

# SAN MARCOS HIGH SCHOOL

**2011-2012**

## **STUDENT HANDBOOK**

1615 San Marcos Blvd.  
San Marcos, CA. 92078

760-290-2200

Attendance: 760-290-2211 or 2223

<http://www.sanmarcoshigh.org>

NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

**KNIGHT PRIDE**

Leading... Now Tomorrow Forever

Revised 5/12/11



### WELCOME

On behalf of the administration, teachers, staff and Associated Student Body – welcome to the 2011-2012 school year at San Marcos High School, home of the Knights. We promise to offer you a high quality educational experience in a culture with high expectations establishing leaders now, tomorrow, forever.

We encourage you to become actively involved in academics, school activities, and the arts. The success you experience will be directly related to the effort and commitment you give to your education. Knight Pride can be your guide to success.

Julie Mottershaw  
Principal

**KNIGHT PRIDE**  
Leading... Now Tomorrow Forever

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## **EXPECTED STUDENT LEARNING RESULTS**

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### **Effective Communicator**



As Effective Communicators, students will demonstrate literacy skills through listening, speaking, reading, and writing.

### **Effective Problem Solvers**



As Effective Problem Solvers, students will select appropriate strategies to solve problems by using resources, technology, cooperation, and critical thinking skills.

### **Effective Citizens**



As Effective Citizens, students will make informed choices; understand consequences; show respect for people and property; and work in ways to improve their local and global communities

## **ADMINISTRATORS**

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Julie Mottershaw	Principal	290-2213
<a href="mailto:julie.mottershaw@smusd.org"><u>julie.mottershaw@smusd.org</u></a>		
Tiffany Campbell	Asst. Principal	290-2333
<a href="mailto:tiffany.campbell@smusd.org"><u>tiffany.campbell@smusd.org</u></a>		
Nikki DiRanna	Asst. Principal	290-2247
<a href="mailto:nikki.diranna@smusd.org"><u>nikki.diranna@smusd.org</u></a>		
Al Love	Asst. Principal	290-2202
<a href="mailto:al.love@smusd.org"><u>al.love@smusd.org</u></a>		
Chad Mc Gough	Asst. Principal	290-2256
<a href="mailto:chad.mcgough@smusd.org"><u>chad.mcgough@smusd.org</u></a>		

## **COUNSELORS**

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A – E	Lori Nguyen	290-2219
<a href="mailto:lori.nguyen@smusd.org"><u>lori.nguyen@smusd.org</u></a>		
F – L	Janet Paul	290-2220
<a href="mailto:janet.paul@smusd.org"><u>janet.paul@smusd.org</u></a>		
M – RE	Lisa Stout	290-2259
<a href="mailto:lisa.stout@smusd.org"><u>lisa.stout@smusd.org</u></a>		
RH – Z	Leandro Galaz	290-2227
<a href="mailto:leandro.galaz@smusd.org"><u>leandro.galaz@smusd.org</u></a>		

To see your counselor, sign up with the secretary/staff in the Counseling Office. Parents are encouraged to call their student's counselor whenever they have concerns about grades, social or emotional adjustments, or any other problem which may affect school performance. For an appointment please call the Counseling Office Secretary at 290-2262.

## IMPORTANT DATES 2011-2012

August 24	First day of school
September 5	Labor Day
November 11	Holiday - Veteran's Day
November 21-25	Holiday - Thanksgiving Recess
December 13-15	Finals Minimum Day-Dismissal @ 12:28 12/13 – Periods 1, 2 12/14 – Periods 3, 4 12/15 – Periods 5, 6
Dec. 19 – Jan.4	Winter Recess
January 5	School Resumes
January 16	Holiday - Martin Luther King, Jr. Day
February 17, 20	Holiday – Washington's Birthday/Presidents' Day
April 9 – 13	Spring Recess
May 28	Holiday - Memorial Day
June 6, 7	Senior Finals 6/6 – Periods 1, 3, 5 6/7 – Periods 2, 4, 6
June 8, 11, 12	Regular Finals (9, 10, 11) Minimum Day – Dismissal @ 12:28 6/8 – Periods 1, 2 6/11 – Periods 3, 4 6/12 – Periods 5, 6
June 8	Senior Personal Use Day
June 11	Senior Breakfast and Mandatory Graduation practice
June 12	Graduation

Please refer to the Knights Daily Bulletin for calendar/event updates posted daily on our website [www.sanmarcoshigh.org](http://www.sanmarcoshigh.org) click on Knights Daily Bulletin.





The ***PACE Promise***, a joint program of San Marcos Unified School District (SMUSD) and California State University San Marcos (CSUSM), guarantees CSUSM admission to all district students who meet entrance requirements. This program begins with the SMUSD graduating classes of 2009. Students continuously enrolled in the district from 9<sup>th</sup> through 12<sup>th</sup> grade are automatically included in the ***PACE Promise***.

The ***Promise*** provides a step-by-step plan of preparation for college. Beginning in seventh grade, San Marcos students must work to fulfill program expectations. Meeting these requirements also prepares them for admission to most California public and private universities and colleges. Students, who meet all the program's academic benchmarks and the financial need criteria, as determined by CSUSM, may receive monetary assistance from a private foundation associated with the ***Promise*** while attending the university.

Improving college options for this generation of students, the ***Promise*** provides dynamic, accelerated services which include tutoring and mentoring, visits to the university campus, enhanced test preparation for English and math entry-level exams, and extensive information regarding college preparation and admission. The ***Promise*** thus provides a vital link from the secondary school setting to the university.

#### **Purpose of the Promise**

- To give students the necessary academic tools for entering college or the workforce without remediation.
- To improve access, retention and college completion for underrepresented students.
- To raise academic expectations and ensure that students not only qualify for college admission but thrive when they get there.
- To expand comprehensive support services and to target every student in every school.

#### **Middle School Preparation for the Promise (7<sup>th</sup> and 8<sup>th</sup> grades)**

- Overall grade point average of 2.0 or higher.
- Grades of C or higher in mathematics.
- Grades of C or higher in English.

#### **High School Requirements for Participation in the Promise**

Students must . . .

- Be continuously enrolled in the San Marcos Unified School District beginning in 9<sup>th</sup> grade; graduate from a San Marcos high school.
- Complete all A-G coursework required for CSU admission with grades of C or better.
- Meet CSU eligibility index requirements.
- Participate in the CSU Early Assessment Program (EAP) in English and mathematics during their junior year (11<sup>th</sup> grade); meet assessment requirements for CSU admission.
- Take the SAT Reasoning or ACT Exam.
- Submit the Free Application for Federal Student Aid (FAFSA).

#### **Goals or outcomes**

- Encouraging parents and students to begin focusing on college early in the students' academic careers.
- Increasing student's options upon graduation.
- Preparing students to enter college and the workforce successfully and without remediation.

For more information, please contact your child's counselor or visit our website.

# PACE Promise™ ARE YOU ON PACE?

PACE Promise™  
PARTNERS ADVANCING COLLEGE EDUCATION  
In Partnership with the Leitchog Family Foundation

## FOR GRADUATION, COLLEGE, AND LIFE

	1 YEAR	2 YEARS	3 YEARS	4 YEARS	PACE Promise™
ENGLISH	👉	👉	👉	👉	ATTEND A SMUSD HIGH SCHOOL FOR FOUR YEARS
HISTORY	👉	👉	👉	👉	COMPLETE THIS PATTERN WITH C'S OR BETTER
MATH	👉	👉	👉	👉	TAKE THE SAT OR ACT
SCIENCE	👉	👉	👉	👉	TAKE THE EAP (ADDITIONAL STAR QUESTIONS) JUNIOR YEAR
WORLD LANGUAGE	👉	👉	👉	👉	STUDENTS MUST SUCCESSFULLY DEMONSTRATE READINESS FOR COLLEGE-LEVEL WORK IN ENGLISH AND MATH TO RECEIVE PACE SCHOLARSHIP
P.E.	👉	👉	👉	👉	
VISUAL PERFORMING ART (VPA)	👉	👉	👉	👉	

PACE Website: <http://pace.smusd.org>

A-G Subject Requirements		H.S. Graduation Requirements	
English	4 YEARS	English	40 CREDITS
History	2 YEARS	History	40 CREDITS
Math*	2 YEARS	Math*	20 CREDITS
Algebra 2	3 YEARS	Life Sci.	10 CREDITS
		PHYS. SCI.	10 CREDITS
		P.E.	20 CREDITS
		World Lang/	10 CREDITS
		VPA	80 CREDITS
		ELECTIVES	
		230 CREDITS + PASS ENG/MATH CAHSEE = HS Grad	



SAN MARCOS HIGH SCHOOL  
**KNIGHTS**



MISSION HILLS HIGH SCHOOL  
**GRIZZLIES**



California State University  
SAN MARCOS

## 4 SYSTEMS OF HIGHER EDUCATION IN THE STATE OF CALIFORNIA

### CALIFORNIA COMMUNITY COLLEGES

- 107 others, across the state

### CAMPUSES - THE CALIFORNIA STATE UNIVERSITY

- CSU, Bakersfield
- CSU, Long Beach
- San Diego State University
- CSU, Channel Islands
- CSU, Los Angeles
- San Francisco State University
- CSU, Chico
- California Maritime Academy
- San Jose State University
- CSU, Dominguez Hills
- CSU, Monterey Bay
- California Polytechnic State University, San Luis Obispo
- CSU, Fresno
- CSU, Northridge
- CSU, San Marcos
- CSU, Fullerton
- California State Polytechnic University, Pomona
- Sonoma State University
- CSU, East Bay
- CSU, Sacramento
- CSU, Stanislaus
- Humboldt State University
- CSU, San Bernardino



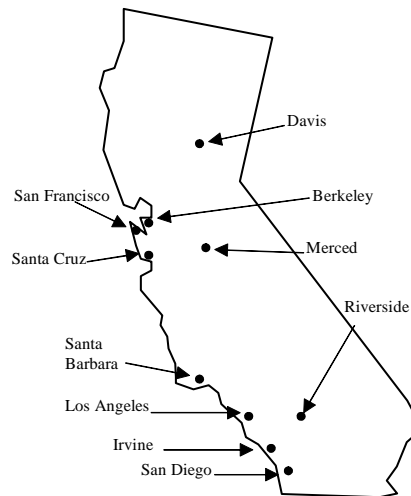
### UNIVERSITY OF CALIFORNIA

- Berkeley
- Santa Barbara
- Santa Cruz
- San Diego
- Davis
- Merced
- Irvine
- Riverside
- Los Angeles

### INDEPENDENT/PRIVATE COLLEGES

For example:

- Stanford University
- University of San Diego
- University of Southern California
- Claremont Colleges
- Whittier College
- National University
- Coleman College



## **San Marcos High School Behavior Code 2011-2012**

A behavior code is provided to each student because the students, the parents, and the staff expect and demand a safe, secure, and orderly campus. These procedures comply with San Marcos Unified School District Policy, as well as state and federal law, and are based on timely and consistent consequences for conduct which is disruptive to our campus.

This behavior code was developed by staff, students and parents. **The San Marcos Unified School District desires to build responsibility, respect for others, respect for the school, and respect for self.**

### **LIST OF SUSPENDABLE AND EXPELLABLE OFFENSES**

The following list of offenses may result in suspension, referral to Alternative Education, arrest, and/or expulsion from the San Marcos Unified School District. All cases recommended for expulsion will be investigated and determined on specific facts.

#### **MANDATORY Recommendation of Expulsion: (Ed. Code 48915c)**

- Possessing, selling, or otherwise furnishing a firearm.
- Brandishing a knife at another person.
- Selling a controlled substance/alcohol
- Committing or attempting to commit sexual assault
- Possession of an explosive

#### **QUASI-MANDATORY/PERMISSIVE**

#### **Recommendation of Expulsion: (Ed. Code 48900-48915a)**

The Governing Board is required to make an additional finding that either of the following conditions exists.

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct: or
2. That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
  - Fighting or causing physical injury or assault or battery on a school employee
  - Possession of weapons, knives, explosives, dangerous object(s) of no reasonable use to a student or dangerous activities
  - Possession or use of a controlled substance, alcohol, intoxicant, or paraphernalia
  - Offered, arranged, or negotiated to sell a substance represented to be a controlled substance
  - Committed robbery, extortion, or theft
  - Vandalism to school property or private property
  - Display of graffiti or creating graffiti
  - Possession or use of tobacco
  - Excessive use of profanity or repeated vulgarity
  - Possession of an imitation firearm
  - Defiance or disruption of school activities
  - Possession of stolen property

- Sexual harassment or obscene acts
- Racial slurs or hate violence
- Intimidation or harassment of students, witnesses or staff members
- Intentional terrorist harassment, threats or intimidation against school staff or property
- Aiding or abetting a person who injures/attempts to injure others.

The jurisdiction for all school rules will be enforced while on school grounds; while coming to or going from school; during school hours whether on or off campus, while truant from school, and during or while coming to or going from a school-sponsored activity. (Ed. Code 48900 & 48915)

### **SEARCHES AND SEIZURES**

The law provides school officials with wide latitude to search students, their possessions, and automobiles, in the ongoing effort to maintain a safe and secure campus. **Some of this effort may involve the use of surveillance cameras in public areas of the campus that are considered to be 'high-risk' for improper activity.** The school district also utilizes random searches by canine detection units as specified in **SMUSD board policy (5145.12)**. When a school official has a “reasonable suspicion” that a student may be in possession of contraband or dangerous objects, the student will be asked to empty all pockets, remove shoes, and provide the official access to other personal items (backpacks, lockers, cars) which may contain contraband or dangerous objects. Reasonable suspicion may also warrant school officials' use of a metal detector to identify concealed weapons or a breathalyzer to determine if a student is under the influence of alcohol. It is hoped all students will be cooperative as the school official will make every attempt to be unobtrusive and respectful of privacy. Students should be aware that grounds for suspicion commonly include being “out-of-bounds” without permission or a report by another student, parent or staff member of possession of contraband, dangerous object or unusual behavior. Students should also be aware that any contraband or dangerous objects found in their possession will be assumed to belong to them. **Finally, if a student should discover contraband or dangerous objects on campus, he or she should go directly to an assistant principal or other staff member and turn it over without delay.** (Ed. Code 489050)

Students who are no longer enrolled at San Marcos High School because of discipline problems will not be allowed at San Marcos high School events unless they are granted permission by the Principal.

### **DEFINITION OF BEHAVIOR TERMS**

**Suspensions/ Expulsions** — Suspension or expulsion will be imposed only when other means of correction fail to bring about proper conduct. However, any pupil, including pupils with exceptional needs may be suspended—and possibly expelled—for any of the reasons enumerated in California Education Code section 48900 and 48915 (a), or if the school determines that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process. Suspensions remove a student from campus from one to five days, after which time the student may return. Expulsion, by contrast, is a formal process that entails suspension and a hearing at the district Office to determine if a student will be dismissed from their current educational setting. Students who have been expelled by the Governing Board may not attend any school or program operated by the San Marcos Unified school district until the Governing Board acts to lift the expulsion.

**In-School Suspension** - Study Hall isolation from the general school population. This alternative can be used in place of a one day suspension at home. If a problem occurs in ISS, a home suspension will result and will include the following day.

**Friday School** – Friday School occurs on an as needed basis students may be assigned Friday School as a consequence for inappropriate behavior. Friday School is held for 2 hours from 3:00pm-5:00pm.

**Saturday School** - Saturday School occurs once or twice a month and is a way for students to make up for lost attendance time if they are near the point where they will lose credit for a class because of absence. Students may also be assigned Saturday School as a consequence for inappropriate behavior. Saturday school is held for four hours from 8:00 a.m. – 12:00 p.m.

**Detention** - A student may be held in a detention room or classroom during lunch (30 min.) or before/after school (1 hr.).

**Behavior Contracts** – Any student who fails to comply with school and classroom expectations, after teacher and administrative interventions, will be placed on a **“THREE VIOLATIONS”** BEHAVIOR/PERFORMANCE CONTRACT. Criteria for placing students on behavior contracts will be based upon 1) the significance of the violations and/or 2) the number of violations. As an administrative guideline any student receiving 5-6 referrals in a given year or in multiples of 5-6 over a four-year period will be placed on a behavior contract. Violation of the contract will result in an involuntary transfer to an alternative site. **The contract will remain in effect for the student’s tenure at San Marcos High School unless notified otherwise**; however, “strikes” begin over each school year.

**Loss of Privilege (LOP)** - Administration reserves the right to revoke all co-curricular and extracurricular privileges connected with San Marcos High School. These privileges include, but are not limited to assemblies, athletic participation, attendance to sporting events, dances (including prom), and field trips. Students may regain privileges through the serving of appropriate disciplinary assignment and/or administrative approval.

**Violation of Ed Code 48900 Section (A) - (R) and 48900.2 - 48900.4**

All cases recommended for expulsion will be investigated and determined on specific facts.

**Behavior: 48900 Section A: FIGHTING**

Students are expected to seek nonviolent and constructive solutions to conflict.

1. Caused, attempted to cause, or threatened to cause physical injury to another person  
or  
aiding and abetting in commission of physical injury.

Mutual combat fighting means two or more students are both actively involved or engaged in a fight. For example, if an aggressor hits another student and the ‘victim’ strikes back and becomes engaged in a fight with the aggressor, this is mutual combat.

2. Willfully used force or violence upon the person of another (Battery).

If an aggressor strikes another student and the 'victim' does not fight back, this is battery. Or if two students are actively engaged in a fight, but one stops fighting or is unable to fight back, and the second student continues to beat him/her, then this incident has turned into a battery.

**Consequences:**

Students involved in fighting for the first time within a four-year period while enrolled in high school will be suspended for a period of five days. **Additionally, students will be subject to arrest.** Mediation and anger management counseling may be required as a condition of return to school. Consequence for a second fighting offense while enrolled in San Marcos High School: The student will be referred to alternative education for the remainder of the semester of the occurrence plus an additional semester. Students who commit an assault, battery or cause severe injury are subject to arrest and/or referral to the Governing Board for expulsion.

**Behavior: 48900 Section B: DANGEROUS OBJECTS**

Students are expected to maintain a safe environment in the school free of weapons and/or dangerous objects.

Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, with concurrence by the principal or the designee of the Principal.

**Definition:** Students may not possess any dangerous object, which constitutes a potential threat to the safety and security of the school. Students are hereby informed not to bring any of the following items to campus or any school-related activity (to include but not limited to): gun, BB gun, cap gun, dart gun, pellet gun, spot marker gun, stun gun, model gun, toy gun, squirt gun, replica gun, "zip gun", rifle, model rifle, pistol, revolver, taser, semi-automatic weapon, model semiautomatic weapon, toy semiautomatic weapon, knife, locking blade, switchblade knife, butterfly knife, pocket knife, Swiss Army knife, pen knife, key chain knife, kitchen knife, box knife, exacto knife, dirk, dagger, ice pick, razor, blades, bombs, pipe bomb, ammunition, time bomb, containers of inflammable fluids, stink bombs that may cause allergic reactions, clubs, billy club, black jack, slingshot, nunchaku, sandclub, sandbag, metal knuckles. Any metal plate with radiating points with one or more sharp edges, spike jewelry & apparel, safety pins as decoration or apparel, chains (including wallet chains), pepper spray or mace, anything that expels a projectile by force of air or explosion, fireworks or any incendiary devices, lighters, pressurized cartridges, laser pointers, using or flashing of laser pointers, and replica weapons.

**Consequences:**

Suspension and possible referral to the Governing Board for expulsion on the first offense. In addition, law enforcement may be contacted. Peer mediation or counseling may also be required.

**Behavior: 48900 Section C & D: CONTROLLED SUBSTANCES**

Students are expected to be drug, alcohol and weapon free.

Students may not possess, use, sell\*, be under the influence of, or furnish any amount of controlled substance, alcohol, or intoxicant of any kind. These include, but are not limited to alcoholic beverages, narcotics, marijuana, methamphetamines, inhalants,

hallucinogens, abused use of prescription drugs or over-the-counter medication. All prescription and over-the-counter medication must remain in the possession of the school nurse. In addition, students may not offer, arrange or negotiate to sell any of the above and then furnish a substitute item intended to represent the controlled substance, alcoholic beverage, or intoxicant.

\*Students who unlawfully sell a controlled substance/alcohol/intoxicant shall be recommended for expulsion (Mandatory). (Ed. Code 48915C)

**Consequences:**

Controlled substances/Intoxicants Students found in possession of, or use alcohol, marijuana, intoxicants or any controlled substance, while under the school's jurisdiction will be suspended for five days. If student has committed a previous alcohol, marijuana, intoxicant, or controlled substance infraction, they will be referred to the Governing Board for expulsion.

Students who are in possession of more than an ounce of marijuana will be suspended for five days and may be referred to the Governing Board for expulsion on the first offense, and law enforcement will be contacted.

False Representation: Students who provide other persons with an item intended to represent any alcohol, intoxicant, marijuana, or controlled substance product will receive the same consequences as someone who furnishes a controlled substance/intoxicant.

**Behavior: 48900 Section E: ROBBERY**

Students are expected to respect the property of others.

Students may not commit or attempt to commit robbery or extortion. This includes the theft of any property not belonging to student or any attempt made to force or create fear in others while attempting to or stealing property belonging to someone else.

**Consequences:**

The consequences for robbery or extortion will range from suspension to referral to the Governing Board for expulsion. The student and/or parent will be responsible for returning the stolen property or for full payment. In addition, law enforcement will be contacted. Appropriate intervention counseling or campus projects may be part of this process.

**Video surveillance may be used to protect some vulnerable or high-risk areas.**

**Behavior: 48900 Section F: DAMAGE TO PROPERTY**

Students are expected to respect the property of others.

**Consequences:**

The consequences for attempting to cause or causing damage to other's property will range from suspension to referral to the Governing Board for expulsion. The student and/or parent will be responsible for payment for the damage. In addition, law enforcement may be contacted. Appropriate counseling or campus projects may be part of this process.

**Video surveillance may be used to protect some vulnerable or high-risk areas.**

**Behavior: 48900 Section G: THEFT**

Students are expected to respect the property of others.

**Consequences:**

The consequences for theft will range from suspension to referral to the Governing Board for expulsion. Theft of electronic devices will result in suspension and arrest. The student and/or parent will be responsible for returning the stolen property or for full payment of the property. In addition, law enforcement may be contacted. Appropriate counseling or campus projects may be part of this process.

**Video surveillance may be used to protect some vulnerable or high-risk areas.**

**Behavior: 48900 Section H: TOBACCO**

Students are expected to live healthy life-styles.

Students may not possess or use tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

**Consequences:**

Students found in possession or who use tobacco, or products containing tobacco or nicotine will receive the following consequences: First offense within a four-year period while enrolled at a San Marcos Unified high school: the student will be suspended for two days and/or referred to the TUPE (Tobacco Use Prevention Education) Program.

Consequences for a second offense: the student will be suspended for five days. A third offense: the student will be referred to alternative education. In addition, law enforcement will be contacted with any tobacco referral.

**Behavior: 48900 Section I: OBSCENITY, PROFANITY & VULGARITY**

Students are expected to treat all members of the school community with respect and to practice responsible and honest behavior.

Students may not engage in obscene acts or engage in habitual profanity or vulgarity, which includes: writing, speaking, gesturing or acting in contempt of sacred or holy things, or using irreverent or coarse language.

**Consequences:**

The consequences for engaging in obscene acts or habitual profanity or vulgarity will range from detention to referral to the Governing Board for expulsion. Appropriate counseling or campus projects may be part of this process.

**Behavior: 48900 Section J: PARAPHERNALIA**

Students are expected to live healthy life-styles and to be drug, and alcohol free.

Students may not possess, offer, arrange, or negotiate to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code. Examples of paraphernalia include, but are not limited to, pipes, bongs, roach clips, rolling papers, and any other devices used in conjunction with illicit substances.

**Consequences:**

Students, who possess, offer, arrange, or negotiate to sell drug paraphernalia will receive consequences ranging from a five day suspension to referral to the Governing Board for expulsion. A second offense will result in a referral to the Governing Board for expulsion.

In addition, law enforcement will be contacted. Appropriate counseling may be part of this process.

**Behavior: 48900 Section K: DEFIANCE & DISRUPTION**

Students are expected to follow all school rules and respect the authority and direction of school staff; to behave in a safe and orderly manner; to maintain a safe environment in the school; and to treat all members of the school community with respect.

Students may not be defiant, disruptive, disrespectful, or deceptive (refuse to provide name or ID card). These behaviors negatively impact the orderly operations of classroom or general educational environment of the school.

**Consequences:**

Students who defy the directions of a school employee or disrupt the orderly operation of any school related activity will receive consequences ranging from ISS through referral to the Governing Board for expulsion. In addition, students who run from or attempt to evade a school official will be referred to alternative education on the first offense. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

**Behavior: 48900 Section L: RECEIVING STOLEN PROPERTY**

Students are expected to respect the property of others.

**Consequences:**

Possession or receipt of stolen property is considered a felony. Students who knowingly receive stolen property will be suspended and may be referred to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

**Behavior: 48900 Section M: POSSESSED AN IMITATION FIREARM**

Students are expected to maintain a safe environment in the school and to be weapon free.

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. This includes pellet guns, BB guns, and other "toy" guns which may be mistaken for a real firearm. Also this includes replica ammunition that could be mistaken for actual ammunition.

**Consequences:**

Suspension and possible referral to the Governing Board for expulsion on the first offense. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

**Behavior: 48900 Section N: COMMIT OR ATTEMPT TO COMMIT SEXUAL ASSAULT OR SEXUAL BATTERY**

Students are expected to treat all members of the school community with respect.

As used in this section, sexual assault includes any sexual acts performed against the victim's will by means of force, violence, threats, or duress, or fear of immediate and unlawful bodily injury on the victim. As used in this section, sexual battery means

intentionally touching the breasts, buttocks, or groin area of another person without his/her consent.

**Consequences:**

Suspension and referral to the Governing Board for expulsion on the first offense. In addition, law enforcement will be contacted. This is mandatory expulsion [Ed. Code 48915(c)].

**Behavior: 48900 Section O: HARASSED, THREATENED, OR INTIMIDATED A PUPIL WHO IS A WITNESS**

Students are expected to treat all members of the school community with respect.

Students may not harass, threaten, or intimidate a pupil who is a complaining witness or 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.

**Consequences:**

Suspension and possible referral to the Governing Board for expulsion on the first offense. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

**Behavior: 48900 Section P: FURNISHING OR SELLING SOMA**

Students are expected to live healthy life-styles and to be drug and alcohol free.

Students may not unlawfully offer, arrange to sell, negotiate to sell, or sell the prescription drug Soma.

**Consequences:**

Students, who unlawfully offer, arrange to sell, negotiate to sell, or sell the prescription drug Soma will receive consequences ranging from suspension to referral to the governing Board for expulsion. In addition, law enforcement will be contacted. Appropriate counseling may be part of this process.

**Behavior: 48900 Section Q: Hazing**

Students are expected to treat all members of the school community with respect. Students may not engage in, or attempt to engage in, hazing as defined in Section 32050.

**Consequences:**

The consequences for engaging in hazing will range from Saturday School to referral to the governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

**Behavior: 48900.2: SEXUAL HARASSMENT**

Students are expected to treat all members of the school community with respect.

Students may not engage in conduct constituting sexual harassment such as, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including harassment for sexual orientation, severe enough to have a negative impact upon another student's academic performance or to create an intimidating, hostile, or offensive educational environment. Any student wishing to make a complaint of sexual harassment should immediately report it

to an assistant principal. Complaints must be initiated no later than six (6) months from the date of the initial problem.

**Consequences:**

The consequences for sexual harassment will range from a warning through referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process. A student's class schedule may be changed to limit contact with the student being harassed. For additional information on District policy governing on sexual harassment issues contact District Human Resources (752-1299).

**Behavior: 48900.3: HATE VIOLENCE**

Students are expected to treat all members of the school community with respect.

Students may not cause, attempt to cause, threaten to cause, or participate in an act of hate violence as defined in Ed. Code 33032.5. This includes, but is not limited to, any verbal, visual, or physical injuring or intimidating behavior associated with anger towards other persons based upon race, color, ancestry, national origin, disability, gender, sexual orientation, or religious preference. This includes racial, ethnic, sexual orientation, and religious slurs.

**Consequences:**

The consequences for hate violence will range from suspension through referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

**Behavior: 48900.4: HARASSMENT, THREATS & INTIMIDATION**

Students are expected to treat all members of the school community with respect.

Students may not intentionally engage in bullying behavior such as harassment, threats, or intimidation directed against any other student(s), that is severe enough to disrupt class work, create disorder, and invade the rights of the other student(s) by creating an intimidating or hostile educational environment. This includes verbal, non-verbal, and physical acts. Some of these activities would include symbols that are considered to be gang, hate, racially motivated, or sexual orientation slurs.

**Consequences:**

The consequences for harassing, threatening or intimidating behavior will range from detention through referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

**Behavior: 48900.7: TERRORIST THREATS**

Students are expected to treat all members of the school community with respect.

Students may not make terrorist threats against school officials and/or property as defined in AB 307, Chapter 405. These acts include any written or oral statement by a person who willfully threatens to commit a crime which will result in great bodily injury, death, or property damage in excess of \$1000 with the specific intent that the statement is taken as a threat, even if there is not intent of actually carrying it out.

**Consequences:**

The consequences for terrorist threats will range from suspension to referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

**OTHER BEHAVIORAL EXPECTATIONS:****Behavior: #1- ANIMALS ON CAMPUS**

No animals are allowed on campus. Animals designed as part of the Agriculture Program are exempted. If the owner is unknown or cannot be contacted, the Department of Animal Control will be called.

**Behavior: # 2- ATHLETIC EVENTS AND DANCES**

Extracurricular events are an important part of the high school experience. The staff at San Marcos High School wants to provide an atmosphere where students and parents will feel there is a secure environment. Extracurricular attendance is a privilege rather than an automatic right. Students who are removed from the campus because of discipline problems, students in the continuation school system because of discipline problems, and former students with discipline problems, who are now out of the school system will not be allowed at San Marcos High School events unless they appeal to, and are granted permission by the principal. The following conditions must also be met:

1. All students must have a picture ID card.
2. Students, unless accompanied by parents are not allowed to bring open containers to extracurricular events.
3. Alcohol breathalizers will be at all events.
4. Students may not leave and then return to an event.
5. No loitering is allowed around the entrances or grounds of an event.
6. Guests at formal dances will be required to have a guest pass. No guest over 20 years old will be allowed at San Marcos dances.
7. On campus dances are only open to San Marcos students with the exception of Homecoming.
8. Students shall not participate in 'freaking' or sexually explicit dancing. (If students persist in this behavior, they will be removed from the dance and parent will be contacted.)
9. The regular dress code, described in Behavior #11, applies with some exceptions.
10. Students must attend four hours of class to be permitted to attend or participate in athletic events and dances on the same day.

**Consequences:**

Penalties will range from warning to referral to the Governing board for expulsion. This range may include removal from an event or loss of attendance privileges at extra curricular events.

**Behavior: # 3- ATTENDANCE**

State law requires pupils to attend their assigned classes every day school is in session. Any student missing more than 30 days for any one class in a semester, will not receive credit for that class. Per school board policy all absences must be cleared through the attendance office within 72 hours of the student's return to school. Off Campus passes will not be issued 15 minutes before end of school unless previously arranged. Parent requests for early dismissal or late arrival due to medical appointments and family emergencies will be permitted. The student must obtain an Off Campus Pass from the

Attendance Office prior to leaving campus. Failure to do so will result in a Saturday School.

**Excused Absence/Tardy: (Make up work allowed)**

- a. Personal illness or quarantine
- b. Illness or death in the immediate family
- c. Medical and dental appointments
- d. Funerals
- e. Call to court/detained by law enforcement
- f. Employment interview
- g. Religion

**Consequences:**

3 or more unexcused full day and period absences will be considered habitual truancies, and students will be required to attend Saturday school. Failing to attend the Saturday School assignment is an act of defiance which will result in a suspension from school and Loss of Privilege. Excessive unexcused absences/truancies will result in referral to the School Attendance Review Board (SARB).

***To clear an absence call 290-2223 or 290-2211. The answering machine is on 24 hours per day.***

**Extended Absences:** Students who face extended absence should inquire in the Assistant Principal's office.

**Behavior # 4: TRUANCY**

Every student is expected to attend school daily and be on time for class. If a student is absent from class without a valid excuse or leaves class without the teacher's permission, he/she is considered truant. All absences not cleared by a note or parent phone call to the attendance office within 24 hours, will be considered truant and the student will be assigned a Saturday School. The absence must be cleared for the truancy to be removed.

**Consequences:**

Parent is notified of the truancy, a student will receive no credit for work missed or due on the day of the truancy and no make-up work will be allowed. The law enforcement officer on campus may issue a truancy citation or refer the student to County Probation or both. Habitual truancy will result in a referral to the School Attendance Review Board (SARB). The SARB process is controlled by the juvenile court system and may result in a court appearance, fine and/or a weekend in a juvenile detention facility.

**Behavior: # 5 – LOCKOUT**

Tardy students are sent to a separate detention room (ISS/lockout) by the teacher or campus supervisor for 1 hour.

**Consequences:**

No make-up and a loss of attendance credit for the class that is missed. In addition, consequences will progress according to the following:

- 4<sup>th</sup> lockout – detention
- 6<sup>th</sup> lockout – Saturday School
- 8<sup>th</sup> lockout – Suspension (defiance of tardy policy)
- 10<sup>th</sup> lockout – may result in transfer to Alternative Education

**Behavior: # 6 - BICYCLES, SKATEBOARDS, ROLLER SKATES, SCOOTERS**

Bicycles, skateboards, scooters, and skates are used by some students for transportation to and from school. Once the school grounds are reached bicycles, skateboards, scooters, and skates may not be used for transportation on campus at any time. Parking for transportation items is provided. Bikes should be locked in the bike racks. Skateboards must be locked in skateboard lockers, and scooters must be kept in a book locker, as they will not be permitted to be carried on campus during the school day.

**Consequences:**

Penalties will range from warning through suspension and a citation by the School Resource Officer. These items may be confiscated and the parent will be notified to come to school and pick them up.

**Behavior: # 7- CARS, MOPEDS, MOTORCYCLES, PARKING, AND RECKLESS DRIVING**

All vehicles parked on the San Marcos High School campus must have a San Marcos High School student parking sticker affixed to the front windshield. Student vehicles may only be parked in marked parking spaces in the student parking lot. Reckless driving involves any violations (24 hours per day/seven days a week). Parked vehicles are subject to search when on campus.

**Consequences:**

Parking permits may be revoked for a period ranging from 30 school days through the remainder of school career. Parents and/or law enforcement officers may be contacted and additional penalties may range from detention, traffic citation, through referral to alternative school, or expulsion.

**Behavior: # 8 - CHEATING**

Acts of academic dishonesty, which will not be tolerated within the San Marcos Unified School District, are listed below:

- Cheating on tests or theft and alteration of materials
- Fabrication (any intentional falsification or invention of date, citation, or other authority in an academic exercise).
- Unauthorized collaboration
- Plagiarism (stealing and passing off as one's own the words or ideas of another)

**Consequences:**

Any student involved in academic dishonesty will receive a zero on the work with no make-up permitted. Further penalty may be assessed depending on the nature of the cheating. A second event in the same class will result in a drop from class, with loss of credit.

**Behavior: # 9 - CLOSED CAMPUS/GUESTS/OFF-CAMPUS PASSES**

All schools in the San Marcos Unified School District are closed campuses. Student may not leave the campus until their school day has been completed. In emergencies, parents may call the attendance office and make arrangements for the student to leave early. Students who need to leave campus during the school day must obtain a permit to leave through the attendance office in advance.

Seniors who qualify may obtain an off-campus lunch pass to walk off campus. Students must have a 3.00 GPA or higher, have no fines, and have a signed parent permission slip on file.

Only persons conducting school business may be on campus and must immediately check in at the principal's office. Students are not to bring guests to school to visit as this tends to be disruptive to the educational process, is a security issue, and is an added liability to the school.

**Consequences:**

Students who leave campus during the school day without a permit will receive normal consequences for truancy and are subject to search if they return to campus.

**Behavior: # 10 - CLEAN CAMPUS**

Trash and garbage should be placed in trash cans.

**Consequences:**

Students who leave litter will be asked to perform ecology duty, on first offense. If a student does not want to complete ecology duty a lunch detention will be assigned for the following day. Students will receive discipline for defiance on their second offense.

**Behavior: # 11 - COMPUTER/INTERNET ETHICS**

See Acceptable Use Contract. Only students who have turned in an acceptable use contract signed by their parent will have Internet access. Internet use stickers will be issued for ID cards.

**Consequences:**

First offense will result in a three day suspension and removal of Internet access for the remainder of the semester. Further infractions will result in suspension through a referral to the Governing Board for expulsion and possible police charges.

**Behavior: # 12 - DISTRIBUTION OF PUBLICATION**

Must have principal approval. No publication may be distributed on the San Marcos campus without the prior approval of the school administration. This includes school magazines, school newspapers, and fliers.

**Consequences:**

Penalties will range from ISS (In School Suspension) through referral to alternative school.

**Behavior: # 13 – DRESS CODE – (Revised 11/29/10)**

***San Marcos High School is an environment for learning and business. Student dress and appearance should reflect this image.*** Students are expected to exercise good judgment and good taste regarding their dress and grooming so as not to disrupt the educational environment.

Footwear must be worn at all times while the student is at school or at school sponsored activities. **To ensure student safety, heels (including platforms) higher than 2 inches and all stilettos are prohibited on campus.**

Clothing must be clean and in good repair. Pants are to be worn at waist level. The tops worn by both males and females should adequately cover the chest area and not expose the chest, cleavage, or midriff area. Skirts worn must be of appropriate length and provide adequate coverage when student is in both standing and sitting positions.

No gang-related signs, belts, insignia, colors or distinctive modes of dress are allowed on the San Marcos High School campus or at school sponsored activities. Clothing may not display profane, violent, obscene, or sexual based language or pictures or sexual based numbers such as "69" or other gang or hate related numbers (see ed. Code 48900.4 under suspensions); ethnic, or sexist slurs; identification of any alcoholic or tobacco product or message which names or pictures drugs, drug use, or drug slang of any type. Lakers, Dodger, Raiders, Padres, SD, Chargers and LA clothing or symbols are prohibited. Spike jewelry, belt buckles with initials, chains (including wallet chains) and bandannas are not allowed. **During cold weather gloves of all kinds are not allowed during school hours (8:05am – 2:54pm). Gloves will be allowed to be worn to and from school and must be removed before the first period bell.**

**All headgear is prohibited on campus.** If a hat is required for sun protection, a school approved cap will be made available at a nominal fee. Headgear includes, but is not limited to, all caps, hats, beanies, bandannas, large headbands, head scarves and visors.

Examples of inappropriate clothing includes: Strapless tops, halter tops, swimming attire, tops that expose midriff skin, back-less shirts, tube tops, spaghetti strap tops (straps must be at least 1" in width), off the shoulder tops, crop tops, and sleeveless undershirts. Undergarments must be covered at all times.

**Consequences:**

The clothing item will be exchanged for an appropriate top or bottom or the student may be sent home to change.

**Penalties will progress from (1st) warning, (2nd) detention, (3rd) ISS, (4th or more) suspension. Gang related symbols may result in suspension on the first event.**

**Behavior: # 14 - EXCESSIVE DISPLAYS OF AFFECTION**

Excessive displays of affection are inappropriate on school grounds or at school sponsored activities. Excessive refers to kissing, petting, and other physical demonstrations considered to be inappropriate when conducted in public.

**Consequences:**

Penalties will range from warning and parent notification through referral to alternative school.

**Behavior: # 15 - FINES**

Fines should be cleared within 30 days. Books and school property are to be treated with care. Loss, damage, defacing or vandalism will result in a fine equal to the value of the damage or loss. This fine is to be paid by the student or parent.

**Consequences:**

Failure to pay fines will result in withholding of all transcripts, grades, diplomas, participation in graduation ceremony, yearbooks, dance bids, and extra curricular events until such obligations and charges are paid.

**Behavior: # 16 – GAMBLING**

Gambling in any form, including dice games, is not permitted.

**Consequences:** Penalties will range from suspension through referral to alternative school.

**Behavior: # 17 - GANG RELATED ACTIONS**

Gang-related signs, belts, belt buckles, insignia, colors, tattoos or distinctive modes of dress are unacceptable on the San Marcos campus or at school sponsored activities. Pants are to be worn at waist level. Graffiti, tagging, and graffiti instruments are prohibited on the San Marcos campus. Graffiti instruments include, but are not limited to, permanent markers, Sharpies, etching devices, and spray paint. (No SD, San Diego, Chargers, Padres, Dodgers, LA, Los Angeles, Lakers gear, stickers or writing)

**Consequences:**

The consequences will follow those in the suspension Ed Code 48900.4 that were listed earlier and will range from suspension through referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling (Knights Choices) may be part of this process.

**Behavior: # 18 - HALL PASSES**

Students out of class, for any reason, during the instructional period must have a hall pass in their possession. Vending machines are not to be used during class time. Materials purchased while on a hall pass will be held in the office until after school.

**Consequences:**

Penalties will range from detention through suspension (within a four-year period).

**Behavior # 19 - OUT OF BOUNDS**

Students are expected to remain in areas where adequate supervision is provided by administrators, teachers, or teacher's aides. This means that designated areas of the campus are closed to students during assemblies, breaks, lunch, and pep rallies. Out-of-Bounds areas include, but are not limited to, parking lots; bike, moped and motorcycle parking areas; athletic fields; private property; and areas surrounding the campus. Red boundary lines are clearly marked and labeled, "Out of Bounds". All students are to remain on campus during lunch unless special permission has been granted by the administration.

**Consequences:**

Students returning from an out-of-bounds area are subject to search. Penalties will range from In School Suspension through a referral to alternative school.

**Behavior: # 20 - UNSUPERVISED ACTIVITIES**

Unsupervised activities/games are not permitted because of potential injury or disruption of the campus. Students who wish to participate in any activity or game on campus must find a faculty or staff member to supervise the activity. These activities include, but are not limited to, individual or team sports, etc.

**Consequences:** Penalties will range from warning to suspension.

### **Behavior # 21: CLASSROOM BEHAVIOR**

Every student has the right to an appropriate and orderly learning environment. Any behavior in class that results in the loss of academic learning time is considered a disruption.

#### **Consequences:**

At the first behavioral disruption the teacher gives the student a verbal warning and contacts the parent by phone to discuss the behavior. The teacher has the option of assigning an after school detention.

At the second behavioral disruption, the teacher will send a referral to the Assistant Principal's office detailing the behavior infraction and date of first parent phone call. The Assistant Principal will then meet with the student, may assign a consequence and mail a copy of the referral to the parent. If a third behavioral disruption occurs, the student will be referred to the Assistant Principal's office, parents will be contacted and the student will be removed from class so as not to disrupt the education of the other students. As possible alternatives the student *may* be placed in study hall and makeup the class another semester, complete the class on a contract basis, or be placed in adult or summer school.

### **Behavior # 22: POSSESSION OF ELECTRONIC DEVICES**

Paging devices and cellular phones are not permitted to be in audible mode while students are in class. If these devices interfere with the educational process the student will receive a referral and the device will be taken to the office. Students must understand they will not be given permission to leave class and answer a page or phone call. *The school will not be responsible for loss or theft of electronic devices.* As a precaution, students are strongly encouraged to write down all serial numbers and etch items with student ID or driver's license number.

The use of cell phones, CD players, MP3 players or other electronic devices is prohibited during class time. Due to safety issues students will be asked to remove **earphones** during school hours.

#### **Consequences:**

1<sup>st</sup> Pick up after school

2<sup>nd</sup> Parent Pick up

3<sup>rd</sup> Parent pickup and Saturday School discipline

### **LIST OF INTERVENTIONS**

**The programs, activities, interventions and/or strategies listed are some, but not necessarily all, provided by the San Marcos Unified School District.**

#### **PROGRAMS TO HELP WITH BEHAVIOR AND ATTENDANCE PROBLEMS**

- Twin Oaks Continuation High School (Assistant Principal Referral)
- Foothills Independent High School (Assistant Principal Referral)
- San Marcos Adult School for 18 year old students (Assistant Principal Referral)
- Home Hospital Study for home-bound ill students (Counseling referral)
- Juvenile Community Court School (JCCS) (Assistant Principal Referral)

## **ACTIVITIES AND INTERVENTIONS TO MODIFY STUDENT BEHAVIOR OR ACADEMIC SUCCESS**

- Student Study Team (meet with student, parent, teachers, counselor, administration) (Counseling referral)
- Peer mediation (Counseling referral)
- Community based family counseling (Counseling referral)
- School Resource Officer (San Diego County Sheriff's Department) (Assistant Principal Referral)
- School Attendance Review Board (SARB) (Assistant Principal Referral)
- Students may be served individually by members of psychology staff to address immediate emotional or behavioral concerns. No more than two of these individual contacts will occur in any semester before a parent is contacted and permission for further services is received.
- School based discipline (warning, detention, in-school-suspension (ISS), Saturday School, Loss of Privilege and home suspension) (Assistant Principal Referral)
- Peer Assistants
- Teen Recovery Center (TRC)
- Intentional Guidance Groups
- Knight Choices

**Revised 2/10/12**

### **EMERGENCY CARDS**

Each student at SMHS **must** have an emergency card on file in order to contact parents in an emergency. If you move or change telephone numbers or emergency contact information during the school year, you must provide updates to the Attendance Office.

### **PE REQUIREMENTS**

Students must have Physical Education (PE) uniform consisting of a gray shirt and navy blue shorts. Students have the option to purchase PE clothes and a PE lock from the school cashier. All students are expected to dress-out for PE at every class.

### **PARENT EDUCATION / INVOLVEMENT**

All parents are encouraged to be an active participant in SMHS and their child's education. Parents should attend opportunities such as: Open House, A Day with a Knight (parent visitation day), AP/Honors Parent Night, Senior Awards, Parent Orientations, Parent Workshops, Parent/Teacher Organization meetings, ELAC-English Learner Advisory Council, and other parent programs. Parents are invited to attend SMHS sports events, student activities, and field trips.

### **KNIGHTS BULLETIN**

The Knights Bulletin is e-mailed daily to staff and posted on the SMHS website as a means to inform teachers, staff and students. Pertinent information regarding classes, campus news, holidays, activities, clubs, and athletic schedules are updated daily as a primary means of communication for students. Time is allotted at the beginning of the third period for the daily news on KSMK. Students are responsible to listen to or read the bulletin each day. It is posted in the front office reception area or online at <http://www.sanmarcoshigh.org/>.

## **LIBRARY**

The Library is open Monday - Thursday 7:00 a.m. to 4:00 p.m. and Friday 7:00 a.m. to 3:30 p.m. Students must have a current SMHS ID card for all library transactions. Up to five books may be checked out to students with clear accounts (no overdue books or outstanding fines on account). Books are checked out for a period of one month and may be renewed. Fines are charged on overdue library items at the rate of \$.05 per school day. **Students are held responsible for all books they check out and are required to pay for any books lost, stolen, or damaged books.** Students must have library clearance in order to purchase dance tickets.

Library computers are available for school related use. A current SMHS ID with an Internet Sticker is needed to use the internet. Internet use is closely monitored and is for educational purposes only. It is recommended that students purchase a flash drive or other external device to save their work

## **TEXTBOOKS**

The textbook windows are located on the West side of the Library building and are open Monday – Friday during lunch. Students may check out textbooks during class time with a pass from their teacher.

## **Policies**

A current SMHS ID card is required to check out textbooks. Textbooks are issued by scanning the student's current ID card and the barcode in the book. Students must return the exact books they were issued. **Students who have any overdue textbooks will not be allowed to check out books unless an arrangement has been made for a payment plan.** You are financially responsible for the books issued should they become lost, stolen or damaged.

## **Responsibilities**

**Condition:** All textbooks are considered to be in usable condition. If you feel you may be charged for pre-existing damage, you must show it to the textbook staff within two weeks of issue and a notation will be made so you will not be charged.

We realize not all of the books are new, and we are asking you to help take good care of the books you are issued. We encourage students to utilize the following suggestions to ensure their books are returned in the same condition in which they were received.

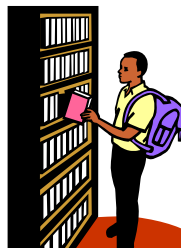
### **Care of textbooks:**

- ✓ Store your books in a secure area free from all foods and liquids.
- ✓ Make sure that your locker is closed all the way and locked.
- ✓ Do not give out your locker combination to anyone.
- ✓ Cover your books! Do not use sticky covers because they leave a residue on the book for which you will be charged. Do not apply tape directly on the books.
- ✓ Do not loan out your books or leave them in class. You are responsible for the books on your account, and you are financially responsible for all damages while books are checked out to you.

**Damage assessments** are as follows:

### **Full Cost of Book**

- ✓ Destroyed Book
- ✓ Any Type of Mold
- ✓ Broken Binding
- ✓ Damage Beyond Re-issue



### Other Fines

- ✓ Missing Barcode \$3.00
- ✓ Damaged Pages \$3.00 - \$5.00  
(Includes writing, liquid or other damage)
- ✓ Cover Damage \$3.00 - \$5.00

If you have any questions regarding your account, please come to the library textbook office or call the numbers listed below. Library staff can be reached at the following numbers Monday - Friday from 7:00 a.m.-3:30 p.m. We are closed for the month of July.

Library Main Number		290-2229
Mrs. Brett	Library Media Tech	
Mrs. Castaneda	Library Clerk	
Textbook Room		290-2269

### CASHIER

The Cashier's Office is open for business before school, during break, during lunch, and after school until 3:15. It is closed during passing and class time. **You must present your ID card for all transactions.**

### SMHS I.D. CARDS / ASB STICKERS

All students will be issued a SMHS I.D. card on the first day of school. Students must carry this I.D. while on campus or attending school events. The first I.D. card is free. Replacement cards are \$10.00 and may be obtained by paying the Cashier and having your picture taken at the Library. The purchase of a \$40.00 ASB sticker is a wise investment. When purchased, this sticker will be affixed to the I.D. card and will provide the student **free admission to regular season home athletic contests during the year and a substantial discount for admission to dances, night time events, special assemblies, and discounts on spirit items at the student store.** Replacement ASB stickers can be issued for a \$10.00 fee.

### OUTSTANDING DEBTS

ASB charges \$20.00 for checks returned for non-sufficient funds, payable to the Cashier by cash or money order. School records, Registration, dance tickets, Yearbook and tickets to the graduation ceremony will be withheld pending payment owed for fees or debts.

### PARKING PERMITS

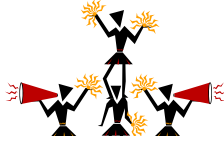


Student parking is a privilege and can be revoked for any violation of rules. Priority will be given first to Seniors, then Juniors and Sophomores. To obtain a parking sticker, students must complete an application; provide proof of car insurance, driver's license, car registration, and confirmation of completion of the Smart Start Class. Rules for the parking lot are signed by both parent(s) and the student. Illegally parked cars may be cited or towed at the owner's expense. Parking permits must be displayed in the lower left hand side of the front windshield at all times. **Lost, damaged or stolen permits will result in a mandatory 30-day waiting period before a new permit will be issued along with a fee of \$15.00. Vehicles are subject to search at any time. Only one permit will be issued per student, due to space availability.**

### EXTRA-CURRICULAR PARTICIPATION

To be eligible for participation in extra-curricular and co-curricular activities, all students in performing groups, including but not limited to, band, chorus, jazz ensemble, drama,

athletics, cheerleading, and student government must meet the following academic requirements:



- 1) During each grading period, students must attain a 2.0 grade point average in all enrolled courses on a 4.0 scale.
- 2) Accounting of eligibility will be determined by grades distributed at 6 weeks, 12 weeks, and semester grades.
- 3) All CIF eligibility rules apply.
- 4) For the purpose of determining grade point average, all incompletes shall be computed as F's until the incomplete is changed to a letter grade. At that point, the grade point average will be recalculated using the grade(s) earned.
- 5) Students who are absent from school all day will not be allowed to practice after school.
- 6) Students must attend at least four hours of class to be able to participate in practice or a contest on the same day.
- 7) All students must follow the provisions of the Knight Athletic/Extra Curricular Pledge. Violations will be dealt with through our SMHS Behavior Code.

Extra-curricular activities are those programs that have all the following characteristics:

- ❖ The program is supervised or financed by the District
- ❖ Students participating in the program represent the District
- ❖ Students exercise some degree of freedom in either the selection, planning or control of the program
- ❖ The program includes both preparation for performance and performance before an audience or spectators.

Extra-curricular activities are not part of the regular school curriculum, are not graded, do not offer credit and do not take place during classroom time. Co-curricular activities are programs that may be associated with the curriculum in a regular classroom. Administration reserves the right to revoke any extra curricular or co-curricular privileges connected with San Marcos High School for disciplinary reasons.

### **DANCE REGULATIONS**

Several dances are scheduled throughout the year. A current student I.D. card must be presented for admission to dances. Guest passes will be available only for Homecoming, Winter Ball and Prom from the Library or Cashier. To obtain a Guest pass, an

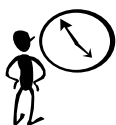


administrator must grant approval. No guest will be allowed over the age of 20. A guest pass request must be completed and returned to the Assistant Principals' Office at least three school days prior to the dance. The student will be notified if the Guest pass is **not** approved. To purchase dance tickets students must have their Student ID Card, Dance Agreement and Guest pass (if applicable, with a copy of guest picture ID). Upon arrival at the dance all students and guests must provide a picture ID. All school rules apply at the dances. Once a student leaves the dance, he/she will not be allowed to return, and will be expected to leave the premises.

### **PRINTED MATERIALS**

Any literature or signs for distribution or posting on the SMHS campus must have prior approval of an administrator.

### **WORK PERMITS**



Students under the age of 18 who are employed during the school year are required to have a work permit on file at each work site. The employer must pay minimum wage and provide Workers' Compensation Insurance. Students must file a new work permit each school year. Work permit applications are approved by the principal based on grade point average and attendance records. They may be revoked if attendance is a problem. To obtain an application, contact the College and Career Center located in Room 105 or call **290-2226** for more information. If you work without the required permit, you may find that you have no protection or compensation in the event of an injury. Yard work, baby-sitting, or newspaper delivery are not subject to this requirement.

### **AVID: Advancement Via Individual Determination**

AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society. Students take an elective class called AVID for freshmen students, AVID II for 10<sup>th</sup> and 11<sup>th</sup> grade students, and AVID Senior Seminar for seniors. In the AVID elective, students work on rigorous curriculum to help them prepare for university work and are encouraged to take increasingly challenging coursework to help them be successful at a four-year institution.

Students also learn study and organizational skills, time management, and Cornell note-taking techniques. They also participate in twice weekly tutorials which supports their academic course work. Students are strongly encouraged to take an active part in athletic, extra curricular and community service activities. Seniors apply to several four-year universities and search for and apply diligently for many scholarships. Students who stay in the AVID program throughout high school have higher GPA's, are more prepared for university work, and are accepted to universities at twice the rate of non AVID students. Inquiries about the AVID program should be made to Vicky Tarnovetchi, AVID Coordinator. Contact Ms. Tarnovetchi at (760) 290-2200 ext. 3613 or you may email her at [victoria.tarnovetchi@smusd.org](mailto:victoria.tarnovetchi@smusd.org).

### **PROGRAMS FOR ENGLISH LEARNERS**

The classes for English Learners (ELs) at San Marcos High School are designed to develop the English language skills of those students whose first language is not English. The staff is experienced and trained with English Language Development (ELD) curriculum and standards, as well as Specifically Designed Academic Instruction in English (SDAIE) strategies.

The department goal is for students to learn English and meet the appropriate academic achievement standards for grade promotion and graduation. This includes earning 230 credits in various subject matter categories. Each year, EL students are evaluated on the California English Language Development Test (CELDT) to measure growth in speaking, listening, reading and writing in English. Students must also complete the California Standards Test (CST) and the California High School Exit Exam (CAHSEE). English learners in ELD and Sheltered classes or college prep courses must also take all district benchmark assessments. Inquires about the EL Program should be made to Jennifer Gutierrez, EL Coordinator at 760-290-2240, or you may email her at

[jennifer.gutierrez@smusd.org](mailto:jennifer.gutierrez@smusd.org). For Spanish assistance 760-290-237 with Laura Pacheco.

**COLLEGE ADMISSIONS TESTING 2011-2012** - Check with the Counseling Office for more information, test preparation workshops, and test registration materials. All freshmen, sophomores, and juniors are strongly encouraged to take or retake the PSAT.

**Tentative dates-Please check with the Counseling Office for date confirmation.**

**SAT I and SAT II Test Dates:**

**([www.collegeboard.com](http://www.collegeboard.com))**

10/1/2011, 11/5/2011, 12/3/2011, 1/28/2012, 5/10/2012, 6/2/2012

**PSAT / NMSQT Test Dates:**

October 15, 2011

**ACT Test Dates:**

**([www.act.org](http://www.act.org))**

9/10/2011, 10/22/2011, 12/10/2011, 2/11/2012, 4/14/2012, 6/9/2012

### **THE KNIGHT ZONE**

The Knight Zone is an after school program at San Marcos High School provided by the After School Safety and Enrichment for Teens (ASSET) grant and the 21<sup>st</sup> Century Community Learning Centers Federal Program.

The program is open to all students in grades 9-12 and offers academic tutoring and homework help from 3:00pm – 6:00pm. In addition to academic assistance, Knight Zone strives to provide students with a safe and enriching place where they can participate in a range of activities including but not limited to Digital Photography, Model UN, Dance, Guitar Lessons, Sports, Multimedia, Chess, job skills and interviewing techniques workshops.

The length of each activity varies but typically runs for about 6 – 8 weeks, giving students the opportunity to alternate and participate in several activities throughout the year. Students have the option of showing up to an activity of their choice and later signing up with the appropriate teacher. Some activities are limited to a number of students, so prompt registration is encouraged. A snack is provided every day, halfway through the activity. For more information on the Knight Zone programs go to [www.sanmarcoshigh.org](http://www.sanmarcoshigh.org), click the “Programs” tab then “Knight Zone after class Activities” or you may contact Ms. Hunt at 290-2268 or Mr. Martin at 290-2256.

### **TWIN OAKS/FOOTHILLS HIGH SCHOOL TRANSFER POLICY**

Students may be referred to the Twin Oaks alternative campus for discipline and/or credit issues. The following general guidelines are followed for credit deficiency.

- Counselor identifies credit deficient students at the completion of each semester.
- Counselor meets with student, provides him/her a “Referral to Alternative School”. Send referral home for parent signature.

- TOHS registration occurs every 4 weeks. Students will be transferred based upon availability.

## **LOCKDOWN PROCEDURES**

If it is determined that a lockdown is necessary, the administrative office will activate the following announcement and students will lockdown as recommended:

Staff and Students - This is a Lockdown!  
Lock and Secure Your Doors and Windows  
You Have 60 Seconds - Lockdown Now!

### **Before School**

Students will lockdown in their first period class or the closet available open room.

### **During Class**

Students will lockdown in the classroom where they are located. If students are not within a classroom, they are to proceed to their assigned class or the closest available open room.

### **During Break**

Students will lockdown in their next assigned class. If that is not possible, students will proceed to the closest available open room.

### **During Lunch**

Students will lockdown in their next assigned class. Teachers who are in classrooms will use discretion in allowing non-assigned students into their classroom or \*alternate location.

### **During PE**

Students should lockdown in the gym if they are within eyesight of the locker room doors. If students are at the playing fields, they should evacuate to the \*\*off-site evacuation area or \*alternate location.

### **After School**

Students will lockdown in their last assigned class or \*alternate location.

\*Alternate Location - Library or Gym

\*\*Off-Site Location – 1370 W. San Marcos Blvd. at Intersection of Discovery Road