

# Parent Handbook 2010-2011



## San Ramon Valley High School

501 Danville Blvd.  
Danville, CA 94526  
(925) 552-3000

[www.srvhs.net](http://www.srvhs.net)

# *Attendance Reporting*

## **Partial Day Absences (Including Tardies):**

- 552-3000
- 552-3001
- 552-3006
- 552-3014

## **Full Day Absences (Recorder):**

- 743-0663

## **Please be prepared to supply the following information:**

1. Date
2. Spelling of student's last name
3. Student's first name
4. Your name
5. Reason for absence

# *Quick Reference Information*

Absences.....	Attendance Office.....	See Above
Athletics.....	Athletic Director.....	552-3005
Bell Schedules.....	See Inside Back Cover.....	
Bus Transportation (County).....	County Connection.....	676-7500
Calendar.....	See Back Cover.....	
Class Activities.....	Student Council.....	552-3062
Clubs on Campus.....	Student Council.....	552-3062
Counseling Appointments.....	See Page 8.....	
Earthquake/Emergency.....	See Below and Page 18.....	
Facilities.....	Facilities Coordinator.....	552-3031
Fax.....	School Fax Number.....	838-7802
Free/Reduced Lunches.....	Principal's Secretary.....	552-3013
Grad Night.....	Lisa Blackwell and Buff Collins.....	
Health.....	Nurse's Office.....	552-3000
Home Teaching.....	Attendance Office.....	552-3001
Independent P.E.....	Girl's PE Office.....	552-3030
Independent Study Contract.....	Attendance Office.....	See Above
Insurance (Sports).....	Athletic Director.....	552-3005
Jobs Information.....	Career Center.....	552-3007
Locker Problems.....	Counseling Office.....	552-3021
Lost and Found.....	Counseling Office.....	552-3016
Parking Permits (Student).....	Campus Supervisor.....	552-3789
Physical Forms (Sports).....	See website ( <a href="http://www.srvhs.net/activities/sports.html">http://www.srvhs.net/activities/sports.html</a> ).....	
Proficiency Testing.....	Counseling Office.....	552-3016
PTSA.....	Kathy Wraith.....	855-0135
Report Cards/Progress Reports.....	Counseling Office.....	552-3016
Schedule Changes.....	Counseling Office.....	552-3016
Scholarship Information.....	Career Center.....	552-3007
Student Body ID Cards.....	Counseling Office.....	552-3016
ROP Information.....	Counseling Office.....	552-3021
Tardies.....	Attendance Office.....	See Above
Teachers.....	See website ( <a href="http://www.srvhs.org">www.srvhs.org</a> ).....	
Testing.....	Counseling Office.....	552-3016
Textbooks.....	Textbook Clerk.....	552-3773
Transcripts/Records.....	Registrar.....	552-3015
Work Experience Program.....	Career Center.....	552-3007
Work Permits.....	Career Center.....	552-3007
Yearbook.....	Kris Donovan.....	552-3721

*During a **CIVIL EMERGENCY** listen to television and radio news updates.*

Do not call the school, district office or come to school until requested.

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The information contained in this guide is intended to be a “general” source of information for parents of San Ramon Valley High School students and does not profess to be an authoritative source. Supplemental information may be found in the Student Handbook. PTSA and San Ramon Valley High School do not assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information contained within this guide.

**To request additional copies of this handbook or for questions or concerns regarding contents, please contact:**

Kathy Wraith, PTSA President  
cawraith@pacbell.net  
(925) 837-0836

## SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT (SRVUSD) INFORMATION

**Phone Number:**  
(925) 552-5500

**Fax Number:**  
(925) 838-3147

**Office Hours:**  
8:00 AM – 4:30 PM  
Monday – Friday

**Mailing Address:**  
699 Old Orchard Drive  
Danville, CA 94526

**District Website Address:**  
<http://www.srvusd.net>

**Superintendent:**  
Steve Enoch

**Current contact information for SRVUSD personnel can be found on the District website ([www.srvusd.net](http://www.srvusd.net)), click on “Find It Fast” from the homepage.**

### **SRVUSD Location Directions:**

#### **From the North...**

Take Highway 680 South. Take the Sycamore Valley exit, following signs to Sycamore Valley Road East. Turn left (north) on Old Orchard Drive. The office is on the corner of Sycamore and Old Orchard Drive.

#### **From the South...**

Take Highway 680 North. Take the Sycamore Valley exit - turn right (east) onto Sycamore Valley Road. Turn left (north) on Old Orchard Drive. The office is on the corner of Sycamore and Old Orchard Drive.

### **Board of Education (as of July 2008):**

Ken Mintz.....833-8428  
Bill Clarkson.....829-5554  
Paul Gardner.....820-5279  
Rachel Hurd .....833-0455  
Greg Marvel.....837-9443

The San Ramon Valley Unified School District Board of Education meets twice a month, usually the 1st and 3rd Tuesdays, 7:00 p.m. at the SRVUSD office, 699 Old Orchard Drive, Danville.

### **DISTRICT HOTLINE**

Call this number to report any situation which could pose a hazard to students, teachers, staff or school property.

**(925) 820-5632**

24 Hours/7 Days a Week

Or visit [www.srvusd.net](http://www.srvusd.net)

## SAN RAMON VALLEY HIGH SCHOOL (SRVHS) GENERAL INFORMATION

**Phone Number:**  
(925) 552-3000

**Fax Number:**  
(925) 838-7802

**Office Hours:**  
7:30 AM – 4:00 PM  
Monday – Friday

**Mailing Address:**  
501 Danville Blvd.  
Danville, CA 94526

### **SRVHS Location Directions:**

#### **From the North...**

Take Highway 680 South. Take the El Cerro exit, turning right (west) onto El Cerro Road. Turn left (south) on Danville Blvd. The school is on the right

#### **From the South...**

Take Highway 680 North. Take the El Cerro exit, turning left (west) onto El Cerro Road. Turn left (south) on Danville Blvd. The school is on the right.

## SRVHS MISSION

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

## EXPECTED SCHOOLWIDE LEARNING RESULTS

San Ramon Valley High School students will demonstrate:

1. Curricular knowledge and skills
2. Creative and complex thinking
3. Effective communication
4. Integrity and responsibility

## ADMINISTRATIVE DIRECTORY

*E-mail addresses for administrative staff members are listed on the school website ([www.srvhs.org](http://www.srvhs.org) - click on "Staff Directory").*

#### **Principal**

Joseph Ianora..... 552-3013

#### **Nurse**

Nurse..... 552-3000

#### **Principal's Secretary**

Roxann Stone..... 552-3013

#### **Psychologist**

Ryan Pickett..... 552-3034

#### **Assistant Principals**

Kathleen McCarthy ..... 552-3046

John Walker..... 552-3063

Nermin Kamel ..... 552-3036

#### **Registrar**

Barbara Murray ..... 552-3015

#### **Attendance**

Karen Bottarini ..... 552-3001

#### **Dir. of Student Affairs**

John Raynor..... 552-3005

Suzanne Stillman..... 552-3014

#### **Athletics**

John Raynor..... 552-3005

Attendance Clerk..... 552-3006

#### **Facilities/Testing**

Cheryl Wurnitsch..... 552-3031

#### **Counselors**

Jennifer Levy-Wendt ..... 552-3025

Nancy Conti ..... 552-3027

Melissa Bergstedt ..... 552-3045

Vivian Srouji..... 552-3033

#### **Bookkeeper**

Jo Reid..... 552-3028

Sandy Faust, Ass't..... 552-3028

#### **Library/Technology**

Michelle Gantz..... 552-3002

Chad Cochran..... 552-3018

Linda Clay, Tech..... 552-3021

Mary Carlson, Secty..... 552-3016

#### **Computer Tech**

Computer Tech..... 552-3087

#### **Career Center**

Carolyn Mackell..... 552-3007

Textbook Clerk ..... 552-3773

Candy Jewett..... 552-3007

## TEACHERS

Contact information for teachers (including e-mail) is listed by department on the school website: ([www.srvhs.net](http://www.srvhs.net) - click on "Staff Directory").



**Joseph Ianora**  
Principal  
552-3013

**Responsibilities**

Alumni Association  
Baccalaureate Ceremony  
Budget Management  
Construction  
Counseling Program  
Curriculum Leaders  
Foundation/ACES  
Guest Speakers  
Liaison: District Office  
Liaison: Danville  
Liaison: PTSA  
Master Schedule  
New/Student Teachers  
PLC Implementation  
Press Releases  
SARC  
School Site Council  
Staff Development  
Staffing  
Teacher Assignments  
*The Link*  
*Wolfprint* Newspaper

**Departments**

English  
ROP

**Classified Supervision**

Bookkeeper  
Office Manager

**Meetings**

6-12 Principals  
Academic Boosters  
Admin. Team  
Admin/Counseling  
EBAL Board of  
Governors  
K-12 Principals  
Priorities  
PTSA  
School Site Council  
Staff  
WASC Action Plan



**Kathleen McCarthy**  
Assistant Principal I  
552-3036

**Responsibilities**

Students (P-Z)  
Back to School Night  
Climate Committee  
Construction  
Facilities  
Facilities Calendar  
Junior Class Advisor  
Link Articles  
Maintenance  
Master Calendar  
New Teacher Orientation  
Parking  
Staff Handbook  
Supervision Calendar

**Departments**

Mathematics  
Science

**Classified**

**Supervision**

Attendance Office  
Campus Supervisors  
Custodial Staff

**Meetings**

504 (P-Z)  
Admin. Team  
Admin/Counseling  
Assistant Principals  
Curriculum Leaders  
IEP (P-Z)  
SARB (P-Z)  
SST (P-Z)  
Staff  
WASC Action Plan



**John Walker**  
Assistant Principal II  
552-3063

**Responsibilities**

Students (A-G)  
Achieve Data  
Athletics  
Back to School Night  
Bell Schedules  
Business Roundtable  
CAHSEE  
Crime Reports  
Emergency Procedures  
GATE Coordinator  
Graduation  
Grant Writing  
Handbook Presentations  
Link Articles  
School Site Council  
Senior Awards  
Soph. Class Advisor  
Suspension Report  
Textbooks  
WASC Action Plan

**Departments**

Counseling  
Physical Education  
Special Education

**Classified**

**Supervision**

Career Center Techs  
Copy Center Tech  
Counseling Techs  
Paraeducators  
Textbook Clerk

**Meetings**

504 (A-G)  
Admin. Team  
Admin/Counseling  
Assistant Principals  
Athletic Boosters  
Curriculum Leaders  
IEP (A-G)  
SARB (A-G)  
School Site Council  
SRVUSD Management  
SST (A-G)  
Staff  
WASC Action Plan



**Nermin Kamel**  
Assistant Principal II  
552-3046

**Responsibilities**

Students (H-O)  
AOTD Report  
Activities/Leadership  
AP Program  
Back to School Night  
Building Bridges  
Employee of the Month  
ESL Program  
Field Trips  
Food Services  
Foster Youth and  
Group Home Liason  
Freshman Advisory  
Freshman Class Advisor  
Healthy Kids Survey  
Infinite Campus  
Library  
Link Articles  
Lockers  
PAC Management  
Parent Handbook  
SARB Coordinator  
School Loop  
School Website  
Ski/Snowboard Swap  
STAR Testing  
Student Handbook  
Technology  
Transportation  
Undergraduate Awards  
Wolf Pack Days  
Wolfies and PAA  
Yearbook  
"

**Departments**

Social Studies  
VAPA & Career Tech  
World Language  
"

**Classified Supervision**

Choral Assistant  
Library Assistant  
Study Hall  
Technology Staff  
"

**Meetings**

504 (H-O)  
Admin. Team  
Admin/Counseling  
Assistant Principals  
Curriculum Leaders  
IEP (H-O)  
SARB (All)  
School Site Council  
SST (H-O)  
Staff  
Technology  
WASC Action an  
Wolfones



**John Raynor**  
Athletic Director/TSA  
552-3005  
"

**Responsibilities**

AM Detention  
Assistant Athletic  
Athletic Supervision  
Director  
Discipline Infractions  
Interscholastic Athletics  
Saturday School  
Tardies/Attendance  
"

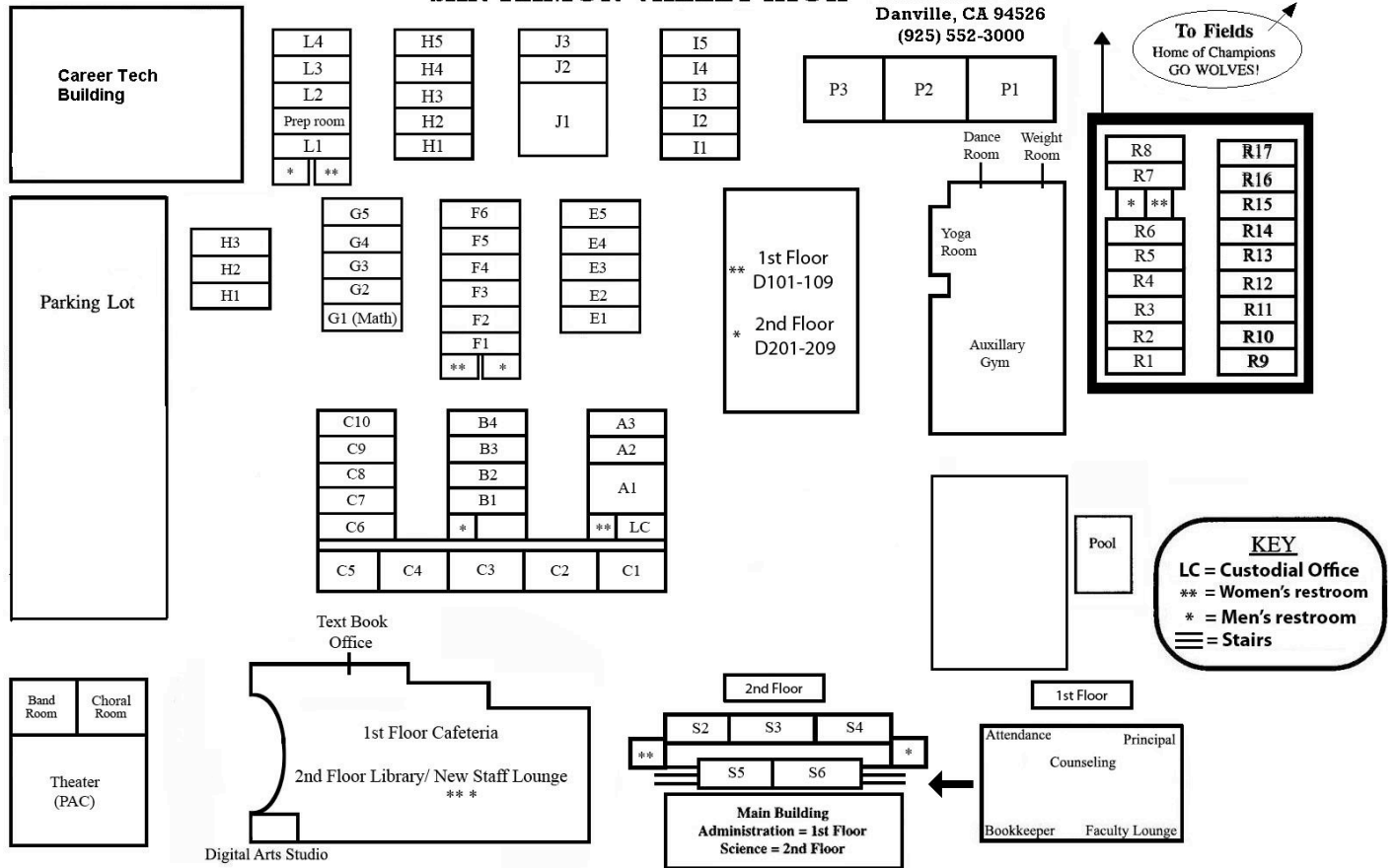
**Meetings**

Admin/Counseling  
Admin. Team  
EBAL  
North Coast Section  
Physical Education Dept.

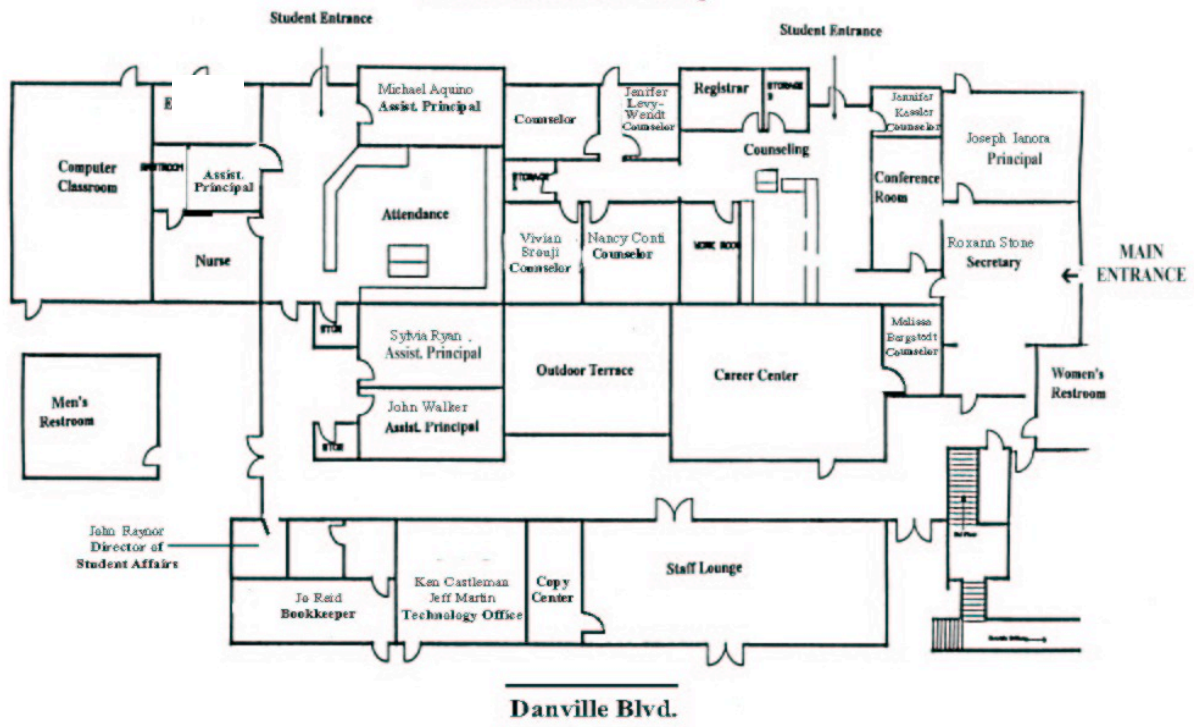
# CAMPUS MAP

## SAN RAMON VALLEY HIGH

501 Danville Blvd  
Danville, CA 94526  
(925) 552-3000



## Administration Building





## PARENT ORGANIZATIONS

### ACADEMIC BOOSTERS

Kimberly Page, President

<http://www.srvhs.org/academicboosters/index.html>

SRVHS Academic Boosters is a service organization of parents whose purpose is to support and promote the academic environment at our school for ALL students. This committee raises funds to purchase additional teaching sections to reduce class sizes. Academic Boosters also publishes the SRVHS Student Directory. With the proceeds from the Directory and the help of our volunteers, Academic Boosters is also able to provide support for the following:

- Free after-school tutoring
- Publishing *The College Connection* newsletter.
- Academic Letter program
- PSAT and SAT prep classes and practice sessions academic teams
- Extended Career Center hours
- Support to Counselor Functions
- Two scholarships each year and monetary support for the District College Fair.

Academic Boosters meets on the second Monday of each month at 9:30 AM in the Career Center. All parents are invited to attend. Read the eLINK for announcements about upcoming speakers and meeting topics.

### ATHLETIC BOOSTERS

Gary Nordine, President –837-2620

Michael Pisenti, Vice President –855-0181

Richard Rogers, Treasurer – 736-1046

Janna Drobny, Secretary –362-0902

<http://www.srvwolves.com>

The Athletic Boosters are dedicated to supporting all of the athletic programs offered at San Ramon Valley High School, in both men's and women's sports. Our single largest source of revenue is our membership drive and last year over 500 families supported the Athletic Boosters. In addition to funding the cost of our all-weather track, the Athletic Boosters provide approximately 1/3 of the Athletic Department's annual operating budget; grant specific requests for new equipment and facilities; contribute \$1,000 to all 22 SRVHS team sports annually; and award up to four \$1,000 scholarships for senior athletes.

We are constantly looking for new ideas as well as help with various programs. We encourage you to participate in some form by becoming involved. Come to one of our monthly meetings and let us know how you can help. We look forward to having you as a part of this effort.

Our meetings are held on the first Monday of every month, (August - June), at 7:00 pm in the Career Center.

### GRAD NITE 2010

Lisa Blackwell, [lsblackwell@aol.com](mailto:lsblackwell@aol.com)

Grad Night is an all-night, "safe and sober" graduation party with games, music, dancing, crafts, food, prizes, and lots of fun.

The theme changes every year, so each Grad Night is unique for each graduating class. Organized by the senior class parents, some areas on campus are literally transformed to suit the theme of the night. Senior parents work hard to

make this evening spectacular. Parents from other classes volunteer to work in several shifts throughout the night and into the next morning. Planning begins a year in advance and work continues right up to Grad Night, a positive send off culminating the students' years at SRVHS.

### PTSA

Kathy Wraith, (925) 837-0836, [cawraith@pacbell.net](mailto:cawraith@pacbell.net)

<http://www.srvhs.org/ptsa/index.htm>

The SRVHS Parent, Teacher, Student Association (PTSA) exists to promote the welfare of children and youth in our school, home and community. Our PTSA is composed of parents, teachers, and students and is the largest parent organization on campus with over 1900 members. The PTSA membership at SRVHS helps provide funds and volunteer efforts for many events and parent education programs as well as supporting legislative efforts on behalf of all grade levels of students at SRVHS. Meetings are held on the first Thursday of each month in the Career Center at 9:00 AM. Any changes to the date, time and location of meetings will be announced in each issue of our eLINK newsletter, and through the daily eBulletin (see more info about the eLINK and daily eBulletin on page 7.)

PTSA Online: California State PTA site: <http://www.capta.org>  
National PTA site: <http://www.pta.org>

### PERFORMING ARTS ASSOCIATION (PAA)

Christy Torkildson, President [torkc@sbcglobal.net](mailto:torkc@sbcglobal.net):

Martha Rueckert, co-President [martha.rueckert@gmail.com](mailto:martha.rueckert@gmail.com)

On Facebook at SRVHS Performing Arts Association

The Performing Arts Association ("PAA") has been offering financial support to the acclaimed SRVHS Dance, Drama and Vocal Music programs for over 25 years. The PAA parent volunteers tap into their many talents and areas of expertise to help the participating arts programs cover special needs. Annually, the PAA awards scholarships to graduating seniors. We also produce the elegant Wolfie Awards each spring to celebrate high achieving students in the three disciplines. Funds are raised through the annual sale of PAA Passes, allowing family and friends to pre-purchase a pass good for seven (7) selected performances and events presented by the three departments. (Note: there are specific shows that require the purchase of an additional ticket). PAA meetings are held on the last Monday of the month at 7:00 PM in the Career Center. If your child loves the performing arts - we would love to have you join us!

### SAN RAMON VALLEY EDUCATION FOUNDATION (SRVEF)

Executive Director: Vanessa Chan · (925) 820-9181

PO Box 1463 · San Ramon, CA 94583 · [www.srvef.org](http://www.srvef.org)

The SRVEF was founded in 1983 as a California non-profit tax-exempt corporation to raise private funds in support of educational enrichment for students in the SRVUSD.

The Foundation's goal of enhancing the educational programs within the school district is accomplished through the awarding of grants to individual teachers and librarians in support of their efforts to enrich their students' education experience. Towards

these honorable ends, the Foundation promotes fundraising activities throughout the year including the Primo's Run for Education and the San Ramon Rotary Christmas Tree Lot. Donations and volunteers are welcome.

#### **SCHOOL SITE COUNCIL**

Contact: Joe Ianora

SRVHS is a SIP school and has an elected School Site Council composed of parents, students, teachers, and others. Site Council is responsible for the development of the School Improvement Plan and funds improvement strategies using funds allocated by the State. Parents interested in being on the Site Council, which meets after school, should contact the Principal.

#### **WOLF-TONES**

President: Karen Thornburg, 838-6469, Cell 640-8108  
[thornburgkaren@gmail.com](mailto:thornburgkaren@gmail.com)

The Instrumental Music Program provides a curriculum of quality where residents of this entire valley may take pride in the many talents and accomplishments of its members. Wolf-Tones offers support by funding many activities, sponsoring a benefit concert in February, which allows your students a new and unique music experience. We annually recognize our Instrumental Music Program Students Academic Performances at our Awards Banquet. Please join us by volunteering. There are a variety of opportunities for you to get involved in this program. Please join us for our monthly meetings the first Monday of each month at 7pm in the staff lounge. Visit our website at [www.wolf-tones.com](http://www.wolf-tones.com) for more information.

### **AVENUES OF COMMUNICATION**

#### **WOLF PACK DAYS**

Wolf Pack Days (registration) occurs at SRVHS in late August, prior to the start of school. This is a mandatory event for all students, plus a parent. At this event, students and parents learn about various school related organizations, clubs, and services at SRVHS, as well as pick up student schedules and have school photos taken. Wolf Pack Days packets are available for pick up in mid August from the administrative office. Packets include necessary school forms, club and activity information, student body card/photo ID forms, PTSA membership information, school picture order forms, etc. that will be turned in at Wolf Pack Days. Additional forms and information will be available on the school website. A letter will be sent home from the school administration containing more Wolf Pack Days details in early August.

#### **BUILDING BRIDGES FOR INCOMING FRESHMEN**

Building Bridges is a series of informational sessions designed to successfully transition 8th grade students into high school. The program includes a Campus Life Presentation, Academic Night for Parents and Students, Athletic Night, Wolf Pack Days, Freshman Orientation, Back to School Night and an Evening with the Principal.

The various sessions are coordinated jointly by PTSA, the counseling office, the Principal, the Athletic Director and leadership. The annual schedule can be found on the school website ([http://www.srvhs.org/cb\\_schedules.html](http://www.srvhs.org/cb_schedules.html)).

#### **COMMUNICATING WITH TEACHERS**

Parent - Student - Teacher communication is an integral part of our education system. To this end, all teachers have voice mail and e-mail (see website: [www.srvhs.org](http://www.srvhs.org) and click on Staff Directory), which facilitate this communication. Teachers regularly check both and should reply within 48 hours. Should there be a need to contact a teacher with a question, comment or concern; please follow the guidelines listed below. If a problem arises, these guidelines will help expedite a successful resolution:

1. Empower your student to be his/her own self-advocate. This is a valuable life skill and a powerful tool to develop in our young adults. Contact the teacher to alert them of the issue, but first, encourage your student to resolve the issue directly with the teacher. Coach them.
2. Discussion of the issue should remain between your student, yourself and the teacher. Soliciting public opinion without directly addressing the issue with the immediate parties concerned may hinder a successful resolution.
3. Remember, there are always two sides to every story. Listen to your student's concerns and listen to the concerns of the teacher or administrator. Persons involved must respectfully gather all the data to fully understand the problem before a solution can be reached.
4. Being open to discussing a problem/issue is a vital component to resolution.
5. If you feel the problem has not been resolved, an administrator will be available to help ensure resolution.

#### **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, parents can monitor their student's progress as well as directly 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.

#### **CONFLICT RESOLUTION PROCEDURE**

Any problems should be initially discussed between the parent and teacher. If the problem is not resolved to the satisfaction of both parties, the problem should then be discussed with the administrator. If the administrator, as mediator between the parent and teacher, is unable to resolve the conflict, the principal will be invited to participate in the final steps toward resolution.

#### **CONTACTING STUDENTS DURING SCHOOL**

Parents/guardians, relatives, friends, etc. may not deliver messages directly to students during school hours, even in the case of an emergency. The nature of all emergencies must be disclosed to an administrator who will facilitate the delivery of the message. Please contact the Attendance Office at 552-3000 ext. 3001, 3006 or 3014 should you need to contact your student during school hours.

#### **STUDENT PHONE DIRECTORY**

Published in the fall as a fundraiser by Academic Boosters, the Directory contains names, addresses, and phone numbers of students and their parents. This is an essential tool for both parents and students and may be purchased at Wolf Pack Days with expected delivery in late fall.



## Deliveries

No deliveries may be made to students on campus. This includes students/parents bringing balloons, flowers, etc. onto campus as well as professional delivery services.

## PUBLICATIONS

### ECommunications

All of the SRVUSD schools are part of a critical information e-mail distribution list. Parents receive important district e-mail communications at home and/or at work to e-mail addresses they have indicated on their student's emergency card. In addition, the SRVHS PTSA maintains a separate database for distribution of the school-wide e-communications such as: Daily eBulletin, eLINK, Administrative Letter, Class Letters and *Next Steps*. Parents and students should sign up for the mailing list at [www.srvhs.org](http://www.srvhs.org) to remain informed.

### The eLINK Newsletter

If you want to know what's happening at SRVHS, read the eLINK. The eLINK is e-mailed monthly to SRVHS families who subscribe to the e-mail service and posted on the school website. Printed copies are available in the school office. This publication contains important information about what is happening at San Ramon Valley High School and includes articles by the PTSA president, principal, asst. principals, counselors, Career Center, all booster groups, updates from each class and a calendar of events. If you miss your copy of the eLINK, or to find updated calendar and event information, go to the school website at: [www.srvhs.org](http://www.srvhs.org).

### Daily eBulletin

The SRVHS eBulletin is distributed daily via e-mail to parents and students who subscribe to the e-mail service. The eBulletin is generated by the principal's secretary and consists of current announcements and information that are shared with the students on a daily basis. To subscribe to this daily e-mail publication, go to the school website: [www.srvhs.org](http://www.srvhs.org) and follow the instructions on the homepage. Parents and students are encouraged to sign up.

### Next Steps

*Next Steps* is distributed 3 times per year as a reference guide sponsored by SRVHS Academic Boosters and published by the counseling department/Career Center. Each issue includes timely information regarding the college planning process at every grade level; including SAT/ACT testing, college visits, curriculum planning, scholarships, financial aid, and other planning tips.

### Wolfprint

The Wolfprint is SRVHS' student newspaper. Copies are distributed on campus and posted on the school website ([www.srvhs.org](http://www.srvhs.org) - click on "Publications").

## ATTENDANCE (ABSENCES, TARDIES)

Students and their parents are responsible for attendance. Parents should be aware of the revenue loss to the district due to prolonged or frequent illegal absences. Parents and students should be aware of the attendance policy and adhere to the attendance rules and regulations. Students shall attend and be punctual to all classes and activities to which they are assigned.

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.

## CLEARING ABSENCES

### Full Day Absences

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.**

All absences must be cleared within 48 hours and must be legal as defined in the next column.

1. Give the date of absence.
2. Spell the student's last name. Give the first name.
3. Give reason for absence.
4. Identify yourself.

### Partial Day Absences (When Arriving Late)

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. **Students need to sign-in at the Attendance Office.**

### Leaving During the School Day

*Whenever possible, appointments should be made outside of school hours.*

The student must obtain a permit to leave campus prior to leaving.

In order to obtain a permit, call the Attendance Office 12-24 hours prior to the appointment: 552-3000, 552-3001, 552-3006 or 552-3014 (M-F 7:30 a.m. – 3:30 p.m.)

Notify the Attendance Office by the morning of the day of dismissal so that the permit will be ready for student pick-up.

**Students may not leave class to obtain a permit and must do so before school, during brunch or lunch.**

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.**

**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.

Anyone reporting such an absence after the fact will be issued an "Illegal Absence" (cut), regardless of the reason. No exceptions.

When returning to campus the same day, return to the Attendance Office for a permit to re-enter.

## 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.
- **ALL FRESHMEN AND SOPHOMORE STUDENTS ARE TO REMAIN ON CAMPUS 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**

Tardies interrupt the classroom environment and interfere with the learning of other students.

1. Students who are not in the classroom when the bell rings are considered tardy.
2. 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.
3. Students who arrive to school late must sign in at the Attendance Office before going to class.
4. 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" above.

#### **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.

#### **COUNSELING**

The San Ramon Valley High School counselors strive to assist students in achieving success in all aspects of their lives by providing individual and group guidance on academic, personal, extracurricular and post-secondary options. In addition, counselors partner with parents, students and teachers to promote academic success. College advising is provided in collaboration with the Career Center Technicians by appointment. Please refer to the counseling page on the SRVHS website for additional services and recommendations for student success.

#### **WHO WE ARE AND HOW TO CONTACT US**

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.

**Jenifer Levy-Wendt (A-Eq)**

Lead Counselor 552-3092 [jlevy-wendt@srvhs.org](mailto:jlevy-wendt@srvhs.org)

**Nancy Conti (Er-Lau)**

Counselor 552-3027 [nconti@srvhs.org](mailto:nconti@srvhs.org)

<b>Melissa Bergstedt (Lav-Rg)</b> Counselor	552-3045 <a href="mailto:mbergstedt@srvhs.org">mbergstedt@srvhs.org</a>
<b>Vivian Srouji (Rh-Z)</b> Counselor	552-3033 <a href="mailto:vsrouji@srvhs.org">vsrouji@srvhs.org</a>
<b>Mary Carlson</b> Secretary	552-3016 <a href="mailto:mcarlson@srvhs.org">mcarlson@srvhs.org</a>
<b>Linda Clay</b> Counselor Technician	552-3021 <a href="mailto:lclay@srvhs.org">lclay@srvhs.org</a>
<b>Barbara Murray</b> Registrar	552-3015 <a href="mailto:bmurray2@srvhs.org">bmurray2@srvhs.org</a>

### COUNSELING CALENDAR

#### Fall

- Freshman Orientation
- Adjust master schedule and solve scheduling conflicts
- Adjust student schedules
- Enroll new students
- Freshman orientation
- Student registration
- Evaluate all student transcripts
- Meet with all credit deficient students
- Review student progress reports and meet with students with multiple deficiencies or a failing grade
- PSAT registration
- College Information Night
- College Application Workshops
- District College Fair
- Compose senior letters of recommendation for college admissions
- College essay workshop
- Visit freshman classes
- Meet with seniors requesting assistance with college selection/applications
- Back to School Night
- Review first quarter grades and meet with students who have multiple deficiencies or a failing grade
- Financial Aid Information Nights
- *The College Connection*
- Meet with parents of juniors at risk academically

#### Winter

- Final Exams
- Spring schedule adjustments
- Meet with transfer students and parents
- Review semester report cards and meet with students who have multiple deficiencies or a failing grade
- Review senior transcripts
- Meet with parents of seniors at risk academically
- Review freshman, sophomore and junior transcripts
- Complete and mail mid-year reports for seniors requesting them
- Meet with all credit deficient students
- Distribute course selection materials for next school year
- Classroom visitations for credit reviews and next year's course selections
- Parent information night for next year's course selection
- Feeder school visitations for next year's course selection
- Advanced Placement Information Night
- DVC assessment tests for seniors
- Review 3<sup>rd</sup> quarter progress reports and meet with students with multiple deficiencies
- Contact parents of seniors who are not passing courses required for graduation

#### Spring

- Meet with students individually regarding course selection for next school year
- Homeroom for return of course selection materials for next year
- Community college applications
- Meet with students regarding summer school

- Summer school applications available
- East Bay College Fair
- Enroll new students for next year
- Meet with students who need adjustments to course selections
- Review 4<sup>th</sup> quarter progress reports and meet with students with multiple deficiencies or a failing grade
- Senior Awards Night
- Undergraduate Awards Night
- Graduation

### COURSE CATALOG

This catalog is published each spring and given to all students before they select classes for the following year. It contains a description of all courses and graduation requirements.

### 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

Class change requests will not be entertained unless the student has been misplaced in a particular course because the student lacks the guidelines necessary for that course. Schedule changes are not made to accommodate teacher choice. 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.

### DROPPING A COURSE

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. The teacher will send a letter home to the parent indicating if the student will receive an "F" and offer a parent conference to discuss the matter.

### MATH DEPARTMENT POLICY

Students who receive an F grade in the first semester of a year-long math course do not automatically have the option of transferring to a lower level math course for the second semester. Available alternatives include: (1) repeating the full course the following year, or (2) repeating the course in summer school, or (3) continue in the same class for the second semester on the condition that they are not disruptive in any manner to the class environment. Students who wish to audit the class for the rest of the semester must sign a behavior contract with the teacher.

### FOREIGN LANGUAGE DEPARTMENT POLICY

Students who have a qualifying grade to enter level 2 may not drop level 2 and go back to level 1 until the end of the first semester.

### GRADES

Grades are distributed during the grading periods described in the section entitled "Progress Reports and Report Cards" (page 10). Second and fourth quarter grades are considered "Semester Grades" and thus become a part of the student's permanent record. Each semester ends with a final examination taken during finals week.



The following grade scale and point system is used:

4.0A	Excellent or superior
3.0B	Above average
2.0C	Average
1.0D	Below average/barely passing
F Failing	
P Passing	
NM No Mark	
I Incomplete	Work must be completed within 6 weeks. A teacher may assign an alternative deadline for the student to complete the work.

### FINES/CHARGES

All outstanding charges and fines from preceding school year must be cleared before the student receives a Wolf Pack Days packet for the next school year. A notice is mailed at the end of the school year to those students with outstanding charges and fines. All fines are paid to the school bookkeeper. 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.

### 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 GPA. Pass/Fail grades may not be acceptable for college admissions requirements.

### 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/AP Comp Govt. Politics
Honors PreCalc/Trig	AP Spanish Language	AP Economics
Honors Trig/ Math Analysis	Honors Physics	AP Psychology
AP Calculus AB/BC	Honors Chemistry	AP U.S. History
AP Statistics	AP Chemistry	AP Studio Art
Honors French 4	AP Biology	AP European History
AP Chinese 4 Honors	Honors Spanish 4	

### PROGRESS REPORTS AND REPORT CARDS

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. (Mailed home)
2. Quarter Report Cards (each Semester): all grades are reported. (Mailed home)
3. Semester Report Card (each Semester): all grades are reported 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.*

### 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.

### LOSS OF CREDIT 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.

### INDEPENDENT STUDY FOR PE

Independent P.E. applications are available during brunch in the Women's P.E. office (small gym) for sophomore, junior and senior students only during the following enrollment periods:

*Students on SRVHS Athletic Teams:*

- Fall Sports: First 2 weeks of the school year
- Winter/Spring Sports: First 2 weeks of your sport's season

*Students in Non-SRVHS Athletic Activities: (Pre-Professional and Pre-Olympic Levels Only)*

- First 2 weeks of each semester

Students must adhere to the rules stipulated in the contract. Students must apply in person - do not leave applications without personal contact. Late applications will not be accepted. For questions, please call 552-3030.

### COMMUNITY COUNSELING SERVICES - 211

Contra Costa County provides 211, a national, three-digit phone number for 24-hour information about health and human services. It enables people to find out about vital resources in their community quickly and easily. For more information, visit the 211 website at:

<http://www.irissoft.com/cccc/>

### STUDENT SERVICES

#### FOOD SERVICES/CAFETERIA/EATING AREA

The District's Food Services department can be reached at (925) 824-0279.

The cafeteria serves a variety of food items and provides indoor seating for students. Food Services also provides free or reduced lunches for qualifying students. Please contact the principal's secretary if you wish to apply for either of 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.**

#### CAREER CENTER

Phone: 552-3007

Located in the Administration Building, Career Coordinators are available during normal school hours: Mon - Fri 8:00AM - 4:00PM

The Career Center is open to students and parents to research occupations, colleges, universities, and scholarships. Testing materials (SAT, ACT, Strong-Campbell, etc.), university applications, and a small job placement board are available. For information about career fields and programs of study, the center has a computer information system.

This program is updated each year and contains information on occupations, two and four year schools, military job descriptions, and college majors. Also included is the College Letter Writer Program, which formats, writes and addresses letters of inquiry to any school in the database.

#### DIGITAL TECHNOLOGY

Technology Coordinator: Chad Cochran  
552-3018, [ccochran@srvhs.org](mailto:ccochran@srvhs.org)

Students have a variety of options available for access to technology. The SRV Technology Project is providing SRVHS with cutting edge information technology and a program to integrate these technologies across the curriculum. Students receive a network account with storage and e-mail that can be accessed from any computer on campus or via the web from any computer anywhere. In addition, specific computer courses are offered for students who wish to become more involved, such as computer programming, computer applications, animation, etc. More information is available on the school web site: <http://www.srvhs.org/staff/tech.html>

#### LIBRARY

552-3002

The Library/Media Center is maintained as a clean, quiet area for students to use library resources or to study. No food or drink is allowed. During operating hours, students may use the library before school, at brunch, lunch and after school. Passes are required when classes are in session. Teachers sign their classes up for library time, on a first-come, first-served basis. When a teacher is signed up for a class period, that teacher's class has priority over library resources, including computers. Student drop-ins, with a pass from their teacher, may be accommodated, subject to the discretion of library staff.

The library maintains a web page on the SRVHS website (under "Resource", click on Library). This includes links to paid library databases (see library staff for passwords), the Contra Costa Library and links to frequently used sites.

Student ID's are necessary in order to check out library materials or to use library computers. Lending period is three weeks for non-Reference books. Students are responsible for heeding due dates, and returning materials on time and in good condition. Fines are charged for overdue books at the rate of \$.25 per day (\$1.00 per day for reference books.) Overdue books must be returned and overdue fines paid before additional material may be checked out. Students must settle their library account before graduating or leaving the school. Yearbooks and/or transcripts may be withheld as collateral for payment.

A coin-operated photocopier is available for individual use. Copies cost \$.15 per page. The copier makes change but does not take dollar bills.

#### 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. The school reserves the right to conduct locker searches at any time.

#### LOST AND FOUND

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

#### 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 or before the Wolf Pack Days packet may be picked up in August for non-seniors. See the textbook clerk regarding any problems related to textbooks.

#### PARKING PERMIT

<b>Tier 1</b>	This permit will be given 1st selection priority.	Two or more senior non-provisional licensed drivers carpooling will share a (one) numbered space
<b>Tier 2</b>	This permit will be given 2 <sup>nd</sup> selection priority.	One senior licensed driver & one Provisional senior licensed driver carpooling will share a (one) numbered space
<b>Tier 3</b>	This permit will be given 3rd selection priority	Two senior provisional licensed drivers, or senior carpooling with a junior, will be assigned a numbered space.

1. 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.
2. Students must park in his/her assigned numbered space and drive in the designated area. 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.**

3. Parking rules will be enforced from 7 a.m. to 5 p.m., Monday-Friday.
4. All vehicles parked on or about the school campus are subject to search by the administration or a designee.
5. 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.
6. **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, use in the assigned space. (No exceptions.)**
7. **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!!**
8. 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.
9. 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.
10. **All vehicles without a permit are subject to ticketing and/or towing.**
11. **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.**
12. **Continued illegal parking may result in Detention or Saturday School!!!**
13. Both licensed drivers must show proof of license, current insurance and current registration before a permit is issued to either driver.
  - ticket and 3rd offense the car will be towed, at the owner's expense of approximately \$200.
  - Both licensed drivers must show proof of license, current insurance and current registration before a permit is issued to either driver.

## ACADEMIC LETTER

Parent Liaison: Devon Slinger  
837-7041

The purpose of the Academic Letter Award (sponsored by Academic Boosters) is to give recognition to students who achieve excellence in academics. Students must apply for each semester of eligibility - the award is NOT automatic.

Applications are available during the month of October for the previous spring semester grades and in February for the previous fall semester grades. Students should listen to the Daily Bulletin for sign-up details. The eLINK and Daily eBulletin will also publish this information. Once the applications are processed, an updated list of names with levels achieved will be posted on the school website and in the Career Center a few weeks following the application period. Students must retain the receipt given to them after turning in their application in case there are any problems. Students are to

confirm their level placement is correct and notify the parent liaison of any errors within 3 weeks of the posting. The student will receive the certificate for the academic level he/she has achieved by the spring of this year as well as the letter or torch appropriate for that level either in a class (depending upon the level achieved) or at the appropriate spring awards ceremony. Undergraduate and senior awards occur in late May/early June.

### Requirements:

You must have a GPA 3.5 or better for the semester of application. Weighted grades will be used. All courses are accepted EXCEPT aiding, P.E., adult education, continuation school and repeating a class for an improved grade. Additional requirements apply. See the school website for more detailed information under Parent Information/Academic Letter tab.

We remind each student and parent that 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.

## BUSINESS ROUNDTABLE

Contact: John Walker

Each year SRVUSD in conjunction with Rotary Clubs from San Ramon, Danville, and Alamo host a competition amongst high schools in the district, in 19 categories. Some of the categories include: photography, journalism, science projects, instrumental and vocal music, and automotive service and repair. Students enter projects and the winner in each category receives a \$250 savings bond and a gold medal, presented at a prestigious awards banquet televised each spring.

## STUDENT ACTIVITIES

### CALIFORNIA SCHOLARSHIP FEDERATION (CSF)

Contact: June Hermens, [jhermens@srvhs.org](mailto:jhermens@srvhs.org)

CSF is a nationally recognized organization designed to stimulate interest and pride in high standards of scholarship, service, and citizenship. Eligibility for this club is based on points earned by grades in designated courses. Students are informed of their eligibility on their semester report cards. Application forms are available at CSF meetings or in the principal's office. To become a member and maintain membership, eligible students must turn in their application forms at the publicized CSF meetings held each semester (September or October and February or March). To obtain a CSF Life Membership, students must be a CSF club member for a minimum of four semesters during their sophomore, junior, and senior years, with at least one semester membership in their senior year.

### NATIONAL HONOR SOCIETY (NHS)

Contact: Robin Groch, [rgroch@srvhs.org](mailto:rgroch@srvhs.org)

National Honor Society is a nationwide organization, which recognizes students who demonstrate superior academic performance (3.5 or above), leadership skills, a record of community service and personal integrity. Membership is limited and applications are available only in the spring.

## CLUBS

Contact: Janet Willford, [jwillford@srvhs.org](mailto:jwillford@srvhs.org), [www.srvhs.org/activities/clubs.html](http://www.srvhs.org/activities/clubs.html)

SRVHS has many clubs and activities that are sponsored by the Student Council. Meetings and activities are generally held at lunch. Visit the SRVHS website (see link above) for a listing of clubs and information regarding updated meeting times and contacts.

## ATHLETIC DEPARTMENT

Director: John Raynor, 552-3005

**Please visit the athletic home page for sports information, forms and a list of program coordinators for each sport:**

**(<http://www.srvhs.org/activities/sports.html>)**

<i><b>Fall Sports</b></i>	<i><b>Winter Sports</b></i>	<i><b>Spring Sports</b></i>
Cross Country	Basketball	Baseball
Football	Soccer	Diving
Golf (Women)	Wrestling	Golf (Men)
Tennis (Women)		Lacrosse
Water Polo		Softball
Volleyball		Swimming/Diving
(Women)		Tennis (Men)
Cheerleading		Track and Field
		Volleyball (Men)

## CHEERLEADING/SPIRIT SQUAD

The spirit squads for SRVHS are: Varsity Pom and Cheer Squads, JV Cheerleaders, and Frosh Cheerleaders. Tryouts are held each spring for the following school year.

## COLOR GUARD

The Color Guard, as part of the Instrumental Music Program, is another component of SRVHS spirit. Tryouts are held each spring for the following school year.

## ELIGIBILITY FOR ATHLETES

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

1. See website to download required forms (<http://www.srvhs.org/activities/sports.html>). All required forms must be turned in.
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 assistant principal or the athletic director to be reviewed by the waiver committee.
3. Intra/Inter district transfers must be on file in the office if a student lives out of school boundaries, and these students must see the Athletic Director. Any student that has transferred without changing his/her residence must see the Athletic Director.
4. An Athletic Code of Conduct must be signed and followed.
5. A participation contribution is requested.

## EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES

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

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 for review by the waiver committee.

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

## STUDENT COUNCIL

The Council plans school-wide activities and oversees and approves spending of Student Council funds. Meetings are held weekly in the Leadership class. Elections are held each spring. Student Council consists of:

*Associated Student Body Officers:* President, Treasurer/Budget Vice President, Secretary, and Speaker of the Forum

*Elected Class Officers (Senior, Junior, Sophomore, Freshmen):* President, Treasurer, Vice President and Secretary

*Appointed Positions:* Publicity Directors, Rally Commissioners, Inter-Club/Activities Directors, Community Concerns, Sound System, Special Teams, Spirit Directors, and Fine Arts

All Student Council members must enroll in the Leadership class to learn the skills involved in being student leaders for the school. They plan and execute specific activities throughout the school year. This class is composed of student leaders who are in appointed or elected offices.

## CAMPUS RULES AND REGULATIONS

### COMPUTERS

All students using computers must have a signed *Student Acceptable Use Policy* on file. Students are to adhere to the policy at all times. Violations will result in disciplinary action and loss of class or computer use privileges. Student Acceptable Use Policy contracts are available during Wolf Pack Days, in the counseling office, or on the school website.

### 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 consequences:

- 1st Offense: Device confiscated, returned to student at the end of the day.
- 2nd Offense: Device confiscated, returned to student at the end of the day. Student will serve AM detention.

- 3rd Offense: Device confiscated, student serves a Saturday School, device returned ONLY to parent/guardian.

### 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 and second time offenders will be referred to the Tobacco Education Advisor and given a 3 hour Tobacco Awareness program. Multiple offenders will be cited by the police. (See Discipline Policy, page 16).

### 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 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
  - Backless or strapless tops (skin below the bottom 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 skirt slits what an inseam shorter than 2"
- Clothing which promotes or makes a reference to controlled or illegal substances; or that contains inappropriate, sexual innuendos and offensive language or a picture is not permitted.

### DRIVING, RIDING AND ROLLERBLADING

Students may not drive cars, nor ride motorcycles, bicycles, skateboards, or roller blades on campus. Bicycles may be stored in the racks on campus.

### LIMITED OPEN/CLOSED CAMPUS POLICY

San Ramon Valley High School campus is closed at lunch to freshmen and sophomores. The campus is open at lunch to juniors and seniors. Freshmen or sophomores caught off

campus at lunch, without a legal off-campus pass, will be given a Saturday School. Repeat offenders will be suspended. The

campus is closed to all students during class periods, passing periods, and brunch. See Attendance Policy, page 7.

For the safety of students, there are areas of the campus that are considered "off limits" to students during the school day. Any student found in these areas may be considered off campus and may receive a Saturday School. **Off limit areas are:**

The Stadium field and bleachers beyond the track gate.

The Baseball field bleachers, tennis courts and swimming pool areas.

### LITTERING/VANDALISM

Littering, class pranks, posting inappropriate signs, graffiti and other acts of vandalism will not be tolerated. 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. In addition, students may be suspended or may lose school privileges, including Junior Prom, Senior Ball or graduation ceremony. Posting of signs must be approved by an administrator.

### PARKING LOT RULES

See page 11 for further information regarding parking permits.

#### ***The speed limit in the parking lot is 5 MPH!***

- Permits must be displayed on the right side of the back window. Failure to display the permit in the proper location will result in a \$20 parking citation.
- Students must park "head in" and the permit must be visible from the driving lane. Students who continue to park illegally will be towed at the student's expense. Loitering is not allowed in parked cars at any time during the school day. Students who desire to eat in their cars at lunch must be parked off campus. Vehicles may not be moved during brunch.
- When a parent signs the application, he/she is giving permission for his/her student to leave campus with their vehicle at lunch. The school is not liable for any vehicle problems that may occur off campus during lunch. Parents understand and accept the personal liability of transporting students to and from school and will hold the school harmless of any liability.
- Parking rules will be enforced from 7:00 AM to 3:30 PM and during any school event that occurs at other times of the day.
- No parking is allowed in fire lanes, on sidewalks, in driveways, or in staff spaces.
- All drivers of motorized vehicles are to observe existing vehicle code provisions, school regulations, and common sense in the operation of vehicles. Students who endanger the lives of others in the parking lots by speeding or reckless driving will forfeit their parking privileges and be subject to citation by local police and/or school discipline.
- Vehicles should always be locked. The security of vehicles is the responsibility of the student/parent.

### SEXUAL HARASSMENT

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.

### **BULLYING/CYBERBULLING 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 photos, or video).

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. CyberBullying and harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging to an individual's property; or disrupting the orderly operation of the school, will not be tolerated.

Online activities and technologies include social networking sites, chat room and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams.

**Any CyberBullying or harassment that occurs off campus and causes or threatens to cause a disruption at school or interferes with the rights of students to be safe and secure may be subject to appropriate consequences according to Education Code 48900.4: "Harassment, threats, or intimidation creating an intimidating or hostile environment." Minimum penalty may be a Saturday School or one-day suspension. Incidents of CyberBullying or harassment may also be referred to the School Resource Officer and/or Danville Police.**

### **STUDENT BEHAVIOR**

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. We need to work together to ensure that students respect and follow the rules and regulations of the school.

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, a work detail, 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.

### **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: 7:30 P.M. to 10:30 P.M. (Homecoming begins at 7:00 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, 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 may dismiss the student and inform the parent/guardian.
- No backpacks are allowed during a dance.

### ***Guests at Dances***

**Guests will be allowed at Junior Prom & 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.**

### **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.

### **ATHLETIC ACTIVITIES**

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.

### **THROWING OBJECTS**

Throwing any object (including, but not limited to, food, water balloons, etc.) on campus will result in an automatic suspension or possible expulsion. Repeat offenders face more serious consequences. Throwing food at any time will not be tolerated. Any student in possession of inappropriate materials (eggs, water balloons, etc.) will also be suspended and may lose school privileges, including Junior Prom, Senior Ball or graduation ceremony.

## 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.

## DISCIPLINE POLICY

Cell phones, iPods, mp3 players during class, instructional time, or school activities.	Warning & confiscation	AM Detention, confiscation	Saturday School, confiscation (returned to parent)
Bikes, skateboards, scooters, rollerblades ridden on campus	Warning & confiscation	AM Detention, confiscation	Saturday School, confiscation (returned to parent)
Cutting class (3 tardies = 1 cut)  See page 8	Saturday School & 1 <sup>st</sup> Level Attendance Contract	2 <sup>nd</sup> Level Attendance Contract, Parent Conference (SARB process begins)	Dropped from class with a semester "F" (SARB process continues)
Dress Code Violation	Warning, Student changes clothes	AM Detention	Saturday School
Forgery or falsification of notes/phone messages	Saturday School	In House Suspension	1 day Suspension
No show for teacher detention	AM detention	Saturday School	In House Suspension
No show for AM detention	Saturday School	In House Suspension	1 day Suspension
Scuffling, mutual shoving, grabbing, bumping	Saturday School	In House Suspension	1 day Suspension
Using profanity, vulgar language in class	Saturday School	Class Suspension	In House Suspension
Pranks or throwing objects that may present a danger	Saturday School	In House Suspension	1 day Suspension
Cheating, plagiarizing, or academic dishonesty	Parent Contacted, "F" on assignment	Student dropped from course with semester "F"	
Littering	AM Detention	Saturday School, loss of off campus lunch privileges (Jr./Sr.)	In House Suspension, loss of off campus lunch privileges (Jr./Sr.)
Off Campus/Out of Bounds Area	Saturday School	In House Suspension	1 day Suspension
Violation of Internet Policy	May be dropped from course 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

## SATURDAY SCHOOL

Saturday School is an alternative to suspension, when agreed to by all parties. It is held from 8:00 AM to 12:00 Noon, usually every Saturday. Parents will be notified when Saturday School is an option. In the event the student does not attend Saturday School, the student will be suspended by an Assistant Principal for one day.

## 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 dropped from the class in which the second cheating occurrence took place, with a semester "F" and loss of credit.

## 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.

## 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 (E.C. 48911.1). Make-up work may be allowed. It is up to each individual teacher to accept make-up work done during a 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)

#### OFFENSES (ED CODE 48900)

- a. (1) Caused, attempted to cause physical injury to another person cause, or threatened to cause physical injury to another person.
- b. (2) Willfully used force or violence upon the person of another, except in self-defense
- c. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in 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.
- d. 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.
- e. 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.
- f. Committed or attempted to commit robbery or extortion
- g. Caused or attempted to cause damage to school property or private property
- h. Stolen or attempted to steal school property or private property.
- i. 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.
- j. Committed an obscene act or engaged in habitual profanity or vulgarity.
- k. 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.
- l. 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.
- m. Knowingly received stolen school property or private property.

- n. 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.
- o. 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.
- p. 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.
- q. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- r. 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.
- s. 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).

#### Additional grounds:

- Sexual harassment. (Ed Code 48900.2)
- Committed 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)

**The principal or designee must notify law enforcement personnel of these offenses.**

#### HEALTH SERVICES

**School nurse is Yvette Buich, R.N, BSN, P.H.N. - Phone 552-3000**

**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 Attendance 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 epipen. 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 at 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 medications at school, please discuss it with the nurse. This ensures that your student's health needs are properly cared for during the school day in the event of a medical emergency. *Please update the health information section on your student's emergency card yearly and when changes occur.*

#### EMERGENCY PROCEDURES

At the first sound of the alarm (short repeated bell), students will calmly leave the building according to the designated exit plan. Students must stay with their teachers and listen for further instructions. Teachers are to take roll books with them.

At the first sign of an earthquake, duck and cover. It is best to seek cover under a desk or table or in a doorframe. Avoid glass areas, cabinets, or other objects, which may fall. At the end of the earthquake, when instructed to do so, evacuate the building. All students should report immediately to the area designated by their teacher. No one should return to the building until

instructed. Students are not to leave campus either on foot or in their automobiles. In the event of a severe earthquake, all students will be kept at school until released to a parent or guardian.

In the event of a major disaster, a 3-day supply of emergency food and water is maintained on campus through PTSA donations.

#### MESSAGES TO STUDENTS

Parents/guardians, relatives, friends, etc. may not deliver messages to students directly during school hours, even in the case of an emergency. The nature of all emergencies must be disclosed to an administrator who will facilitate the delivery of the message. Please contact the Attendance Office at 552-3000, 552-3001, 552-3006 or 552-3014



**Howl At The Moon!** is tentatively scheduled for spring 2011.

*Watch for updates in the eBulletin and eLink.*

27th Annual



5k & 1/2 Marathon • San Ramon/Danville  
October 10, 2010 • Benefits the San Ramon Valley Education Foundation

## *The 32nd Annual Ski and Snowboard Swap*

Saturday and Sunday, November 6 and 7

For more information, see website:

<http://www.skiandsnowboardswap-srvhs.com/>

Contact:

Sandy T. Garcia at (925) 785-2321

## San Ramon Rotary Christmas Tree Lot

Please consider buying your tree from the Rotary Lot this year to help supplement educational programs throughout our school district. All of the net proceeds go to the San Ramon Valley Education Foundation (SRVEF) in partnership with the San Ramon Rotary Club to help our schools.

Opens the weekend after Thanksgiving. Located next to the Iron Horse Middle School Parking Lot, Alcosta Blvd., San Ramon.

**Call SRVEF for information: 925-820-9181**

# 2010 – 2011 Bell Schedules

## Bell Schedules

**Regular:** Monday, Wednesday,  
Thursday, Friday

<b>Period A</b>	7:30-8:25	55 min.
<b>Period 1</b>	8:30-9:25	55 min.
<b>Period 2</b>	9:30-10:25	55 min.
<b>Brunch</b>	10:25-10:35	10 min.
<b>Period 3</b>	10:40-11:35	55 min.
<b>Period 4</b>	11:40-12:35	55 min.
<b>Lunch</b>	12:35-1:10	35 min.
<b>Period 5</b>	1:15-2:10	55 min.
<b>Period 6</b>	2:15-3:10	55 min.

## Tuesday Bell Schedule

<i>Faculty</i>	7:30- 8:20	45 min.
<b>Period 1</b>	8:30-9:15	45 min.
<b>Period 2</b>	9:20-10:05	45 min.
<b>Brunch</b>	10:05-10:15	10 min.
<b>Period 3</b>	10:20-11:05	45 min.
<b>Period 4</b>	11:10-11:55	45 min.
<b>Lunch</b>	11:55-12:30	35 min.
<b>Period 5</b>	12:35-1:20	45 min.
<b>Period 6</b>	1:25-2:10	45 min.
<b>Period A</b>	2:15-3:00	45 min.

## Semester and End-of-the-Year Finals Schedule:

### Monday

<b>Final 6</b>	7:30-9:30	2 hrs.
<b>Brunch</b>	9:30-9:40	10 min.
<b>Period 1</b>	9:45-10:30	45 min.
<b>Period 2</b>	10:35-11:20	45 min.
<b>Period 3</b>	11:25-12:10	45 min.
<b>Lunch</b>	12:10-12:45	35 min.
<b>Period 4</b>	12:50-1:35	45 min.
<b>Period 5</b>	1:40-2:25	45 min.
<b>Period A</b>	2:30-3:10	40 min.

### Tuesday

<b>Final 1</b>	<b>Final 3</b>	<b>Final 5</b>	8:00-10:00	2 hrs
<b>Brunch</b>	<b>Brunch</b>	<b>Brunch</b>	10:00-10:10	10 min
<b>Final 2</b>	<b>Final 4</b>	<b>Final A</b>	10:15-12:15	2 hrs.

### Wednesday

### Thursday

# 2010– 2011 Calendar

Thursday, August 19  
 Monday, August 23  
 Friday, August 27  
 Friday, August 27  
 Wednesday, September 1  
 Friday, September 3  
 Monday, September 6  
 Wednesday, September 15  
 October 4-8  
 Friday, October 8  
 Friday, October 8  
 Saturday, October 9  
 Friday, October 22  
 November 15-19  
 Thursday, November 11  
 November 22-26  
 December 10  
 December 20-Jan 2  
 Monday, January 17  
 January 18-21  
 Friday, January 21  
 Monday, January 24  
 February 21-25  
 February 25  
 Monday, February 21  
 February 21-25  
 February 1-2  
 Friday, March 11  
 March 21-25  
 Saturday, March 26  
 Friday, March 25  
 April 4-8  
 Saturday, April 23  
 April 19-28  
 May 2-13  
 May 16-20  
 Thursday, May 12  
 Saturday, May 14  
 Friday, May 27  
 Monday, May 24  
 Monday, May 30  
 Tuesday, May 31  
 Friday, June 3  
 Sunday, June 5  
 June 6-9  
 June 10  
 Friday, June 10

Freshman Orientation  
 First Day of School  
 Welcome Rally  
 Welcome Dance  
 Back to School Night  
 School Closed\*  
 Labor Day\*  
 Senior Picnic  
 Homecoming Week  
 Homecoming Rally  
 Homecoming Parade  
 Homecoming Dance  
 First Quarter Ends  
 Fall Dodgeball  
 Veteran's Day\*  
 Thanksgiving Break\*  
 Snow Ball  
 Winter Break\*  
 Martin Luther King Day\*  
 Final Exam Week  
 Semester One Ends  
 Staff Development Day\*  
 Battle of the Sexes  
 Neon Night Dance  
 President's Day\*  
 Spring Dodgeball  
 CASHEE Testing  
 Mr. GQ  
 ASB Elections  
 Junior Prom  
 Third Quarter Ends  
 Spring Break\*  
 Sophomore Cruise  
 STAR Testing  
 AP Exams  
 Greek Games  
 Undergrad Awards Night  
 Senior Ball  
 Renaissance Assembly  
 Senior Awards Night  
 Memorial Day\*  
 Wolfie Awards  
 Aloha Rally & Dance  
 Baccalaureate  
 Final Exam Week  
 Semester Two Ends  
 Graduation

*\* No school*

**(Dates subject to change – watch for updates in the eBulletin and eLink)**