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Greetings Warrior Family:

This is my fourth year here at SSFHS and I am very excited to welcome all of you to a new school year. This year we have 10 new faculty members joining us, and approximately a 1400 students here on campus. As we start the new school year, my vision is to continue to focus on your overall academic success to prepare you for colleges and careers. I am passionate and committed to giving you the best SSFHS can offer. I expect you to set personal and academic short and long term goals, have a growth mindset by allowing yourself to take in constructive feedback so you can continue to grow, and to take the time to ask for help from teachers or adults on campus who can guide you through your academic career. I will continue to work hard, build positive relationships, support our school-community, and support you to become successful scholars. I come to you with 29 years of secondary education experience - three years as principal here at SSFHS, 17 years as an assistant principal, and nine years as a high school science teacher. I also teach as an adjunct professor in the School of Education, Leadership Studies Department at the University of San Francisco. With that in mind, I value learning something new each day, after all, learning is a lifelong experience.

This year we will focus on 1) curriculum and instruction; 2) professional learning communities, and 3) promoting a better and positive school culture. These goals are aligned with the district outcomes and SSFHS WASC goals. The faculty will have time during the early release Wednesdays to: collaborate and share best practices; receive professional development on building learning communities, improve academic course offerings that prepare you for colleges and careers; and continue to promote a positive school climate. Also, this school year SSFHS will review and prepare for the Western Association of Schools and Colleges (WASC) visit, which will occur April 15-18, 2018. What this means is that SSFHS will review the school-wide goals and recommendations so SSFHS can keep its accreditation status.

There are 12 early release days on the calendar and are scheduled on certain Wednesdays; six in the fall semester and six in the spring semester.

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

Mr. Martin Cruz Barajas – CTE Ballet Folklorico Dance
Mr. Joshua Barlas – English
Ms. Anna Hochhalter – Math Teacher
Mr. Stephen Gruman– Science Teacher
Mr. Rocky Ng – Biotechnology Teacher
Ms. Kimberly Moss - English Teacher
Mr. Patrick Kelly – Social Science Teacher
Ms. Donna Riguero – Special Education Teacher
Mr. Ryan Havice - Math Teacher
Mr. Jaime Prado – Spanish Teacher
Mr. Nick Beltramo – Special Education Teacher

On September 5, 2017, Genentech will celebrate the Ribbon Cutting of the new FutureLab Science Garage, which will be the new, state of the art, Biotechnology building behind the H building. Thank you, Genentech, for the partnership and your dedication to invest in our school community’s education!

Our Genentech partnership will allow us to expand our Biotechnology program. We now offer three sections of Biotechnology 1-2 and two sections of Biotechnology 3-4. Additionally, we have four new courses offered this school year: Advanced Placement Chemistry, Advanced Placement Physics, Advanced Placement Music Theory, and Advanced Placement European History! I strongly encourage you to consider challenging yourself to taking an advanced placement course which prepares you for college!

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
Hey Warriors!

Welcome to a school filled with endless possibilities and opportunities. I am honored to be your ASB President this year and I promise I will try my hardest to be one of the best and fulfill your wishes! South City is filled with diversity and I encourage you to join in all it has to offer! We have a wide variety of clubs, sports, and classes that I hope you take advantage of. Along with this, South City contains the resources to guide you through the year, whether you need help with homework, college, getting a job, or need someone to talk to, our faculty and student body is here and more than happy to help! It is never too late to join in the fun and meet new friends.

As President, I assure you that as a class, ASB has big goals planned out this year to help make it as memorable as possible and I'd like to share one of our main goals: to embrace the many faces of the school and target our events to reach as many as we can. We want to make sure everyone, students and staff, feel included in our effort to improve the relationships in our environment.

ASB is here to serve you and amplify your voice and opinions. If you have any ideas or suggestions, you are more than welcomed to approach and talk to one of the ASB members. In order to achieve great, big ideas, we, as a student body, need to unite and work together. I look forward to see you contributing into making this upcoming year successful and memorable, whether getting Student of the Month, putting in the extra time and effort in athletics, marching on the field, volunteering in the community, being a part of a club, and/or everything in between. Once a Warrior, always a Warrior, and we are a family that supports each other through everything. I can't wait to see what this year has in store for all of us, and remember, you're worthy.

Sincerely,

Isabella Perez, ASB President
~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

### 2017-2018

### REGULAR SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3 (Announcements)</th>
<th>Period 4</th>
<th>Lunch</th>
<th>Period 5</th>
<th>Period 6</th>
<th>Period 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:10 a.m.</td>
<td>9:12</td>
<td>10:14</td>
<td></td>
<td>12:27</td>
<td>12:57</td>
<td>1:58</td>
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### EXTENDED LUNCH SCHEDULE

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<th>Time</th>
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<th>Period 2</th>
<th>Period 3 (Announcements)</th>
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<th>Lunch</th>
<th>Period 5</th>
<th>Period 6</th>
<th>Period 3</th>
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<tbody>
<tr>
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<td>12:22</td>
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<td>1:58</td>
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### ASSEMBLY SCHEDULE

<table>
<thead>
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<th>Time</th>
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<th>Period 2</th>
<th>Period 3 (Announcements)</th>
<th>Period 4</th>
<th>Lunch</th>
<th>Period 5</th>
<th>Period 6</th>
<th>Period 3</th>
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</thead>
<tbody>
<tr>
<td>Warning Bell</td>
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<td>9:10</td>
<td>10:04</td>
<td>11:52</td>
<td>12:40</td>
<td>1:19</td>
<td>2:07</td>
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</tr>
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<td>1:58</td>
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### RALLY SCHEDULE: End of Day

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<thead>
<tr>
<th>Time</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3 (Announcements)</th>
<th>Period 4</th>
<th>Rally</th>
<th>Period 5</th>
<th>Period 6</th>
<th>Period 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning Bell</td>
<td>8:16</td>
<td>9:10</td>
<td>10:04</td>
<td>11:57</td>
<td>2:14</td>
<td>12:32</td>
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### RALLY SCHEDULE: Mid Day

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<tr>
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<th>Period 2</th>
<th>Period 3 (Announcements)</th>
<th>Period 4</th>
<th>Rally</th>
<th>Period 5</th>
<th>Period 6</th>
<th>Period 3</th>
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</thead>
<tbody>
<tr>
<td>Warning Bell</td>
<td>8:16</td>
<td>9:12</td>
<td>10:08</td>
<td>11:10</td>
<td>2:14</td>
<td>12:00</td>
<td>3:00</td>
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<td>8:10 a.m.</td>
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<td>12:32</td>
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<td>1:20</td>
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### EARLY RELEASE WEDNESDAY/TEACHER COLLABORATION SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3 (Announcements)</th>
<th>Period 4</th>
<th>Lunch</th>
<th>Period 5</th>
<th>Period 6</th>
<th>Period 4</th>
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</thead>
<tbody>
<tr>
<td>8:10 a.m.</td>
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### FINAL EXAMINATION DAY SCHEDULE

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<thead>
<tr>
<th>Time</th>
<th>Period 1</th>
<th>Brunch</th>
<th>Period 2</th>
<th>Period 3</th>
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</thead>
<tbody>
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<td>Warning Bell</td>
<td>8:16</td>
<td>10:22</td>
<td>10:32</td>
<td>12:32</td>
</tr>
<tr>
<td>8:10 a.m.</td>
<td>10:16</td>
<td>10:32</td>
<td></td>
<td></td>
</tr>
</tbody>
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Rev 1 8/16/2016
**Important Phone Numbers**

Main Office - Ms. Stella Marcic.......................... 877-8754  
Main Office - Ms. Colleen Rudd.......................... 877-8756

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**Important Directory**

Attendance - Ms. Ayrrn 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. Jenny Martinez............... 877-8763  
Registrar - Ms. Lisa Tucker................................ 877-8763  
Career Center Technician - Ms. Jackie Belli............. 877-8752

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**Student/Counselor Assignments**

Student’s last name beginning with:

**A – Gar**

Ms. Marion Shine  
650-877-8763 x 6616  
shine@ssfusd.org

**Ga – N**

Mr. Daniel Flores, Department Chair  
(650) 877-8763 ext.6513  
dflores@ssfusd.org

**O – Z**

Mr. Christian Navarro  
(650) 877-8763 ext.6512  
cnavarro@ssfusd.org

**Intervention Counselor**

Ms. Jeanne George  
(650) 877-8763 ext.6611  
igeorge@ssfusd.org

**School Safety Advocate**

Ms. Angela Stockard  
650-877-8754 ext. 6511  
astockard@ssfusd.org

**Pyramid Alternatives**

Ms. Linda Nguyen, MSW  
650-877-8754

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**Administration**

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

**Assistant Principal:** Dr. Olumuyiwa Idowu  
(650) 877-8756 x6524  
oidowu@ssfusd.org  
Attendance and Behavior (O-Z)  

**Assistant Principal:** Mr. Al Mack  
(650) 877-8756 x6525  
amack@ssfusd.org  
Attendance and Behavior (A-Gar)  
Student Affairs: Activities, Assemblies, and Government; Facilities; Activity Director Liaison; CAASPP Testing

**Assistant Principal:** Dr. Loraine Rossi De Campos  
(650) 877-8763 x6507 lorrossidecampos@ssfusd.org  
Attendance and Behavior (Ga-N)  
Student Services: Counseling, Master Schedule, Back to School Night, Report Cards; Special Education and AVID Liaison; AP Exam Testing; ELAC/DELAC Liaison

**Student Activities Director:** Ms. Noelle Nelson  
650-877-8754 x 6545 nnelson@ssfusd.org

**Athletic Director:** Mr. Frank Moro  
650-877-8754 x8759 fmoro@ssfusd.org
Rights of Students
1. To attend school and classes unless removed under the process as specified in the Education Code and District rules.
2. To be informed about school and District rules and regulations pertaining to students.
3. To receive appropriate educational programs designed to meet the individual needs of regular class students and the special needs of those who are handicapped.
4. To attend school in an academic and social climate that is free from fear and violence.
5. To receive fair and reasonable treatment from those who are responsible for enforcing standards of student conduct.
6. To examine personal records upon reaching the age of 16, with the assistance of a certificate staff member for proper explanation.
7. As specified in Education Code 46010.1, any pupil in grades 7 to 10, inclusive may be excused from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent/guardian.
8. A student 18 years of age or over shall have the responsibilities and powers which in the case of a minor, would be charged to the parent/guardian to verify his/her own absences from school.

Responsibilities of Students
1. Be Safe
   a. I am personally responsible for being safe at school and all school activities.
   b. I will follow appropriate standards of dressing and/or grooming during school.
   c. I will report any known safety hazards or concerns.
   d. I will help maintain a clean and safe campus that is free of graffiti, weapons, and drugs.
   e. I will report any bullying or harassment.
   f. I will avoid conflicts and physical or verbal violence.
   g. I will not trespass on other school campuses while school is in session.
2. Be Respectful
   a. I will treat others the way I want to be treated.
   b. I will respect school authority.
   c. I will treat people fairly and respect their rights.
   d. I will respect private and public property. I will be honest with myself and with others.
   e. I will avoid spreading rumors or gossip verbally or electronically.
   f. I will respect each person's right to be different and I will look for the good in others.
3. Be Responsible
   a. I will take responsibility for my actions.
   b. I will choose how I respond to others.
   c. I will give my best in everything I do.
   d. I will come to school regularly and on time, ready to learn.
   e. I will help to create a positive school environment.
   f. I will use electronic devices and school computers safely, respectfully, and responsibly.
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 prior to the publication date. 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.

ASSEMBLIES/RALLIES AND OTHER SCHOOL EVENTS

Assembly seating and expectations
Students are to sit with their class in the assigned area. Their classroom teacher who will take attendance will monitor students. 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 3:00 pm. The school is not responsible for items in the lockbox.

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.

CO-CURRICULAR ACTIVITIES
Co-curricular activities include student clubs and athletics. See section Student Affairs: ASB, Activities, Assemblies/Rallies, Clubs and Athletics. 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. (See also Dances and Graduation and Non-Participation List)

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.

The Associated Student Body (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.
Any student may attend ASB meetings, Senate meetings or Inter-Club Council (ICC) meetings as a way to express a concern or receive answers to questions. Listen to daily announcements for meeting dates and times.

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.

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 food 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.

Students may bring a packed lunch with them to school. For school safety, food or beverages should not be brought on school grounds once the school day begins at 8:15 a.m. Additionally, students are not to leave campus to purchase or obtain food once the school day begins.

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 and a multi-media center. We are open from 8:10 a.m. until 3:10 p.m. every day, including lunch. Homework Center is after school from 3:10-4:10 with the exception when there is a scheduled meeting after school for faculty and staff. 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.

- Student body cards will be used for identification. Books (except reference materials) may be borrowed for a period of three weeks, with two renewals allowed.
- There is a copier available.
- 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. 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 Assistant Principal 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
Locker use is a privilege and convenience; it is 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. Lockers must be cleaned out at the end of each school year.

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-8. 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 in B-5.

NON-PARTICIPATION LIST
Students with overdue detentions and/or Saturday School will not be permitted to participate in various activities including rallies, dances such as Winter Ball, Junior Prom, Senior Ball, quad games, athletic games against El Camino such as "The Bell Game"; and Graduation. Participation in other activities may be denied as determined by the Assistant Principals. (See also Co-Curricular Activities, Dances and Graduation and Non-Participation List.)

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
Students who have a concern with school safety should contact a staff member or administrator so it can be addressed. Any student or staff member should report any of the following examples: concerned about dangerous activity, dangerous students, and suspicious scary situations; overhear a dangerous plan; hear about a weapon on campus. School safety is priority at all major school events, such as dances and athletic events. Students/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 to 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 SSFUSD 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.
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.**

**ASB FACULTY DIRECTOR:** Ms. Noelle Nelson

**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, 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. The Senators bring these needs to their attention.

**Senator Duties and Responsibilities**

1. **On an ongoing basis,** students in the senator’s class should 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.
ASB 2017/2018 COMMISSION MEMBERS

ASB 2017-2018 COMMISSION DESCRIPTIONS AND EVENTS
The following is a brief breakdown of each commission in ASB and potential activities that each commission is required to complete during the school year. Additionally, all commissions will be expected to implement at least one ASB class fundraiser during the year (not including Business Commission) and one lunchtime activity per semester.

Activities Commission
The Activities commission leads a range of school events throughout the year in order to promote spirit, inclusivity, and fun. Potential activities include:

**Fall**
- Welcome Back Assembly
- Bell Game Decorations
- Winter Dance

**Spring**
- Multicultural Club Week
- Day on the Green
- Fundraising Event

Business Commission
The Business Commission oversees the management of the student store throughout the year. Organization and attentiveness to detail are part of the work required as a commissioner. Fundraisers include:

**Fall**
- Manage student store
- ASB Class Fundraiser
- P.E. Clothes/ Freshmen Orientation
- Bell Game

**Spring**
- Manage student store
- Talent Show/Spring Fundraising Event
- Fundraising Activities (2)

Publicity and Communications Commission
The Publicity and Communications Commission publicizes and promotes events for all of ASB throughout the year, organizes elections, and coordinates the Teacher’s Pet program throughout the year. Attentiveness to detail and an artistic eye is essential.

**Fall**
- Posters for events (all year)
- ASB Birthdays (all year)
- Teacher’s Pet (all year)
- Freshmen & Homecoming Elections
- Fundraising Event

**Spring**
- ASB Officer Elections
- Junior Prom & Senior Ball Elections
- Kindness Week/Random Acts of Kindness

Spirit Rally Commission
The Spirit Rally Commission plans and coordinates all school rallies and other events to maintain spirit throughout the school year. This commission demands organization, initiative, creativity, and energy! Bring new ideas to make rallies memorable for the whole school.

**Fall**
- Welcome Back Rally & Spirit Week
- Homecoming Rally
- Bell Game Rally & Spirit Week

**Spring**
- Winter Sports Rally & Spirit Week
- Farewell Rally & Spirit Week
- Fundraising Event

Historians and Techs Commission
The Historians and Techs Commission documents all ASB events, as well as coordinate and film segments throughout the year. Experience with photography and/or videography is not required but is extremely beneficial.

**Fall**
- Attend ALL events to take pictures
- Maintain ASB Website on school homepage
- Create fliers for various events (All year)
- Design ASB Hall Passes
- Music Week (Spiri Week)
- Fundraising Event

**Spring**
- ASB Semester One Yearbook
- Maintain ASB Website on school homepage
- Create fliers for various events (All year)
- Music Week (SpiritWeek)
- ASB Semester Two Yearbook

Recognition Commission
The Recognition Commission celebrates the spirit of the Warrior throughout the year by acknowledging and appreciating students, teachers and staff. This commission is new, so bring your innovative ideas.
### Community Relations Commission
The Community Relations Commission creates events in the community that students at South City can attend. Their aim is to bring the school and the South San Francisco city-wide community closer together.

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Event</td>
<td>Midyear event</td>
</tr>
<tr>
<td>2 community based events</td>
<td>2 community based events</td>
</tr>
</tbody>
</table>

### Services Commission
The Services Commission develops projects for the entire school to take part in in order to give back to the community. This commission also runs the Inter Club Council (ICC) meetings for all clubs.

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run ICC (All year)</td>
<td>Run ICC (All year)</td>
</tr>
<tr>
<td>Canned Food Drive</td>
<td>Relay for Life</td>
</tr>
<tr>
<td>Club Rush</td>
<td>Charity of Choice</td>
</tr>
<tr>
<td>Plan a Community Service event for ASB</td>
<td>Fundraising Event</td>
</tr>
</tbody>
</table>

### CLUBS AND ATHLETIC TEAMS

#### Clubs
Students can learn about activities and clubs through the daily announcements 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. The Varsity Club will represent all sports teams at this meeting, 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. If you do not see a club that you are interested in, you can form a new one! See the ASB advisor for more information. Remember, get involved—you will like it once you do!

<table>
<thead>
<tr>
<th>Amnesty International</th>
<th>Anime Club</th>
<th>Asian American</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Club</td>
<td>Band Guild</td>
<td>California Scholarship Fed (CSF)</td>
</tr>
<tr>
<td>Chess Club</td>
<td>Drama / Thespian Club</td>
<td>Dream Team</td>
</tr>
<tr>
<td>Earth Club</td>
<td>Electronics Club</td>
<td>Fil-Am Club</td>
</tr>
<tr>
<td>Folkloric Dance Club</td>
<td>French Club</td>
<td>Gay Straight Alliance (GSA)</td>
</tr>
<tr>
<td>Interact Club</td>
<td>Italian Club</td>
<td>Journalism Club</td>
</tr>
<tr>
<td>Key Club</td>
<td>Latinos con Poder</td>
<td>Link Crew</td>
</tr>
<tr>
<td>Math Club</td>
<td>Missing Cap (Poetry Club)</td>
<td>Mock Trail</td>
</tr>
<tr>
<td>National Honors Society</td>
<td>Photo Club</td>
<td>Polynesian Club</td>
</tr>
<tr>
<td>RAD (Redeemed and Delivered)</td>
<td>Science Club</td>
<td>Support the Troops</td>
</tr>
</tbody>
</table>

#### Athletic Teams
Students interested in playing athletics for SSFHS may direct their questions to their counselor, P.E. teacher, Athletic Director, or Assistant Principal who oversees the Athletic Program. A completed Athletic Packet is required for all students to participate in sports. All athletes must complete a physical clearance before participating.

**Eligibility:** Students must be academically eligible to participate in co-curricular activities such as athletics and performances. 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 god 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. Frank Moro.

<table>
<thead>
<tr>
<th>Fall Sports</th>
<th>Winter Sports</th>
<th>Spring Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country (Co-Ed)</td>
<td>Boys Varsity Basketball</td>
<td>Badminton (Co-Ed)</td>
</tr>
<tr>
<td>Boys Varsity Football</td>
<td>Boys Fr-Soph Basketball</td>
<td>Boys Varsity Baseball</td>
</tr>
<tr>
<td>Boys Fr-Soph Football</td>
<td>Girls Varsity Basketball</td>
<td>Boys Fr-Soph Baseball</td>
</tr>
<tr>
<td>Girls Golf</td>
<td>Girls Fr-Soph Basketball</td>
<td>Boys Golf</td>
</tr>
<tr>
<td>Girls Tennis</td>
<td>Boys Varsity Soccer</td>
<td>Girls Varsity Softball</td>
</tr>
<tr>
<td>Girls Varsity Volleyball</td>
<td>Boys Fr-Soph Soccer</td>
<td>Girls Fr-Soph Softball</td>
</tr>
<tr>
<td>Girls Fr-Soph Volleyball</td>
<td>Girls Varsity Soccer</td>
<td>Boys Swimming</td>
</tr>
<tr>
<td>Girls Fr-Soph Soccer</td>
<td>Girls Swimming</td>
<td>Wrestling (Co-Ed)</td>
</tr>
</tbody>
</table>

**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.

Note: 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.

**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. There is no refund for tickets etc. for students who have made poor choices that ultimately result in disciplinary actions.
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. **Co-curricular Participation/Non Participation List:** Students with overdue detentions, in-school suspensions, 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.
11. Prior to entering the dance, all students and guests as well as their persons will be searched. Party buses will also be searched prior to students admitted into the dance.
12. There are no refunds for any student receiving disciplinary consequences which happens to fall during or on the dates of the event (for example, a student suspended Friday - Wednesday may NOT attend prom on Saturday).

**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. No refunds will be honored if students are 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.

Guests and 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 ASB 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 for reduced rate at all athletic events and discounted dances. If you are an active student, this sticker pays for itself. The cost is $20. This helps fund many school events.

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.
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 his 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.

Summer School Graduation
This section shall pertain to those students who are up to ten credits short of completing their graduation requirements at the end of the regular school year, who complete those credits during the summer session, and who did not participate in the general commencement exercises at the end of the regular school year.

At the conclusion of the Summer School session, graduation exercises will be held for those students who have completed their graduation requirements during that summer.

HIGH SCHOOL EXIT EXAMINATION
BOARD POLICY 6162.52
Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants district flexibility in "Tier 3" categorical programs. The South San Francisco Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-2009 through 2012-2013 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Governing Board desires to ensure that district students who graduate from high school can demonstrate grade-level competency in reading, writing, and mathematics and are given the opportunity to learn the subjects covered in the high school exit examination required for high school graduation.

GRADUATION REQUIREMENT
Students must accumulate a total of 220 units for graduation, pass all required courses (see below), and all areas of the district competency tests.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</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/Economics</td>
<td>0.5 Year each (10 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 or World Language</td>
<td>1 Year (10 credits)</td>
</tr>
<tr>
<td>Electives</td>
<td>(75 credits)</td>
</tr>
</tbody>
</table>

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.
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. Note: 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.

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.

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 colleges or universities. When freshmen enter SSFHS, they should plan a strong academic education plan course as possible. If they wait until their 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/November and February/March.

- **Sophomores** planning on going to a four-year college or university should take the PSAT in October/November 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. See your counselor as soon as possible so you can plan to take the PSAT.
- **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 to pay a reduced cost) and applications are available in the Counseling Office. School announcements will also include information about additional workshops to prepare students for college admissions tests.

The 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.

Resources:
Learn about English and math interactive tools: [www.csusuccess.org](http://www.csusuccess.org)
Take the Smarter Balanced Practice Test: [www.smarterbalanced.org/practice-test](http://www.smarterbalanced.org/practice-test)
Sign up for SAT: [www.sat.collegeboard.org](http://www.sat.collegeboard.org), ACT: [www.actstudent.org](http://www.actstudent.org)
Learn more about the Early Start Program: [www.csusuccess.org/earlystart](http://www.csusuccess.org/earlystart)
For More information about CAASPP go to: [www.cde.ca.gov/ta/tg/ca/](http://www.cde.ca.gov/ta/tg/ca/)
**Courses that Meet University of California (UC) and California State Universities (CSU) A-G Requirements**

<table>
<thead>
<tr>
<th>U. S. HISTORY/SOCIAL SCIENCE (2 years required) “a”</th>
<th>ENGLISH (4 years required) “b”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modern World History (AP)</td>
<td>English 1(H)</td>
</tr>
<tr>
<td>Modern World History</td>
<td>English 1(CP)</td>
</tr>
<tr>
<td>Modern World History (EL)</td>
<td>English 2(H)</td>
</tr>
<tr>
<td>U. S. History (AP)</td>
<td>English 2 (CP)</td>
</tr>
<tr>
<td>U.S. History</td>
<td>English 3 (CP)</td>
</tr>
<tr>
<td>U. S. History (EL)</td>
<td>English Language and Composition (AP)</td>
</tr>
<tr>
<td>U.S. Government (AP)</td>
<td>CSU Expository Reading and Writing (ERWC)</td>
</tr>
<tr>
<td>Government</td>
<td>English Literature (AP)</td>
</tr>
<tr>
<td>Government (EL)</td>
<td>ELD 3 (EL)</td>
</tr>
<tr>
<td>World History, Culture, and Geography (Edgenuity - online class for Geo A and Geo B))</td>
<td>ELD 4 (EL)</td>
</tr>
<tr>
<td></td>
<td>English Language Arts 9 (Edgenuity - online class for ELA 9)</td>
</tr>
<tr>
<td></td>
<td>English Language Arts 9 Accelerated (Edgenuity - online class for ELA 10)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATHEMATICS (3 years required – 4 recommended) “c”</th>
<th>LABORATORY SCIENCE (2 years required – 3 recommended) “d”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra .5A-.5B (2 year course equivalent to Alg 1)</td>
<td>Biology</td>
</tr>
<tr>
<td>Algebra .5A-.5B (EL)</td>
<td>Biology (EL)</td>
</tr>
<tr>
<td>Algebra 1</td>
<td>Adv. Biology</td>
</tr>
<tr>
<td>Geometry</td>
<td>Biology (AP)</td>
</tr>
<tr>
<td>Geometry (H)</td>
<td>Biotechnology 1-2, 3-4 (Genentech)</td>
</tr>
<tr>
<td>Algebra 2</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Algebra 2 (H)</td>
<td>Chemistry (H)</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>Chemistry (AP)</td>
</tr>
<tr>
<td>Calculus (AP)</td>
<td>Marine Science</td>
</tr>
<tr>
<td>Probability and Statistics</td>
<td>Physics</td>
</tr>
<tr>
<td>Algebra 1 (Edgenuity - online Alg 1A and Alg 1B)</td>
<td>Physics (AP)</td>
</tr>
<tr>
<td>Geometry (Edgenuity - online Geom A and Geo B)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOREIGN LANGUAGE (2 years required – 3 recommended) “e”</th>
<th>VISUAL &amp; PERFORMING ARTS (1 year required) “f”</th>
</tr>
</thead>
<tbody>
<tr>
<td>French 1</td>
<td>Art 1,2,3,4;</td>
</tr>
<tr>
<td>French 2</td>
<td>Ceramics 1,2,3</td>
</tr>
<tr>
<td>French 3</td>
<td>Jazz Band</td>
</tr>
<tr>
<td>French 4</td>
<td>Symphonic Band</td>
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<tr>
<td>Spanish 1</td>
<td>Concert Band;</td>
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<tr>
<td>Spanish 2</td>
<td>Dance 1,2,3,4,</td>
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<td>Spanish 3</td>
<td>Adv. Dance</td>
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<tr>
<td>Spanish for Native Speakers I</td>
<td>Chorus 1</td>
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<tr>
<td>Spanish for Native Speakers II</td>
<td>Adv. Chorus;</td>
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<tr>
<td>Spanish Language and Culture (AP)</td>
<td>Drama 1</td>
</tr>
<tr>
<td>Advanced Placement</td>
<td>Adv. Drama 2</td>
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<tr>
<td>Italian 1</td>
<td>Adv. Drama 3</td>
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<tr>
<td>Italian 2</td>
<td>Add. Drama 4</td>
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<tr>
<td>Italian 3</td>
<td>Ballet Folklorico</td>
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<tr>
<td>Italian 4</td>
<td>Intermediate Ballet Folklorico</td>
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<tr>
<td>Italian Language and Culture (AP)</td>
<td>Adv. Ballet Folklorico</td>
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<td>Photography 1&amp;2</td>
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<td></td>
<td>Adv. Photography</td>
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<td>Adv. Digital Photography</td>
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<td>Video Art</td>
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</table>

**COLLEGE PREP ELECTIVES (1 year required) “g”**

[Note: one unit (equivalent to one year) chosen from the “a-f” courses beyond those used to satisfy the requirements of “a-f” subjects, or courses that have been approved solely in the elective area.]

<table>
<thead>
<tr>
<th>Advanced Computer Lab</th>
<th>Physics (AP)</th>
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<tbody>
<tr>
<td>Computer Science A (AP)</td>
<td>Chem (AP)</td>
</tr>
<tr>
<td>AVID Senior Seminar (AVID 12)</td>
<td>Music Theory (AP)</td>
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<tr>
<td>Biotechnology 1-2, 3-4</td>
<td>European History (AP)</td>
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<tr>
<td>Earth Science</td>
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<tr>
<td>Economics</td>
<td></td>
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<tr>
<td>Psychology</td>
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</tbody>
</table>
~ ACADEMIC SERVICES ~

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 in advance courses, students are committing to take the AP exam in May and must pay all fees involved. Any student with financial need could have an opportunity to apply for a scholarship. Students who also qualify for free and reduced lunch will pay a minimum fee by showing documentation. See the Assistant Principal in the Counseling Office for more information.

CAREER CENTER
The Career Center, located in B-3, can assist you in making decisions about your future. Hours are from 8:10 a.m. to 4:00 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, job shadow opportunities (such as Genentech Job Shadow Day), tours of post-secondary institutions, and outreach counseling sessions with San Francisco State University representatives, financial aid counselors, and counselors 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 Mrs. Ariani.

CONCURRENT ENROLLMENT
Concurrent Enrollment is an enrichment program designed to provide current high school students the opportunity to get an “early start” on their college experience and to benefit from advanced scholastic or vocational work by enrolling in 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.
CREDIT RECOVERY OPPORTUNITY/ ONLINE LEARNING/
Students in grades 9-12th 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.

FRESH LIFELINES FOR YOUTH (FLY Program)
This program is designed to help students who are needing assistance with making better decisions regarding life skills. Students may be recommended by their counselors to complete a semester program. FLY’s innovative law programs teach youth about the law and consequences of crime. The law curriculum uses role-plays, debates, and mock city council hearings to capture youth interest and then build skills in anger management, problem solving, empathy, and resisting negative peer pressure. See your counselor for more 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.

HERMANOS'/HERMANAS PROGRAM
Students should meet with their counselors if they are interested in participating in the Hermanos/Hermanas program, which is a partnership with Skyline College to help students navigate and stay on track to graduate by offering credits for classes held afterschool at SSFHS. This course is designed to provide students the opportunity to learn about Latino culture and identity. Students earn college credit!

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. Teachers may also refer students to the homework center to receive additional academic support.

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.

KAPTIRAN
Students should meet with their counselors if they are interested in participating in the Kapatiran program, which is a partnership with Skyline College to help students navigate and stay on track to graduate by offering credits for classes held afterschool at SSFHS. This course is designed to provide students the opportunity to learn about Filipino culture and identity. Students earn college credit!

PROGRESS REPORTS, REPORT CARDS, SENIOR FAILURE NOTICES
Student Progress Reports are distributed to the student during school hours. Student Reports Cards are mailed out. If students do not arrive home with reports, a phone call to the student’s counselor will provide the information regarding student progress. Parents and students can also access information on Schoolloop. Report cards and Senior Failure notices will be mailed home.

SKYLINE MIDDLE COLLEGE
Students who are interested in enrolling in the Skyline Middle College should meet with their counselor for more information. Students enroll in classes fulltime at Skyline College and receive high school and college credit.
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 that grades, attendance, or behavior are of a concern, the work permit may be revoked. See your counselor or the Work Experience teacher Mrs. Ariani.
REQUIRED IMMUNIZATIONS
Students are required to have certain immunizations prior to admission to school or child care in California unless they have a valid documented exemption. Students may be admitted conditionally if they:

- Have documentation of a temporary medical exemption to immunization in accordance with California Code of Regulations (CCR), Title 17, Section 6050, or
- Are younger than 18 months and have met all the requirements for admission but are required to receive additional vaccine doses as they become older (CCR, Title 17, Section 6020, Table 1), or
- Have received some but not all required immunization doses and are not due for any required vaccine dose at the time of entry per CCR, Title 17, Section 6035, Table 2. Please note that all due doses must be received before admission of a pupil and may not be delayed for conditional admission.

Continued attendance after conditional admission depends upon receipt of the remaining required doses within the schedule outlined in CCR, Title 17, Section 6035, Table 2. Records must be reviewed every 30 days until that pupil has received all required immunizations. Any immunizations received subsequent to conditional admission shall be entered in the pupil’s immunization record. Thank you for making sure your students are up-to-date on their required immunizations.

New Students
The parents of all new students must complete a Health Inventory form. 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. Students who do not have a doctor and do not know how to get medical care should see the school health clerk. The health clerk can provide you with information regarding how to obtain 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. Paperwork is submitted online. See school website for information.

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 must obtain a Permit to Leave from the health clerk or the attendance office. Upon return, students must obtain an Admit Slip from the Attendance Office.

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, they must meet with the instructor to arrange for some form of make-up activity. 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.
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. Pick up a form before school, at lunch, or after school; avoid using class time. 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 Schoolloop. Schoolloop 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 Schoolloop: http://ssfhs.schoolloop.com. It’s easy!

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<tr>
<th>Organization</th>
<th>Phone Number</th>
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<th>Phone Number</th>
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<tbody>
<tr>
<td>Alateen (teens)/ Alanon (adults)</td>
<td>873-2356</td>
<td>National Runaway Hotline</td>
<td>1-800-621-4000</td>
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<td>(Alcoholics Anonymous support)</td>
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<td>North Peninsula Family Alternatives</td>
<td>277-8642</td>
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<td>(Counseling)</td>
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<tr>
<td>Bay Area Legal Aid</td>
<td>358-2745</td>
<td>Outlet (LGBTQ+ Peer groups)</td>
<td>650-424-0852 x107</td>
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<td>Youth Ages 10-18</td>
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<td>San Mateo Group 2nd &amp; 4th Thursday 6:30-8:00</td>
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<td>p.m. Junior Gym, 811 South B Street,</td>
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<td>San Mateo CA 94401</td>
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<td>Daly City Youth Health Center</td>
<td>985-7000</td>
<td>Parent Project (Parenting Classes)</td>
<td>742-2130</td>
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<tr>
<td>Domestic Violence-Teens-</td>
<td>1-800-799-safe 312-8515</td>
<td>Parent Stress HotLine</td>
<td>327-3333</td>
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<td>(Homelessness)</td>
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<td>Emergency Shelter (Homelessness)</td>
<td>1-800-774-3583</td>
<td>Planned Parenthood</td>
<td>1-800-967-7526</td>
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<td>Family Law Services</td>
<td>366-8401</td>
<td>Pyramid Alternatives (Counseling)</td>
<td>355-8787</td>
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<td>Financial Assistance</td>
<td>301-2720</td>
<td>Rape Crisis Center</td>
<td>692-7273</td>
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<td>Food Assistance</td>
<td>1-800-984-food</td>
<td>Runaway Counseling</td>
<td>367-9687</td>
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<td>Healthy Families (Health Insurance)</td>
<td>573-3595</td>
<td>SSF Boys’ and Girls’ Club</td>
<td>589-7090</td>
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<td>Immigrant Helpline</td>
<td>1-888-55-ayuda</td>
<td>Skyline College: SPARK POINT</td>
<td>650-738-7035</td>
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<td>Personal Financial Coach, Food for students and community members, Scholarships, credit card, career services</td>
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<td>SparkPoint at Skyline College</td>
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<td>Building 1, Floor 2, room 1222, 3300 College Drive, San Bruno CA 94066</td>
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<td>KARA (Grief Support)</td>
<td>321-5272</td>
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<tr>
<td>Suicide Prevention</td>
<td>579-0350</td>
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<tr>
<td>National Hopeline (Crisis hotline)</td>
<td>573-3950 1-800-784-2433</td>
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<td>Teen Health Education Classes</td>
<td>742-2130</td>
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<td>Your House South (Emergency Teen Shelter)</td>
<td>367-9687</td>
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<tr>
<td>Youth Crisis Line</td>
<td>1-800-843-5200</td>
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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). SSFHS provides 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, optometry, 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.

Consequences:
1st offense: the parent will be notified and the student will be assigned 2 detentions.
2nd offense: the student will be assigned Saturday School.
3rd offense: the student will be assigned Saturday School.
4th offense: the student will be assigned In-School Suspension.

ATTENDANCE POLICY
More than 10 excused absences per semester may result in the requirement of a doctor’s note for all future absences.
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 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
Suspected – in the event of suspension students are expected to complete all assigned class work. However, credit may not be awarded depending on the circumstances.

TRUANCIES /UNEXCUSED ABSENCE POLICY
Truancy, all day or single class period, will result in the assignment of 2-hour Saturday School, or 6-hours of community services. 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.

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 double detention, Saturday School, In-School Suspension, Alternative to Suspension, or 1-3 day suspension. Also see Defiance: Failure to serve Assistant Principal’s detention]

TARDY POLICY
Tardy is defined as either the student not being seated in his/her seat by the time the second bell rings, or not being inside of the classroom by the time the second bell rings. It will be up to the discretion of the teacher of the class to
determine which of the two tardy definitions applies. Students are considered absent if they arrive more than 30 minutes after the class period begins. Students should refrain from requesting to use the restroom or go to their locker during the first 10 or last 10 minutes of each class period. The 6-minute passing period and 30-minute lunch period should be used for these activities. A student who arrives late to class without authorization will be marked with an "unexcused tardy".

Consequence:
The below policy is per semester and applies to unexcused tardies.

1st Tardy  
Student receives warning from teacher.

2nd Tardy  
Student receives 15-minute detention from teacher.  
(Note: All detentions must be served within 3 days of the teacher assigning them).

3rd Tardy  
Student receives 30-minute detention from teacher (6 minutes to get to detention or becomes defiance).  
Teacher mails tardy card home.  
Teacher contacts parent/guardian.

4th Tardy  
Student is sent to Assistant Principals’ office on a referral.  
Assistant Principal contacts parent/guardian.  
Student is assigned 1-hour after-school detention.  
Student is sent to the detention room for the remainder of the period.

5th Tardy  
Student reports directly to the attendance office to check-in as tardy.  
Student is assigned 1-hour after-school detention.  
Student is sent to the detention room for that period.

6th Tardy  
Student reports directly to the attendance office to check-in as tardy.  
Student is assigned Saturday school.  
Student is sent to the detention room for that period.

7th Tardy  
Student reports directly to the attendance office to check-in as tardy.  
Student is assigned 6-hours Community Service.  
Student is sent to the detention room for that period.

8th Tardy  
Student reports directly to the attendance office to check-in as tardy.  
Student is assigned 6-hours Community Service.  
Student is sent to the detention room for that period.  
A parent/guardian meeting is scheduled with the Assistant Principal, and the parents are informed that on the 9th unexcused tardy, the student will be withdrawn from the class.  
Teacher mails tardy card home.

9th Tardy  
Student reports directly to the attendance office to check-in as tardy.  
Student is withdrawn from class.  
(Note: The student’s grade will not be posted as an “F”).  
The student reports every day for that period to the detention room/in-school suspension for study hall.  
Teacher mails tardy card home.
~ 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 social 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, assistant 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.

Consequences:
- Conference and warning
- Detention
- Class suspension-remainder of period and/or additional days
- Parent contacted
- Conference – student/teacher (parent optional)
- Written contract – student signature
- Saturday School
- Non-participation List
- In School Suspension
- Suspension from school: 1-5 days
- Community Service (for example, Project NEAT)
- Student permanently removed from class with possible loss of grade and credit
- Administrative transfer
- 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 lunch or afterschool detentions as appropriate. Afterschool detentions occur Monday, Wednesday, and Thursday from 3:10pm-4:10pm in room M-2. 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. (See definition under Student Resources). 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 1-hour 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 schoolwork 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.

IN-SCHOOL SUSPENSION
The Assistant Principals will assign In-School suspension as appropriate. In-School suspension occurs as needed pending number of students assigned to it. In-School Suspension begins promptly at 8:15-3:00 p.m. Students report to room B-6. All school rules are strictly enforced. Students are expected to bring school work to work on as well as textbooks. Students who fail to report to In-School Suspension will be suspended for 2 days. Students may be expected to participate in campus clean up while in In-School Suspension.

COMMUNITY SERVICE
Students may be assigned community service and work with Project NEAT (Neighborhood Enhancement Action Team). This is usually a 6-hour community service and will be assigned by the assistant principal.

NON-PARTICIPATION LIST
Students with overdue detentions and/or Saturday Schools will not be permitted to participate in various activities including rallies; dances such as Winter Ball, Junior Prom, Senior Ball; quad games, athletic games against El Camino such as “The Bell Game”; 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 or Drop F
The student is removed from class for the remainder of the semester and may receive a grade of F (Drop F).
POLICE INVOLVEMENT
It is important to know that many offenses that result in suspension are also against the California Penal Code and Ed. 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.
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/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, cyber-bullying 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.
**Cyber-bullying** 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. Cyber-bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

**Consequences:**
1st offense: In-school suspension to 1-5 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. Cyber-stalking
6. Cyber-bullying
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.

**Cyber-stalking** 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.
Cyber-bullying 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., Facebook, Twitter, etc.), chat rooms, sexting, instant messaging, or video voyeurism.

Bullying, Cyber-bullying, and/or Harassment also encompass:
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, cyber-bullying, 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, cyber-stalking, cyber-bullying, 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.

Consequence:
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, 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. Per the District’s Expectation for Student Success:

Consequences:
1st offense: 1-5 day In-School, 1-5 day Saturday School, or 1-5 day suspension, counseling, police and parent notified, possible expulsion
2nd offense: 5-day suspension, parent and police notified, recommend expulsion
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, and to answer inquiries regarding the district's nondiscrimination policies:

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 website or any other location that is easily accessible to students. Per the District's Expectation for Student Success:

<table>
<thead>
<tr>
<th>Consequences:</th>
<th>1st offense</th>
<th>2nd offense</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1-5 day In-School, 1-5 day Saturday School, or 1-5 day suspension, counseling, police and parent notified, possible expulsion</td>
<td>5 day suspension, parent and police notified, recommend expulsion</td>
</tr>
</tbody>
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SEXUAL 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:
1st offense: 1-5 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:
1st offense: 1-5 day suspension, parent and police notified, possible expulsion recommended
2nd offense: 1-5 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

BOARD POLICY  5131

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/Cyber-bullying

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 cyber-bullying.

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 cyber-bullying 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 cyber-bullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. Any student who engages in cyber-bullying 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, copying from another person at any time, or allowing another student to copy
from them will receive consequences.

Consequences:

1st offense: The student will receive an "F" or zero on 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 will be assigned 2 Saturday School. Parent conference. Failure to serve
Saturday School will result in 1-5 day suspension.

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 will be assigned 3 Saturday Schools. Failure to serve Saturday School will result in 1-5
day suspension. Loss of CSF eligibility, Drop F from the course for the semester.

CLOSED CAMPUS/OFF LIMIT AREAS
BOARD POLICY 5112.5
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
3. Francisco Terrace Steps, Wilms Street, and El Cortez Street
4. Student parking lots
5. B-H 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 and warned
2nd offense: Student searched, Saturday School, referral to counseling
3rd offense: Student searched, Saturday School, referral to counseling
4th offense: Student searched, In-School Suspension
**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, pinching or play fighting 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-hour 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.

Per Districts' Expectation for Student Success, Disruption and Non-cooperative Behavior are described.

- **Disruption** may include any of the following: Engaged in behavior causing an interruption during class or other school activity; ran, made excessive noise, or loitered in a hallway or between classes; engaged in gambling; repeated and chronic behavior that creates an environment preventing teaching and learning; false activation of a fire alarm; or caused a major disruption to the atmosphere of order and safety in the school.

- **Non-cooperative Behavior** may include any of the following: trespassing; unauthorized attendance at school activities; failure to follow directions, share, respond to staff requests, or allow others to participate in an activity; failure to follow directions leading to potential disruption or harm to self or others; or failure to follow directions that leads to disruption or the harm of self or others.

**Consequences:**
Range from detention, Saturday School, In-School Suspension to suspension, contract, and 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. (Baseball hats may be worn outside but not indoors.) 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 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. Baseball caps may be worn outside as long as they are appropriate. However, specific clothing or hats determined to be gang-related or otherwise inappropriate under Board Policy and this administrative regulation are prohibited. Students may also wear beanies for the purpose of warmth outside of school buildings.
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 one’s 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.

See Dress and Grooming Board Policy 5132 regarding Gang paraphernalia.

Wearing clothing that does not fit within dress code guidelines 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, 1-hour detention
- 3rd offense: change attire, 2-hour detention

Wearing clothing that does not fit within dress code guidelines and causes a major disruption to a safe environment will result in the disciplinary actions as follows:

Consequences:
- 1st offense: directive to change clothes, notify parent, detention or Saturday School
- 2nd offense: directive to change clothes, suspension 1-5 days or 1-5 days In-School Suspension or 5 days of Saturday School

Non-Suit Cuts in P.E.:
Students enrolled in Physical Education (PE) are expected to dress in the appropriate attire as outlined in the PE guidelines handed out at the beginning of each semester. Failure to dress appropriately will result in a suit cut. Teachers may take the following actions in addressing the first three suit cuts.

Consequences:
- 1st - 3rd Offense: Student conference
- 4th offense: Card goes home
- 5th offense: Teacher will call home
- 6th offense: Parent conference with Assistant Principal, teacher, and student
- 7th offense: Referral to Assistant Principal, assign Saturday School, (student will be assigned 1-day suspension if they do you show up to Saturday School)
- 8th offense: Teacher conference
- 10th offense: Dropped from class and place in Study Hall/or the rest of the semester

Make ups: Students can make up P.E. non-suits but must make arrangements with teacher ASAP.

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, 1-5 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. However, they may be used as instructional devices when teacher-approved in class instruction. 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 unless teacher approves the use of the device for instructional purposes. Cell phones will be confiscated if they are in use during the school day without permission. 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.

- With teacher approval, cell phones may be used for instructional purposes.
- 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:
1st offense: confiscation of device, and parent notification. Failure to turn in device results in 2 hour detention.
2nd offense: confiscation of device and parent notification. Failure to turn in device results in Saturday School.

**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:
Will vary due to the nature of the violation, could be any of those listed in the District’s Expectation for Student Success handbook.

**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

Forgery of a staff or teachers’ signature, grade book, or any other school document shall result in an automatic suspension of 3-5 days, possible loss of class, and possible police involvement. Automatic referral to Assistant Principal

Consequences:
1st offense: Saturday School to school suspensions of 1-5 days, Parent notification (See above regarding Staff/teacher forgery or any school document)
2nd offense: Parent notification, Student Contract, In-School suspension or 1-5 days school suspension
3rd offense: 6 hours of community services, 1-5 day suspension, police notified, student contract

**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:**

1st offense: Student placed on a "No Color Order" for the duration of high school. See also Dress Code and Consequences.

2nd offense: 3 day suspension for defiance

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 ->Saturday School

**LYING**

All students are expected to be truthful, especially during an investigation.

**Consequences for students who get others in trouble or get other out of trouble:**

Varies: Detention, In-School Suspension or 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 depending on if it was directed or not directed toward others:

**Consequences:**

1st offense: referral to counseling, 2 hour detention, Saturday School, In School Suspension or 1-5 day suspension, parent contact, and possible police contact

2nd offense: 4 hour detention, Saturday school, In School Suspension, or 1-5 day suspension, parent conference, student contract

3rd offense: 1-3 day In School suspension

4th offense: 3-5 day suspension, possible expulsion

**PARKING PERMITS/ DRIVING ON CAMPUS**

There are a limited number of parking spaces on campus that are available on a first-come, first-served basis. Students arriving after 7:45 a.m. may not be able to find parking on campus. All vehicles parked on campus must have a parking permit and registered with the Staff Assistant of Student Services. The parking permits are $10 and are valid for the current school year. Parking permits must be visible at all times during school hours. Students who violate parking privileges will result in disciplinary action (See School Rules).

Please note the driving speed on campus is 10 MPH. Violators will be cited by San Mateo Police Department.

Students are not allowed to enter their cars during school hours without proper authorization. Students are not allowed to move their cars or transport students on or off campus. Students who leave campus without a pass will be subject to violating closed campus policy and are subject to consequences. See Closed Campus.
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.

Consequences (stealing or receiving stolen property):
1-5 day Suspension, police notification, restitution, and possible expulsion.

Consequences (Extortion):
5 day suspension, Police notification

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 Grades, diploma, and transcripts may be withheld until reparation made.
2nd offense: 3-5 day suspension, counseling, police and parent notification, restitution, possible. Expulsion Grades, diploma, and transcripts may be withheld until reparation made
3rd offense: 5 day suspension, police notified, restitution, and expulsion Grades, diploma, and transcripts may be withheld until reparation made

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, and 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. 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).

   Consequences:

   - **1st Offense:** 2-5 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, police notified.
   - **2nd Offense:** 3-5 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, police notified.
   - **3rd Offense:** Transfer to another school following a 5 day suspension.

2. **Aiding or abetting** the infliction or attempted infliction of physical injury to another person.
   a. 1-5 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. 1-5 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. 5 day suspension
   2. Police involvement
   3. Possible expulsion
d. Brandishing knife, possibly selling or furnish firearms
   1. 5 day suspension
   2. Recommendation for expulsion
4. Possessing, using, selling, or under the influence of any contraband or 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.
a. 3-5 day suspension
b. Possible police involvement
c. Possible expulsion
6. Possessing, selling, or attempting to sell drug paraphernalia.
a. 3-5 day suspension
b. Possible police involvement
c. Possible expulsion
7. Committed or attempted to commit robbery or extortion.
a. 3-5 day suspension
b. Police involvement
c. Recommendation for expulsion
8. Caused or attempted to cause damage to school property or private property.
a. 1-5 day suspension
b. Possible police involvement
c. Possible expulsion
9. Stolen or attempted to steal school property or private property or knowingly received stolen property.
a. 1-5 day suspension
b. Possible police involvement
c. Possible expulsion
10. Committed or attempted to commit sexual assault or sexual battery.
a. 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. 1-5 day suspension
b. Possible police involvement and Possible recommendation for expulsion
12. Engaged in or attempted to engage in hazing.
   a. Detention, Saturday School, 1-5 Day In-School Suspension, 1-5 Suspension

13. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act (cyber-bullying).
   a. Detention, Saturday School, 1-5 Day In-School Suspension, 1-5 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. 1-5 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. 1-5 day suspension
   b. Possible 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.

20. Terroristic Threat
   a. 3-5 day suspension
   b. Police notified

21. Verbal assault against faculty or staff
   a. 3-5 day suspension
   b. Police notified
   c. Contract
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

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 to 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 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 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 "spimming". 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 learning 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 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.
CALENDAR OF EVENTS
Big 5: Student and Community

Emergency Safety Procedures