Student Handbook
2014 - 2015

“Warrior by choice ~ Family by chance.”

South San Francisco High School
400 B. Street, South San Francisco, CA 94080-4425
650-877-8754 Fax: 650-871-7943
Website: http://ssfhs.schoolloop.com
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Welcome</td>
<td>2</td>
</tr>
<tr>
<td>II. Student Affairs</td>
<td>8</td>
</tr>
<tr>
<td>III. Academic Requirements</td>
<td>12</td>
</tr>
<tr>
<td>IV. Academic Services</td>
<td>14</td>
</tr>
<tr>
<td>V. Health Services</td>
<td>17</td>
</tr>
<tr>
<td>VI. Student Resource Information</td>
<td>18</td>
</tr>
<tr>
<td>VII. Counseling</td>
<td>22</td>
</tr>
<tr>
<td>VIII. Attendance</td>
<td>24</td>
</tr>
<tr>
<td>IX. Student Discipline</td>
<td>28</td>
</tr>
<tr>
<td>X. Progressive Disciplinary Actions</td>
<td>30</td>
</tr>
<tr>
<td>XI. Behavior and Discipline: Rules and Expectations</td>
<td>32</td>
</tr>
<tr>
<td>XII. Technology</td>
<td>49</td>
</tr>
<tr>
<td>XIII. Student Emergency Safety Procedures</td>
<td>55</td>
</tr>
</tbody>
</table>
~ MESSAGE FROM THE PRINCIPAL ~

Welcome to a new school year, a new administrative team, 16 new faculty and staff members, and approximately a student body of 1400+ new and returning students! I hope many of you will have the opportunity to meet and greet all new members to the Warrior Family. As your new principal, I would like to introduce myself to you. First of all, I am very excited to be here at South San Francisco High School and I look forward to working hard, building positive relationships, supporting our school-community, and supporting you to become successful learners. I come to you with 26 years of secondary education experience - 17 years as an assistant principal from San Mateo High School and nine years as a high school science teacher in San Jose Unified School District, Ravenswood School District, and Holtville Unified School District. I also teach as an adjunct professor in the School of Education, Leadership Studies Department at USF.

These are exciting times in education to support you and your classmates. Last year, SSFHS focused on Common Core, Culturally Responsive Pedagogy, and Response to Intervention (RtI) Pyramid of Interventions to improve student learning. This year, SSFHS will continue to develop these goals, as well as to focus on Professional Learning Communities (PLCs, specifically effective use of collaboration) and Highly Engaged Classrooms. Also, this school year SSFHS will review the schoolwide action plans that were planned back in 2011-2012 when SSFHS received the 6-year accreditation - with a mid-cycle (2014-2015) review - from the Western Association of Schools and Colleges (WASC). For you, this is a time to review and reflect on what we have done these past three years - specifically our schoolwide action goals - and also looking ahead and addressing our schoolwide action goals by 2016-2017!

Please be sure to familiarize yourself with the bell schedule. One of the new changes this year is the early release time on certain Wednesday of the school calendar. The early release time was implemented for faculty to have the opportunity to collaborate with colleagues which ultimately improves student learning.

I am happy to announce our additions to the SSFHS Warrior Family. Please welcome:

- Mr. Phillip Clarke - Assistant Principal
- Mr. Al Mack - Assistant Principal
- Mr. Michael Barragan - Special Education
- Mr. Aristel De La Cruz - English, ELD, and Ethnic Studies
- Mr. Dominic Jelso - Earth Science, Strategic/Online Learning
- Mr. Eugenio Juarez-Sanchez - Spanish
- Ms. Jacqueline Lara - Spanish
- Ms. Marlena Munoz - Special Education
- Mr. Daniel Nakamura - Science
- Mr. Jeff Patrick - Social Studies and AVID
- Mr. Tom Robinson - Special Education
- Ms. Haley Sanchez - English, Psychology, and AVID
- Ms. Courtney Shaw - Math
- Ms. Jodie Sun - Math
- Dr. Alan Tompkins - Science
- Mr. Jeff Ablang - Student Services Aide

Construction projects are definitely underway! SSFHS is grateful to the community for the passage and support of Measure J. On the east side of campus, you will see the new all-weather-turf track and football field. On the south side of campus, you will see construction of the new science facilities and additional classrooms, which are targeted to be ready Spring 2015. Eventually, the A-Building portables will be vacated and removed from the campus. Lastly, in terms of technology plans, we are underway with the increase of bandwidth on the campus and prepare for the Smarter Balanced Assessment Consortium (SBAC) which will occur in March 2015!

Please be sure to take the time to read through this handbook. It has important and valuable information that will help you navigate your way through high school. It also has the rules and expectations that are expected of all students. I am excited to be a here and hope to continue to make this a wonderful learning environment for our Warrior family.

Sincerely,

Dr. Cynthia Rapaido, Principal
~MISSION STATEMENT~

The Journey of the Warrior is one of personal and academic growth. The Spirit of the Warrior inspires respect for the dignity of all individuals. The Mind of the Warrior thinks critically about the world it will inherit. The Heart of the Warrior reaches for excellence in all that it does. The Mission of the Warrior is to use these gifts to enrich their community and inspire others to do the same.

~SCHOOL COLORS~

Blue and White

~SCHOOL MASCOT~

Wolfie the Warrior

~SCHOOL SONG~

All hail the blue and white, 
forever sing her praise.
We'll fight to hold them to the skies, 
and die to keep them raised.
Warriors in white and blue, 
we all depend on you, 
to fight to save the glorious name 
of South San Francisco High.

~SOUTH CITY CHEER~

S-O
S-O
S-O-U-T
T-H
T-H
T-H-C-I
C-I
C-I
C-I-T-Y
South City, South City, South City High!
# SOUTH SAN FRANCISCO HIGH SCHOOL
## BELL SCHEDULE
### 2014 - 2015

### REGULAR SCHEDULE
**Warning Bell** 8:10 a.m.
| Period 1 | 8:16 | 9:12 | Period 4 | 11:30 | 12:26 |
| Period 3 (Announcements) | 10:20 | 10:28 | Period 5 | 1:02 | 1:58 |
| Period 3 | 10:28 | 11:24 | Period 6 | 2:04 | 3:00 |

### ASSEMBLY SCHEDULE
**Warning Bell** 8:10 a.m.
| Period 1 | 8:16 | 9:04 |
| Period 2 | 9:10 | 9:58 | Period 4 | 11:52 | 12:40 |
| Period 3 (Announcements) | 10:04 | 10:09 | Lunch | 12:43 | 1:13 |
| Period 3A Assembly | 10:09 | 10:52 | Period 5 | 1:19 | 2:07 |
| Period 3B Assembly | 10:58 | 11:46 | Period 6 | 2:13 | 3:00 |

### RALLY SCHEDULE
**Warning Bell** 8:10 a.m.
| Period 1 | 8:16 | 9:04 | Lunch | 11:52 | 12:22 |
| Period 2 | 9:10 | 9:58 | Period 5 | 12:28 | 1:16 |
| Period 3 | 10:04 | 10:52 | Period 6 | 1:22 | 2:10 |
| Period 4 | 10:58 | 11:46 | Rally | 2:10 | 3:00 |

### EARLY RELEASE WEDNESDAY/TEACHER COLLABORATION SCHEDULE
**Warning Bell** 8:10 a.m.
| Period 1 | 8:16 | 9:01 | Lunch | 11:34 | 12:04 |
| Period 2 | 9:07 | 9:52 | Period 5 | 12:10 | 12:55 |
| Period 3 | 9:58 | 10:43 | Period 6 | 1:01 | 1:45 |
| Period 4 | 10:49 | 11:34 | Teacher Meeting | 1:46 | 3:10 |

### FINAL EXAMINATION DAY SCHEDULE
**Warning Bell** 8:10 a.m.
| Period 1 | 8:16 | 10:16 |
| Brunch | 10:16 | 10:26 |
| Period 2 | 10:32 | 12:32 |
Important Phone Numbers

Main Office - Ms. Stella Marcic..........................877-8754
Main Office - Ms. Colleen Rudd..........................877-8756
Attendance - Ms. Ayrn Bautista..........................877-8756
Attendance - Ms. Maria Contreras.......................877-8756
Attendance - Ms. Jennifer Martinez....................877-8756
Counseling Admin Asst.- Ms. Jeri Gorshen.........877-8763
Counseling Secretary - Ms. Angela Calderon......877-8763
Registrar - Ms. Lisa Tucker.............................877-8763
Career Center Technician - Ms. Jackie Belli.......877-8752

2014-2015 Administration

Principal: Dr. Cynthia Rapaido
(650) 877-8754 x6503 crapaido@ssfusd.org

Assistant Principal: Mr. Phillip Clarke
(650) 877-8756 x6524 pclarke@ssfusd.org
Attendance and Behavior (A-K), Detention, Campus Security, Emergency Preparedness, Health Office, Special Education and AVID Liaison, Graduation Ceremony

Assistant Principal: Mr. Richard Gutierrez
(650) 877-8763 x6507 rgutierrez@ssfusd.org
Attendance and Behavior (English Language Learners/Newcomers); Student Services: Counseling, Master Schedule, Back to School Night, Report Cards; ELAC/DELAC Liaison

Assistant Principal: Mr. Al Mack
(650) 877-8756 x6525 amack@ssfusd.org
Attendance and Behavior (L-Z), Student Affairs: Athletics, Activities, Assemblies, and Government; Facilities, Athletic and Activity Director Liaison

Co-Directors of Student Activities:
Ms. Florence DeKoven & Ms. Noelle Nelson
650-877-8754 x 6589 fdekoven@ssfusd.org;
650-877-8754 x 6545 nnelson@ssfusd.org

Athletic Director: Mr. Matt Schaukowitch
650-877-8754 x8759 mschaukowitch@ssfusd.org

Student/Counselor Assignments

Student's last name beginning with:

A – Gap, and AVID - Mr. Matthew Ledesma
(Department Chair - Counseling)
(650) 877-8763 ext.6616
mledesma@ssfusd.org

Gar - Pad, and ELL’s - Mr. Daniel Flores
(650) 877-8763 ext.6513
dflores@ssfusd.org

Pae - Z, and Special Ed - Ms. Ashley Tomlinson
(650) 877-8763 ext.6611
atomlinson@ssfusd.org

Intervention Counselor - Ms. Jeanne George
(650) 877-8763 ext.6611
jgeorge@ssfusd.org
Números Importantes
Oficina Principal………………………………………..877-8754
Oficina de Asistencia - Aymn Bautista ………………..877-8756
Oficina de Asistencia - Maria Contreras……………….877-8756
Oficina de Asistencia - Jennifer Martinez………………877-8756
Secretaria de los consejeros …………………………..877-8756

2014-2015 Administración/Asignaciones

**Director Principal: Dra. Cynthia Rapaido**
(650) 877-8754  crapaido@ssfusd.org

**Sub-Director: Sr. Richard Gutierrez**
(650) 877-8763etagutierrez@ssfusd.org
(Servicio Estudiantes, ausencia and disciplina, consejeros de la escuela, y ELAC/DELAC)

**Sub-Director: Sr. Phillip Clarke**
(650) 877-8756  pclarke@ssfusd.org
(Disiplina y ausencia para los estudiantes A-K, seguridades para la escuela, y graduacion)

**Sub-Director: Sr. Al Mack**
(650) 877-8756  amack@ssfusd.org
(Disiplina y ausencia para los estudiantes L-Z, atléticos y actividades para los estudiantes)

**Directora de actividades estudiantiles**
Sra. Florence DeKoven y Sra. Noelle Nelson
fdekoven@ssfusd.org
nnelson@ssfusd.org

**Director atlético**: Sr. Matt Schaukowitch
mschaukowitch@ssfusd.org

Jerri Gorshen, **Administrative Assistant**
(650) 877-8752  jgorshen@ssfusd.org

**Lisa Tucker, Registrar**
(650) 877-8763  ltucker@ssfusd.org

Jackie Belli, **Career Center Technician**
(650) 877-8752  jbelli@ssfusd.org

**Asignaciones de estudiantes por consejeros**

A – Gap, and AVID - Sr. Matthew Ledesma
(Department Chair - Counseling)
(650) 877-8763 ext.6616
mledesma@ssfusd.org

Gar - Pap, and ELL's - Sr. Daniel Flores
650) 877-8763 ext.6512
dflores@ssfusd.org

Par - Z, and Special Ed - Sra. Ashley Tomlinson
(650) 877-8763 ext. 6511
atomlinson@ssfusd.org

Intervention Counselor - Sra. Jeanne George
(650) 877-8763 ext. 6611
jgeorge@ssfusd.org
~STUDENT CONCERNS~

Students should be familiar with the various ways of expressing concerns or getting answers to questions. General questions may be addressed to any adult staff member on campus. A student may wish to see a peer conflict manager, his/her counselor, an assistant principal or the principal. All of these individuals are willing to meet with students and are readily available for appointments. The counselors are often in their offices during the lunch periods to see students on a drop-in basis.

Any student may attend Associated Student Body (ASB) meetings, Senate meetings or Inter-Club Council (ICC) meetings as a way to express a concern or receive answers to questions. These meetings are held weekly and monthly respectively with the location and time listed in the daily announcements.

The ASB is the official student governing body. Student concerns should be brought to the attention of an ASB officer, commissioner, or senator on subjects such as student activities, campus rules, curriculum, food services, campus cleanliness, etc. When it is necessary, a student advisory committee will be established to deal with a particular issue. A good example of this has been the Cafeteria committee. Any student may serve on these committees. If a student is interested, he/she should see the Activities Director in the Student Activities Center located in B-8 or contact an officer, commissioner or senator.

Students may request to be placed on the agenda for the Faculty and Administrative Council meetings, and School Board meetings. These groups meet regularly and review all aspects of the operation of South San Francisco High School.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

In June 1982, fifty-six percent of California voters approved Proposition 8 known as “The Victims’ Bill of Rights.”

Proposition 8 amended the California Constitution to include a recognition of constitutional rights for victims of crime. The initiative added to Article I of the California Constitution, Section 28(C), which guarantees the right to safe schools:

“Right to Safe Schools. All students and staff of primary, elementary, junior high, and senior high schools have the inalienable right to attend campuses which are safe, secure and peaceful.”

South San Francisco High School, in accordance with Senate Bill 187 - the comprehensive Safe Schools Plan, has developed an Action Plan that guarantees that students will learn, meet high academic standards, and be safe while at school.

Rights of Students

- To receive a quality education.
- To learn in a secure academic and social climate.
- To have access to an assigned counselor.
- To be treated as an individual.
- To be given respect for one’s ethnicity, race, religion, and sex.
- To enjoy the benefit of lawful rights including the right to examine personal records with their parent, to be fully informed of school rules, and to due process in disciplinary actions.

Responsibilities of Students

- To attend class regularly and on time.
- To be prepared for class with appropriate materials and work.
- To respect the rights of fellow students, school personnel and the public in general.
- To demonstrate pride in the appearance of school buildings and grounds.
- To know and obey school rules.
- and most importantly, get involved in the activities that follow . . .
No one can do everything, but everyone can do something.

South San Francisco High School students and staff take pride in the wide variety of activities that are available to students. From the athletic program to the leadership class and from assemblies and rallies to the over forty on-campus clubs, there is definitely something for everyone to get involved. The student activities center (Room B-8) and activities director, student government, and athletic director are resources for all students wishing to get involved. We would welcome a visit from you. We can help you with the following information or any other questions you may have regarding the student activities program.

- formation and monitoring of student organizations or athletic teams
- assemblies, speakers, cultural enrichment programs
- fund raising
- proposals for student/school-wide projects

Participating in activities is often the highlight of students’ high school years. All students are encouraged to join clubs, teams, and participate in school-wide events. This year, **Get involved!**

**LEADERSHIP IS AN OPPORTUNITY TO SERVE. IT IS NOT A TRUMPET CALL TO SELF-IMPORTANCE.**

**ASSOCIATED STUDENT BODY (ASB) AND CLASS OFFICERS**

**ASB FACULTY CO-DIRECTORS:** Ms. Florence DeKoven and Ms. Noelle Nelson

**ASB OFFICERS**

<table>
<thead>
<tr>
<th>ASB President:</th>
<th>Alfredo Olguin</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASB Vice President:</td>
<td>Alan Perez</td>
</tr>
<tr>
<td>ASB Secretary:</td>
<td>Jordan Cayabyab</td>
</tr>
<tr>
<td>ASB Treasurer:</td>
<td>Alejandro Hernandez</td>
</tr>
</tbody>
</table>

**Senior: Class of 2015**

| President: | Alle Moscardini |
| Vice President: | Nicco Marcantonio |
| Secretary: | Gabby Saliba |
| Treasurer: | Julie Meriales |
| Social Chair: | Aida Ampie Rayo |

**Junior: Class of 2016**

| President: | Emily Choi |
| Vice President: | Frances Thea Buendia |
| Secretary: | Alejandro Sanchez |
| Treasurer: | Abigail Guevarra |

**Sophomore: Class of 2017**

| President: | Kanani Cortez |
| Vice President: | Dominador Castro |
| Secretary: | Victoria Gomez Alfaro |
| Treasurer: | Jenavie Contreras |

**Freshman: Class of 2018**

| President: | Eduardo Unisa |
| Vice President: | Wendy Tam |
| Secretary: | Ysidro Gan |
| Treasurer: | Angelo Saliba |

**COMMISSIONERS**

**Rally**

| Julia Chan |
| Julian Dulce |
| Jonathan Guterres |
| Camilla Moura Pinheiro |

**Business**

| Amber Keller |
| Julianna Marquez |
| Marco Marcantonio |
| Martha Moreno |

**Activity**

| Jen Cabral |
| Jessica Dabit |
| Alejandra Gularte |
| Christopher Matamoros |
| Kimberly Millan |

**Service**

| Alissa Bautista |
| Rachel Carmen |
| Noel Magallon |
| Rebekah Wong Colwin Yee |

**Historian/Tech**

| Timothy Kwong |
| Mikaela Quintos |
| Billy Surdirdja |

**Publicity and Communication**

| Lorraine Abellan |
| Paul Bernabe |
| Reeza Anne Gaela |
| Angie Portillo |
**ASB STUDENT GOVERNMENT ORGANIZATION**

The Student Government system at South San Francisco High School is intended to create an organized arena in which any student may express their concerns and expect that the student body officers will work to be sure they are addressed. Elected positions include: the Associated Student Body Officers and Class Officers which consists of a president, vice president, secretary, and treasurer; and Senators. Commissioners are appointed position.

Students should take a more active role in their education and should feel that their voices are heard and the Student Senate and Associated Student Body Constitution are the arenas in which to do this.

ASB officers and commissioners duties are dictated by the needs of the students, faculty and staff. These needs are brought to their attention by the Senators.

**Senator Duties and Responsibilities**

1. On an ongoing basis, students in the senator’s class should know that they need to voice any concerns or praise to the senator so that they can be put on the next Senate’s agenda. The items must be placed on the agenda at least one week before Senate meeting. A note can be placed in the Student Body mailbox in main office or written in on Agenda Sign up Sheet in B-8. Senate meetings cover much material and therefore it is important to get an item on the agenda, as there seldom is much time to discuss “other” items at the end of agenda.

2. Senators must attend the Senate meetings and take notes on the agenda items. If a Senator can’t attend a meeting, it is his/her responsibility to inform the alternate that they must attend in their place. They must vote on issues based upon what is best for the students in his/her period.

3. Senators must report back to class the next period after the Senate meeting.

4. Senators must keep a binder for their class containing the following:
   a. ASB Constitution
   b. Minutes and agendas of each Senate meeting
   c. ASB budget
   d. Calendar of year (available in Student Handbook)

5. Understand and use basic Parliamentary Procedures.

**Commissioner Duties and Responsibilities**

Commissioners are appointed by the ASB Officers to run the following activities:

- **Rally Commissioners**: Plan and run all school rallies and intramural athletics activities, provide assistance at all athletic events, maintain account balances, verify team rosters for block points, and act as chair of Varsity Club
- **Activities Commissioners**: Organize all assemblies, dances, Homecoming and Spirit Activities
- **Historian/Technology Commissioners**: Run all daily announcements, posters, message board, and newspaper articles, keep equipment up-to-date, setting up of all sound needs
- **School & Community Services Commissioners**: Run all ICC meetings, elections, new student orientation, ASB stickers, charity and community service projects
- **Business Services Commissioners**: Run the Student Store, ASB fundraising

**CLUBS AND ATHLETIC TEAMS**

**Clubs**

Students can learn about activities and clubs through the daily bulletin or visiting the ASB office to obtain a list of current clubs. Each club has a teacher advisor. Clubs vary from year to year depending on student interest. The Student Activities Director can provide additional information as well as help you start a new club! The Inter Club Council (ICC) meets the first Thursday of every month. All official, school-sponsored clubs must attend these meetings. All sports teams will be represented at this meeting by the Varsity Club, unless a team wishes to represent themselves. No fundraising on campus may take place without first being approved at the ICC meeting. Please look over the extensive list of opportunities for students to become active. Remember, get involved—you will like it once you do!
Amnesty International  Anime Club  Asian American
Auto Club  Band Guild  California Scholarship Fed (CSF)
Chess Club  Drama / Thespian Club  Dream Team
Earth Club  Electronics Club  Fashion Club
Fil-Am Club  Folkloric Dance Club  French Club
Gay Straight Alliance (GSA)  Interact Club  Italian Club
Journalism Club  Key Club  Latin Catholic Christian
League of Legends  Link Crew  Math Club
Missing Cap (Poetry Club)  Mock Trail  National Honors Society
Newspaper Club  Photo Club  Polynesian Club
RAD (Redeemed and Delivered)  Robotics Club  Sr California Scholarship Fed.
Science Club  Soph California Scholarship  Fed. Students Helping Honduras
Support the Troops  Urban Youth Expressions

Athletic Teams
Students interested in playing athletics for SSFHS may direct their questions to their counselor, P.E. teacher, or Athletic Director. A completed Athletic Packet is required for all students to participate in sports.

Eligibility  Students must be academically eligible to participate in co-curricular activities. This is defined as maintaining a 2.0 grade point average (C) and passing at least 4 classes. The grade point average and determination shall be based on 6-week grades and semester grades. Students who are ineligible due to academics will result in not playing at events and may also include restriction from practice.

Sportsmanship: As defined by the California Interscholastic Federation (CIF):  
Sportsmanship - in its very essence - is respect. Respect for others and for one’s self. Sportsmanship encompasses all that which is good in human nature. Sportsmanship is a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity. For more information regarding athletics, see the Athletic Director, Mr. Matt Schaukowitz.

Fall Sports
Cross Country (Co-Ed)  Boys Varsity Basketball  Badminton (Co-Ed)
Boys Varsity Football  Boys Fr-Soph Basketball  Boys Varsity Baseball
Boys Fr-Soph Football  Girls Varsity Basketball  Boys Fr-Soph Baseball
Girls Golf  Girls Fr-Soph Basketball  Boys Golf
Girls Tennis  Boys Varsity Soccer  Girls Varsity Softball
Girls Varsity Volleyball  Boys Fr-Soph Soccer  Girls Fr-Soph Softball
Girls Fr-Soph Volleyball  Girls Varsity Soccer  Boys Swimming
Girls Fr-Soph Soccer  Girls Swimming  Wrestling (Co-Ed)

Winter Sports
Boys Varsity Basketball  Boys Fr-Soph Basketball  Boys Tennis
Girls Varsity Basketball  Girls Fr-Soph Basketball  Track & Field (Co-Ed)
Boys Varsity Soccer
Girls Fr-Soph Soccer
Girls Varsity Soccer
Girls Swimming

Spring Sports
Badminton (Co-Ed)  Boys Varsity Baseball  Boys Tennis
Boys Fr-Soph Baseball  Boys Fr-Soph Softball  Track & Field (Co-Ed)
Boys Golf  Girls Varsity Softball  Boys Swimming
Girls Fr-Soph Softball  Wrestling (Co-Ed)

DANCES
Students must show identification (with photo) at the door to enter. Once a person enters the dance, he/she may not exit and reenter.

Refreshments are not allowed in the large gym and are allowed only in the refreshment area.

Tickets for the dance are sold at a lower rate during pre-sale and with an ASB sticker so buy your tickets early. Plus, you won’t have to wait in long lines at the door. You can begin having fun right away!

Policies for all School Dances, Prom, and Ball
1. All school rules are in effect at all dances, Proms, and Balls. This includes no controlled substances, alcohol, cigarettes, intoxicants of any kind, or verbal/physical altercations. Student behaving inappropriately are subject to disciplinary action.
2. Inappropriate, lewd, or sexually explicit dancing (i.e. freaking, twerking etc.) is not allowed at any school dance, Prom, or Ball. Students who are dancing inappropriately may be ejected from the dance event.
3. Students and guests must show identification (with photo) at the door to enter.
4. Once a student or guest leaves a dance, he/she will not be readmitted.
5. South San Francisco High School reserves the right to refuse admittance to anyone.
6. Students are not to wear hats or head coverings at dances.
7. Any picture taken with head coverings, inappropriate gestures or poses will not be distributed to any
student(s) in the picture. No refunds will be issued for the pictures. This may also result in disciplinary action.

8. Personal items may be checked at the hat/coat check area for a small fee (typically 25 cents or more).
9. Tickets for the dance are sold at a lower rate during pre-sale and with an ASB sticker, so buy your tickets early. Also, buying early will prevent the need to wait in long lines at the door.
10. **Non Participation List:** Students with overdue detentions and/or Saturday Schools, or outstanding book bills or fines will not be permitted to participate in various activities including the Bell Game, Winter Ball, Junior Prom, Senior Ball, and Graduation. Participation in other activities may be denied as determined by the Assistant Principals.

**Additional Policies for Prom and Ball**

1. Revealing attire will result in ejection from the event, or a mandatory change of attire. Revealing attire includes, but is not limited to: excessively low necklines, short skirts, high leg slits/openings in dresses, and exposed midriffs. If the request to change attire is not honored, the student or guest will be required to leave the event.
2. Students and guests must remain in formal attire for the duration of the event.
3. No hats, canes, or dangling chains are allowed.
4. Students and guests must arrive to the event by 7 p.m.
5. Admission of late entrants will be at the discretion of supervising administrators.
6. Students and guests may not leave the event until after dinner or before 9 p.m.
7. After Ball/Prom hotel parties are forbidden. Not only is it illegal for minors to rent a room in a hotel or motel, it is also dangerous. There are major liability issues if an adult were to rent a room for a minor, and we strongly urge against it.

**Guest Passes**

1. Each SSFHS student may bring one guest. Each guest must have a current student I.D. (with a photo) from his or her high school.
2. Each guest/host pair must complete a guest pass before being admitted to a dance event. All guest passes are subject to approval by a South San Francisco High School Administrator. Guest passes may be obtained in the Attendance Office.
3. Completed guest passes are due in the Attendance Office by 3:15 p.m. on the date stated on the guest pass form. Guest passes for school dances are due two days before the dance, and guest passes for Prom/Ball are due by Friday, one week before ticket sales.
4. If, because of an emergency, a SSFHS student must change his/her guest, the new guest must be approved in advance by the administration or neither the new guest or host will be admitted to the dance event.
5. Students are advised that any previously expelled and/or involuntarily transferred student is not allowed to attend under any circumstances.

**STUDENT BODY CARDS AND PAL STICKERS**

In order to offer all activities at free or reduced rates, as well as to carry the expenses of such activities, students are urged to buy student body stickers. With this sticker you become a contributing member of the student body and, as such, enjoy the privileges non-sticker holders do not have. You must have this sticker to hold a student government office, and receive the following discounts:

- reduced rate at all athletic events
- first dance free and all others discounted
- $5 off the Iris yearbook through December
- discounts at many local businesses

If you are an active student, this sticker pays for itself. The cost is $15. In addition to partially funding student activities, each class receives $2 for each sticker that is sold. This helps fund each of the classes' many activities.

**STUDENT STORE**

The student store carries most of the supplies that students may need while attending SSFHS. If they don't have it, let them know. The Student Store manager is part of the 4th Period Leadership class and welcomes all suggestions. It is open before school, at lunch and after school. If any club or team wishes to sell an item in the store, this can be arranged on a consignment basis.

~ SSFHS ACADEMIC REQUIREMENTS~
GRADUATION CEREMONY AND ACTIVITIES

BOARD POLICY 5127

High school graduation ceremonies shall be held to recognize those students who have successfully completed the required course of study, met all district proficiency standards by passing the state-mandated test and thereby earned the right to receive a diploma and to recognize students who have successfully completed the regular course of study, but have not passed the California High School Exit Exam. These students will earn a certificate of completion. The Governing Board believes that both categories of students deserve a public celebration that recognizes the significance of their achievement and encourages them to continue the pursuit of learning throughout their lives.

High School graduation ceremonies and activities are offered for students in good standing. The principal may deny students the privilege of participating in these ceremonies and/or activities for disciplinary reasons or for the non-payment of bills.

At the discretion of the Superintendent and with the recommendation of the site principal, a student who can reasonably be expected to complete graduation requirements during the summer may participate in graduation exercises without receiving his/her diploma. The Superintendent or designee may exercise this option only when serious and unexpected extenuating circumstances prevent a student from successfully completing their course of study, but the student's academic history indicates a reasonable expectation that he/she can and will successfully complete their course of study during the summer. When the requirements have been satisfied, a diploma shall be issued to the student.

High school students who have passed the California High School Proficiency Examination or the General Educational Development Test must also meet district graduation requirements in order to participate in graduation ceremonies.

GRADUATION REQUIREMENT

Students must accumulate a total of 220 units for graduation and must pass all required courses (see below), all areas of the district competency tests and all sections of the California High School Exit Exam (CAHSEE). Counselors maintain current information on each student’s graduation status. Students will not be issued a diploma nor be allowed to participate in graduation ceremonies unless all requirements are met. Please note, during senior year, students will be expected to complete their Senior Capstone in order to graduate.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 Years (40 credits)</td>
</tr>
<tr>
<td>Math</td>
<td>2 Years (20 credits)</td>
</tr>
<tr>
<td>World History</td>
<td>1 Year (10 credits)</td>
</tr>
<tr>
<td>U.S. History</td>
<td>1 Year (10 credits)</td>
</tr>
<tr>
<td>Government</td>
<td>.5 Year (5 credits)</td>
</tr>
<tr>
<td>Economics</td>
<td>.5 Year (5 credits)</td>
</tr>
<tr>
<td>Health</td>
<td>.5 Years (5 credits)</td>
</tr>
<tr>
<td>Science</td>
<td>2 Years (20 credits)</td>
</tr>
<tr>
<td>P.E. 9 &amp; 10</td>
<td>2 Years (20 credits)</td>
</tr>
<tr>
<td>Fine Arts</td>
<td></td>
</tr>
<tr>
<td>Foreign Language</td>
<td>1 Year (10 credits)</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
</tr>
</tbody>
</table>

Students who have accumulated a 3.0 G.P.A. or better in seven semesters will graduate on stage. South San Francisco High School graduation ceremonies are traditional, formal, and dignified. They afford each graduate the opportunity to be honored and recognized. Additionally, all seniors must be cleared of book bills, debts, detentions, suspensions, in-house suspension, Saturday School in order to participate in the ceremony.

CERTIFICATE OF COMPLETION

South San Francisco High School will issue a Certificate of Completion when the student has completed all of our graduation requirements but has not passed one or both parts of the CAHSEE. A diploma is issued when all graduation requirements are met and both parts of the CAHSEE have been passed.

VALEDICTORIAN AND SALUTATORIAN

The requirement to be Valedictorian is the highest cumulative weighted GPA of the first seven semesters. The Salutatorian is the second highest cumulative weighted GPA of the first seven semesters. If two or more students have the same GPA for either Valedictorian or Salutatorian, both/all will be designated as such.

COLLEGE AND UNIVERSITY REQUIREMENTS
There are additional requirements for entry into colleges and universities. Students should also be aware of the requirements for distinguished activities such as California Scholastic Federation (CSF) or other honor societies. Graduation and college requirements can be found in each student’s copy of the Program Planning Handbook.

Students are encouraged to make early applications to colleges and universities. Applications to University of California (UC) and California State University (CSU) campuses must be made during November. Applications for financial aid must be submitted in January or February. Information on all college admissions processes is available in the College and Career Center as well as through the Counseling Office.

**Courses to Meet University of California (UC) and California State Universities (CSU)**

<table>
<thead>
<tr>
<th>U.S. HISTORY/SOCIAL SCIENCE (2 years required)</th>
<th>ENGLISH (4 years required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modern World History (AP)</td>
<td>English 1, 2, 3, 4 (G,CP,H,AP)</td>
</tr>
<tr>
<td>U.S. History (AP)</td>
<td></td>
</tr>
<tr>
<td>Government</td>
<td></td>
</tr>
<tr>
<td>U.S. History ELL</td>
<td></td>
</tr>
<tr>
<td>Government ELL</td>
<td></td>
</tr>
<tr>
<td>Modern World History ELL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATHEMATICS (3 years required – 4 recommended)</th>
<th>LABORATORY SCIENCE (2 years required – 3 recommended)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra .5A &amp; .5B or Algebra .5A &amp; .5B ELL (equals 1 year)</td>
<td>Biology, Biology ELL, Adv. Biology</td>
</tr>
<tr>
<td>Algebra 1</td>
<td>Chemistry (H)</td>
</tr>
<tr>
<td>Geometry (H)</td>
<td>Physics</td>
</tr>
<tr>
<td>Algebra 2</td>
<td>A. P. Biology</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td></td>
</tr>
<tr>
<td>Calculus (AP)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOREIGN LANGUAGE (2 years required – 3 recommended)</th>
<th>COLLEGE PREP ELECTIVES (1 year required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>French 1, 2, 3, 4, 5</td>
<td>Economics; Econ ELL; Psychology; Creative Writing; AVID 12</td>
</tr>
<tr>
<td>Spanish 1, 2, 3 and Advanced Placement</td>
<td>Any elective courses from UC A-G list (see Counseling Office) over the minimum required</td>
</tr>
<tr>
<td>Italian 1, 2, 3, 4</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VISUAL &amp; PERFORMING ARTS (1 year required)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 1,2,3,4; Ceramics 1,2,3,4;</td>
<td></td>
</tr>
<tr>
<td>Jazz Ensemble; Symphonic Band; Concert Band; Dance 1,2,3,4, Adv;</td>
<td></td>
</tr>
<tr>
<td>Drama 1,2,3,4; Chorus; Piano</td>
<td></td>
</tr>
<tr>
<td>Photo 1,2,3 Advanced</td>
<td></td>
</tr>
</tbody>
</table>

**College Entrance Tests: SATs, ACTs AND PSATs**

Going to college or a university is not automatic like going from middle school to high school! In other words, all students must apply, qualify, and get accepted to attend college or universities. When Freshmen enter SSFHS, they should plan as strong an academic course as possible. If they wait until the Junior year to make plans, time is not on the side of the students to take all the courses needed for admission directly to a four-year college or university. Juniors are also urged to take the appropriate college entrance exams in the spring of their junior year.

The PSAT is used as a practice test to be taken before the SAT. The PSAT is given once a year, in October. Sophomores planning on going to a four year college or university should take the PSAT in October of their sophomore year to get an idea of what is tested on the SAT. It is also the National Merit Scholarship Qualifying Test for juniors. Taking the PSAT is the only way to “apply” for a National Merit Scholarship. The PSAT is not used for college admission.

Juniors and seniors should register to take the SAT/ACT which are required for admission by many colleges and universities. Testing registration information (dates/costs/fee waivers) and applications are available in the Counseling Office. School announcements will also include information about additional workshops to prepare students for college admissions tests.

These tests - SAT I and ACT - measure verbal, numerical reasoning, and English writing skills. SAT II tests are also given in specific content areas. Please see your counselor with any questions about the SAT or ACT.
ACADEMIC COURSES
Each school year during the Spring semester, students will have the opportunity to review their four year plan prior to selecting courses for the following school year. It is imperative that students select and review courses with their parents since they will be enrolled in that course for the entire school year.

Adding or dropping courses
Students who need to request a schedule change after the start of the school year must do so within the first seven (7) days of school, with the consent of a counselor and/or school administrator. Changes are not made based on preferences due to period or teacher. Additionally, changes will not be made if a student does not like an elective class or wants to drop an academic class that he or she signed up for (i.e. Geometry, Chemistry, etc.)

On the program planning sheet, students initial that they must remain in yearlong courses for the entire year. Students must inform his or her counselor prior to the last day of the school year, if he or she plans to make any schedule request changes for the following school year schedule.

Advanced Placement (AP) and/or Honors Courses
Students wishing to be enrolled in Honor courses must obtain approval of current subject level instructor (i.e. English 1CP teacher for approval of English 2 Honors).

Students registering to enroll in advanced placement (AP) courses must obtain and submit a completely signed Advanced Placement (AP) Contract. This requires: signature of approval from 1) student's current instructor, 2) student's parent/guardian, and 3) attendance to meeting with Assistant Principal stating student's understanding of the course expectations. Once all required individuals have signed and agreed to the Advanced Placement (AP) Contract, students will submit their Course Request Form to their counselor to register for their requested AP or Honors course. Please note that students will not be able to drop any AP or Honors course once enrolled.

Students are expected to complete all summer work for AP and Honors level classes upon the first day of school.

Advanced Placement (AP) Exam
By enrolling to advance courses students are committing to take the AP exam in May and must pay all fee's involve. Any student with financial need could have an opportunity to apply for a scholarship.

CAREER CENTER
The Career Center, located in the Library Information Center, can assist you in making decisions about your future. Hours are from 8:10 a.m. to 4 p.m., including lunchtime. Current information about career opportunities, college and technical school catalogs, up-to-date listings of internet web sites for career and college searches and information, the Coin computerized career and college information system, SAT practice software, scholarship information and applications, and information about part-time and summer jobs are all available for students.

In addition, the Career Center coordinates presentations from college representatives, speakers from various careers in the community, tours of post-secondary institutions, and outreach counseling sessions with San Francisco State University representatives, financial aid counselors, and counselors from LULAC, an organization that assists students with decisions regarding careers and colleges. Please feel free to stop by the Career Center and start planning your future!

COMMUNITY SERVICES
Community Service is a program designed to offer students credit for volunteering at one of the many non-profit agencies in the South San Francisco area. Students can volunteer at nearby elementary schools and childcare centers, the local Boys’ and Girls’ Club, army/navy recruiting stations, city hall, public libraries, and senior citizens centers. Students must be a junior or senior, have a minimum 2.0 G.P.A. to enroll, or have approval from your Counselor and Community Service Coordinator to enroll. See your counselor or Ms. Ariani.

CONCURRENT ENROLLMENT
Concurrent Enrollment is an enrichment program designed to provide current high school students, who are enrolled in the 9th grade or above, the opportunity to get an “early start” on their college experience and to benefit from advanced scholastic or vocational work by taking classes at a local community college (Skyline College, College of San Mateo, etc.). Make sure to check with your counselor to determine if a course taken through concurrent enrollment will meet graduation requirements or a-g college requirements.
ONLINE LEARNING/ CREDIT RECOVERY OPPORTUNITY
Students in grades 9-10th grade who are behind in credits may be enrolled in the Online Credit Recovery Classes offered at SSFHS. Please see your counselor for additional information.

INDEPENDENT STUDY (SHORT-TERM)
If a student will be out of school for 5 days or more due to unavoidable circumstances, they must report to the Assistant Principal responsible for Guidance/Counseling a week in advance of his/her departure.

HOMEWORK CENTER
The Homework Center is held afterschool on Mon, Tues, Wed and Thurs in the Library from 3:10-4:10 p.m. Students may come in to get tutoring and assistance from teachers and tutors.

HOMEWORK FOR STUDENTS WITH EXCUSED ABSENCES (ILLNESS/SUSPENSION)
Parents and students should retrieve homework assignments from www.ssfhs.schoolloop.com. For students who are out for five school days or longer, homework assignments may also be picked up from teachers by the counseling office. Parents should make arrangements for someone to pick up the assignments and necessary books. In some cases, if a student is out for a shorter period of time, it is quicker to have a fellow student within a specific class obtain the work.

HOME TEACHING
If a student is out with a non-contagious illness and/or injury for 3 weeks or longer, forms are available in the counseling office for requesting a home teacher. These forms must be signed by a physician and returned to the counseling department.

PROGRESS REPORTS, REPORT CARDS, SENIOR FAILURE NOTICES
The first edition of the new school year PTSA Newsletter will also have the dates these will be issued. It is suggested that these dates be posted at home. If students do not arrive home with reports, a phone call to the student’s counselor will provide the information regarding student progress.

Below is a list of scheduled dates for distribution of progress reports/report cards for 2014-2015.
Progress reports will be distributed to students. Report cards and senior Failure notices will be mailed home.

- Friday, Sep 19: Progress Reports
- Friday, Oct 17: Report Cards
- Friday, Nov 21: Progress Reports
- Friday, Jan 9: Report Cards
- Friday, Feb 17: Progress Reports
- Friday, Mar 20: Report Card
- Friday, May 1: Progress Reports
- Friday, Jun 5: Report Cards

WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS
ADMINISTRATIVE REGULATIONS 5125.2
When school property has been willfully damaged or not returned upon demand, the principal or designee shall inform the parent/guardian in writing of the responsible student’s alleged misconduct and the reparation that may be due. This notice shall include a statement that the district may withhold grades, diploma or transcripts from the student and parent/guardian until reparation is made. If reparation is not made, the district shall afford the student his/her due process rights in conformance with Education Code expulsion procedures and may withhold the student's grades, diploma or transcripts.

If the student and parent/guardian are unable to pay for the damages or return the property, the principal or designee shall provide a program of voluntary work for the student to do. When this voluntary work is completed, the student's grades, diploma or transcripts shall be released. (Education Code 48904)

When a student from whom the district is withholding grades, diploma or transcripts transfers to another district, this information shall be sent to the new district with the student's records and a request that these items continue to be withheld until the new district receives notification that the debt has been cleared.
The Superintendent or designee shall notify the parent/guardian in writing that this district's decision to withhold grades, diploma or transcript will be enforced by the new district. (Education Code 48904.3)

The district shall withhold grades, diploma or transcripts from any student transferring into the district whose misconduct caused a previous district to withhold them. When informed by the previous district that its decision has been rescinded, the district shall release these documents. (Education Code 48904.3)

WORK EXPERIENCE
Work Experience is on-the-job training which allows students to learn as they earn. Students must be in their junior or senior year or sixteen years old to enroll. You must obtain a work permit from counseling office. Prior to obtaining a work permit, student's attendance, discipline, and GPA will be evaluated. In the event grades, attendance or behavior are of a concern, the work permit may be revoked. See your counselor or the Work Experience teacher Ms. Ariani.
~ HEALTH SERVICES ~

**New Students:** A Health Inventory form must be completed by the parents of all new students. New students should also have a complete physical examination by their personal physician upon entering high school. Immunizations must be brought up to date. Students will not be allowed to attend school unless immunizations are current. If you do not have a doctor and do not know how to get medical care, see the school health clerk. He can direct you on how to get medical assistance before an emergency arises.

**Athletic Physical Exams:** Students going out for interscholastic sports must have a current physical examination before they are allowed to participate. Forms may be picked up from a P.E. teacher or the secretary in the main office.

**Illness:** Students who become ill during the school day should report to the health office in the attendance office and sign in. However, unless it is an emergency, the student must report to class first. The health clerk will not see students unless they have a pass from the teacher. If there is a health emergency, the health clerk will contact the student’s parent or authorized adult as listed on the emergency card. Any student sent home by the health clerk must obtain a Permit to Leave from the health clerk or the attendance office and obtain an admit from the Attendance Office upon return to school.

**Accidents:** Accidents, which occur on the school grounds, are to be reported to the appropriate teacher, health clerk, or counseling office personnel. An accident form will be filled out.

**Medical:** Illness of (3) days or less, shall bring a note from home to the P.E. instructor, student must suit up.
1. Students who are ill during swimming for more than (3) days must bring a note from a doctor.
2. Students with a medical excuse for more than 3 days will be assigned to the library with a written assignment appropriate to the type and length of the medical excuse. Successful completion of this assignment will result in a "C" grade for the days missed. If a student wants to raise the “C” grade, some form of make-up activity must be worked out with the instructor. When a student is medically excused from P.E. for 8 or more weeks during one semester, that student shall be medically dropped by the appropriate assistant principal.
~ STUDENT RESOURCE INFORMATION~

ANNOUNCEMENTS
Student bulletin is announced daily during 3rd period. To submit announcements, students must fill out and submit the announcement form to the main office by 10:00 a.m. no later than the day before the announcements. Schoolloop and the school website are other options students may use to post information in the daily bulletin.

All school related posters/announcements to be displayed at South San Francisco High School must be approved by the Director of School Activities. The Communication Commissioners will post approved items.

The individual(s) responsible for the poster/announcement is(are) also responsible for removing the items.

Non-school related announcements can be posted only with the approval of the Principal or Assistant Principal of School Activities.

Announcements to be made in the daily bulletin should be in the main office no later than 12:00pm on the day prior to the publication date.

ASSEMBLIES/RALLIES AND OTHER SCHOOL EVENTS
Assembly seating and expectations
Students are to sit with their class in the assigned area. Students will be monitored by their classroom teacher who will take attendance. Behavior at assemblies is expected to be exemplary. Students should be polite, quiet, and attentive. Dismissal must be accomplished in an orderly fashion to ensure the safety of all students.

Rally seating and expectations
Students sit by grade level. The purpose of the rally is to promote school spirit, usually with the focus on a particular team or event. Cheering, signs, and banners should all be directed at promoting the intended spirit. At the time of dismissal students are expected to exit the gym in an orderly fashion and listen to all instructions given by school personnel including administrators, teachers, and campus supervisors.

Backpacks, bags, and purses are not allowed at assemblies or rallies. These items are to remain in a locked classroom. Students may retrieve the items upon either returning to class after the assembly or after the rally.

BICYCLES, SCOOTERS, SKATEBOARDS
Skateboards, bicycles, scooters, and other non-motorized methods of transportation are not allowed on the school campus. These items should be stored in the bicycle lock/lock box area in front of the school and picked up after 3:00pm. The school is not responsible for items in the lock box.

CAMPUS SECURITY SUPERVISORS
South San Francisco High School employs campus supervisors whose primary responsibility is to ensure the welfare and safety of the students and staff. The campus security supervisors direct visitors to the office, or as appropriate, direct them to leave school grounds. Students are expected to follow all directions given by campus supervisors.

COUNSELING OFFICE
All students are assigned a counselor who will help with information about courses and schedules. Students who need to discuss a personal matter or are experiencing a crisis, or would like help in planning their academic program to fit college or career options, can meet with their counselor. The Counseling Office has a detailed list of course offerings and graduation requirements.

FIELD TRIPS
School-sponsored field trips leave from the high school and return to a predetermined destination. Students are responsible for their transportation to and from school.

Each student who travels on the bus or automobile must return with the same group. If other arrangements are required, a written request from the parent/guardian must be given to the principal prior to the date of the trip. Each student on a trip is to remain with the group unless otherwise permitted by the teacher in charge. All school rules apply during field trips and appropriate student behavior is expected.
FOOD SALES/FUNDRAISING
All clubs or organizations interested in selling foods as a fundraiser must have the approval of ASB, Nutrition Services and approved by the School Board. It is highly recommended to submit paperwork 30 days in advance.

FOOD SERVICES
A complete hot lunch and breakfast program is available for students to purchase on a daily basis. There is also a snack bar, which provides fast food type items. A free and reduced-price lunch and breakfast program is also available on a needs basis. Applications may be obtained from the attendance office, in the school cafeteria, or online on the District website. Once completed, the application should be returned to the cafeteria manager. The student will be advised by the District Office as to whether he/she has qualified for the program. An ID number will be issued to the student to be used for the entire school year. To fill out a meal application form go to: www.ssfusd.org

HALL PASS
Students must be in possession of a properly signed pass whenever they are out of class during class time. Students are responsible for asking for a written, dated, signed pass before leaving class. Students will be disciplined for the misuse of a pass.

Students may not request a pass to use the restroom or go to their locker during the first 10 or last 10 minutes of each class period. The six minute passing period and 30 minute lunch period should be used for these activities.

INTERVENTION COUNSELOR
Our Intervention Counselor is located in S-11. To contact the Intervention Counselor regarding concerns about anger management, depression, suicide, or other emotional or physical safety issues, students may fill out a request to see counselor in the counseling office.

LIBRARY INFORMATION CENTER (LIC)
The Huggins Library Information Center (LIC) combines the advantages of a library - with books and magazines to browse and use for schoolwork, and a multi-media center - with computers loaded with programs such as Claris Works, Microsoft Office, Hyperstudio and Photo Shop. We also have scanners, digital cameras, and other equipment that is available for student projects. Our 200 CD-ROMs include encyclopedias and reference works in every subject area. We have full Internet access, as well as subscriptions to online research programs such as EBSCO Elite, which has a database of over 250 magazines dating back to 1985. The Library Media Teacher, Library Assistant, and Student Aides are here to help you.

We are open from 8:10 a.m. until 4 p.m. every day, including lunch. The LIC gets heavy use all day by classes, small groups, and individuals. In order for us to provide the best possible service to you, we ask you to observe the following rules:

• No eating, drinking, or chewing gum in the LIC.
• Personal grooming, i.e., applying makeup or combing hair is not allowed.
• In order to use the LIC during class time, you must have a pass from a teacher. Upon arriving, you will log in at the checkout counter. A staff member will sign your pass when you return to class. If you are not working on assignments or are disturbing others, you will be sent back to class.
• To check out books, you are required to write your name and your English teacher's name on the book card. Student body cards will be used for identification. Books (except reference materials) may be borrowed for a period of two weeks, with two renewals allowed. Overdue book charges of $.10 per day, per book, will apply. Students with overdue books or book bills will NOT be permitted to check out additional materials until books are returned and bills paid.
• Students are not to print from computers without permission from the LIC staff. There may be a charge of $.10 per page if permission is given. Color prints are $.25 per page.
• There is a copier available. The cost of the printing is $.10 per page.
• Students using computers to complete assignments will be given priority during non-class time (i.e., lunch, after school).

• The Internet is for school projects. Students wishing personal use of the Internet must receive permission from the LIC staff first. All students will be expected to follow the Internet Use Policy which has been read and signed by both your parent and you at the beginning of the school year. Student violation of The Personal Responsibility
clause which identifies MISUSE as “sending or soliciting messages or visiting sites which suggest pornography, unethical, or illegal solicitation, racism, sexism, and inappropriate language” will be referred to the dean and you may lose ALL Internet privileges and be suspended from school. Chat Rooms that are not of an educational nature are considered unacceptable use of the Internet.

LOCKERS
Lockers use is a privilege and convenience; not a right. Lockers are the property of the school and may be entered by school personnel at their discretion. Lockers and the contents in the locker are the sole responsibility of the student. Students who damage lockers will be responsible for repair costs. They are to be kept clean which includes not leaving food or drinks, or wet clothes in the locker for any long length of time. Lockers must be free of stickers and graffiti at all times. Students are responsible for the items and books they put in their lockers and for the care of their lockers. Students use the lockers at their own risk. The school is not responsible for damaged, stolen, or lost property. Students may only use the locker which is assigned to them. Locks placed on unassigned lockers will be cut.

If textbooks are stolen or damaged in the locker, it is the student’s responsibility. It is recommended that students not share lockers.

LOST AND FOUND
It is helpful that all personal items such as clothing, books, sports equipment, etc., are clearly labeled in indelible ink. The school cannot be responsible for any of these items. Items turned in to the office that are plainly marked will be returned to the owner. Unmarked items will be placed in the Lost and Found. Any items found should be turned in to the Lost and Found located in Room B-5. Students should check in the Lost and Found if they have lost an item. Textbooks can be turned in or reported to the textbook room.

NON-PARTICIPATION LIST
Students with overdue detentions and/or Saturday Schools will not be permitted to participate in various activities including The Bell Game, Winter Ball, Junior Prom, Senior Ball, and Graduation. Participation in other activities may be denied as determined by the Assistant Principals.

POSITIVE SCHOOL CLIMATE
BOARD POLICY 5137
The Governing Board desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

SCHOOL SAFETY
Student who have a concern with school safety should contact a staff member or administrator so it can be addressed. Any student or staff member concerned about dangerous activity, dangerous students, suspicious scary situations, overhear a dangerous plan, hear about a weapon on campus, or other safety problems should report it to school officials.

School safety is priority at all major school events, such as dances and athletic events. Students and spectators may be searched before entry into the event. Any reasonable suspicious behavior may result in search and seizure.

TEXTBOOKS
Students are responsible at all times for textbooks issued to them. The first thing a student should do when a book is issued is write his/her name in the book in ink. Books are to be covered at all times and returned in the same condition as when they were issued.

Overdue or Outstanding Books and Bills
Money for bills for lost or damaged books will be collected before or after school. These bills must be paid before picking up yearbooks, diplomas, or being able to attend a school dance. Bills should be cleared at the end of each school year. This policy also pertains to other bills accumulated during your South San Francisco Unified School District enrollment.
**Class Changes/Drops**
As part of the transfer process, students are to exchange books or return books no longer needed to the Textbook Room (B-5). This procedure must be followed each time a student makes a program change.

**TRAVELING PASS**
Students with less than 6 periods a day must have a properly signed traveling pass issued by the Assistant Principal in the Counseling Office. Students should check the weekly calendar to see if there is a modified schedule.

**VISITORS**
Visitors are not permitted on campus during the school day. A person with pre-arranged lawful school related business may obtain a Visitor’s Pass in the Main Office.
~ COUNSELING SERVICES ~

SSFHS Counseling Office 650-877-8763

Counselors are responsible for working with students and their families to create an educational plan. Counselors also assist students in finding answers to educational, vocational and personal questions. The counseling office, in cooperation with the Career Center, also acts as an informational agency providing college catalogs and brochures, scholarship information and vocational and occupational materials. College admission applications and work permits are also obtained from this department. In addition, this department serves as a referral agency, suggesting sources for individual and family counseling (see partial list of community resources on the next page). A student conflict resolution program is available to all students. If a student is involved in a conflict with another student or knows of a conflict occurring between other students, they should request to see their counselor or assistant principal.

HOW TO SEE YOUR COUNSELOR
Students are assigned alphabetically to counselors. Counselors keep the personal and academic records of each of their counselees, and will help students with their personal, educational, and vocational questions.

An appointment to see a counselor is made by going to the counseling office and filling out a pink “Request to See Counselor” form. These are available in the counseling office. Class time should not be used for this. Pick up a form before school, at lunch, or after school. Fill it out and place it in the bottom of the box on the counter. Your counselor will send for you as soon as possible. If the reason why a student wishes to see a counselor is confidential, the student only needs to write the word “personal” in listing the reason for wanting an appointment.

PARENT CONTACTS
Parents are encouraged to phone the counseling office (650-877-8763) if they wish to consult with counselors about their student’s grades, academic progress or about problems which may arise. Parents can also stay informed by using School Loop. School Loop is a web-based program that provides parents and students with access to information about class assignments, grades (in some cases), and school announcements via a daily email. Please ask about assistance getting registered for School Loop, http://ssfhs.schoolloop.com. It’s easy!
<table>
<thead>
<tr>
<th>Organization</th>
<th>Phone Number</th>
<th>Organization</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alateen and Alanon (Alcoholics Anonymous)</td>
<td>873-2356</td>
<td>National Runaway Hotline</td>
<td>1-800-621-4000</td>
</tr>
<tr>
<td>Bay area legal aid Bay Area Legal Aid</td>
<td>358-2745</td>
<td>North Peninsula Family Alternatives (Counseling)</td>
<td>277-8642</td>
</tr>
<tr>
<td>Daly City Youth Health Center</td>
<td>985-7000</td>
<td>Parent Project (Parenting Classes)</td>
<td>742-2130</td>
</tr>
<tr>
<td>Domestic Violence Teens-</td>
<td>1-800-799-safe</td>
<td>Parent Stress HotLine</td>
<td>327-3333</td>
</tr>
<tr>
<td>Emergency Shelter (Homelessness)</td>
<td>312-8515</td>
<td>Planned Parenthood</td>
<td>1-800-967-7526</td>
</tr>
<tr>
<td>Family Law Services</td>
<td>366-8401</td>
<td>Pyramid Alternatives (Counseling)</td>
<td>355-8787</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>301-2720</td>
<td>Rape Crisis Center</td>
<td>692-7273</td>
</tr>
<tr>
<td>food assistance Food Assistance</td>
<td>1-800-984-food</td>
<td>Runaway Counseling</td>
<td>367-9687</td>
</tr>
<tr>
<td>Healthy Families (Health Insurance)</td>
<td>573-3595</td>
<td>SSF Boys’ and Girls’ Club</td>
<td>589-7090</td>
</tr>
<tr>
<td>Immigrant Helpline</td>
<td>1-888-55-ayuda</td>
<td>Suicide Prevention</td>
<td>579-0350</td>
</tr>
<tr>
<td>kara (Grief Support)</td>
<td>321-5272</td>
<td>teen health education classes</td>
<td>742-2130</td>
</tr>
<tr>
<td>narcotics anonymous</td>
<td>802-5950</td>
<td>your house south (emergency teen shelter)</td>
<td>367-9687</td>
</tr>
<tr>
<td>national hopeline (crisis hotline)</td>
<td>573-3950 1-800-784-2433</td>
<td>youth crisis line</td>
<td>1-800-843-5200</td>
</tr>
<tr>
<td>KARA (Grief Support)</td>
<td>321-5272</td>
<td>Teen Health Education Classes</td>
<td>742-2130</td>
</tr>
<tr>
<td>Narcotics Anonymous</td>
<td>802-5950</td>
<td>Your House South (Emergency Teen Shelter)</td>
<td>367-9687</td>
</tr>
<tr>
<td>National Hopeline (Crisis hotline)</td>
<td>573-3950 1-800-784-2433</td>
<td>Youth Crisis Line</td>
<td>1-800-843-5200</td>
</tr>
</tbody>
</table>

For more community resources go to cip.plsinfo.org or call 650-802-7950 for information handbooks (you can also pick up copies of the handbooks from Ms. George in S-11). We provide ongoing and drop-in counseling to students, as well as hold student groups to work on specific issues that might arise in a teen’s life (healthy relationships/communication, stress, anger management). Please contact the school to be connected with these on-site services.
ATTENDANCE

ABSENCES AND EXCUSES
BOARD POLICY 5113
The Governing Board believes that regular attendance plays an important role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 6 to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

Excused Absences
Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administration regulations. (Education Code 46010, 48205, 48216)

Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours. At the beginning of each academic year, notifications shall be sent to the parents/guardians of all students, and to all students in grades 7 through 12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. Students in grades 7-12 shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment. Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations. (Education Code 46014)

A student's grades may be affected by excessive unexcused absences in accordance with Board policy.

ABSENCES AND EXCUSES
ADMINISTRATIVE REGULATION 5113
Excused Absences
A student's absence shall be excused for the following reasons:
1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic appointment (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205) Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)
5. Jury duty in the manner provided by law (Education Code 48205)
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
   a. Appearance in court
   b. Attendance at a funeral service
   c. Observation of a holiday or ceremony of his/her religion
   d. Attendance at religious retreats not to exceed four hours per semester
   e. Attendance at an employment conference
   f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
9. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy (Education Code 46014)
   a. In such instances, the student shall attend at least the minimum school day.
   b. The student shall be excused for this purpose on no more than four days per school month.
**Method of Verification**

When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

The following methods may be used to verify student absences:

1. Written note, fax, or email from parent/guardian or parent representative
2. Conversation, in person or by telephone, between the verifying employee and the student's parent or guardian or parent representative. The employee shall subsequently record the following:
   a. Name of student
   b. Name of parent/guardian or parent representative
   c. Name of verifying employee
   d. Date(s) of absence
   e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification
   a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
   b. When a student has had 14 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness shall be verified by a physician.

**Returning from an Absence**

Students who are absent for one or more class periods must report to the Attendance Office upon their return to school. Students will not be admitted to class if they do not report to the Attendance Office to have the absence verified.

**Verifying an Absence**

Students must submit a note from their parent or guardian within 2 days of returning from an absence. Failure to do so will result in the assignment of detentions and/or Saturday School regardless of the nature of the absence. The Attendance Office opens at 7:30 am each day.

Please include the following on the absence note:
- Student name
- Date of absence
- Reason for absence
- Parent/Guardian’s signature

Please call the Attendance Office (650-877-8756 between the hours of 9:00am – 4:00pm) on the day of the absence to alert the office. If a call is not received by the Attendance Office a phone call will be made alerting the parent/guardian of their student’s absence. **A note must also be sent with the student upon their return to school.**

**Early Departure**

A student who needs to leave campus before the end of the school day must bring a note to the Attendance Office on the day of the early departure. The student shall submit the note before 1st period and may pick up their departure pass during passing period before the excusal time.

Please include the following on the note:
- Student name
- Time of departure
- Reason for departure
- Parent/Guardian’s signature

For security purposes, students cannot be released from school by a parent/guardian phone call. If a note is not sent with the student the parent/guardian who signed the emergency card must come into the Attendance Office to request the student. Please be advised that there may be a delay in requesting the student from class; as we work to minimize classroom disruptions.
Early Departure Without Permission
Students are not to leave campus without prior permission. If a student leaves campus during the school day without obtaining a departure pass from the Attendance Office the following consequences will result in addition to the application of the truancy policy described below:

1. On the first offense the parent will be notified and the student will be assigned 2 detentions.
2. On the second offense the student will be assigned Saturday School for defiance.
3. On the third offense the student will be suspended from school for 3 days.
4. On the fourth offense the student will be suspended for 5 days.

ATTENDANCE POLICY:
More than 7 unexcused absences per semester from a class may result in the student being placed in study hall and a loss of credit for that class.

More than 20 absences per semester of any type (excused or unexcused) may result in loss of credit for the class. A teacher may offer a student an attendance contract to provide an opportunity to receive credit.

More than 10 excused absences per semester may result in the requirement of a doctor’s note for all future absences.

More than 3 absences from Work Experience meetings for any reason will cause a student to lose credit for the semester in the Work Experience program.

Categories of Absences:
- Excused – medical or dental appointments
- Illness – unable to come to school due to illness
- Other – personal reason/family emergency
- Cut/Unexcused – student did not bring a note within 2 days, absent without prior parent permission, credit will not be awarded for missing class work
- Activity – school related business including sporting events, field trips, student government activities, meeting with counselor, or IEP meeting
- Suspended – in the event of suspension students are expected to complete all assigned class work. However, credit may not be awarded depending on the circumstances.

TARDY POLICY
Students are considered tardy if they arrive to class after the bell rings and arrive no later than 30 minutes into the class period without an excused note.

Students are considered absent if they arrive more than 30 minutes after the class period begins.

Students should refer to each individual classroom tardy policies to understand the teacher’s definition of tardy. Some teachers may require the student to be in their seat prior to the ringing of the tardy bell. Students may not request to use the restroom or go to their locker during the first 10 or last 10 minutes of each class period. The six minute passing period and 30 minute lunch period should be used for these activities. A student who arrives late to class due to these activities will be marked tardy.

Consequence:
1st & 2nd tardy: Teacher consequences as described in teachers classroom management plan.
A teacher may take the following actions in addressing the first three tardies:
- Confer individually with the tardy student.
- Require the student to make up time before or after school.
- Notify the parent/guardian by phone.
- Any other teacher action as appropriate.

4th tardy – Send a tardy card home (Tardy cards are located in the attendance office)
5th - 6th tardy – Write a referral (Detention will be assigned by assistant principal)
7th tardy – Write a referral and document the number of the tardy and time/date of phone call home
(Saturday school will be assigned by assistant principal)
8th tardy – Write another referral with documentation (Assistant principal will schedule parent conference)
Subsequent tardies – Continue to send referrals to assistant principal and they will be handled appropriately
TARDY SWEEPS
South San Francisco conducts unannounced tardy sweeps throughout the school year. Students who are late to class are gathered and collected by school employees. The students are assigned detention for being late without a pass during a tardy sweep.

Consequence: 1 hour detention
[Note: Failure to serve detention may result in 6 hours of community service, Alternative to Suspension/Youth Service Bureau or 1-3 day suspension. Also see Defiance: Failure to serve Assistant Principal’s detention]

TRUANCIES /UNEXCUSED ABSENCE POLICY
Truancy, all day or single class period, will result in the assignment of detention for each class period cut or Saturday School for 4 or more class periods cut. A parent or guardian will be notified through mail and credit will not be granted for any work missed.

In the event of a 3rd truancy, either all day or single period, the student will be assigned consequences as previously mentioned. Additionally, a letter will be sent to the parent/guardian from the School Attendance and Review Team (SART) alerting the parent/guardian of the truancy.

If the truancy continues the student will be both assigned consequences and referred for a School Attendance and Review Team (SART) meeting with the Assistant Principal to address and discuss the repeated truancy. Parent/guardian attendance is required at this meeting.

If truancy still continues after the SART meeting, consequences previously mentioned will be assigned. Additionally, the student will be referred for a School Attendance and Review Board (SARB) meeting at the District Office with the Supervisor of Attendance and Welfare and the Assistant Principal. Parent/guardian attendance is required at this meeting.
~ STUDENT DISCIPLINE ~

DISCIPLINE
BOARD POLICY 5144
The Governing Board desires to provide a safe, supportive, and positive school environment conducive to student learning and to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline.

The Superintendent or designee shall approve, for each school, a complement of effective, age-appropriate strategies for correcting student behavior. Such strategies may include, but are not limited to, conferences with students and their parents/guardians; use of study, guidance, or other intervention-related teams; enrollment in a program teaching prosocial behavior or anger management; and participation in a restorative justice program. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed.

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health and opportunity to learn.

Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy, and administrative regulation.

Corporal Punishment
Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

However, corporal punishment does not include any pain or discomfort suffered by a student as a result of his/her voluntary participation in an athletic or other recreational competition or activity. In addition, an employee's use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student is not corporal punishment. (Education Code 49001)

DISCIPLINE
STUDENT RESPONSIBILITIES AND CONDUCT
ADMINISTRATIVE REGULATIONS 5144
California State Law Provides
1. Every student shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his/her teacher and others In authority; observe good order and propriety of deportment; be diligent in study; respectful to his/her teacher and others in authority; kind and courteous to schoolmates; and refrain entirely from the use of profane and vulgar language. (5 CCR, 300)
2. All students shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools.
3. Dress/Grooming: A student's general appearance shall be neat, clean, and appropriate for school attendance. Any student whose personal actions, hygiene, or dress is offensive, distracting, or dangerous to others or to himself/herself, may be sent home until such conditions are corrected. Local site administrators may establish standards for student dress and appearance which are in compliance with this subdivision and district Board Policy and Administrative Regulations. 5132.5 (5 CCR 302)
4. Physical Control: Every teacher in the public schools shall hold students to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his/her duties, of the same degree of physical control over a student that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control
reasonably necessary to maintain order, protect property, or protect the health and safety of students, or to maintain proper and appropriate conditions conducive to learning. (Education Code 44807)

5. **Damage to Property:** Any minor who willfully cuts, defaces, or otherwise injures in any way any school property or personal property is liable to suspension and expulsion. The parent or guardian of any minor whose willful misconduct results in injury or death to any student or any person employed by, or performing volunteer services for, a school district shall be liable for all damages so caused by the minor. The parent or guardian of a minor shall also be liable to the school district for all property belonging to the school district loaned to the minor and not returned upon demand of an employee of the district or private school authorized to make the demand. (Education Code 44804)

   a. **Withholding Grades/Transcript:** Any school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a student and willfully not returned upon demand of an employee of the school/district authorized to make the demand may, after affording the student his or her due process rights, withhold the grades, diploma, and transcripts of the student responsible for the damage until the student or the student's parent or guardian has paid for the damages thereto.

      1) A school shall notify the parent or guardian of the student in writing of the student's alleged misconduct before withholding the student's grades, diploma, or transcripts pursuant to this subdivision. When the minor and parent are unable to pay for the damages, or to return the property, the school shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades diploma, and transcripts of the student shall be released.

      2) Upon receiving notice that a school/district has withheld the grades, diploma, or transcripts of any student, any school to which the student has transferred shall likewise withhold the grades, diploma, or transcripts of the student as authorized by "5a" above, until such time as it receives notice, from the school/district that initiated the decision to withhold, that the decision has been rescinded under the terms of that section. (Education Code 48904.3)

      3) Any school/district that has decided to withhold a student's grades, diploma, or transcripts pursuant to "5a" shall, upon receiving notice that the student has transferred to any school district in this state, notify the parent or guardian of the student in writing that the decision to withhold will be enforced as specified above.

   b. An employee of a school district whose person or property is damaged by the willful misconduct of a student who attends school in such district, when the employee or the employee's property is

      1) located on property owned by the district,
      2) being transported to or from an activity sponsored by the district or a school within the district,
      3) present at an activity sponsored by such district or school, or
      4) otherwise damaged in retaliation for acts lawfully undertaken by the employee in execution of the employee's duties, may request the school district to pursue legal action against the student who caused the damage, or the students parent or guardian pursuant to paragraph "5" above. (Education Code 48905)
~ PROGRESSIVE DISCIPLINARY ACTIONS~

Students who misbehave will be subject to certain disciplinary actions. Depending on the problem, one or more of the following actions may be taken. The action taken will be in accordance with school regulations, district policies, and state laws.

CLASSROOM EXPECTATIONS/CONSEQUENCES ISSUED BY TEACHER

All teachers are responsible for developing their own class rules. Each student will receive a copy of the class rules and should thoroughly review them.

Students are expected to behave in such a manner that allows the teacher to teach, allows others to learn, and most importantly, allows themselves to learn. In the event that a student creates a disruption in the class the teacher will intervene.

Teachers may issue detention before school for up to one half hour or after school for up to one hour. Teachers will contact parents if discipline problems continue. After a teacher has taken these steps to correct inappropriate behavior and the student is not responding properly, the teacher may then refer the student to either his/her Counselor or Assistant Principal.

In certain circumstances it may become necessary to remove a student from class for continual misbehavior. Students are advised that repeated referrals (of a serious nature) may result in a loss of class/credit and assignment to a no credit Study Hall. This would only occur when the teacher has followed the following steps:

1. Teacher action with student
2. Teacher-Parent contact, by phone, in person, or written communication
3. Counselor involvement
4. Assistant Principal involvement – the parent will be notified prior to the drop

At anytime during the school day, students are to follow the directions of all supervising adults on the campus.

REFERRALS

Referral to Counselor

Students should be referred to the counselors whenever a teacher is having problems with the student academically (i.e. the student continually does not turn in assignments). Counselors may handle disciplinary referrals as well whenever the teacher feels the counselor would be a more appropriate referral than the Assistant Principal.

Referrals to Assistant Principals

In the event that student behavior has disrupted the learning process, an intervention shall be put in place. The Classroom Discipline Log provides a list of steps to address the situation. When a student is referred by a staff member for a disciplinary infraction or violation of school rules, the discipline will be one or more of the following listed consequences:

1. Conference and warning
2. Detention
3. Class suspension-remainder of period and/or additional days
4. Parent contacted
5. Conference – student/teacher (parent optional)
6. Written contract – student signature
7. Saturday School
8. Non-participation List
9. Suspension from school: 3-5 days
10. Student permanently removed from class with loss of grade and credit
11. Expulsion

The Assistant Principals shall be responsible for interpreting the nature of the problem and determining the consequences. School district procedures, state and federal laws shall be adhered to.
INFORMAL TALK/WARNING
A school official (teacher, administrator, counselor, school security) will talk to the student and try to reach an agreement regarding how the student should behave.

CONFERENCE
A formal conference is held with the student, parent, and one or more school officials. During this conference, the student must agree to correct his or her behavior. The student and parent may be asked to sign a contract (for example: behavior, gang, no contact).

DETENTION
The Assistant Principals will assign students detention as appropriate. Detention occurs Monday, Wednesday, and Thursday from 3:10pm-4:10pm. Upon the assignment of detention the student will receive a reminder notification stating the date, time, and location of the detention. Students who fail to attend detention will be on the Non-Participation List and/or assigned additional consequences. At no time is a student assigned a detention without a personal interaction with either an Assistant Principal or an Attendance Office staff member. Students are expected to be aware of all assigned detentions and serve them in a timely manner to avoid being placed on the non-participation list.

CAMPUS CLEAN-UP
A student may be assigned Campus Clean Up in place of detention. If a student has been assigned detention they may participate in Campus Clean Up to clear up to 2 detentions. Campus Clean Up is held on Tuesdays starting at 3:10pm meeting in the Attendance Office. Students are not the leave class early in order to sign up for Campus Clean Up. Students arriving before 3:00pm will not be permitted to participate.

SATURDAY SCHOOL
The Assistant Principals will assign Saturday School as appropriate. Saturday School occurs on Saturday in the South San Francisco High School cafeteria and begins promptly at 8:30am and ends at 12:30pm. The cafeteria doors close at exactly 8:30am and no student is admitted after that time. Students are encouraged to arrive no later than 8:20am to ensure prompt attendance. All school rules are strictly enforced during the duration of Saturday School. Students are expected to bring 4 hours worth of school work including 2 textbooks. Students who fail to bring sufficient work will be asked to leave. Students who do not attend Saturday School or who are asked to leave will be assigned 2 days of In School Suspension and the Saturday School will be reassigned.

NON-PARTICIPATION LIST
Students with overdue detentions and/or Saturday Schools will not be permitted to participate in various activities including The Bell Game, Winter Ball, Junior Prom, Senior Ball, and Graduation. Participation in other activities may be denied as determined by the Assistant Principals.

STUDENT CONTRACT
The student may be placed on a Student Contract to address student's behavior. The contract is valid for the entire high school year at SSFHS. A student may be placed on a student contract based on his or her behavior that needs to be addressed. Students are expected to follow the rules of the contract until it expires. Violation of the contract may lead to progressive disciplinary actions.

DROP F  The student is removed from class for the remainder of the semester with a Drop F.

POLICE INVOLVEMENT
It is important to know that many offenses that result in suspension are also against the California Penal Code and Education Law. Whenever a student is involved in an illegal activity, the police will be notified. Consequences for violating the law are determined by the juvenile court system and are separate from the consequences imposed by the school.

SUSPENSIONS
For various reasons a student is informed that he or she is subject to a suspension off-campus. The student is also informed regarding the due process procedures. A reasonable effort will be made to contact the student's parents or legal guardian by telephone to notify him or her that the student is subject to a suspension. Written notification to the parent or legal guardian will be sent home.
~ BEHAVIOR AND DISCIPLINE: RULES AND EXPECTATIONS ~

CONDUCT
BOARD POLICY 5131
The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

Behavior is considered appropriate when students are diligent in study, careful with school property, courteous and respectful towards their teachers, other staff, students and volunteers.

The Superintendent or designee will ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations.

Students and parents/guardians will be notified of district and school rules related to conduct and students shall receive instruction regarding these rules. In addition, parents/guardians and students may be provided information about early warning signs of harassing/intimidating behaviors as well as prevention and intervention strategies.

Prohibited student conduct includes but is not limited to:
1. Behavior that endangers staff and/or students;
2. Behavior that disrupts the orderly classroom, school environment, or co-curricular activity.
3. Harassment of students or staff, including bullying, intimidation, hazing, or any other verbal, written or physical conduct that causes or threatens to cause bodily harm, emotional suffering, or sexual harassment.
4. Damage to or theft of property belonging to the district, staff or students;
5. Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose; (Penal Code 417.27): Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.
6. Profane, vulgar or abusive language;
7. Plagiarism or dishonesty in school work or on tests;
8. Inappropriate dress;
9. Tardiness and unexcused absence from school;
10. Failure to remain on school premises in accordance with school rules.

BIKES, SKATEBOARDS
Riding skateboards and bikes on campus is not allowed. Consequences result in confiscation of item for parent pick-up.

ANTI-HARASSMENT/ANTI-BULLYING
BOARD POLICY 5131.2
The South San Francisco Unified School District Governing Board prohibits discrimination, intimidation, bullying, cyberbullying or harassment of any student or employee by any employee, student, or other person. Prohibited harassment includes physical, verbal, nonverbal, or written conduct that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.

The Board affirms the right of all students, staff, and parents/guardians to be free from harassment, or any activity that degrades the unique qualities of an individual, such as race, gender, ethnicity, age, culture, heritage, sexuality, physical/mental/intellectual attributes, or religious beliefs and practices. Such verbal or physical acts are abusive and will not be tolerated on any district campus or at any school activity whether on or off campus.

The Board encourages the Superintendent and staff to develop programs that enhance self-esteem, raise awareness and sensitivity, and foster respect for individuals and their unique qualities. The Board recognizes that
bullying and harassment are inflammatory to those victimized by such acts and jeopardizes the safety and well being of students and staff. The Board authorizes the staff to discipline students involved in such acts, including counseling, suspensions and recommendation for expulsion as allowed by Education Code.

**Cyberbullying** includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Consequences may result in the following:
- **1st offense**: in school suspicion to 3-5 day suspension, counseling, police and parent notified, possible expulsion
- **2nd offense**: 3-5 day suspension, parent and police notified, recommend expulsion
- **3rd offense**: 5 day suspension, possible expulsion

**ANTI-HARASSMENT/ANTI-BULLYING**
**ADMINISTRATIVE REGULATION  5131.2**

Harassment, bullying and related terms are defined as:

Bullying means inflicting physical hurt or psychological distress on one or more students or employees. The term "bullying" is further defined as:

Unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to:
1. Unwanted teasing
2. Threatening
3. Intimidating
4. Stalking
5. Cyberstalking
6. Cyberbullying
7. Physical violence
8. Theft
9. Sexual, religious, or racial harassment
10. Public humiliation
11. Destruction of school or personal property
12. Social exclusion, including incitement and/or coercion
13. Rumor or spreading of falsehoods

**Harassment** means any threatening, insulting, or dehumanizing gesture or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities, or benefits;
3. Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or
4. Has the effect of substantially disrupting the orderly operation of a school and/or school district work environment.

**Cyberstalking** means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
Cyberbullying is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, texting on cell phones, social websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, sexting, instant messaging, or video voyeurism.

Bullying, Cyberbullying, and/or Harassment also encompasses:
1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination.
2. Retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
3. Perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
   a. Incitement or coercion;
   b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
   c. Acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.

Bullying, Cyberbullying, Harassment and Discrimination also encompass, but are not limited to, unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs.

Accused is defined as any district employee, student, or other person in the school or outside the school at school sponsored events or on school buses who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.
Complainant is defined as any district employee, student, or other person who formally or informally makes a report of bullying, orally or in writing.
Victim is defined as any district employee, student, or other person in the school or outside the school at school sponsored events or on school bus who is reported to have been the target of an act of bullying during any educational program or activity conducted by the district.

The South San Francisco Unified School District prohibits Bullying, Harassment, Cyberstalking, Cyberbullying, and Discrimination of or toward any student or employee by any Governing Board member, employee, student, parent, contractor, vendor, or any school visitor, regardless of whether such behavior occurs on school district sites, school buses, or outside of school at school-sponsored events.

These administrative regulations constitute a focused, coordinated effort designed to support school staff in their efforts to provide awareness, training, and intervention steps when harassment, and bullying incidents are reported and/or occur.

Harassment, bullying or cyberbullying is not tolerated on any SSFUSD school campus. Students and/or staff are expected to immediately report incidents to the principal or designee. Each complaint will be promptly investigated.

This policy applies to students on school grounds, while traveling to and from school and during a school-sponsored activity on or off campus.

The district will not tolerate any act of harassment or bullying behavior including gestures, comments, threats or actions, either written, verbal, electronic or physical, which cause, threaten to cause or are likely to cause bodily harm or personal degradation on any district campus or at any school activity whether on or off campus. If behavior occurs off campus but affect the student or staff's ability to function at school, the accused may be subject to disciplinary actions.

The consequences of these actions may include a broad range of disciplinary measures but can include Suspension/ and recommendation for expulsion.
**Initial Response and Reporting Expectations**
The district requires all employees, if they observe or become aware of an act of bullying or harassment to take immediate, appropriate steps to intervene.
If, in the opinion of the employee, the matter has not been resolved, the situation must be reported to an administrator for further investigation.

**Investigation and Response**
Any incident reported to administration, which may constitute an act of bullying, harassment, or any other behavior under this policy, shall be thoroughly investigated.

Consequences shall be commensurate with the results of the investigation. This may include, but is not limited to, counseling, parent conference, detention, involuntary transfer, a formal suspension and/or expulsion.

The parent/guardians of all students involved in any incident shall be contacted and may be asked to attend a conference with school officials. Staff will develop a supervision plan with the parents as appropriate. If a parent/guardian does not attend the conference, the site administrator shall send a letter informing the parent/guardian of the action under consideration and notifying parent/guardian of all data pertinent to the action.

If the act of harassment or bullying is deemed to warrant a suspension, expulsion, or involuntary transfer to another school, then the matter will be processed in accordance with Education Code 48900, et.seq. Depending on the severity of the incident, the administrator shall take appropriate steps to ensure campus safety.

**Incidents of Harassment and Intimidation Related To Disability, Race or Sexual Harassment**
Complainants reporting specific incidents of sexual harassment or harassment and intimidation based on discrimination related to the student's disability or race should be channeled through the Uniform Complaint Procedures. (Appendix 1)

**Education and Prevention**
To ensure harassment and bullying behavior does not occur on school campuses or during school events whether on or off campus, the district and school sites shall offer training and intervention programs for students and staff, which will enhance self-esteem, raise student awareness and sensitivity, and foster respect for individuals and their unique qualities. These programs reinforce the school's capacity to maintain a safe and healthy learning environment.

School staff is encouraged to develop transition programs from elementary to middle schools that include education of the signs and symptoms of bullying and harassment and training programs that teach anti-bullying strategies.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of harassment.

Each school will develop anti-harassment/anti-bullying procedures to be followed by every student and staff while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus. These procedures will be based on the district policy.

The Schools Anti-Bullying Policy may include the following features:
1. A statement of the school's stand against bullying
2. A succinct definition of bullying
3. A declaration of the rights of individuals in the school community-students, teachers, other workers and parents-to be free of bullying
4. A statement of the responsibilities of all those who see bullying going on to seek to stop it
5. A general description of what the school will do to deal with incidents of bullying

The policy should reflect the views and values of members of a school community in its own unique circumstances. The means by which it is finally determined are as important as the content, for unless it helps in promoting a whole school community approach its effectiveness will be limited.
At the beginning of each school year, all students and their parents will be notified of this policy on an annual basis.
Consequences may result in the following:
   1st offense: 3-5 day suspension, counseling, police and parent notified, possible expulsion
   2nd offense: 5 day suspension, parent and police notified, recommend expulsion

**NONDISCRIMINATION/HARASSMENT**

**BOARD POLICY 5145.3**

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities. The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

The Superintendent or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion.

The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying:

Assistant Superintendent Human Resources and Student Services
398 B Street
South San Francisco, CA 94080
650-877-8700

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.

In addition, the employee shall immediately intervene when safe to do so. (Education Code 234.1) Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or
bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.

Consequences may result in the following:
- 1st offense: 3-5 day suspension, counseling, police and parent notified, possible expulsion
- 2nd offense: 5 day suspension, parent and police notified, recommend expulsion

SEXPULANT HARASSMENT
BOARD POLICY 5145.7
The Governing Board is committed to maintaining an educational environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students by other students, employees, or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in district complaint processes. Consequences are as follow:
- 1st offense: 3-5 day suspension, referral to counseling, police and parent notified, possible expulsion
- 2nd offense: 5 day suspension, police notified, recommend expulsion

Complaint Process
Any student who feels that he/she is being or has been sexually harassed by a school employee, another student, or a non-employee on school grounds or at a school-related activity (e.g., a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

Disciplinary Actions
Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. Disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Confidentiality and Record-Keeping
All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

HATE-MOTIVATED BEHAVIOR
BOARD POLICY 5145.9
In order to create a safe learning environment for all students, the Governing Board desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices. Consequences are as follow:
- 1st offense: 3-5 day suspension, parent and police notified, possible expulsion recommended
- 2nd offense: 5 day suspension, parent and police notified, expulsion recommended

Grievance Procedures
Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the Coordinator for Nondiscrimination/Principal. Upon receiving such a complaint, the Coordinator/Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in
AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Coordinator/Principal, Superintendent or designee, and/or law enforcement, as appropriate.

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

**CELLULAR PHONES AND OTHER ELECTRONIC SIGNALING DEVICES FOR K-12 STUDENTS**

Disclaimer: The district is not responsible for these electronic devices.

Students may not use electronic signaling devices, while on school grounds, including but not limited to, pagers and cellular/digital telephones, as well as other mobile communications devices including, but not limited to, digital media players, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, and laptop computers. Students may possess these devices provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments, tests, or on school grounds during regular school hours. Electronic signaling devices shall be turned off or stored during regular school hours and/or at the direction of a district employee. Tracking devices will be allowed with prior consent from the administrator. No student is prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the student and use of which is limited to purposes related to the health of the student.

Student cell phones, including, but not limited to, text messages and digital photos, may be searched by the district, under limited circumstances, in accordance with the limitations imposed by state and federal law. Specifically, school officials may not search students' cell phones, including the accessing and reading of their text messages and digital photos, unless those officials:

1. Have a reasonable suspicion, based on objective and articulable facts, that the search will provide evidence that the particular student was violating either the law or a school rule, including this policy; and
2. The scope of the search is reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the alleged infraction.

Enforcement of Standards

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation. Students who violate district or school rules and regulations may be subject to discipline, including but not limited to suspension, expulsion or transfer to alternative programs in accordance with Board policy and administrative regulation. In addition, when the conduct involves intimidation, harassment, or other endangerment of a student or employee, the Superintendent or designee shall provide appropriate assistance as necessary for the victim and the offender or make appropriate referrals for such assistance.

**Bullying/Cyberbullying**

The Board desires to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct.

The district may provide students with instruction, in the classroom or other educational settings, that promotes communication, social skills, and assertiveness skills and educates students about appropriate online behavior and strategies to prevent and respond to bullying and cyberbullying.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Parents/guardians, students, and community members also may be provided with similar information.

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.
When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff, or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

Students shall be encouraged to save and print any messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. Any student who engages in cyberbulllying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

**ACADEMIC HONESTY**
**BOARD POLICY 5131.9**
The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules.

The Superintendent or designee may establish a committee comprised of students, parents/guardians, staff, administrators and members of the public to develop standards of academic honesty, measures of preventing dishonesty, and specific consequences for acts of dishonesty. Any recommendations for discipline shall be incorporated into the school's site level discipline rules.

**Cheating and Plagiarism**
Plagiarism and cheating is not acceptable at South San Francisco High School. Students who submit work belonging to another person claiming it as their own, copy from another person at any time, or allow another student to copy from them will receive consequences.

Consequences:
1st offense: The student will receive a double F, the loss of twice the point value of the assignment. The parent/guardian will be notified and the student will be referred to the Assistant Principal. Two (2) hour Detention or Saturday School may be assigned.
2nd offense: The student will receive an "F" or zero documenting the cheating will be placed on the report card. The student may be assigned Saturday school or be suspended for 3 days for defiance. Parent conference.
3rd offense: If all of the offenses have occurred in the same class, an automatic F will be given for that subject on the report card. Special honors and privileges will be denied to the student. The student may be suspended for up to 5 days for defiance. Loss of CSF eligibility, Drop F from the course for the semester.

**CLOSED CAMPUS/OFF LIMIT AREAS**
**BOARD POLICY 5112.5**
In order to keep students in a supervised, safe and orderly environment, the Governing Board establishes a closed campus at all district schools. Students shall not leave the school grounds at any time during the school day without written permission of their parents/guardians and school authorities. Students who leave school without authorization shall be classified truant and subject to disciplinary action. The following areas are OFF-LIMITS to students during lunch:

1. Football field, bleachers, and tennis courts
2. Faculty parking lot behind S-wing
3. Francisco Terrace Steps, Wilms Street, and El Cortez Street
4. Student parking lot  
5. B-E wing stairwells and upper floors  
7. Construction zone areas  
8. Vending machines are off limits during class time

Students who are in off-limits locations during lunch may be subject to search upon returning to the campus and assigned consequences such as detention or Saturday School.

Consequences:
1st offense: Student searched; Saturday School  
2nd offense: Student searched, 2 hours detention, referral to counseling  
3rd offense: Student searched, 2 hour detention, referral to counseling  
4th offense: Student searched, Saturday School

**Early Release Days**
On early release days students are not to be on other district school campuses. Violation of this policy will result in school discipline.

**DANGEROUS HORSEPLAY**
Dangerous horseplay such as playing rough on school grounds, casing each other, play fighting having water fights, and throwing things are not allowed during school hours or school events. This is a safety issue which can result in detention or suspension.

Consequences:
1st Offense: 2 hours detention, 1-3 day suspension  
2nd Offense: 2 hour detention, Saturday School or 1--3 day suspension; counselor notified,  
3rd Offense: 2 hour detention, In-school suspension, or 1 day suspension. Parent meeting and student contact.

**DISRUPTION AND/OR DEFIANCE**
Students must respond to the authority of all school personnel and follow their directions. Students are expected to conduct themselves and behave properly and appropriately before, during, and after school, and at school sponsored events and activities held on or off campus. Students who disrupt the orderly educational procedures of the school or refuse to comply with reasonable requests or directions of school staff will result in a referral to the Administration.

Consequences: Range from detention, Saturday School, In-House suspension to suspension, contract, referral to counseling.

**DRESS AND GROOMING**

**BOARD POLICY 5132**
The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students’ clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. Any clothing, emblem, baggage, jewelry, symbol or other insignia which creates a clear and present danger on school premises, affiliation with a gang, the violation of lawful school regulations, or the disruption of the orderly operation of the school is prohibited.

Hats that provide protection from the sun may be worn on school campus. Hats may only be worn outdoors. The types of hats and manner in which they may be worn shall be determined by each school's administration. However, specific hats that have been determined to be gang-related or otherwise inappropriate under this policy are prohibited.
Recent American society has seen an increase in street gang crimes committed over clothing. Street gang members desiring various types of clothing, or merely desiring to humiliate other gangs have engaged in aggressive and/or violent behavior. Street gang violence can spread from the streets to our schools, negatively impacting the school environment. Consequently, the Superintendent or designee may restrict individual student dress and grooming as necessary to comply with a board policy related to street gang activity.

**Definition - Street Gang**: For the purposes of this regulation, a street gang is defined as an ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more of the criminal acts enumerated in paragraphs one through 25, inclusive, of California Penal Code 186.22 (e), having a common name or identifying sign or symbol, and its members individually or collectively engage in or have engaged in a pattern of criminal gang activity.

**DRESS AND GROOMING - ADMINISTRATIVE REGULATION 5132**

The principal or designee shall review with teachers, students and parents/guardians the following district regulations which represent the K-12 dress code. This review shall take place on an annual basis, and may be accomplished by providing written notice. To safeguard students' and staff's right to be safe and secure at school and during school activities the following guidelines shall apply:

1. **Shoes must be worn at all times.**
   - Thongs (flip flops), sandals, raised heel shoes, or shoes without a heel strap may not be worn while participating in physical education classes/activities.
2. **Shoes with wheels (Heelies) and shoes with taps and heel plates that may damage school property are not permitted.**
3. **Students must dress appropriately for school and extracurricular activities. Inappropriate clothing includes but is not limited to the following: strapless shirts or blouse/shirts showing the stomach and/or midriff; see-through blouses/or shirts; halter tops, tube tops, spaghetti strapped clothing, and low-cut tops; short skirts, shorts; and sagging pants/trousers/shorts. Undergarments are not to be visible. The buttocks must be covered completely.**
4. **Governing Board has determined that the wearing of gang-related clothing on school premises or at school-sponsored activities threatens the health and safety of the school environment.**
5. **Students may not wear, possess, use, distribute, or display any clothing, head covering, color jewelry, emblem, badge, symbol, colored bandanna, or sash that represents or evidences membership or affiliation with a gang or promotes street gang-related activity.**
6. **Caps and other sun protective clothing may be worn by students outdoors. However, specific clothing or hats determined to be gang-related or otherwise inappropriate under Board Policy and this administrative regulation are prohibited.**
7. **A list of clothing that has been deemed by local law enforcement or other experts to be gang-related shall be posted in a conspicuous location at each school site.**
8. **This list shall be prepared by the Supervisor of Attendance and Welfare in consultation with the South San Francisco Police Liaison Officer and the secondary Assistant Principals and will be distributed to each school site principal and the Associate Superintendent of Educational Services by June 1 of each school year.**
9. **Upon consultation with South San Francisco liaison officers, or other experts, additional rules that restrict street gang-associated dress may be instituted by the school principal at any time with notice to students and parents.**
10. **Students may not wear any clothing, head covering, jewelry, emblem, badge, symbol, or other insignia that:***
    - Advocates or encourages the use or abusive drugs, tobacco, or alcohol;
    - Advocates violence, sexual violence, or sexually inappropriate conduct;
    - Degrades, disparages, or otherwise stigmatizes and group or person on the basis of sexual orientation, race, disability status, national orientation, gender or age;
    - Has the purpose or effect of intimidating other students or staff
    - May create a clear and present danger i.e. wearing spikes, heavy chains, large ornamentation.
    - Gym shorts may not be worn in classes other than physical education.
    - Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
    - Glasses, other than prescription, shall not be worn inside school buildings.
    - School authorities may impose more or less stringent dress requirements to accommodate the special needs of certain sports and/or classes.
DRESS CODE
Clothing worn to school should be considered safe, appropriate, and not disruptive to the educational process. The following clothing items are considered inappropriate to wear or have in ones’ possession while at school:

During the school day students are not to wear hoods, hairnets, or any other head covering that is considered distracting or obscuring.

Baseball style hats appropriately facing forward may be worn outside of any school building for the purpose of sun protection. Students may also wear beanies for the purpose of warmth outside of school buildings.

Students are to dress in an appropriate manner for school. Clothing is not to be revealing or offensive. As a result, students are not to wear clothing items such as shirts exposing the midriff, undershirts, tank tops, tube tops, fishnets, mesh tops, spaghetti strap tops, sagging pants, or any other clothing item deemed inappropriate. Clothing and accessories with certain insignia including marijuana leaves, alcohol references, vulgar language, or the potential to be disruptive are not to be worn at school. Wearing clothing or accessories in such a manner as to be identified or associated with gangs or gang related activities are not allowed. Metal spikes and chains, including wallet chains, are not appropriate attire for school.

Revealing attire is not appropriate for school and is not permitted. Revealing attire includes, but is not limited to: exposed midriffs, low necklines, short shorts, high leg slits/openings, and see-through clothing. All shorts and skirts but be worn at an appropriate length. An appropriate length is defined as extending past the fingertips as the student’s arms are held straight at their side. Official school sports uniforms are the only exception.

Failure to comply with the dress code standards will result in disciplinary action as follows:

Consequences:
1st offense: directive to change attire, conference/notify parents, send home to change
2nd offense: change attire, detention/Saturday School
3rd offense: change attire, detention/Saturday School

DRUG OR ALCOHOL
Students who are in possession, under the influence, or involved in furnishing, selling, or using a controlled substance, alcohol or intoxicant are in violation of California Ed Code.

Consequences:
1st offense: counseling referral, 1-3 day suspension, student contract, possible expulsion.
2nd offense: 5 day suspension, police notified, poss. expulsion
3rd offense: 5 day suspension, police notified, recommendation for expulsion

ELECTRONIC DEVICES
Electronic devices including iPods, MP3 players, media/music/video players, recording devices, cameras, laser pointers, or any other items not necessary at school are prohibited on campus during the school day. South San Francisco High School is not responsible for the loss or theft of any electronic devices. Students bring such items to school at their own risk.

Students may be in possession of cellular phones, however, they must be turned off and not used during the school day. Cell phones will be confiscated if they are in use during the school day. The following outlines the cell phone policy, including the definition of “in use”:

- Use of the device is defined as sending or receiving any form of signal, including but not limited to, sending or receiving text messages, making or receiving phone calls, or checking voice mail.
- Cell phones may not be used for electronic reference, including access to phone/address lists, calculator functions, internet browsing, message retrieval, clock/time features, alarms, games, or any other functions of the cell phone.
- If a cell phone is audible in any way, vibrating, or seen on, regardless if it is being used, it will be confiscated.
- Cell phones must be turned off with the first warning bell at 8:10am and may be turned on again at
3:00pm, after students leave their 6th period classes.
  • It is recommended that cell phones be stored out of sight in backpacks, purses, pockets, etc. to avoid
the risk of confiscation. Care should also be taken to avoid theft of valuable devices.

Consequences for violation result in confiscation of device, and parent notification. Failure to turn in device
results in defiance consequences.

**Computer System/Internet/E-mail Acceptable Use Policy**
At the beginning of each school year, students and parents/guardians are required to sign the Acceptable Use
Policy. Students who violate the policy will receive consequences for defiance. Consequences, which will vary
due to the nature of the violation, could be any of those listed above in the “Discipline by Assistant Principals”
section.

**FIGHTING**
Students who cause, attempt to cause, or threaten to cause physical injury to another person in a mutual combat
will result in school consequences. In addition to the physical act of fighting, verbal or physical invitations to fight
including threats and/or intimidating gestures or posturing are also considered fighting. The number of fights will
accumulate throughout the entire 4 years of high school. The timeline does not restart at the beginning of each
school year.

Consequences:
  1st offense: mediation, student contract, 2-5 day suspension, parent and police notified
  2nd offense: mediation, student contract, 3-5 day suspension, parent and police notified, poss. expulsion
  3rd offense: mediation, student contract, 5 day suspension, parent and police notified, poss. expulsion

**FORGERY, ALTERED DOCUMENTS, FALSE TELEPHONE CALLS**
Forged/altered documents or false telephone calls will result in the following:
  1. On the first offense, the student will be assigned one Saturday School for the forgery and the truancy
policy will be applied.
  2. On the second offense, the student will be suspended from school for defiance for three days and the
truancy policy will be applied.
  3. On all succeeding offenses, the student will be suspended for defiance for 5 days.
  4. Forgery of a teachers’ signature, grade book, referral to Assistant Principal or any other school document
shall result in an automatic suspension of 5 days, possible loss of class, and possible police involvement.

Consequences:
  1st offense: Saturday School to school suspensions of 5 days, Parent notification
  2nd offense: Parent notification, Student Contract, In-School suspension
  3rd offense: Saturday school, student contract, 1-5 day suspension, police notified

**GANGS**
**BOARD POLICY 5136**
**Definition - Gang:** A gang is three or more people who form an allegiance for a common purpose and engage
individually or collectively in violence or other criminal activity.

It shall be the policy of the South San Francisco Unified School District to continue to maintain campuses which
are safe for students and staff in accordance with the mandate of the Constitution of the State of California. In
meeting this commitment, the Governing Board finds that gangs which initiate or advocate activities which threaten
the safety and well-being of persons or property on school campuses are harmful to the educational purposes for
which the schools are operated.

The district prohibits the use of hand signals and the presence of any apparel, jewelry, accessory, book, or manner
of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that clearly
denotes membership in a gang and creates a clear and present danger of: 1) the commission of unlawful acts on
school premises or the violation of lawful school regulations; or 2) the substantial disruption of the orderly operation
of the school or any school-sponsored activities.
The district prohibits incidents involving initiations, hazing, intimidations and/or related activities of gang affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students and/or staff.

Appropriate regulations shall be established to ensure that any student wearing, carrying, or displaying gang paraphernalia, or making gestures which symbolize gang membership, shall be subject to appropriate disciplinary action.

In order to counter gang membership and influence, programs will be designed to enhance individual self-esteem, to foster interest in a variety of wholesome activities, and to promote membership in authorized student organizations.

Gang violence prevention education in the schools shall be established. In-service training will be provided to assist staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior.

**Writing on backpacks, books, binders, clothing or other items that are affiliated with gangs are prohibited.** Examples may include area codes, SSF, graffiti style writing, moniker, etc.

**Consequences:**
1. 1st offense: Student placed on a “No Color Order” for the duration of high school.
2. 2nd offense: 3 day suspension for defiance
3. 3rd offense: 5 day suspension for defiance

**LITTERING**
All students are expected to be responsible to throw away their own trash, specifically during lunch. Failure to do so may result in detention or suspension.

**Consequences:**
1st offense: Student warned
2nd offense: 1 hour detention, parent conference, student contract
3rd offense: 2 hour detention ->1-3 day suspension

**OBSCENITY/VULGARITY OR PROFANITY**
Conduct/behavior which is disruptive to the orderly educational procedures of the school including habitual profanity or vulgarity will result in school consequences as follow:

**Consequences:**
1st offense: referral to counseling, 2 hour detention, parent contact, and possible police contact
2nd offense: 4 hour detention, Saturday school or in school suspension, parent conference, student contract
3rd offense: 1-3 day in school suspension
4th offense: 3-5 day suspension, possible expulsion

**THEFT OR STOLEN PROPERTY**
Report any property that is stolen, missing, or damaged to the administration. It is important to keep all personal belongings locked up at all times. Do not leave items unattended in locker rooms, desks, or out of sight. Students involved in receiving, taking, possessing, or attempting to take property of others will result in school disciplinary consequences. Anyone involved in a theft, stealing, or receiving stolen property will result in suspension, police notification, restitution, and possible expulsion.

**TOBACCO**
Smoking and or possession of tobacco is not permitted on campus or at school events. All violations may result in detention, Saturday School, In School suspension, or suspension.
VANDALISM and GRAFFITI
BOARD POLICY 5131.5
The Governing Board desires to enhance student learning by striving to provide an environment where students and staff can feel safe and secure and can take pride in their school. To that end, the Superintendent or designee shall develop strategies for preventing graffiti and vandalism on school grounds, including collaborating with local law enforcement and city and county officials, as appropriate, to help develop a coordinated response to graffiti and vandalism in the community.

Students and staff are encouraged to report any graffiti or vandalism to the principal or designee for investigation. The principal or designee shall determine whether the incident necessitates an investigation pursuant to the district's sexual harassment, hate-motivated behavior, or nondiscrimination grievance procedure.

As appropriate, the principal or designee may contact local law enforcement in instances when the graffiti is repetitive, identifies particular targets or groups, identifies the perpetrator, and/or contains incitements to violence, threats, or intimidation. Photographs or other evidence of the vandalism or graffiti shall be preserved as necessary for investigation by the district or law enforcement and as evidence in any district disciplinary proceedings.

The principal or designee shall ensure that graffiti on school grounds is removed and covered as soon as possible, and if practicable before the beginning of the school day.

A student who commits an act of vandalism or graffiti on school grounds shall be subject to disciplinary action, including, but not limited to, suspension or expulsion in accordance with Board policy and administrative regulation. If reparation for damages is not made, the district also may withhold the student's grades, diploma, and/or transcripts in accordance with law.

Consequences for attempting to damage, destroying or mutilating objects or materials belonging to the school, school personnel, or other persons violates Ed Code.

Consequences:
1st offense: 1-5 day suspension, counseling, police and parent notification, restitution, possible expulsion
2nd offense: 3-5 day suspension, counseling, police and parent notification, restitution, possible expulsion.
3rd offense: 5 day suspension, police notified, restitution, and expulsion

SEARCH AND SEIZURE
BOARD PROCEDURE 5145.12
The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items.

Individual Searches
School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation. Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050) Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.
Searches of Multiple Student Lockers/Desks

All student lockers and desks are the property of the district. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

A search shall be conducted where there is reason to believe that the student possesses a controlled substance, drug paraphernalia, weapons, or other objects which are prohibited or which constitute a threat to the health and safety, or welfare of the occupants of the school building. A search may also be conducted if a student is believed to have violated a school rule such as leaving campus without permission or stealing personal property. Physical searches, authorized by the principal or the principal’s designee, may include students’ clothing, lockers, automobiles, book bags, backpacks, and other property belonging to or being used by the student. Lockers are subject to random searches as authorized by the principal or the principal’s designee.

SUSPENSIONS AND EXPULSIONS

Please refer to Grounds for Suspension and Expulsion California Education Code 48900 for an explanation of infractions that are serious in nature and will result in suspension, even on the first offense. The following infractions are serious in nature and will result in suspension, even on the first offense, in accordance with California Education Code 48900.

1. Fighting – in addition to the physical act of fighting, verbal or physical invitations to fight including threats and/or intimidating gestures or posturing are also considered fighting. The number of fights will accumulate throughout the entire 4 years of high school. The timeline does not restart at the beginning of each school year.
   a. First Offense: 3 day suspension, phone or personal conference with parent/guardian, fight contract signed, and mediation with other student involved and conference with counselor upon returning from suspension.
   b. Second Offense: 5 day suspension, phone or personal conference with parent/guardian, fight contract reviewed, and mediation with other student involved and conference with counselor upon returning from suspension.
   c. Third Offense: Transfer to another school following a 5 day suspension.
   d. Regardless of offense number, there may be police involvement and expulsion may result if serious injury is caused to the other student or force or violence was willfully used (altercation not mutual in nature).

2. Aiding or abetting the infliction or attempted infliction of physical injury to another person.
   a. 3-5 day suspension
   b. Possible police involvement
   c. Possible recommendation for expulsion

3. Possessing, selling, or otherwise furnishing any type of weapon.
   a. Firearm, knife, or any dangerous object not of reasonable use to the pupil at school, a school activity, or off school grounds (i.e. pepper spray, mace, bat, chains, etc.).
      1. 3-5 day suspension
      2. Police involvement
      3. Recommendation for expulsion
   b. Facsimile/Replica Weapons
      1. Item confiscated, parent/guardian notified
      2. Possible 3-5 day suspension, Saturday School, or detention
      3. Police involvement when appropriate
      4. Possible recommendation for expulsion if used in a threatening manner
   c. Fireworks or other explosives
      1. 3-5 day suspension
      2. Police involvement
      3. Possible expulsion
4. Possessing, using, selling, or under the influence of any controlled substance.
a. Alcohol
   1. 3-5 day suspension
   2. Possible police involvement
   3. Possible expulsion
b. Marijuana
   1. 3-5 day suspension
   2. Police custody of student
   3. Expulsion on second offense, possible expulsion on first offense
c. Other controlled substances
   1. 3-5 day suspension
   2. Police custody of student
   3. Possible expulsion

5. Possessing, using, selling, or under the influence of a facsimile substance.
   3-5 day suspension
   Possible police involvement
   Possible expulsion

6. Possessing, selling, or attempting to sell drug paraphernalia.
   3-5 day suspension
   Possible police involvement
   Possible expulsion

7. Committed or attempted to commit robbery or extortion
   3-5 day suspension
   Police involvement
   Recommendation for expulsion

8. Caused or attempted to cause damage to school property or private property
   3-5 day suspension
   Possible police involvement
   Possible expulsion

9. Stolen or attempted to steal school property or private property or knowingly received stolen property.
   3-5 day suspension
   Possible police involvement
   Possible expulsion

10. Committed or attempted to commit sexual assault or sexual battery.
    a. 3-5 day suspension
    b. Police involvement
    c. Possible recommendation for expulsion

11. Harassed, threatened, or intimidated a student who is a witness for the purpose of either preventing that student from being a witness or retaliating against that pupil for being a witness, or both.
    a. 3-5 day suspension
    b. Possible police involvement
    c. Possible recommendation for expulsion

12. Engaged in or attempted to engage in hazing.
    a. 3-5 day suspension

13. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act (cyber-bullying).
    a. 3-5 day suspension
    b. Possible police involvement
    c. Possible recommendation for expulsion
14. **Sexual Harassment** defined as unwelcome sexual advancements and/or other verbal, visual, or physical behavior of a sexual nature.
   a. 5 day suspension
   b. Possible police involvement

15. Any involvement in **hate violence** which is defined as use of threat or force to intimidate or injure a person or person's property because of that individual's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.
   a. 5 day suspension
   b. Police involvement
   c. Possible recommendation for expulsion

16. Creating a **hostile school environment** which is defined as intentionally engaging in harassment, threats, or intimidation, directed against school district personnel or students. The behavior is so severe that it creates a significant disruption to classwork creating substantial disorder.
   a. 3-5 day suspension
   b. Possible police involvement
   c. Possible recommendation for expulsion

17. Pulling a **fire alarm** or dialing **911** for false reason.
   a. 3-5 day suspension
   b. Police involvement
   c. Possible recommendation for expulsion

18. **Gambling** including dominoes, cards, pitching coins or any form of money exchange while playing a game.
   a. Consequences range from detention to 3-5 day suspension depending on occurrence and nature of the offense.

19. **Sales** for personal gain (i.e. selling candy). School sanctioned fundraisers are excluded.
   a. Consequences range from detentions to 3-5 days of suspension depending on occurrence and nature of the offense.
   b. Items for sale will be confiscated and returned to a parent/guardian.
STUDENT USE OF TECHNOLOGY
ADMINISTRATIVE REGULATION 6163.4

The South San Francisco Unified School District is provides students with access to the district's electronic communication system, which includes Internet access. The purpose of the district's electronic communication system is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world. Additionally, the system will be used to increase district intra-communication, enhance productivity, and assist students in upgrading their skills through greater exchange of information with their peers.

Users of the district's electronic communication system may not use the district system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use.

Users may not use the system for political lobbying. Students may, however, use the system to communicate with their elected representatives and to express their opinions on political issues.

The term "educational purpose" includes use of the system for classroom activities, professional or career development, and limited high-quality self-discovery activities.

District Responsibilities

The Superintendent or that person's designee will oversee the district system and the implementation of this policy and shall ensure that all district computers with Internet access have a technological protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced.

In order to reinforce these measures, the Superintendent or that person's designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Superintendent or that person's designee shall also establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of electronic communication.

To the extent possible, the Superintendent or that person's designee shall block access to social networking sites on district computers with Internet access.

The Superintendent or that person's designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

The site principal or that person's administrative designee will serve as the site-level coordinator for the district system, will approve site-level activities, ensure that teachers receive proper training in the use of the system and the requirements of this policy, establish a system to ensure adequate supervision of students using the system, and will be responsible for interpreting the Student Acceptable Use Policy at the site level.

The district's administrator of Information Technology will establish a process for setting-up individual and class accounts, set quotas for disk usage on the system, establish a retention schedule and establish a district virus protection process.

Technical Services Provided through District System

World Wide Web. The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound from throughout the world. The Web is a valuable research tool for students and staff members.

File Transfer Protocol (FTP). FTP allows users to download large files and computer software.
Newsgroups. Newsgroups are discussion groups that are similar to mail lists. With the oversight of the Educational Technology department, the district will provide access to selected newsgroups that relate to subjects that are appropriate to the educational purpose of the system.

**Access to the System**
The Student Acceptable Use Policy is intended govern all use of the district system. Student misuse of the district system will also be governed by the Student Discipline Code (Board Policy 5144).

Home or non-SSFUSD purchased computers and/or peripherals or wireless networking devices will not be supported and shall not be connected to District LANs.

World Wide Web. All students will have access to the Web through the district's networked computers. An agreement will be required for all students, which must be signed by the student and the student's parent or guardian.

**Parental Notification and Responsibility**
The district will notify the parents about the district system and the Student Acceptable Use Policy. Parents must sign an agreement to allow their student access to the district system. Parents may request alternative activities for their child(ren) that do not require Internet access.

Parents have the right to request the termination of their child(ren)'s individual account at any time.

The Student Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the district to monitor and enforce a wide range of social values in student use of the Internet. Further, the district recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The district will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the district system.

**District Limitation of Liability**
The district makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the use of the system.

**Due Process**
The district will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the district system.

In the event that there is an allegation that a student has violated the Student Acceptable Use Policy, the student will be provided with a written notice of the alleged violation and an opportunity to present an explanation before a school administrator.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the Student Discipline Code, the violation will be handled in accordance with the applicable provision of the district discipline policies and procedures.

**Search and Seizure**
System users have a limited privacy expectation in the contents of their personal files on the district system.

Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the Internet Acceptable Use Policy, the Student Discipline Code, or the law.

An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the Student Discipline Code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.
Copyright and Plagiarism
Laws related to copyrights will govern the use of material accessed through the district system. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.

District practices pertaining to plagiarism will govern use of material accessed through the district system. Teachers will instruct students in appropriate research and citation practices.

Academic Freedom, Selection of Material, Student Rights to Free Speech
Board policies on Academic Freedom and Free Speech will govern the use of the Internet.

When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and sites they require or recommend for students’ access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.

Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

District Web Site
District Web Site. The district will establish a Web site and will develop Web pages that will present information about the district. The Director of Technology will be designated the Webmaster, responsible for maintaining the district Web site.

School or Class Web Pages. Schools and classes may establish Web pages that present information about the school or class activities. The site principal will designate an individual to be responsible for managing the school Web site. Teachers will be responsible for maintaining their class site.

Student Web Pages. With the approval of the site principal, students may establish personal Web pages. The principal will establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented in the student’s Web site must be related to the student’s educational and career preparation activities. Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to the district."

Extracurricular Organization Web Pages. With the approval of the site principal, extracurricular organizations may establish Web pages. The principal will establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented on the organization Web page must relate specifically to organization activities and may include student-produced material. Organization Web pages must include the following notice: "This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the district."

Student Acceptable Use Policy
The following uses of the district system are considered unacceptable:
1. Personal Safety (Restrictions are for students only)
   Student use of district computers to access social networking sites is prohibited. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities
   Users will not attempt to gain unauthorized access to the district system or to any other computer system through the system or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing." Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal. Users will not use the district system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
3. System Security
   Users are responsible for the use of their individual account and should take all reasonable precautions to
   prevent others from being able to use their account. Under no conditions should a user provide their
   password to another person. Users will immediately notify the administrator in charge or teacher if they
   have identified a possible security problem. Users will not go looking for security problems, because this
   may be construed as an illegal attempt to gain access. Users will avoid the inadvertent spread of computer
   viruses by following the district virus protection procedures if they download software.

4. Inappropriate Language
   Restrictions against inappropriate language apply to public messages, private messages, and material
   posted on Web pages. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening,
   or disrespectful language. Users will not post information that, if acted upon, could cause damage or a
danger of disruption. Users will not engage in personal attacks, including prejudicial or discriminatory
   attacks.

   Users will not harass another person. Harassment is persistently acting in a manner that distresses or
   annoys another person. If a user is told by a person to stop sending them messages, they must stop.
   Users will not knowingly or recklessly post false or defamatory information about a person or
   organization.

5. Respect for Privacy
   Users will not repost a message that was sent to them privately without permission of the person who
   sent them the message. Users will not post private information about another person.

6. Respecting Resource Limits
   Users will use the system only for educational and professional or career development activities (no time
   limit), and limited, high-quality, self-discovery activities. Users will not download large files unless
   absolutely necessary. If necessary, users will download the file at a time when the system is not being
   heavily used and immediately remove the file from the system computer to their personal computer. Users
   will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary
   message to a large number of people.

7. Plagiarism and Copyright Infringement
   Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings
   of others and presenting them as if they were original to the user.
   Users will respect the rights of copyright owners. Copyright infringement occurs when an individual
   inappropriately reproduces a work that is protected by a copyright. If a work contains language that
   specifies acceptable use of that work, the user should follow the expressed requirements. If users are
   unsure whether or not they can use a work, they should request permission from the copyright owner.

8. Inappropriate Access to Material
   Users will not use the district system to access material that is profane or obscene (pornography), that
   advocates illegal acts, or that advocates violence or discrimination towards other people (hate
   literature). For students, a special exception may be made for hate literature if the purpose of such
   access to conduct research and access is approved by both the teacher and the parent. If users
   inadvertently access such information, they should immediately disclose the inadvertent access in a
   manner specified by their school. This will protect users against an allegation that they have
   intentionally violated the Student Acceptable Use Policy.

Use of Electronic Recording Devices
Use of electronic recording devices to facilitate specific instructional and administrative services is permitted based
on established policies and practices. Such uses include but are not limited to school or district publications and
broadcast facilities, athletic programs and theatrical productions, scheduled distance learning classes, video
conferences, digitally streamed class content (live or recorded), and video tape recording of classes or related
academic events by Technology Services when requested to capture video, audio or still images.

Electronic devices may be used to record a lecture, presentation, interview or similar activity with prior permission
of the individual being recorded. This permission does not extend to others who may be present. Absence of
permission may constitute copyright infringement. Verbal permission may be sufficient for recording within a class
or meeting for personal use. However, written permission must be obtained prior to recording or transmitting
someone's image or speech over the airwaves, in public, on the web, as part of a class assignment or any
educationally sponsored activity or program. It is the responsibility of the user, host, event sponsor or department
to provide notification and obtain the necessary permissions in advance or at the time of the recording /
transmission.
In accordance with American Disability Act applicable policies and laws, instructional materials and school or district information presented in electronic form must be accessible to persons with disabilities. This includes recordings of lectures, events, DVDs and other recordings shown in class or posted on the web. In general, this requires that the recording be captioned.

1. **Expectation of Privacy**
   Taking photos or making audio or video recordings without permission in ANY context in which the person has a reasonable expectation of privacy is prohibited. Such physical areas on campus include but are not limited to private offices, restrooms, changing rooms, labs, classrooms, and conference rooms. In such areas, permission must be granted by all persons being photographed or recorded.

2. **Surveillance Equipment and Software**
   Surveillance equipment and software may be placed on campus and monitored by authorized campus personnel to prevent or deter crimes and protect public safety and to facilitate official investigations into criminal activities or violations of district policy. Such uses must be coordinated with the Police Department or Information Technology Services as appropriate.

**Bring Your Own Device (B.Y.O.D.)**
South San Francisco Unified School District is preparing students for 21st century skills and recognizes that our information-based world is becoming increasingly complex. Students must develop skills in creativity, critical thinking, communication, collaboration, digital literacy and information technologies that better prepare them to be successful citizens in the global community. Just as new technologies are changing the world in which we live, they are providing new and positive educational benefits that help students develop these skills and prepare for the Common Core State Standards.

In an effort to bring more technology tools into our classroom and to leverage student-owned technology, South San Francisco Unified School District will allow personal technology devices to be brought onto the high school campuses and onto our SSFUSD network. Students bringing such personal devices to school must follow all State and Federal laws, the Acceptable Use Policy and the guidelines set forth in this document. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school policies and procedures while using personal devices.

SSFUSD currently provides technology that is appropriate and relevant to support instructional purposes. Therefore, the use of personal devices by students is not a requirement and is considered optional. Students who do not participate in B.Y.O.D. will not be penalized in their grades, and alternative modes of participation will be available.

1. **Definition of Personal Technology Device**
   A personal technology device (PTD) is any privately-owned technology device that includes, but is not limited to: laptops, cell phones, smart phones, eReaders, iPads, iPods, tablets devices, PDAs, or other current or emerging devices that can be used for word processing, wireless or wired Internet access, recording of images/sound, email, etc. Essentially any mobile device that has access to the District's Wi-Fi network is considered a PTD.

2. **Educational purposes**
   The purpose of implementing a BYOD is to enhance the leaning opportunity which includes classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use. Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations only.

3. **Bullying**
   Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or wellbeing of the school is subject to disciplinary action.

4. **Responsibility, Security and Damages**
   Responsibility to keep the PTD secure rests with the individual owner. SSFUSD is not liable for any device issues arising from personal technology devices brought onto the high school campuses.
stolen, infected, or damaged on campus, at school functions, or on the school bus/van. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that custom identification be used to physically identify your device. Example: School appropriate Skins (decals). Additionally, protective cases for technology are strongly encouraged. It is a privilege, rather than a right, for a student to bring personal technology devices to school. When the policies are followed, our learning environment will be enhanced. However, when policies are abused, the privileges may be taken away and confiscation and/or disciplinary action may occur.

~ STUDENT EMERGENCY SAFETY PROCEDURES~

FIRE PROCEDURES
When a fire alarm sounds, students are expected to follow all instructions given by their teachers. When students are told to evacuate the building, they are to walk quickly and in an orderly fashion to the area designated by their teacher. Students are to remain with their teacher during drills. Teachers will take roll at their designated evacuation site.

EARTHQUAKE PROCEDURES
In the event of an earthquake or earthquake drill, students are expected to move under a desk or table and “duck and cover” (drop to their knees, clasp both hands behind their neck, drop their head down making their body as small as possible, close their eyes and cover their ears with their forearms). Students outside of buildings during an earthquake should move away from trees, buildings, and exposed wires and “duck and cover.”

LOCKDOWN PROCEDURES
In the event of a lockdown or lockdown drill students are to remain in their classroom, move away from windows and doors and into a protected area. Teachers will immediately lock the classroom door and close all blinds and windows. Students who are outside of a classroom should go to the nearest classroom when the lockdown is announced. Students will not be released from classrooms until the campus is deemed safe. Students are to follow adult directions.