car (the car possessed by Jamie).
- 2. The boys' car (one car owned by two boys).
- 3. Jamie Jones's car (when a singular noun ends in "s", put the apostrophe between the two s's).

Apostrophes are also used to replace letters in a contraction, as in *don't* (do not), *can't* (can not), *I'll* (I will) and *you've* (you have).

**Quotation Marks:** enclose direct quotations of something someone said. Periods and commas are put inside the quotation marks; colons and semicolons always appear outside the quotation marks. Question marks and exclamation points go within or without dependent on the context of the words being quoted, as in *She said, "Surprise!"* and *Did she say "Hello"?* Single quotation marks are used for quotations within quotations, as in *With bated breath, Barb said "She yelled 'Surprise!' to all of us and then ran out of the room."* 

Quotation marks are also used to denote titles of most everything but books, and to denote slang words, as in *Sally always says "whatever" when she doesn't know what else to say.* 

**Parentheses:** provide information or an explanation that doesn't fit with the flow of the sentence, but which you want to give the reader. If the parentheses are within a sentence do not capitalize the first word or use a period; however, you should use question marks or exclamation marks if appropriate.



#### **Getting Down to The Writing**

- Decide what form your writing will take (essay, report, research paper, book review), or be very clear what form your assignment requires and write consistently with that form.
- Develop your thesis: after researching the broad area of your topic, or thinking about what you want to address, you need to define EXACTLY the point your writing is going to make.
  - What is the purpose of your paper?
  - What question are you addressing?

Answering these questions will point you toward your thesis. Your thesis statement should be in the first sentence, paragraph or introduction of your project, and the rest of the paper should be addressing it in one way or another.

#### **Helpful Hints**

You must have a good dictionary close at hand; a good thesaurus is very handy as well.

When researching, always note the source of your information so that when you use it in your paper, you can easily and accurately cite it.

Be very familiar with the definition of plagiarism, and DON'T DO IT! Make sure you follow your instructor's specific requirements for works cited.



#### **Grammar Hints**

Keep your verb tense and voice consistent; generally the active voice is the stronger one to use.

If you're bored with your topic, the person reading your paper may be as well. Spice up your paper with varied sentence structure and style, quotations and relevant, but perhaps less well-known, facts. Be specific; don't use "this" as a subject. Define what "this" is and use that as your subject!

#### Avoid:

- 1. sentence fragments
- 2. run-on sentences
- 3. awkward sentences or words
- 4. informal language or slang
- 5. repetition of your points or research
- trite, empty sentences (especially when you're trying to get to the minimum word count the instructor has required)
- 7. the misuse of commas.

#### Revise, Revise, Revise

All writing requires revision. It is as essential as the preliminary writing, just as doing the research is a step you can't skip. Read what you've written aloud; does it make sense, does it flow, does it sound awkward or boring?

Ask yourself if your thesis is clearly put forth in the introduction. Make sure that the sentences follow each other logically, and that the same is true for the paragraphs.

Make sure that you have supported all your statements with facts (correctly cited).

Make sure the conclusion ties all the important points together, and that it connects to your original thesis put forth in your introduction.

Use, BUT DO NOT RELY ON, your computer's spell and grammar check function. You could have spelling mistakes/typos that the computer doesn't pick up because your spelling mistake is actually a real word — not the right one, but not a spelling mistake either. Ask a friend, a writing tutor or your instructor for feedback.

Each classroom/credit hour requires an average of three hours of homework per week. Unlike high school, which is more class work than homework intensive, much of your learning in college occurs from your studying outside of class. Your grade is most often based on the quality of work turned in (papers, exams, etc.) and not on class attendance or participation. So it is essential that you develop strong study skills.

- Develop a regular, practical schedule for yourself, and then stick to it. If you know that you just can't get going in the morning before 10:00, don't schedule study time for 8:00. Be realistic.
- 2. Anticipate when you are going to need time off, and then make sure you schedule sufficient study time to allow you that time off.
- 3. Review and amplify class notes as soon as possible after class so that the professor's lecture or discussion is still fresh in your mind.
- 4. When reading textbooks, skip ahead to the chapter summary, chapter review or suggested test questions (most textbooks have something like this at the end of a chapter or section) and review them first. These are the most important points in the chapter, and your familiarity with them as you read the text will help you focus on and later recall them. You can also thumb through the whole chapter, noting the various headings. When reading non-textbook material, try to find a summary or review of the material before you tackle the book or article itself.
- 5. After reading the assigned material, imagine that you are writing a quiz on this material. What questions would you ask that really get to the core of the material. What are the answers?
- 6. Most term papers require weeks of organized research, writing and editing. Develop a time line for yourself and discipline yourself to stick to it. If you have some choice in the topic, choose one about which you are genuinely curious. Use your school's library staff to help you get going on research. Most of them have master's degrees related to how to do research; let them be helpfu!! Organize the structure of your paper.

- 7. Once you have your first draft completed, take a little time away from it (schedule this into your timeline) and then start editing. The editing is just as important a step as the original writing and researching. If your school has a writing center, take advantage of it they can really help you improve your paper. Ask for help from your professor (they are often willing to read first drafts) or get a friend to take a look at it. No good piece of writing gets printed without editorial input (including this one).
- 8. Studying for an exam should occur over several days. Cramming all the review into the night before the exam generally doesn't work. You won't remember what you need to remember, and you'll have a very stressful night. Review your notes, create a study group, make up questions you think get to the essence of the material, and creatively come up with ways to remember the key facts. Remember important facts by creating multiple memory aids for yourself.



#### DRY MEASURE

1 pint = .550 liter 1 quart = 1.101 liters 1 peck = 8.809 liters1 bushel = .352 hectoliter LIQUID MEASURE 1 pint = .473 liter 1 quart = .946 liter 1 gallon = 3.785 liter AVOIRDUPOIS MEASURE 1 ounce = 28.3495 grams 1 pound = .4536 kilogram 1 short ton = .9072 metric ton 1 long ton = 1.016 metric tons SQUARE MEASURE 1 sq inch = 6.452 sq cm1 sq foot = .092 square meter 1 sq yard = .836 square meter 1 acre = .404 hectare 1 sq mile = 2.59 sq kilometers 1 sq mile = 259 hectares

#### TEMPERATURE:

**Celsius** C° = (F° - 32) x .555 For the second second

— Decimal Equivalents —									
1/64	.015625	17/64	.265625	33/64	.515625	49/64	.765625		
1/32	.03125	9/32	.28125	17/32	.53125	25/32	.78125		
3/64	.046875	19/64	.296875	35/64	.546875	51/64	.796875		
1/16	.0625	5/16	.3125	9/16	.5625	13/16	.8125		
5/64	.078125	21/64	.328125	37/64	.578125	53/64	.828125		
3/32	.09375	11/32	.34375	19/32	.59375	27/32	.84375		
7/64	.109375	23/64	.359375	39/64	.609375	55/64	.859375		
1/8	.125	3/8	.375	5/8	.625	7/8	.875		
9/64	.140625	25/64	.390625	41/64	.640625	57/64	.890625		
5/32	.15625	13/32	.40625	21/32	.65625	29/32	.90625		
11/64	.171875	27/64	.421875	43/64	.671875	59/64	.921875		
3/16	.1875	7/16	.4375	11/16	.6875	15/16	.9375		
13/64	.203125	29/64	.453125	45/64	.703125	61/64	.953125		
7/32	.21875	15/32	.46875	23/32	.71875	31/32	.96875		
15/64	.234375	31/64	.484375	47/64	.734375	63/64	.984375		
1/4	.25	1/2	.5	3/4	.75	4/4	1.0		

#### LONG MEASURE

ngles -

## Formulas

Distance from one point  $(x_1, y_1)$ 

to 
$$(x_2, y_2)$$
 is...  
d =  $\sqrt{(x_2 - x_1)^2 + (y_2 - y_1)^2}$ 

Equations...

Slope - intercepty = mx + bHorizontal liney = bVertical linex = a

Midpoint of a line segment...

$$\left(\frac{x_1+x_2}{2}, \frac{y_1+y_2}{2}\right)$$

Quadratic Formula

$$x = -b \pm \sqrt{b^2 - 4ac}$$

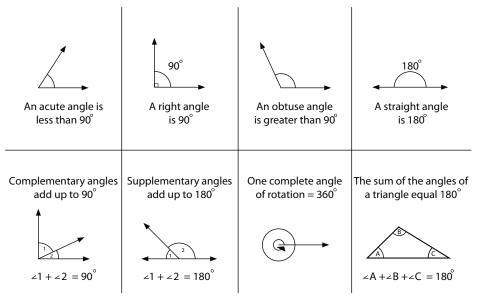
$$2a$$

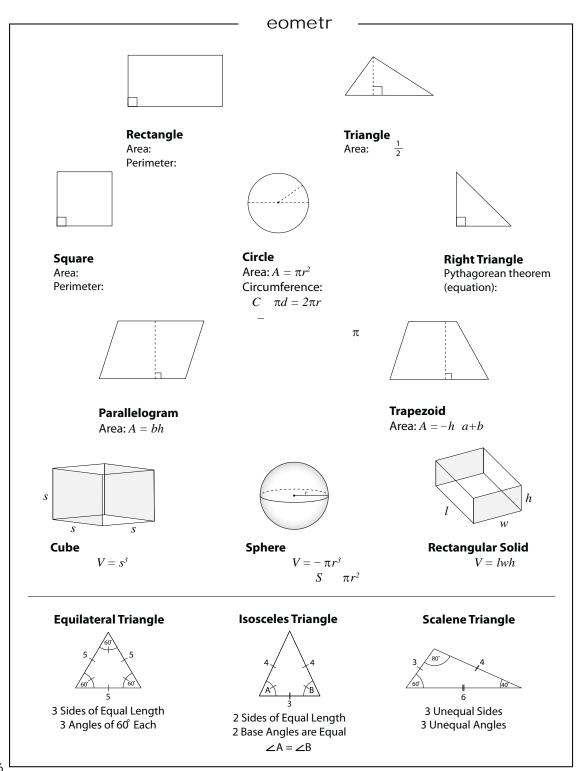
$$a \neq 0$$

Slope of a line containing points

$$(x_1, y_1)$$
 to  $(x_2, y_2)$ ...  
$$M = \frac{y_2 - y_1}{x_2 - x_1}$$







	lge	ra		
Properties of Rea	Numbers		Fract	tions
Commutative:	a + b = b + a; ab = ba		a	$\pm \frac{c}{b} = \frac{(a \pm c)}{b}$
Associative:	a + (b + c) = (a + b) + c a (bc) = (ab) c	;		$\pm \frac{c}{d} = \frac{ad\pm bc}{bd}$
Distributive:	a(b + c) = ab + ac			4 54
Additive Identity:	a + 0 = 0 + a = a		ab ac	$=$ $\frac{b}{c}$ Where a and $c \neq 0$
Multiplicative Identit	y: $\mathbf{a} \cdot 1 = 1 \cdot \mathbf{a} = \mathbf{a}$		a b	$\cdot \frac{c}{d} = \frac{ac}{bd}$
Additive Inverse:	-a + a = a + (-a) = 0		а	c ad
Multiplicative Inverse	$e: a \cdot \frac{1}{a} = 1, a \neq 0$		b	$\frac{c}{d} = \frac{ad}{bc}$
Exponents and R	adicals		n	$\frac{a}{b} = \sqrt[n]{a}{\sqrt[n]{b}}$
$a^m \cdot a^n = a^{m+n}$	$a^{-n} = \frac{1}{a^n}$		V	$\overline{b} = \frac{n}{\sqrt{b}}$
$(a^m)^n = a^{mn}$	$a^0 = 1; 7^0 =$	1	$\frac{a^m}{a^n}$	$a^{m-n} = a^{m-n}$
$\left(\frac{a}{b}\right)^m = \frac{a^m}{b^m}$	$8^{2/3} = (\sqrt[3]{8})^m$	$= (2)^2 = 4$	(ab	$\mathbf{b})^m = \mathbf{a}^m \mathbf{b}^m$
Factoring		Changing F	ractions to	Decimals to Percents
	perfect squares	1 3/4 2/3	1.0 .75 .667	100% 75% 66.7%
$a^2 + 2ab + b^2 = 0$		1/2 1/3	.50 .333	50% 33.3%
$a^{2} - 2ab + b^{2} = (a^{3} + b^{3}) = (a + b)$		1/4 1/5 1/6	.25 .20 .167	25% 20% 16.7%
$a^{2} + b^{2} = (a+b)$ (	d⁻ - dD + D⁻)	1/7	.142	14.2%

 $a^{3}b - ab = ab (a^{2}-1) = ab (a+1) (a-1)$ 

 $a^3 - b^3 = (a-b)(a^2 + ab + b^2)$ 

To change a fraction ——— to a decimal, divide the denominator into the numerator.

To change a decimal to a percent, move the decimal point two (2) places to the right and add the percent sign (%)

1/8

1/9

1/10

.125

.111

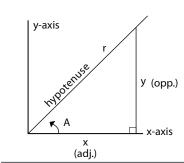
.10

12.5%

11.1%

10%

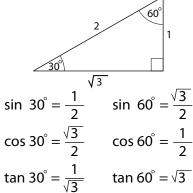
## rigonometr

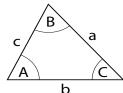


•  $\sin \theta = \frac{1}{r}$  (opposite / hypotenuse) •  $\cos \theta = \frac{1}{r}$  (adjacent / hypotenuse) •  $\tan \theta = -$  (opposite / adjacent) •  $\csc \theta = \frac{r}{r}$  (hypotenuse / opposite) •  $\sec \theta = \frac{r}{r}$  (hypotenuse / adjacent) •  $\cot \theta = -$  (adjacent / opposite)

## **Trigonometric Ratios**

sin (	) = sin	cos	+ cos	sin			
	) = sin						
cos (	) = cos	COS	- sin	sin			
cos (	) = cos	COS	+ sin	sin			
tan (	$) = \frac{\tan}{1 - \tan}$	+ tan an tan					
tan (	$) = \frac{\tan 1}{1+t}$	- tan an tar	 1				
$tan\theta =$	$\frac{\sin\theta}{\cos\theta}$						
$sin^2\theta +$	$\cos^2\theta = 1$						
$\cos^2\theta$ –	$\sin^2\theta = c$	os20					
$\tan^2\theta + 1 = \sec^2\theta$							
$\cot^2\theta +$	$1 = \csc^2 \theta$	)					
	2		60°				





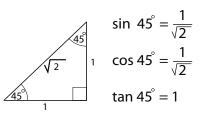
Law of Sines  $\frac{a}{\sin A} = \frac{b}{\sin B} = \frac{c}{\sin C}$ 

### Law of Cosines

 $a^{2} = b^{2} + c^{2} - 2bc \cos b^{2} = a^{2} + c^{2} - 2ac \cos c^{2} = a^{2} + b^{2} - 2ab \cos c^{2}$ 

### Law of Tangents

a-b _	tan 1/2 (A-B)
a+b _	tan 1/2 (A+B)
$\frac{b-c}{b+c} =$	tan 1/2 (B-C) tan 1/2 (B+C)
c-a	tan 1/2 (C-A)
c+a =	tan 1/2 (C+A)









\_\_\_\_\_2012-2013\_\_\_\_\_

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## 2013-2014

August									Sep	tem	ber					00	tob	er				November									
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25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30				
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December								January								February								March							
s	м	т	w	т	F	s	s	м	т	w	τ	F	s	s	м	Т	w	ŕ	F	s	s	м	т	w	т	F	s				
1	2	3	4	5	6	7				1	2	3	4							1							1				
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8				
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	, 14	15	9	10	11	12	13	, 14	15				
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22				
29	30	31	25	20	27	20	26	20	28	22	30	31	25	23	24	25	26	20	28	22	23	24	25	26	20	28	22				
29	30	51					20	27	20	29	30	51		23	24	25	20	27	20		30	31	25	20	27	20	29				
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			Apri	I			May							June							July										
s	м	т	w	т	F	s	s	м	т	w	т	F	s	s	м	т	w	т	F	s	s	м	т	w	т	F	s				
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5				
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12				
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19				
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26				
27	28	22	30	24	25	20	25	26	20	28	22	30	31	29	30	24	25	20	21	20	27	28	22	30	31	25	20				
121	20	29	30				25	20	21	20	29	30	51	29	30						2/	20	29	30	51						

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August									Sep	tem	ber					00	tob	er			November										
s	м	т		т	F	s	s	м	т	w	т	F	s	s	м	т	w	т	F	s	s	м	т	w	т	F	s				
					1	2		1	2	3	4	5	6				1	2	3	4							1				
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8				
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15				
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22				
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29				
31																					30										
	December							January								February								March							
S	м	Т	w	т	F	s	S	м	Т	w	Т	F	s	S	м	Т	w	Ť	F	s	S	м	т	w	т	F	s				
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7				
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14				
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21				
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28				
28	29	30	31				25	26	27	28	29	30	31								29	30	31								
			Apri	1			May							June							July										
s	м	т	w	т	F	s	s	м	т	w	т	F	s	s	м	т	w	т	F	s	s	м	т	w	т	F	s				
			1	2	3	4						1	2		1	2	3	4	5	6				1	2	3	4				
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11				
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18				
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25				
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31					
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