

San Ramon Valley High School

A 2010 California Distinguished School



2010-2011 Student Handbook



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Principal's Welcome

Welcome to San Ramon Valley High School, Home of the Wolves. Our school has a long tradition of excellence in education and you are an integral part of this tradition. Our school had its beginning in 1910 and we are currently celebrating our 100th year of educating the San Ramon Valley Community. Our present site was purchased in 1917, and SRVHS served as the only high school in the district until 1965 when Monte Vista was built.

San Ramon Valley High School has a strong history of preparing our students for the rigors of life after high school. Whether it be the work force or college, our college preparatory program is one of the best in the district. Ninety seven percent of our graduates go on to post secondary education. We offer a wide variety of courses that range from extensive ROP (Regional Occupation Program) courses, CTE (Career Technical Education) courses, to Honors and AP curriculum. Not only does SRVHS have something for every academic endeavor, we also offer 50 or more clubs and co-curricular activities for our students.

We encourage all SRVHS students to become involved with the high school community through co-curricular activities, athletic programs, academic competitions, student clubs or leadership. This involvement fosters a sense of community and school pride.

Our comprehensive high school has an excellent staff of support personnel, teachers, counselors, and administrators who are dedicated to helping you be successful in achieving your goals. We have an open door policy and are here to help you have a positive high school experience.

Joseph A Ianora,
Principal

San Ramon High School's Mission

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

2010-2011 At-a-Glance

| | | | |
|-------------------------|-------------------------|---------------|------------------------|
| Freshman Orientation | Thursday, August 19 | | |
| First Day of School | Monday, August 23 | | |
| Welcome Rally | Friday, August 27 | 2:10-03:10 PM | Stadium Field |
| Welcome Dance | Friday, August 27 | 8:30-10:30 PM | PAC Quad |
| Senior Picnic | Wednesday, September 15 | 8:30-3:00 PM | Waterworld |
| Back to School Night | Wednesday, September 1 | 6:00-9:00 PM | |
| School Closed | Friday, September 3 | | |
| Labor Day* | Monday, September 6 | | |
| Evening w/the principal | Wednesday, September 8 | | |
| Homecoming Week | October 4-8 | | |
| Homecoming Rally | Friday, October 8 | 1:30-2:15 PM | Stadium Field |
| Homecoming Parade | Friday, October 8 | 2:30 PM | Downtown Danville |
| Homecoming Dance | Saturday, October 9 | 7:30-10:30 PM | Tice Valley Gym |
| PSAT Exam | Saturday, October 16 | | |
| First Quarter ends | Friday, October 22 | | |
| Red Ribbon Week | October 25-29 | | |
| School Closed | Friday, November 5 | | |
| SRV Ski Swap | November 5-7 | | Cafeteria |
| Veteran's Day* | Thursday, November 11 | | |
| School Closed | Friday, November 12 | | |
| Fall Dodgeball | November 15-19 | | |
| Thanksgiving Break* | November 22-26 | | |
| Snow Ball | December 10 | 8:30-10:30 PM | |
| Winter Break* | December 20-Jan 2 | | |
| Martin Luther King Day* | Monday, January 17 | | |
| Final Exam Week | January 18-21 | | |
| Semester One Ends | Friday, January 21 | | |
| Staff Development Day | Monday, January 24 | | |
| CAHSEE Testing | February 1-2 | | |
| School Closed | Friday, February 18 | | |
| President's Day* | Monday, February 21 | | |
| Battle of the Sexes | February 21-25 | | |
| Neon Nights Dance | February 25 | 8:30-10:30 PM | San Ramon PAC Quad |
| Battle of the Sexes | February 21-25 | | |
| ASB Elections | March 21-25 | | |
| Mr. GQ | Friday, March 11 | 7:00 PM | PAC |
| 100 Years Celebration | Saturday, March 19 | TBA | TBA |
| School Closed | Monday, March 21 | | |
| Third Quarter ends | Friday, March 25 | | |
| Junior Prom | Saturday, March 26 | 7:30-11:30 PM | Scottish Rite, Oakland |
| Spring Break* | April 4-8 | | |
| STAR Testing | April 19-28 | | |
| Sophomore Cruise | Saturday, April 23 | 5:30-11:30 PM | Hornblower Cruise, SF |
| AP Exams | May 2-13 | | |
| Greek Games | May 16-20 | | |
| Undergrad Awards Nt | Thursday, May 12 | 6:00-8:00 PM | PAC |
| Senior Ball | Saturday, May 14 | 7:30-11:30 PM | Westin St. Francis, SF |
| Senior Awards Night | Monday, May, 24 | 6:00-9:00 PM | PAC |
| Renaissance Assembly | Friday, May 27 | | |
| Memorial Day* | Monday, May 30 | | |
| Wolfie Awards | Tuesday, May 31 | | |
| Aloha Rally & Dance | Friday, June 4 | | |
| Baccalaureate | Sunday, June 5 | 2:00 PM | |
| Final Exam Week | June 6-9 | | |
| Last Day of School | Thursday, June 9 | | |
| Graduation | Friday, June 10 | | |

*NO SCHOOL

Athletics _____

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

- 1) 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. For those students in activities outside of SRVHS: (pre-professional/pre-Olympic levels only)

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> | <u>Phone number</u> |
|-----------------------------|-----------------------------|---------------------|
| Absences (all day) | Attendance Office | 552-0663 |
| Absences (Part da) | 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 Groups" | |
| Parking Permits | Campus Supervisor | 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

| | | |
|----------------|----------|-------------------------------|
| Joseph Ianora | 552-3013 | Principal |
| John Walker | 552-3063 | Assistant Principal A-G |
| Nermin Kamel | 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

1. 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

- 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.
- Student requests for checking attendance records should be done **before** school, **after** school, at **brunch** or at **lunch**.
- 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.
- 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.
- Students in the 11th and 12th grades may leave campus at lunch but must return before the 5th period tardy bell rings.
- **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

1. Illness
2. Medical appointments
3. Funeral Services (*immediate family*)
4. Approved School-Related Activities
5. Court Appearances
6. Observation of Religious Holidays
7. Employment Conference (*requested by parents*)
8. Family Emergency
9. Pre-informed Absences (*independent study contract needed*)
10. Suspension

Illegal Absences (CUTS)

1. Leaving without prior permission from parent/guardian
2. Illegal phone call or forged note
3. Failure to clear an absence within 48 hours of returning to school
4. Failure to obtain permit to leave early
5. Failure to sign out in Attendance Office
6. Failure to return from off campus lunch on time.

Unexcused Absences

1. Personal reasons (car trouble, overslept, etc.)
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

1. Illegal absences (cuts) will result in the following consequences:
 - 1st 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. 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.
4. 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 | Lead Counselor (A-Eq) | 552-3092 | jlevy-wendt@srvhs.org |
| Nancy Conti | Counselor (Er-Lau) | 552-3027 | nconti@srvhs.org |
| Melissa Bergstedt | Counselor (Lav-Rg) | 552-3045 | mbergstedt@srvhs.org |
| Vivian Srouji | Counselor (Rh-Z) | 552-3033 | vsrouji@srvhs.org |
| Mary Carlson | Secretary | 552-3016 | mcarlson@srvhs.org |
| Linda Clay | Counselor Technician | 552-3021 | lclay@srvhs.org |
| Barbara Murray | Registrar | 552-3015 | 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 6th 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 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 problems
- **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 violence 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 – Therapeutic/behavioral Services** (888) 678-7277
www.cchealth.org
- **Crisis and Suicide Intervention Hotline** (925) 830-0999
Crisis lines and grief counseling
- **Discovery Center** (925) 837-0505
Counseling and crisis services for adults, teens, couples, and families
- **Divorce Support Groups for Teens** (925) 283-8722
- **Family Service of Contra Costa County** (925) 939-1550
General counseling for individuals, families, children and adolescents
- **Family Stress Center** (925) 827-0212
Family support and counseling
- **Mt. Diablo Adult Education** (925) 685-7340
Parent/child communication; Anger management
- **New Connections** (925) 676-1601
Group counseling for substance abuse and prevention
- **Runaway Hotline** (800) 231-6946
- **STAND against domestic Violence** (888) 215-5555
Battered Women's Hotline www.standagainstdomesticviolence.com
- **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
Emergency shelter and crisis counseling

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.

The following grade scale is used:

| | | | |
|---|---------------------------------|----|------------|
| A | Excellent or superior | NM | No Mark |
| B | Above average | I | Incomplete |
| 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. (via School Loop)
- 2) 1st Quarter Report Card *each Semester*: all grades are reported. (via schoolloop)
- 3) Semester Report Card: All grades are reported.
These grades are entered on the transcript and calculated in a student's G.P.A. (Mailed home)

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.

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/Fail 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 - the award is NOT automatic. Applications are available during the last two weeks of October for the previous spring semester grades and the first two weeks of February for the previous fall semester grades. Students should listen to the Daily Bulletin for sign-up details. The E-link and Daily E-bulletin will also publish this information. Once the applications are processed, an updated list of names with the level currently achieved will be posted on the school website and in the Career Center in November for the first application process and April for the 2nd application period. Certificates and/or letters are awarded only in the spring for the current level the student has obtained at that time. Undergraduate Levels 4 & 5 will be awarded at the Undergraduate Awards Night. Senior Levels 6 & 7 will be awards at the Senior Awards Night. All other award levels will be presented in class towards the end of the 4th quarter.

Academic Letter Requirements:

You must have a GPA 3.5 or better for the semester of application. Weighted grades will be used. All courses are included in GPA calculation **EXCEPT** Aiding, P.E., Adult Education, Continuation School and repeating a class for an improved grade.

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

- *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.
- Hours: 8:30 P.M. to 10:30 P.M. (Homecoming begins at 7:30 P.M.)
- Doors will be closed after 9:30pm. Students may be admitted after 9:30pm only with the permission of the administrator in charge.
- There are no "in and out" privileges at dances. Once a student exits the dance, he/she will not be readmitted.
- 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.*
- 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.
- No backpacks or large bags are allowed in the dance. All bags will be searched.
- 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:
 - All undergarments must be covered at all times
 - Tank tops must fit snugly on the sides and top
 - No plunging necklines or bare backs
 - Midriffs may not show when arms are raised
 - Shorts/skirts must be mid-thigh
 - No swim suits may be worn
 - Spandex may only be worn underneath other garments
 - See-through or sheer material may not be worn
 - 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 and only with a completed guest pass and photo ID.

Passes are obtained prior to the dance and must be approved by an SRVHS administrator. **No guests 21 or older are permitted.**

Discipline Policy

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

| | 1st Offense | 2nd Offense | 3rd Offense |
|--|---|--|---|
| 1. Cell phones, iPods, mp3 player during class, instructional time, or school activities. | Warning & confiscation | AM Detention, confiscation | Saturday School, confiscation (returned to parent) |
| 2. Bikes, skateboards, scooters, rollerblades ridden on campus | Warning & confiscation | AM Detention, confiscation | Saturday School, confiscation (returned to parent) |
| 3. Cutting class (see p11) (3 tardies = 1 cut) | Saturday School & 1 st Level Attendance Contract | 2 nd Level Attendance Contract, Parent Conference (SARB process begins) | Student may be denied credit and issued an r "F" (SARB process continues) |
| 4. Dress Code Violation | Warning, Student changes clothes | AM Detention | Saturday School |
| 5. Forgery or falsification of notes/phone messages | Saturday School | In House Suspension | 1 day Suspension |
| 6. No show for teacher detention | AM detention | Saturday School | In House Suspension |
| 7. No show for AM detention | Saturday School | In House Suspension | 1 day Suspension |
| 8. Scuffling, mutual shoving, grabbing, bumping | Saturday School | In House Suspension | 1 day Suspension |
| 9. Using profanity, vulgar language in class | Saturday School | Class Suspension | In House Suspension |
| 10. Pranks or throwing objects that may present a danger | Saturday School | In House Suspension | 1 day Suspension |
| 11. Cheating, plagiarizing, or academic dishonesty | Parent Contacted, "F" on assignment | Student may be denied credit and issued an "F" | |

| | | | |
|--|--|--|--|
| 12. Littering | AM detention | Saturday School, loss of off campus lunch privileges (Jr./Sr.) | In House Suspension, loss of off campus lunch privileges (Jr./Sr.) |
| 13. Off Campus/Out of Bounds Area | Saturday School | In House Suspension | 1 day Suspension |
| 14. Violation of Technology Acceptable Use Policy | May be denied credit with a semester "F", loss of campus computer privileges | | |
| 15. Food/drink in classroom | Warning | AM detention | Saturday School |
| 16. 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

These regulations specify standards of student dress that promote a positive and safe learning environment conducive to high academic and behavior standards. Any apparel that draws undue attention to the wearer or tends to distract from the educational process is inappropriate. Staff and administration will determine what is inappropriate and shall enforce the school dress codes on school campus and any school-sponsored activity. Exceptions to the dress code may be made for special days or special events by the administration.

- Clothes, apparel or attire must be sufficient to conceal undergarments including bra straps and boxer/jockey shorts at all times.
- Clothing, apparel or attire that fails to provide adequate coverage of the body are not permitted, including but not limited to:
 - See-through fabrics

- Bare midriffs
- **Tube tops and tube top dresses, tube tops are NOT permitted over other garments including tank tops or tee shirts.**
- Backless or strapless tops (skin below the bottom of the shoulder blades must be completely covered)
- Tops and dresses completely off one or both shoulders
- Low-cut tops or dresses
- Skirts and dresses which are shorter than mid-thigh
- Shorts and skirts must be 15" in length beginning at the bottom of waist band.
- Clothing which promotes or makes reference to controlled or illegal substances; or that contains inappropriate, sexual innuendos and offensive language or a picture is not permitted.
- Safe footwear shall be worn at all times.
- Wallet chains, spiked bracelets, and spiked collars are not allowed to be worn on campus.
- 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.
- 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 referred to the Tobacco Education Advisor and given a 4 hour Tobacco Awareness program. On the second offense, student will receive a 1 day suspension from school 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. 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 8:00–8:30 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.

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. **Students who are suspended from school will lose 1 week of eligibility to participate in school activities/sports for each day of suspension.***

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 4900) | |
|--------------------------------------|--|
| a. | (1 Caused, attempted to cause, or threatened to cause physical injury to another person. |
| 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. |
| l. | Knowingly received stolen school property or private property. |
| m. | Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. |
| n. | Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code. |
| o. | Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. |
| p. | Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. |
| q. | Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or 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 serious bodily injury shall be subject to discipline pursuant to subdivision (a). |
| <i>Additional grounds:</i> | |
| Sexual harassment (<i>Ed Code 48900.2</i>) | |
| Committed an act of hate violence (<i>Ed Code 48900.3</i>) | |
| Harassment, threats, or intimidation creating an intimidating or hostile educational environment (<i>Ed Code 48900.4</i>) | |
| Terrorist threat against school official or school property (<i>Ed Code 48900.7</i>) | |
| Any of the above may be referred to a law enforcement agency. | |
| ✓ The principal or designee must notify law enforcement personnel of these offenses. | |

Bullying/CyberBullying 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

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

Sexual Harassment _____

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

Students BP: 5145.7(a)

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

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 obscene 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 complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

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
1998.

San Ramon Valley Unified School District
Adopted: September 22,

Parking Rules and Responsibilities

| | | |
|--------------------------------|---|--|
| *Tier 1- \$100 year | <i>This permit will be given 1st selection priority.</i> | <i>Two or more Senior non-provisional licensed drivers carpooling will share a (one) numbered space</i> |
| *Tier 2- \$100 year | <i>This permit will be given 2nd selection priority.</i> | <i>One Senior licensed driver & one Senior provisional licensed driver carpooling will share a (one) numbered space</i> |
| *Tier 3- \$100 year | <i>This permit will be given 3rd selection priority, and single senior will be a lottery.</i> | <i>Two or more Senior Provisional licensed drivers, or a single senior will be assigned a numbered space.</i> |

- A parking permit is the property of the school and is issued to the student. A student does not have the right to sell or lend his/her permit to another student. Students who give, sell, or obtain a parking permit for another student will be suspended from school and may lose all parking privileges at SRVHS. You, the student, must return the parking permit to the attendance office in the event of an early graduation or school transfer.
1. Students must park in his/her assigned numbered space and drive in designated areas. Students must park straight in their assigned space (within the designated lines). Park the vehicle facing into spaces so parking sticker is visible. **Only one permitted vehicle may be parked on campus on any given day.**
 2. Parking rules will be enforced from 7 a.m. to 5 p.m., Monday-Friday.
 3. All vehicles parked on or about the school campus are subject to search by the administration or a designee.
 4. The parking permit issued is for the vehicle listed on the registration portion of this application. Permits placed on any other vehicle will be void. Do not tape to window.
 5. **If a student must use a vehicle without a permit for a day (i.e. vehicle in the repair shop), a \$2 fee will be charged per day for a temporary parking permit or park on the street. Temporary parking permits may be purchased in the attendance office, for the assigned students only, for use in the assigned space. (No exceptions.)**
 6. **If a car is parked in an assigned space the student needs to park in staff parking and report to the attendance office for a temporary pass and to sign the parking book. Failure to do so will result in a \$35.00 parking ticket!**
 7. Lost, stolen and new car permits may be replaced for a fee of \$20. Students are responsible for proper display and safeguard of the permit.
 8. Students who misuse their parking permit or do not drive safely within the lot may have their permit revoked for the remainder of the school year.
 9. **All vehicles without a permit are subject to ticketing and/or towing.**
 10. **Students who continue to park illegally or without a valid parking permit will be ticketed or the car will be towed at the owner's expense of approximately \$200.**
 11. **Continued illegal parking may result in Detention or Saturday School!**
 12. Both licensed drivers must show proof of license, current insurance and current registration before a permit is issued to either driver.
 - 13.

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.

Open / Closed Campus _____

San Ramon Valley High School campus is **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.**

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.

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 sold 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.

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.



SRVHS

MLA Citation Guide

From MLA Handbook 7th Ed.



Plagiarism

Plagiarism is presenting someone else's work as your own. If you take words, ideas, images, data, or information from a source and put them in your paper or presentation without citing them properly, you are guilty of plagiarism. You are still guilty of plagiarism even if you do it unintentionally. A well cited paper or presentation makes it easy for the reader to distinguish which words or information is your own, which comes from other sources, and what sources each quote or particular bit of information come from.

When do you need to cite?

You need to cite whenever you are using someone else's words or ideas. This includes direct quotes, summaries, or paraphrases.

When in doubt you should always cite your source!

Paraphrase involves putting a passage from a source into your own words in the same order as presented in the original source. Paraphrase takes a somewhat broader portion of the text and condenses it slightly, and is generally shorter than the original passage. Be sure to leave out your own opinions and comments and to cite your source.

Quotations must be identical to the author's original wording, using a narrow portion of the source. Wording must match the source precisely word for word and must be attributed to the original author. See MLA Citation Guide handout for format.

Summaries are significantly shorter than the original text and involve putting the main idea(s) into your own words, including only the main point(s). Remember to still cite your source.

Style Guide

| Essay Format & Style | Italics |
|--|---|
| <ul style="list-style-type: none">◇ Double spaced◇ 12 point font◇ Times New Roman font◇ 1 inch margins◇ Insert page numbers◇ Present tense◇ Snappy title | <p>Italicize the names of <i>books, plays, periodicals (newspapers, magazines, and journals), web sites, online databases, films, television and radio broadcasts, and works of visual art.</i></p> |

Quotation Marks

Use quotation marks for the titles of "articles," "essays," "short stories," "poems," "chapters of books," "pages in web sites," "individual episodes of TV and radio broadcasts," and "songs."

Parenthetical Citation

Citing Sources

Use **Parenthetical Citations** throughout the text of your paper to acknowledge the source of the information gathered. Be sure each quotation and bit of information is cited parenthetically, and that each parenthetical citation refers clearly to an entry in your Works Cited page.

Examples

Author

Some critics have said that Ellison "created stories about the power of the imagination" (Tong 22).

No Author—Electronic Source

Beauvoir "sees Marxists as believing in subjectivity as much as existentialists do" (Historychannel.com).

Other Issues

Long Quotes— Anything longer than three lines gets blocked out one tab.

Question/exclamation marks—go inside the quote

"I love coffee!" (Pike 54).

Ellipses—use to cut out part of the text. **NOTE:** Do not start or end a quote with ellipses.

"The natives were getting restless. . . as the drum beats rose higher" (Schmitz 63).

NOTE: For more info, see the examples at the end of this guide.

Works Cited / Works Consulted

Works Cited

- All citations are done on a separate page titled either "Works Cited" or "Works Consulted."

Works Cited – texts you actually quote, summarize, or paraphrase in your essay

Works Consulted – any text you look at in the course of your research

- Entries should be alphabetized and double spaced.
- If your entry is longer than a single line, indent every subsequent line.
- Do not number the entries.
- When in doubt – *look it up in the MLA Handbook*.
- Good websites for reference are: *owl.english.purdue.edu*, *easybib.com*, and *citationmachine.net*.

Works Cited Entries by Type

Book

Basic entry : 1) author, 2) title, 3) publication information, and 4) medium of publication

Example: Finegan, Katie. *Reading for Success*. Tucson: U of Arizona P. 2006. Print.

Magazine/Newspaper/Periodical

Basic entry : 1) author, 2) article title, 3) publication information, and 4) medium of publication

Example: Albinson, Matt. "Ultimate Frisbee." *Sports Illustrated* 6. June 2005: 17-19. Print.

Electronic Sources

Basic entry : 1) author, 2) article title, 3) website title, 4) publisher information, 5) medium of publication, and 4) date of access

- MLA requires the use of special abbreviations to indicate information is not available. Use *n.p.* to indicate that neither a publisher nor a sponsor name has been provided. Use *n.d.* when the webpage does not provide a publication date.

- The new guidelines do not require you to post the URL of a site

Example – Work from a website:

"Important Dates in the Women's Rights Movement." *History Channel.com*. History Channel. 2003. Web. 13 March 2003.

"How to Make Vegetarian Chili." *eHow.com*. eHow, n.d. Web. 24 Feb. 2009.

Example – Online Image

Neil, Tyson. *French Horn Close Up*. Flickr. 02 Dec 2005. Web. 09 Feb 2008.

Sample Parenthetical Citation

Quotation

The fox was “peculiarly interested in the rotting log,” and wanted what was inside as a dinner treat (Pinkerton 115).

or

According to ancient wisdom, “you shouldn’t bite the hand that feeds you”(Hutchins 30) or you will find that you get no dinner.

Paraphrase/Summary

The theorist claims that people tend to pick purebred dogs that look like them, while people who choose non-purebreds have no physical relation at all (Mullowney 325).

Block Quote—*Four lines or more*

The 1994 film *The Ref* offers a fairly recent example of this reversal and of the cynicism it both grows out of and feeds into. As a review on the ABC News Web site *Mr. Showbiz* notes:

Judy Davis and Kevin Spacey are a married couple who for the life of them can’t stop bickering. Denis Leary is the burglar who’s taken them hostage on Christmas Eve. Writers Marie Weiss and Richard LaGravanese have built a... platform...from which Leary can freely launch himself into his monologues. (Lafferty 42)

A closer look at this film tells us more. It is Christmas Eve yet the married couple is very bitter. Even though it should be the happiest time of the year these two people cannot stop recriminating each other.

Sample Works Cited Page

Anzaldúa, Gloria. *Borderlands/La Frontera: The New Mestiza*. San Francisco: Spinsters/Aunt Lute, 1987. Print.

Astin, Alexander W. *Achieving Educational Excellence*. Washington: Jossey-Bass, 1985. Print.

Burka, Lauren P. “A Hypertext History of Multi-User Dimensions.” *MUD History*. Web. 5 Dec. 2009.

Christie, John S. “Fathers and Virgins: Garcia Marquez’s Faulknerian *Chronicle of a Death Foretold*.” *Latin American Literary Review* 13.3 (Fall 1993): 21-29. Print.

Darling, Charles. “The Decadence: The 1890s.” Humanities Division Lecture Series. Capital Community College, Hartford. 12 Sept. 1996. Print.

Shulte, Bret. “Putting a Price on Pollution.” *Usnews.com. US News & World Rept.*, 6 May 2007. Web.