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## **WELCOME TO SERRANO HIGH SCHOOL!**

Your experience here will be largely what you choose to make it. The faculty at Serrano is serious about education and equally serious about making the process of learning enjoyable. Your high school years can be, and should be, years of adventure and happiness. The rules in place are designed to insure the safety and well-being of all of our students. These are years for exploring, for growing, for stretching your mind to acquire knowledge and skills that will serve you in future years.

The staff at Serrano is committed to helping our students succeed. We are especially proud of the professional yet friendly atmosphere that is a hallmark of our faculty-student relations.

It is our hope that your years at Serrano will be both productive and enjoyable.

Thank you,

The Serrano Staff

The Board of Trustees of the Snowline Joint Unified School District believes that it is the responsibility of the school and home, working together, to provide a positive atmosphere for students within which they may:

1. Develop and maintain basic skills and concepts.
2. Realize potentials for learning at their individual rates.
3. Develop an understanding of their responsibilities to themselves, their families, and others.
4. Be presented with opportunities for creativity.
5. Engage in learning experiences from which may grow feelings of self-esteem.
6. Be challenged, inspired, and motivated to learn with enthusiasm.
7. Develop an appreciation and respect for American heritage.
8. Gain a life-long desire to seek knowledge.

## DOUBLE LUNCH SCHEDULE

**PASSING BELL: 6:53**

<b>PERIOD</b>	<b>START TIME</b>	<b>END TIME</b>	<b>MINUTES</b>	<b>CLEANUP BELL</b>
1	7:00 A.M.	7:55 A.M.	(55)	7:45 A.M.
		<i>Passing 8 Minutes</i>		
2	8:03 A.M.	9:05 A.M.	(62)	8:55 A.M.
		<i>Passing 8 Minutes</i>		
3	9:13 A.M.	10:08 A.M.	(55)	9:58 A.M.
		<i>Passing 8 Minutes</i>		
4	10:16 A.M.	11:11 A.M.	(55)	11:01 A.M.
		<b>"A" LUNCH 11:11 A.M. – 11:41 A.M. (30 MINUTES)</b>		
		<i>Passing 8 Minutes</i>		
5A	11:19 A.M.	12:14 P.M.	(55)	12:04 P.M.
		<b>"B" LUNCH 12:14 P.M. – 12:44 P.M. (30 MINUTES)</b>		
		<i>Passing 8 Minutes</i>		
5B	11:49 A.M.	12:44 P.M.	(55)	12:34 P.M.
		<i>Passing 8 minutes</i>		
6	12:52 P.M.	1:47 P.M.	(55)	1:37 P.M.

## ADVISORY BELL SCHEDULE

**PASSING BELL: 6:53**

<b>PERIOD</b>	<b>START TIME</b>	<b>END TIME</b>	<b>MINUTES</b>	<b>CLEANUP BELL</b>
1	7:00 A.M.	7:49 A.M.	(49)	7:39 A.M.
				<i>Passing 8 Minutes</i>
2	7:57 A.M.	8:46 A.M.	(49)	8:36 A.M.
				<i>Passing 8 Minutes</i>
3	8:54 A.M.	9:43 A.M.	(49)	9:33 A.M.
				<i>Passing 8 Minutes</i>
Advisory	9:51 A.M.	10:20 A.M.	(36)	
4	10:35 A.M.	11:24 A.M.	(49)	11:14 A.M.
				<b>“A” LUNCH 11:24 A.M. – 11:54 A.M. (30 MINUTES)</b>
				<i>Passing 8 Minutes</i>
5A	11:32 A.M.	12:21 P.M.	(49)	12:11 P.M.
				<b>“B” LUNCH 12:21 P.M. – 12:51 P.M. (30 MINUTES)</b>
				<i>Passing 8 Minutes</i>
5B	12:02 P.M.	12:51 P.M.	(49)	12:41 P.M.
				<i>Passing 8 minutes</i>
6	12:59 P.M.	1:47 P.M.	(48)	1:37 P.M.

**MINIMUM DAY DOUBLE LUNCH SCHEDULE**

**PASSING BELL: 6:53**

<b>PERIOD</b>	<b>START TIME</b>	<b>END TIME</b>	<b>MINUTES</b>	<b>CLEANUP BELL</b>
1	7:00 A.M.	7:35 A.M.	(35)	
				<i>Passing 8 Minutes</i>
2	7:43 A.M.	8:18 A.M.	(35)	
				<i>Passing 8 Minutes</i>
3	8:26 A.M.	9:01 A.M.	(35)	
				<i>Passing 8 Minutes</i>
4	9:09 A.M.	9:44 A.M.	(35)	
				<b>"A" LUNCH 9:44 A.M. – 10:04 A.M. (20 MINUTES)</b>
				<i>Passing 8 Minutes</i>
5A	9:52 A.M.	10:27 A.M.	(35)	
				<b>"B" LUNCH 10:27 A.M. – 10:47 A.M. (20 MINUTES)</b>
				<i>Passing 8 Minutes</i>
5B	10:12 A.M.	10:47 P.M.	(35)	
				<i>Passing 8 minutes</i>
6	10:55 A.M.	11:30 A.M.	(35)	

## **GENERAL PROCEDURES AND POLICIES**

### **HEALTH SERVICES:**

Students becoming ill while in attendance at school may go to the Health office. They must obtain a Health Office pass from their teacher. Students who need to be excused from participating in physical education for health reasons are to bring a note from home explaining the need for the exemption. Students who need to be excused from P.E. participation for more than three days must bring a note from a doctor to the Health office.

### **BULLETIN NOTICES:**

Announcements to be placed in the bulletin must pertain to school information and business, and must bear the signature of a teacher or sponsor. The announcement must be turned in to the A.S.B. office by 12:00 p.m. the day before you want it to be printed. The bulletin is read at the beginning of second period class each day.

### **LIBRARY:**

1. Students may not, at any time, have food, drink, candy, gum, or cell phones in the library.
2. All students must have a San Bernardino County library card AND a current Serrano High School I.D. for book check out.
3. Prevailing San Bernardino County library fees apply on all library circulations.
4. Students may use the computers in the library for class projects. However, students who use computers must use their own disks. Files saved on the hard drive are erased each night.

### **LOCKERS:**

Lockers are under the control and supervision of Serrano High School and are provided as a convenience for students. The student is personally responsible for his/her locker condition and possessions it contains. Lockers are subject to search at any time. If there is any question concerning lockers, please check with the Deans' office. Lockers will be assigned the first 3 weeks of school, according to grade level, seniors first. Students must bring their I.D. card with them to be assigned a locker. Announcements will be made the first week of school with complete instructions.

### **LOST AND FOUND:**

#### **The Snowline School District is not responsible for lost or stolen items.**

This includes items stolen from lockers such as textbooks or other school items checked out to you as well as personal belongings. Lockers are provided as a convenience to the students. We caution you to be careful about sharing lockers or your locker combinations with anyone. There is a lost and found department located in the Counseling Office. If you find or lose anything, please check there. The lost and found items are donated to charity at the end of each quarter. The office notifies students one week prior to donating items in the bulletin. Please be sure to check periodically for any lost items.

### **CLEAN CAMPUS:**

In order to maintain a positive learning environment, there will be no eating or drinking in classrooms without prior administrative approval. Students are

encouraged to place trash in proper receptacles. Failure to do so could lead to disciplinary action including lunch time trash pick up.

#### **CLASSROOM PASSES:**

Classroom passes are a privilege provided by teachers. Violation of such pass privileges could result in disciplinary action by the Dean of Students. Written passes may be issued by teachers and must include the following information:

1. Name of student.
2. Destination.
3. Date.
4. The time the student left the room.
5. Teacher's signature.

Any student found on campus without a written pass will immediately be referred to the Dean of Students for disciplinary action. Passes are not to be used for the following:

1. Unverified classroom, computer lab, or library visitations.
2. Buying of candies, cokes/sodas, etc. from vending machines or from the A.S.B. store.
3. Personal telephone calls. Students who need to use the phone for an emergency situation must come to the office for permission.
4. Meetings of students outside of class activities.

Students outside of class without a valid classroom pass could receive a class cut.

#### **TELEPHONE:**

Office phones are available for school business only. Students who use the office phone for other than school business will be referred to the Deans' office for disciplinary consequences. There is a pay phone located in the quad area outside of the administration office that may be used for placing personal phone calls before and after school and also during lunch.

#### **ANNOUNCEMENTS:**

The daily announcements will be read at the beginning of 2<sup>nd</sup> period each day. There is an extra seven minutes built into the period for this purpose. We will take no longer than seven minutes to read them so that we do not intrude on class time. If your 2<sup>nd</sup> period teacher does not have a functioning speaker in his/her room, then you will find copies of the bulletin posted in the Administration office, the A.S.B. office, and the Deans' office each day. All students are responsible for keeping themselves informed on daily announcements that may pertain to them.

#### **VISITORS:**

Parents and other authorized visitors are required to check in at the Main office located at the front of the school. No unauthorized visitors are allowed on campus during school hours. Students are not allowed to have visitors go to their classes. Visitors MUST sign in and be issued a pass. Anyone on campus without administrative permission is subject to police action.

#### **PARENT OBSERVATION:**

Parents wishing to observe their student's classroom must give the Main Office a twenty-four hour notice which will be passed along to the teacher that will be observed. This will allow the teacher to prepare a place in the classroom for the parent to observe.

## GUIDANCE DEPARTMENT SERVICES

### **9 – 12 GRADE COUNSELING:**

Mrs. Deborah Roeber – Lead Counselor  
Mrs. Michele Herald                      Mrs. Raquel Jones                      Mrs. Lois Moffitt

See your student's **counselor** for the following:

Academic Counseling	Anger Management Groups
College Applications & Counseling	Partnership Academy
Career Counseling	4 Year Plans
Personal/social Issues	Synergy
Counseling Referrals	Peer Ambassadors
Drug & Alcohol Groups	Bridge Program

### **GUIDANCE TECHNICIANS**

Debbie Rogers	Sue Holman	Lucy Ogg	Karen Butters
A – En	Eo– Le	Li – Ri	Ro – Z

Counseling Appointments – All Grades  
Joanne Rios

See your student's **guidance technician** for the following:

- Graduation status
- New Student Registration
- Credit check
- Class changes
- Next year's registration
- SHS independent study enrollment
- Independent study summer school enrollment

### **CONFIDENTIALITY:**

School counselors are trained to help with educational planning, career decisions, understanding test scores and personal concerns. Certain information of a personal nature that is shared with the counselor is confidential (private) and told to no one else without your permission. Some exceptions to this are that a counselor must report (1) child abuse; (2) child neglect; (3) sexual molestation; (4) planned, attempted or perpetrated criminal activity; or (5) situations involving a clear and present danger. In addition, the counselor will have to testify or give information when ordered to do so by a court or when ordered to testify in any judicial or administrative hearing. Also, if the counselor makes a referral to a health care provider (psychiatrist, physician, psychologist and the like), some information will be given. Such situations are rare. Be assured that California Law generally requires the counselor to keep certain information confidential, unless one of the legal exceptions applies or permission is given for the counselor to reveal such information.

## **GRADUATION REQUIREMENTS:**

### **REQUIREMENTS FOR GRADUATION FROM SERRANO HIGH SCHOOL:**

Graduation requirements include these considerations:

1. Minimum number of credits to be earned. (See below)
2. Certain required courses to be taken and passed. (See below)
3. California High School Exit Exam to be passed.
4. Senior Project/Passing Grade.

### **CREDITS REQUIRED FOR GRADUATION:**

The District requires a student to successfully complete a minimum of 230 semester credits in grades 9 through 12 for high school graduation. A normal class load successfully carried through four years will earn 240 semester credits for a student. (Maximum credit per semester for passing one class is equal to five credits.)

### **REQUIRED COURSES TO BE TAKEN & PASSED FOR GRADUATION FROM SERRANO:**

<i>ENGLISH</i> - 4 Years	(40 semester credits)
<i>MATH</i> - 3 Years (Includ. 1 Year Algebra)	(30 semester credits)
<i>SCIENCE</i> - 3 Years (1 Year Physical and 1 Year Life)	(30 semester credits)
<i>SOCIAL STUDIES</i> - 3 1/2 Years	(35 semester credits)
<i>PHYSICAL EDUCATION</i> - 2 1/2 Years	(25 semester credits)
<i>FOREIGN LANGUAGE OR FINE ARTS</i> - 1 Year	(10 semester credits)
<i>HEALTH</i> - 1 Semester	(5 semester credits)
<i>FACTS</i> - 1 Semester	(5 semester credits)

### **4-YEAR HIGH SCHOOL PLAN:**

<b><u>9<sup>TH</sup> GRADE</u></b>	<b><u>10<sup>TH</sup> GRADE</u></b>	<b><u>11<sup>TH</sup> GRADE</u></b>	<b><u>12<sup>TH</sup> GRADE</u></b>
English I	English II	English III	English IV
Geography (1 Sem)	World History	U.S. History	Amer. Gov't. (1 Sem)
Algebra I	Math	Math	Economics (1 Sem)
Core P.E.	Life Science	P.E.	Elective
Facts (1 Sem)	P.E. (1 Sem)	Science	Elective
Physical Science	Health (1 Sem)	Fine Arts	Elective
Elective	Elective	Elective	Elective

### **MID-TERM GRADUATION REQUIREMENTS:**

Students may apply for early graduation if they will meet all graduation requirements before the graduation date for their class. Students must apply through their counselor no later than April of their junior year if planning on graduating at mid-term.

### **GRADING POLICIES:**

Class grades are determined by the individual teacher according to the grading criteria established by the department. Teachers will explain this criterion at the beginning of the course.

Serrano High School generally supports the following grading policies:

A	100% - 90%
B	89% - 80%
C	79% - 70%
D	69% - 60%

F	Below 60%
P	Passing (P grades are not computed into grade point average)
INC	Incomplete, to be replaced by final mark later
NG	No grade

**MAKE-UP/HOMEWORK:**

Homework is a normal part of gaining academic skills. As a general rule, students should anticipate 30 minutes of homework per academic subject per night. Students enrolled in Honors or Advanced Placement courses should expect additional homework requirements.

Students are entitled to make up class work, assignments, or tests they missed because of excused absences. They do not have the right to make up work missed because of unexcused absences. Make-up work must be requested from the teacher no later than the first day of the student's return from such absences. The office is not responsible for requesting homework from teachers. If the student is absent for three or more days you may contact the Attendance office to set up communication with the teacher. Teachers will offer make-up work to students who have been suspended three or more days.

**REPORT CARDS:**

Report cards reflecting the grades and comments in each class are issued twice each semester. The quarter report card is issued after the 9<sup>th</sup> week of the start of each semester and is intended to show the student's progress midway in the semester. **The quarter report card grades are not recorded on the student's permanent record.**

Students and parents are entitled to be notified whenever it becomes evident to the teacher that the student may fail. Normally, the student and parents shall be notified by the midpoint of a grading period, or by quarter grades.

The semester report cards are issued after the close of each 18-week semester. Semester grades are recorded on the student's permanent transcript. Copies of the report cards are available from the office and are also available for inspection by parents.

The grading periods are as follows:

		<u>Mailing Dates</u>
<i>End of First Quarter -</i>	October 9, 2009	October 19, 2009
<i>End of First Semester -</i>	December 18, 2009	January 11, 2010
<i>End of Third Quarter -</i>	March 12, 2010	March 22, 2010
<i>End of Second Semester -</i>	June 4, 2010	June 12, 2010

Semester report cards are withheld if a school fee is owed. This may be a class fee, book fee, lock charge, etc. For further information on the fees owed, contact the Deans' office and speak with the clerk.

**PROGRESS REPORTS:**

Progress reports may be sent home at any time during the school year. In lieu of hand-carried progress reports, all teachers will post grades on ABI (Aeries Browser Interface) on a regular basis. Parents are encouraged to call their student's teacher with any concerns or questions. Teachers will make every

effort to return parent phone calls. When necessary, parent-teacher conferences may be requested.

Teacher-generated progress reports will be sent home at the midpoint of each quarter.

These progress reports will be sent the week of:

*1<sup>st</sup> Quarter - September 21, 2009*  
*2<sup>nd</sup> Quarter - November 16, 2009*  
*3<sup>rd</sup> Quarter - February 1, 2010*  
*4<sup>th</sup> Quarter - April 26, 2010*

#### **COUNSELOR APPOINTMENTS:**

A student may request to see their counselor by coming into the Counseling office and making an appointment through the counseling secretary, Joanne Rios. Appointments may also be made for parents by calling the Counseling office at 760-868-3222, ext. 2966 and speaking to the counseling secretary. A student may see his/her guidance technician by coming into the Counseling office and, in most cases, a student will be able to meet with his/her guidance technician immediately. Parents may also request an appointment with their student's guidance technician by calling 760-868-3222 and giving the extension for that particular technician.

#### **CHANGE OF SCHEDULE:**

Class changes are not to be taken lightly. Students have a one week window to sign up to see a guidance technician about a class change. This is always the second week of each semester. Class changes will only be done for the following reasons:

1. The student needs a different class to complete graduation requirements.
2. The student has two classes for the same period.
3. There is an empty period in the student's schedule.
4. The course has already been completed with a passing grade.
5. The student wishes to move from an AP/Honors class to a regular class. **This requires both parent and teacher's signature.**
6. No changes will be made after six (6) weeks.

After this time, changes will be made only for extenuating circumstances and after a parent/teacher conference.

#### **SECONDARY SCHOOL TESTING:**

**College admission tests:** Offered during the year at various school sites. Check your college catalogue to see which entrance tests are required. There is a fee charged.

#### **PSAT/NMSQT (Preliminary Scholastic Aptitude Test):**

This is offered to 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade students. Usually taken by 11<sup>th</sup> graders in October as a practice test for the SAT and/or if the student is interested in testing for National Merit Scholarships. Sign ups are the first week of October in the Counseling Office. Test location is at Serrano High School and there is a fee charged.

**ACT (American College Testing):**

This is offered to 11<sup>th</sup> and 12<sup>th</sup> grade students. Usually taken no later than December of senior year. Counseling staff recommends taking ACT in Spring of junior year. Various testing locations. A fee is charged.

**SAT I (Reasoning Test - Scholastic Aptitude Test):**

This is offered to 11<sup>th</sup> and 12<sup>th</sup> grade students. Usually taken no later than December of senior year. Counseling staff recommends taking the SAT in Spring of Junior year. Various testing locations. A fee is charged.

**SAT II (Subject Test):**

Offered to 11<sup>th</sup> and 12<sup>th</sup> grade students. Administered on same test dates as the SAT. A student cannot take both SAT I and SAT II tests on the same test date. Not all colleges require SAT II tests so check specific college requirements. When you sign up for the SAT II, you must sign up for two different subject tests. Various testing locations. A fee is charged.

**2009-2010 EXAMINATION AND TEST DATES:**

**PSAT** (Preliminary SAT/National Merit Qualifying Test) –  
Test Date: October 14, 2009

**AP** (Advanced Placement) –  
Exam Dates: May 3-7, 2010 & May 10-14, 2010

**SAT I & SAT II**

<u>TEST DATES</u>	<u>TESTS GIVEN</u>
October 10, 2009	SAT I & SAT II
November 7, 2009	SAT I & SAT II
December 5, 2009	SAT I & SAT II
January 23, 2010	SAT I & SAT II
March 13, 2010	SAT I
May 12, 2010	SAT I & SAT II
June 5, 2010	SAT I & SAT II

**ACT**

<u>TEST DATES</u>	<u>REGISTRATION DEADLINES</u>
September 12, 2009	August 7, 2009
October 24, 2009	September 18, 2009
December 12, 2009	November 6, 2009
February 6, 2010	January 5, 2010
April 10, 2010	March 5, 2010
June 12, 2010	May 7, 2010

***\*Remember that most college applications are due November 30th. Therefore, it is recommended that students take the appropriate tests on time. Most colleges require that you take the appropriate tests by the 1<sup>st</sup> week in December. Check with specific colleges for last date to take SAT or ACT.***

**SERRANO SCHOOL CODE: 052-437**

## **GENERAL COLLEGE INFORMATION ADMISSION REQUIREMENTS**

### **UNIVERSITY OF CALIFORNIA/CALIFORNIA STATE UNIVERSITY**

1. English – 4 years
2. U.S. History/Social Science – 2 years US History, World History, Government
3. Math – 3 years (Geometry, Algebra I, Algebra II)
4. Laboratory Science – 2 years minimum, 3 years recommended  
Must have one year Biology and one of these:  
Chemistry – Physics - Geology
5. Foreign Language – 2 years same language, 3 years recommended
6. Visual or Performing Arts – 1 year
7. Elective – 1 year / Advanced course work in English, Math, Laboratory Science or Foreign Language is recommended

*Student must earn a “C or better in each course*

*\* Students must take SAT I or ACT for college admission*

*\*\* Students wishing to go to University of California must take two subject exams in the SATII in addition to SAT I or ACT. Do not take Math I test as a subject test.*

*\*\* For the classes of 2010 and 2011*

### **COMMUNITY COLLEGE**

#### *WHAT IS IT?*

A community college is a two-year college, which provides two general types of training.

1. Training which leads to semi-professional and trade careers such as cosmetologist, draftsman, secretary, and bookkeeper.
2. Training which leads to a professional career and gives “junior standing” in a college or university.

#### *WHO MAY ATTEND?*

To be admitted, the person must be a high school graduate or 18 years of age. Concurrent high school students may take one or two classes each semester with counselor approval.

#### *WHAT TESTS ARE REQUIRED?*

No test is required for admission; however, placement tests in math and English must be taken as part of the enrollment procedures.

#### *HOW MUCH DOES IT COST?*

\$1.00 per unit fee for a high school student is charged. A student must furnish all books and supplies needed for courses.

\$20.00 per unit fee for students who have completed high school.

**SCHOLARSHIPS:**

If you want to get an early start in researching for scholarships, the following resources are available:

1. National Scholarship book
2. Career Center
3. Library (school and community)
4. Book stores
5. Internet websites
6. Individual Universities & Colleges

All students, regardless of grade level, are encouraged to search for scholarships. It takes a lot of time and energy, but the rewards can be beneficial. So, start early!

## PHYSICAL EDUCATION

**P.E. UNIFORM DRESS CODE:**

It is required that all students dress in the Serrano P.E. uniform. This consists of a t-shirt and a pair of shorts that may be purchased from the A.S.B. Office. School colored sweats in plain gold, blue or white are acceptable in lieu of shorts (sweats are not sold by the P.E. Dept.). Shoes will be limited to athletic footwear only (boots and sandals are unacceptable). Students are allowed to wear danskins or spandex shorts underneath their P.E. uniform. Students have two weeks from the start of school to purchase their uniform. Until that time, shirts and shorts that coincide with the school dress policy are acceptable. All uniforms must be marked with student's proper name in permanent, washable ink to prevent theft and borrowing of clothes. There will be no alterations, writing or cutting of the P.E. uniform.

Students have access to "LOANER UNIFORMS" from their instructor two times per week. Loaner uniforms must be checked out and returned during the student's P.E. period.

**Refusing to accept and wear a loaner uniform will result in the student losing P.E. points.**

**P.E. CREDIT FOR SPORTS:**

Student who letter in sports at Serrano may receive P.E. credit for those sports. The following guidelines apply:

1. Only 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> graders may receive P.E. credit for sports. All freshmen must be enrolled in Core P.E., Marching Band, Be Dazzled, Vocal Point, Crescendo or Forte to receive their P.E. credit. Some freshmen may enroll in Body Conditioning on teacher approval.
2. A student may only receive a maximum of 10 P.E. credits per year. *EXAMPLE:* A 10<sup>th</sup> grader who letters in football and is also enrolled in a P.E. class for the semester will receive 5 units of P.E. credit for lettering in football, 5 units of P.E. credit for P.E. class (1<sup>st</sup> semester), and 5 units of elective credit for the other semester of P.E.

3. All students who receive P.E. credit for lettering in a sport will receive a letter grade. That letter grade will be posted at the end of the sport.
4. A maximum of 20 P.E. credits may be used to meet the elective requirement. The additional 20 elective credits of the 65 required for graduation must be earned in other elective classes such as Business, Art, Music, Drama, etc.
5. The first sport of the year in which a student participates and letters in is the one for which he/she will receive credit. *EXAMPLE:* A student who letters in volleyball, basketball, and softball will receive credit for lettering in volleyball when the season is over.
6. A grade that is posted at the end of a sport which ends in the middle of a grading period will apply to eligibility at the end of the grading period in which the grade is posted.
7. Credit for participation in Pep Squad is awarded using the same criteria for students who receive P.E. credits for sports.

**ASB/ATHLETIC OFFICE**

A.S. B office hours are from 6:30 a.m. to 2:30 p.m., Monday through Friday.

Serrano's A.S.B. office does not accept checks for the purchase of yearbooks, A.S.B. cards, dances, P.E. clothes, sweatshirts or sweatpants. Acceptable methods of payment are visa/mastercard, visa bank card, money order, cash, or for a small 3% convenience fee, you can save yourself time by ordering your Serrano items with your student ID number on line. Log on to: <http://serrano.revtrak.net>

For current sport schedule information, log on to: [www.viewmyschedule.com](http://www.viewmyschedule.com) and for directions to school sites, log on to: [www.mapquest.com](http://www.mapquest.com). For sport team stats and information, log on to: [www.maxpreps.com](http://www.maxpreps.com).

All students participating in a sport at Serrano High School must have a current school year's clearance packet turned in to the A.S.B. office. If you child does not have health insurance, log on to: [www.studentinsuranceusa.com](http://www.studentinsuranceusa.com) for a student insurance application. Complete and mail the insurance application to the address listed on the web site. The school district does not carry student accident insurance.

**ATHLETIC CODE**

**INTERSCHOLASTIC SPORTS:**

The philosophy of Serrano High School stresses the belief that an athlete is expected to represent high standards, more so than that of the regular student,

and that the athletic code will apply to all athletes in our district on a year-round basis.

We are concerned with maintaining PRIDE in our athletic programs, and believe that outstanding physical condition and high moral standards to be top goals for our athletes.

The following rules and regulations govern all athletes that represent Serrano High School in any kind of interscholastic competition and are in addition to California Interscholastic Federation and Southern Section California Interscholastic Federation regulations.

These guidelines are designed to promote the ideals of sportsmanship, pride in representing the school, and ensure acceptable standards of participation. They apply to each student from the date of first entering high school through graduation.

**ACADEMIC:**

A student shall maintain an academic grade point average of 2.0. A student who enrolls at Serrano with transfer grades, other than A-F grades, or other grades below the minimum set by Snowline Joint Unified School District, shall be on exclusion. A student must pass four classes or they will automatically be placed on exclusion (CIF rule).

A student who does not meet the aforementioned standards shall be placed on academic probation until the next grading period. If at that time the above academic grades are not achieved, the student will be ineligible to participate in all extracurricular activities until the above grade requirements are achieved at the next regular grading period.

Citizenship and academic standards for participating in extracurricular activities by students enrolled in special education shall be determined by the student's individualized education plan.

A student who has been suspended from participation in the extracurricular program for citizenship or academic reasons may appeal the decision to the principal. A written letter delineating reasons for the appeal must be presented to the principal. The principal will then notify the student and parents of her decision which shall be final.

**RULES AND REGULATIONS:**

Before athletic equipment can be issued, the physical form and insurance form must be turned in to the Athletic Director's office. When these are in, the athlete will be given clearance, and he/she may begin to practice. No student is allowed to participate without clearance from the Athletic Director's office. Before the student participates in the first game, he/she must purchase an A.S.B. card in the A.S.B. office.

Acceptable dress and grooming for athletes shall be according to the policy of the head coach of that sport.

The athlete shall accept the responsibility for all athletic equipment issued and will provide for its proper care, storage, and return. Athletes with equipment outstanding shall be suspended from athletics until all equipment is either turned

in or paid for by the athlete. Equipment will be worn at the practices and games only. On game days, the team may wear jerseys or other acceptable apparel as deemed by the coach. Warm-up jackets are not to be worn on campus during the day. An athlete may not go out for another sport until all equipment is returned or paid for.

An athlete must notify the coach immediately if he/she considers dropping from the squad. Any athlete who is a member of a team selected by the coach after an appropriate try-out period and quits the squad, or is eliminated for disciplinary reasons will be required to meet with an athletic committee before he/she may try-out for another sport.

The committee will consist of the head coach of the sport the student requests to try-out for, the head coach of the sport the student was dismissed from, the athletic director, and an administrator. The coach of the team the athlete leaves has the right to waive the committee meeting due to extenuating circumstances.

The consumption or possession of alcoholic beverages, the use or possession of tobacco, the use or possession of drugs, a serious violation of the law in the community, or a serious breach of school regulations is strictly forbidden. Any athlete violator of any of the above shall be suspended from that team and not be eligible for participation in extra-curricular activities for the balance of the semester. If the remainder of the suspension is less than six weeks, the suspension will be carried over to the next semester for all suspensions require a minimum of a six week period.

Violations of the policies or rules established in each sport will be handled by each individual coach or staff. **Make sure you understand the rules.**

The administration at Serrano High School in enforcing school and district policies may suspend or remove an athlete from participation in athletics.

An athlete must be in attendance at least four periods the day of an athletic contest or practice in order to participate, unless previous arrangement are made in writing from the athlete's parents or guardians to the athletic director.

An athlete must travel to an athletic contest with the transportation provided by the district. The athlete may go home with his/her parent only provided the parents make a personal request from the coach.

A student who is suspended from school will be excluded from practice and competition during the time of suspension. Upon return to school the athlete must petition the principal to be reinstated to his/her team. The athlete's reinstatement will be decided by the principal after hearing the student/athlete's case.

**PRACTICES:**

Teams will practice on holidays depending on the need for practice. Teams are not allowed to practice on Sunday.

**EXPENDITURES:**

Athletes are required to pay for some athletic equipment, i.e. shoes, hats, etc. that are not supplied by the district.

The purchase of photographs from the school photographer is optional. The athletes stop after road games to eat and this must be paid for by the athlete.

All athletes are required to buy an A.S.B. card.

**CODE OF ETHICS - ATHLETES:**

Athletics is an integral part of the school's total educational program. All school activities, curricular and extra-curricular, in the classroom and on the playing field, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social and moral development of its students. It is within this context that the following Code of Ethics is presented.

As an athlete, I understand that it is my responsibility to:

1. Place academic achievement as the highest priority.
2. Show respect for teammates, opponents, officials and coaches.
3. Respect the integrity and judgment of game officials.
4. Exhibit fair play, sportsmanship and proper conduct on and off the playing field.
5. Maintain a high level of safety awareness.
6. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
7. Adhere to the established rules and standards of the game to be played.
8. Respect all equipment and use it safely and appropriately.
9. Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.
10. Know and follow all state, section and school athletic rules and regulations as they pertain to eligibility and sport participation.
11. Win with character, lose with dignity.

As a condition of membership in the CIF, all school shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating students and their parents, legal guardian/caregiver agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Article 524).

**SPORTS CLEARANCE:**

Every student at Serrano High School who is interested in trying out for or participating in a sport must turn in a clearance packet to the A.S.B. office before they are eligible to participate. All students must have a current physical and proof of insurance to be eligible. Students and parents must fill out an individual sport clearance care per sport for the school year.

Parents – Just a reminder - sports eligibility is based on quarter grades.

Academic Requirements are as follows:

1. Maintenance of minimum passing grades, which is defined as at least a 2.0 grade point average in all enrolled courses on a 4.0 scale.
2. Student will automatically be placed on exclusion if he/she does not pass four classes.

3. Students are placed on probation the 1<sup>st</sup> grading period they fall below a 2.0 grade point average, and if they fail to bring their grade point average above a 2.0 by the next grading period, they will automatically be placed on exclusion.

**Please refer to your child's most recent report card to keep track of eligibility status.**

## ATHLETIC ACTIVITIES

**BOYS AND GIRLS INTERSCHOLASTIC ATHLETICS:**

Serrano High School has the following sports to offer:

- Wrestling (Varsity, JV - Coed)
- Baseball (Varsity, Fr/So – Boys Only)
- Basketball (Varsity, Fr/So - Boys and Girls)
- Football (Varsity, Fr/So - Coed)
- Softball (Varsity, Fr/So - Girls Only)
- Track (Varsity, Fr/So - Boys and Girls)
- Volleyball (Varsity, Fr/So - Girls Only)
- Cross Country (Varsity, Fr/So - Boys and Girls)
- Golf (Varsity - Coed)
- Soccer (Varsity, Fr/So - Boys and Girls)
- Tennis (Varsity, JV, Fr/So - Boys and Girls)

Serrano High School is a member of the Mojave River League and competes for titles with the other teams in the league. The teams are:

- |                          |                              |                     |
|--------------------------|------------------------------|---------------------|
| Apple Valley High School | Hesperia High School         | Serrano High School |
| Sultana High School      | Rim of the World High School |                     |

## CLUBS AND ORGANIZATIONS

**QUALIFICATIONS FOR MEMBERSHIP:**

The public school is a democratic institution, which requires that membership in clubs and other organizations of the school must be based on objective criteria. These criteria permit all students to compete for membership without regard to their race, creed, or the subjective judgment of their peers. Any combination of the following may be used as the basis for selecting students for membership: Scholarship, citizenship, grade level, subject field, special field, and special proficiency evaluated by certificated personnel on the basis of predetermined standards. Students who fall into academic probation may be prevented from participating in school sponsored activities and trips.

**AEROBIC DANCE CLUB:**

The Aerobic Dance Club is an organization that works together in creating dance routines and workouts for the Serrano High School students. Healthy body image and lifestyles are a focus for this organization. Each year the group plans a field trip to the beach for cardio training. **Advisor: Sherry Kane**

**ALPHA/OMEGA:**

Alpha/Omega is a Christian club for students who like to fellowship with other Christian students. Programs include guest speakers and student generated lessons. **Advisor: Gale George**

**A.S.B. STUDENT GOVERNMENT:**

The Associated Student Body (A.S.B.) Student Government is an organization whose primary function is to serve the student body. The A.S.B. coordinates all homecoming activities, dances, pep rallies, and school events. They organize community service projects, staff appreciation projects, and the academic recognition programs (P.R.I.D.E). The A.S.B. also coordinates fundraisers in order to fund their ongoing programs. The program seeks to promote healthy attitudes towards self and community and develops valuable leadership skills. **Advisor: Andrea Morrison**

**BAND:**

The Serrano High School band has several programs for aspiring musicians to hone their skills. The programs include Symphonic Band, Marching Band, JV Marching Band, Drumline, and Jazz Band. **Advisor: Rex Anicete**

**BOWLING:**

The Championship Serrano bowling team has Boy's and Girl's Varsity and mixed J.V. teams. They play once a week from October through March against seven other high desert teams. Members must pay league dues and must provide their own transportation to Victor Bowl. **Advisor: Shannon Duncan**

**CHEERLEADING:**

The cheerleading program at Serrano works to provide spirit for the Serrano High School athletic events and pep rallies. The program develops an individual's physical and organization discipline, hones one's flexibility, stamina, jumps, gymnastics, and stunts. **Advisors: Pamela Robles**

**CHOIR:**

The Serrano High School choral program consists of various groups that encourage students to advance musically. Some of the groups include: Bedazzled (women's show choir), Forte (men's show choir), Diamondback Singers (chamber choir), All That Jazz (jazz choir), Vocal Point (mixed show choir), and Crescendo (concert choir). Tryouts for the various choirs are conducted during the spring. **Advisor: Tamara Cox**

**CSF CLUB:**

The California Scholarship Federation is a statewide club whose purpose is to foster high standards of scholarship, service, and citizenship on the part of the students. Our motto is "Scholarship for Service" and gives students a chance to be recognized for their academic achievements. Membership is limited to those who qualify. **Advisor: Lorra Wells and Aaron Gansky**

**D-CREW:**

D-Crew is a club full of Diamondbacks dedicated to promoting school spirit and participation at Serrano High School athletic and other extra-curricular events. D-Crew attends events together to cheer and get the crowds pumped up while support our students that complete in a variety of activities. **Advisor: Carrie Walczynski**

**DEBATE:**

The Debate Club will provide an environment in which topics of every category will be open for, and subject to, discussion, criticism, questions, and debate. Students will have the opportunity to express their explicit opinions and learn about the rules of debate. **Advisor: Charlotte Esse**

**FRESHMEN COUNCIL (A.S.B.):**

The Freshmen Council is an organization that provides an introduction to the Serrano High School A.S.B. Their main focus is to orient the freshman class with aspects of float construction, dance planning, leadership conferences, and class retreats. Students must be involved in Freshmen Council if they plan to move on to the A.S.B. Leadership class their Sophomore year.

**Advisor: Andrea Morrison**

**FUTURE BUSINESS LEADERS OF AMERICA (FBLA):**

This is a state and national organization for students interested in a business career. FBLA helps students develop leadership skills and interpersonal skills while taking part in meetings, workshops, service projects, conferences, and competitions. **Advisor: Susan Morris and Darlene Decker**

**FUTURE EDUCATORS OF AMERICA (FEA):**

FEA is a club for students interested in education, any educationally related field, or who will be working with children or young adults. Members attend the national conference each year to learn more about the profession, as well as to meet other students interested in education. **Advisor: Karen Myers**

**FUTURE FARMERS OF AMERICA (FFA):**

Future Farmers of America is a state and national organization that helps students to learn and practice what they learned in the classroom. This club assists students in developing skills necessary to become a useful and responsible member of the community.

**Advisor: Christy Porter**

**HOSA:**

HOSA (Health Occupation Students of America) is the premier leadership and training organization for students preparing for careers in the health care profession. HOSA is a national student organization endorsed by the U.S. and California Departments of Education and the Association for Career and Technical Education. HOSA promotes career opportunities in health care and enhance the delivery of compassionate, quality health care to help students meet the needs of the health care community. **Advisor: Jayne Harrower**

**INTERNATIONAL CLUB:**

This is a travel club made up of students, parents, and staff members in the Snowline J.U.S.D. who plan and travel abroad approximately every two years. We have been to Scotland, England, Germany, Switzerland, Austria, and Italy. If you are the adventuresome type, join us for some travel. It's not only a learning

club of different countries and their cultures, but the students actually experience the cultures by traveling there. **Advisor: Joyce Keefer**

**KEY CLUB:**

The Key Club is a club on our campus focused on service in our Tri-Community. It's an opportunity to develop leadership and initiative, and to unselfishly devote a portion of your time to the betterment of our school and community. You'll also develop connections with local business leaders and professionals. JOIN US!

**Advisor:**

**LINK CREW:**

The Serrano High School Link Crew is an organization whose main focus is to provide the incoming freshmen with an informative orientation to Serrano High School. The leaders help the newest "Diamondbacks" connect to Serrano through team activities, campus tours, introduction to school spirit, and presentations on "Making High School Count". **Advisor: Andrea Morrison**

**MOCK TRIAL:**

Mock Trial is a club that focuses on students who are interested in the facets of a courtroom. We are busy during the months of October, November and part of December rehearsing and competing in a real courtroom with real judges against schools within the county of San Bernardino. Students portray parts in an actual court case. They have a chance to portray attorneys, witnesses, clerks and bailiffs in the courtroom. Our past cases have involved a murder trial and most recently an arson case involving the freedom of speech. **Advisor: Connie Teegarden**

**MULTI-CULTURAL CLUB:**

The Multi-Cultural Club supports students of all ethnicities, cultures, and creeds. We also promote global awareness on various topics. The club was formed to promote an accepting community at schools for all students. The club also raises funds through the "O" Ambassador program, a joint project of Oprah's Angel Network and Free the Children, to assist people around the world with basic necessities. Funds raised go directly to helping areas such as Kenya, India, Ecuador, and China. This club is for students who wish to make a change in the world. Our philosophy is "One person can make a difference, but many can change the world". **Advisor: Michele Herald**

**NATIONAL HONOR SOCIETY (NHS):**

The NHS is an organization that promotes academic excellence combined with community service. Its members are recognized nationwide as among the best students in the country. Members are required to maintain a 3.5 GPA and be involved in community service. Activities include field trips to culturally enriching events and service projects. **Advisor: Lorra Wells**

**NEWSPAPER:**

The newspaper staff is in charge of producing the school newspaper, "The Rattler". The students write stories, lay out the pages using computer pagination software, sell ads, and take all the photos. The style and content of the newspaper is entirely decided by the students who are selected based on applications. **Advisor: Mike Buchta**

**PEER AMBASSADORS:**

Peer Leaders is a peer mentoring program that interacts with the Counseling office and Deans' office. Students are allowed to solve problems in a controlled environment in order to keep the campus safe. **Advisors: Raquel Jones & Michele Herald**

**POETRY CLUB:**

Your quest for poetic knowledge begins here! Poetry Club members take their talents to a whole new level through poetry recitation, contests, lessons, and poetry slams. Members exercise their inner character and express their heart, mind, and soul through their personal poetry. **Advisor: Jill Henry**

**ROBOTICS CLUB:**

Robotics Club is a team of students working together to organize a robot each year that will compete with other school's robots. The club consists of organizing fundraisers, building a robot, programming a robot, gaining sponsorship, and working with a team. **Advisor: Josh Martin**

**SASS:**

SASS (Socially Aware Serrano Students) is a social action and awareness club dedicated to community service and bringing attention to important local, national, and world-wide social causes. SASS works on numerous service projects each month related to a wide range of topics from poverty, to disease prevention, to environmental protection. Our main purpose is to donate time, money, and resources to those in need while educating others about how they can do the same. **Advisor: Carrie Walczynski**

**STUDENTS AGAINST DESTRUCTIVE DECISIONS (S.A.D.D.):**

The Serrano High School chapter of S.A.D.D. represents a concerned group of students dedicated to educating the student body on the consequences associated with destructive decisions. Planning Red Ribbon Week activities (anti-drug), Yellow Ribbon Week activities (anti-violence), and Alcohol Awareness Week activities are part of the focus for this organization. **Advisor: Melissa Ferraro**

**SCIENCE & OUTDOOR CLUB:**

The Science Club invites all students to participate in and explore environmental and science activities. They also take trips, do experiments, and recycle products to help the environment. They work extra hard to earn money to fund their goals for educational enrichment and for helping the environment. **Advisor: Jeff Dyerly**

**SPANISH CLUB:**

The Spanish Club is a cultural exchange program that promotes friendship and understanding between different cultures and people of the world. The Spanish Club also raises money to promote Spanish speaking activities. **Advisor: Rose Dutra**

**THEATRE ARTS CLUB:**

Come enjoy the world of theatre arts with other outgoing, fun, and energetic Serrano students. Theatre Arts Club members spend their meetings practicing their craft in acting, acting skills, improvisations, and directing. Special focus is placed on drama competitions and attending live performances. **Advisor: Beverly Quinn**

**VIDEO PRODUCTION:**

The Video Production Club is a part of the Partnership Academy. The students involved in this organization practice their video production skills through various projects throughout the year. **Advisors: Carri Marostica**

**WINTER GUARD:**

The Winter Guard is our award-winning flag team that competes with other teams across the state. They meet on a daily basis throughout the year to prepare for competitions and performances. Tryouts for Color Guard & Winter Guard are conducted in the spring. **Advisor: Rex Aniciete**

**YEARBOOK:**

The Serrano High School yearbook staff is a dedicated group of students who use their artistic and organizational skills to put together the Serrano High School yearbook. Students must apply to be in the yearbook class in the spring. The yearbook also puts together the Creativity Rampant publication for poets, writers, and artists at Serrano. **Advisor: Jill Henry**

## ATTENDANCE

Recent changes in California state law pertaining to attendance are designed to emphasize the importance of your child's presence at school. Regular attendance and scholastic achievement go hand in hand. To aid in the success of your student please schedule medical and personal appointments after school hours. If this is unavoidable, perhaps arrangements could be made so your child would be able to attend school either before or after the appointment. Your attention and diligence in this area will help make his or her scholastic career a positive and beneficial experience.

**When a student is absent from school, please follow these procedures:**

1. A student's parent should verify the absence by telephone the day the student is absent. Excused absences include: doctor/dental appointment for the student, student illness, death in the immediate family, or court appearance by the student. Any court appearance absence must be accompanied by proof from the court in order for the absence to be excused. The proof must state that the student was REQUIRED to appear.
2. A student whose absence was NOT verified by telephone before the date of returning to school must present a note written and signed by the parent or guardian and must include the dates and reasons for the student's absence. Absences must be cleared within 10 days. If the student does not have a note, he/she will be given an unexcused absence. **Teachers do not have to permit the student to make up any missed work or make up a missed exam due to an unexcused absence.**
3. According to Senate Bill 813, a student may fail a class if he/she has excessive absences. Under Snowline Board of Education Policy 512 1. 1, "A teacher may consider failing a student whose unexcused absences from the class exceed 10% of the class days during the credit granting period. If the student is failed under this provision, the parent or guardian must be invited to attend a conference with the

teachers and be provided with the exact dates of unexcused absences. The pupil and parent must have had reasonable opportunity to attempt to explain cause for absences."

4. When students know ahead of time that they will miss five to ten days of school, the parent needs to come to the Attendance office to apply for an Independent Study Contract. This must be done a **minimum** of five 24 hour days in advance of the last day of attendance. A review of the student's records will be conducted prior to an Independent Study Contract being granted. Students with excessive absences (equal to more than 10% of the total days enrolled up to that point), who failed to complete a previous ISC, have discipline issues, or who have less than a 2.00 grade point average or any failing grades on their most recent progress report or report card may be denied a contract. If the contract is completed, the absence can then be excused. Students who do not complete their contract will not be granted another contract during their enrollment at Serrano High School.
5. 18-year-old students who have obtained the 18-year-old contract may sign themselves out for legitimate reasons. 18-year-old students must have their name on a list and contract on file in the Attendance office to utilize this privilege. **Sign out privileges may be revoked at Serrano's discretion.**

**TARDY POLICY:**

When a student is late to school or class, it disrupts the instructional process. Tardies that result from illness, doctors' appointments, funerals, and/or court appearances are considered excused by the Ed Code. Tardies that result from any other reason are considered unexcused and will result in the following:

1 <sup>st</sup> – 3 <sup>rd</sup> tardy	Warning
4 <sup>th</sup> & 5 <sup>th</sup> tardy	1 detention
6 <sup>th</sup> & 7 <sup>th</sup> tardy	2 detentions
8 <sup>th</sup> & 9 <sup>th</sup> tardy	I.S.S.
10 <sup>th</sup> + tardy	Multiple days of I.S.S.

On the 7<sup>th</sup> tardy, the student's name will be referred to Counseling for an intervention.

Tardies start over at the start of each semester.

Unexcused tardies in excess of 30 minutes will also be referred to the School Attendance Review Board (S.A.R.B.) as a truancy issue. Students who are late to school must check in to the main office with a parent or a note from a parent. If a student has been at a doctor's appointment, please ask the doctor's office for a Re-admit to School slip. Students cannot excuse their own tardies or absences.

Tardies are mainly for students that are late to school (1<sup>st</sup> period). A lock-out will only be administered 1<sup>st</sup> period when a student is seen loitering or wandering on campus instead of making an attempt to get to class, even though the student arrived on campus prior to the bell ringing.

**OFF GROUNDS PERMITS:**

Students who wish to leave school during the day for legitimate reasons must bring a **written** parent/guardian request to the Attendance office. Please include

in the note a telephone number where the parent can be reached for verification of request. In order to cut down on classroom interruptions, we ask that all off ground pass request be brought to the Attendance office PRIOR to the start of the school day. Students may not leave campus without an off-campus pass. Without a pass, they are in danger of being cited for daytime curfew violation by the school police and a period cut. This will result in a court appearance.

**INFORMATION CHANGES:**

**Please inform the Attendance office if you change your address or telephone number, or change your emergency contact name(s) or number(s) for your student. These changes must be done in person for the safety of your student(s). A valid picture I.D. is required.**

## **STUDENT ENROLLMENT AND WITHDRAWAL POLICIES**

**NEW STUDENT ENROLLMENT:**

New students enrolling at Serrano High School are required to bring:

1. Their prior school transcripts or proof of promotion (if entering 9<sup>th</sup> grade)
2. A copy of their immunizations. Those students, who for religious beliefs or health reasons cannot produce their records, need a parent to sign a waiver
3. Copy of birth certificate
4. Proof of residency
5. Special Education/IEP and transfer packet

**WITHDRAWING STUDENTS:**

A student's parent must come to the Administration office with identification to sign a Notice of Withdrawal Form either the day before the student withdraws, or before 1st period of the same day.

Students should plan on being at school **ALL** day on the actual day of withdrawal. The student will pick up a withdrawal form from the registrar in the Administration office before their 1st period class begins. Teachers will collect books and mark an exit grade on the form. The student will return the withdrawal form to the registrar after their last class and will be given a copy to take to the new school.

All outstanding debts for fees, damaged or lost books, or equipment must be paid in the Deans' office before student records will be forwarded to the new school. Cash will be the only acceptable method of payment. Serrano **WILL NOT** accept checks for payment. Students will not receive transcripts or diplomas until their account is cleared.

**STUDENTS ARE NOT ALLOWED TO GO INTO A CLASSROOM FOR WITHDRAWAL GRADES UNLESS IT IS DURING THE PERIOD THE STUDENT HAS THAT CLASS. PLEASE DO NOT EXPECT YOUR STUDENT TO COME TO SCHOOL AND COMPLETE THE WITHDRAWAL PROCESS IMMEDIATELY; THEY NEED TO BE AT SCHOOL THE ENTIRE DAY.**

**CLASSROOM BOOK FEES**

<b><u>MATH</u></b>		<b><u>FOREIGN LANGUAGE</u></b>	
Algebra Essentials	\$ 60.00	En Espanol	
Algebra 1	\$ 70.00	Level I	\$ 63.00
Algebra II	\$ 82.00	Level II	\$ 60.00
Advanced Math	\$ 90.00	Level III	\$ 61.00
CPM I (Hardbound)	\$ 44.00	Level IV	\$ 62.00
CPM I-III (Softbound)	\$ 24.00	Discover French	
Geometry	\$ 83.00	Level I	\$ 66.00
AP Statistics	\$ 85.00	Level II	\$ 60.00
Geometry Concepts	\$ 66.00	Galeria De Arte	\$ 70.00
Excursions in Mod. Math	\$ 98.00		
<b><u>HISTORY</u></b>		<b><u>ENGLISH</u></b>	
World Geography	\$105.00	9 <sup>th</sup> /10 <sup>th</sup> Lang. Lit.	\$ 83.00
World History	\$ 69.00	11 <sup>th</sup> /12 <sup>th</sup> Lang. Lit.	\$ 85.00
U.S. History	\$ 42.00	9 <sup>th</sup> /10 <sup>th</sup> Lang. Net	\$ 53.00
American Government	\$103.00	Bridges Level I/II	\$ 49.00
Economic Problems	\$ 50.00	Bible & Its Influence	\$ 59.00
Entrepreneurs	\$ 30.00	Assorted Required	
<b><u>SCIENCE</u></b>		Reading Books	\$6-\$30
Ag Science	\$ 63.00	<b><u>HEALTH</u></b>	
Earth & Space Science	\$ 70.00	Health	\$ 65.00
Marine Biology	\$ 75.00	<b><u>MISC.</u></b>	
AP Biology/Chemistry	\$140.00	The Bible	\$ 33.00
Biology	\$ 79.00	Record Keeping	\$ 35.00
Physical Science	\$ 35.00	Med. Language	\$ 39.00
Physics	\$103.00	Dev. Child	\$ 45.00
Human Anatomy	\$ 63.00	Psychology	\$ 40.00
Physical Geology	\$110.00	Theatre Art In	
Honors Biology	\$ 53.00	Action	\$ 55.00
Life Science	\$ 35.00	Microsoft Visual	
AP Physics	\$135.00	Basic	\$ 54.00
Life on Ocean Planet	\$ 75.00	Glencoe Health	\$ 70.00

This is a sampling of various book prices. Prices are subject to change.

Students who receive a grade of Incomplete ("I") have until the next grading period (9 weeks) to have it changed to a passing grade. It automatically becomes an "F" on the transcript if it is not changed from an Incomplete ("I").

**INTER-DISTRICT STUDENTS:**

Inter-district students are those who live outside of the Snowline Joint Unified School District boundaries but wish to attend Serrano High School. Inter-district students are admitted into Serrano High School as space allows. Student attending Serrano High School on an inter-district contract must apply for and have **a new contract each school year**. Inter-district contracts must be applied for through the Snowline Joint Unified School District after the student has been released by their home district. During the school year a student's attendance and discipline will be checked periodically. Inter-district status is conditional and may be revoked for the following reasons at the discretion of the administration:

1. Poor attendance/cuts/lock-outs/tardies

2. Repeated discipline problems
3. Failing grades

## **DISCIPLINE**

School rules are put in place in order to ensure a safe and conducive learning atmosphere at Serrano. Violation of the school rules may result in discipline consequences being assigned. Consequences, which are listed below, may be the MINIMUM and depending on a student's prior discipline and/or the situation more severe consequences may be issued.

### **GRADUATION/SENIOR PRIVILEGES:**

Participation in graduation exercises, Baccalaureate, and other senior activities is a privilege at Serrano High School. Seniors who are suspended from school, face possible expulsion or who commit other serious rule violations may lose these privileges. Seniors who have not met all graduation requirements will not be allowed to participate in graduation exercises but may be allowed to participate in other senior activities.

### **5-PERIOD DAY:**

A student who has a period 2-6 schedule cannot be on campus before 2<sup>nd</sup> period starts. A student who has a period 1-5 schedule cannot be on campus after 5<sup>th</sup> period ends. Violation of this agreement will result in revocation of his/her 5-period day and that student will be given an additional class.

### **CONSEQUENCES:**

There are various types of consequences for student violations to rules and regulations at Serrano High School. Typical consequences for violations are as follows:

### **IN SCHOOL SUSPENSION:**

A pupil may be given ISS for infractions of rules that do not necessarily warrant suspension from school. Typical infractions may be:

1. Repeated teacher referrals
2. Persistent vulgarity directed at another student
3. Excessive cuts
4. Missed detentions
5. Request by parent/guardian to combine consequences into ISS days

ISS is similar to an all-day study hall where the student is isolated from his/her classmates. The student will still be required to do class work provided by his/her teachers. While in ISS, students may be required to write a minimum of two legible pages at the opening and closing of each day. Failure to write essays as assigned may result in an additional ISS day.

Students are assigned ISS in advance. Due to teachers preparing work for that specific day, **ISS assignments may only be rescheduled with prior approval upon receiving a minimum of a 24 hour notice/request.**

All students, even those with a shortened school day, must serve their ISS assignment equal to their normal school day. No students will be allowed to leave early or arrive late and still receive credit for a day in ISS.

Students who are late to ISS may be assigned another day. Students who disrupt ISS may be suspended and may be required to make up that day of assignment on a subsequent day. Also, students who do not show up for their ISS day and are found in their regular classes may receive another day of ISS for the first offense. The second no show to ISS may result in a day of at-home suspension for defiance. A third no show may result in multiple days of at-home suspension and a fourth and further no show may result in a 5-day suspension plus a possible recommendation for expulsion.

#### **I.D. CARDS:**

I.D. pictures will be taken during the first weeks of school. All students must have their I.D. pictures taken by the end of the first month of school. Students will need to have their I.D. cards with them at all times when they are on school grounds or when they attend school activities. Students who are not in possession of their I.D. card when they are out of class may be sent to lockout. Students who wait until after the first month of school to have their pictures taken will need to make an appointment at lunch in the A.S.B. office. The first I.D. issued will be free. There will be a \$5.00 replacement fee for each card thereafter. New students who enroll after the first week of school will receive their I.D. card upon enrollment.

#### **DETENTION:**

Detention consists of remaining after school for 30 minutes under the supervision of a campus monitor. Students will be required to:

1. Be on time to detention hall
2. Be silent and non-instigating
3. Accomplish a minimal writing task

Students must provide for his/her own transportation home after a detention is served.

Detentions may be received for:

1. Lockouts/Tardies
  2. Teacher referrals
  3. Abusive language
  4. Other minor violations of school rules
5. Misbehavior during detention or an unexcused absence from detention may result in the student being assigned multiple detentions or I.S.S. **In addition, students who have received excessive number of detentions may be placed at In-School Suspension or suspended from school.**

#### **CLOSED CAMPUS:**

Serrano High School operates under a closed campus policy. This means that a student is not permitted to be in unauthorized areas or to leave campus from the time he/she arrives to go to his/her first period class until he/she concludes his/her last scheduled class. Unauthorized areas include parking lots, Sunnyslope, and athletic fields. Juniors and seniors having less than a full day will be allowed to leave upon completion of their last class. Any student who leaves the campus during the day without prior approval being granted in the

form of an off-grounds pass, which can only be issued by the Attendance office requiring a note from the parent/guardian, shall be issued a cut for the classes that person misses, and/or may be issued a citation for daytime curfew. Students who do not have a sixth period class must leave the campus. All visitors/non-students must check in and receive a visitor's pass from the main office before being allowed to enter campus grounds.

**STUDENT'S PRESENCE ON OTHER CAMPUSES:**

Serrano High School students are not allowed on any campus in the Snowline District during school hours without administrative approval from the individual school. Serrano High School students who make use of Snowline's bus transportation are not to load or unload except at approved areas.

**ACTS OF DEFIANCE:**

Student acts of defiance will be referred to the administration for the appropriate action. An act of defiance may be defined as any action or language deemed inappropriate by any teacher or adult authority (such as secretaries, custodians, bus drivers, campus supervisors, etc.).

**MISBEHAVIOR IN CLASS OR CLASS-RELATED ACTIVITY:**

Students who disrupt class, interfere with the normal classroom routine, or refuse to follow the instructions of the teacher will be referred to the administration.

**GUM/CANDY POLICY:**

Snowline District policy bans gum, Skittles, Starburst, and other similar candies from the Serrano campus. The district has allocated a substantial amount of money towards the removal of gum and candy residue from the Serrano campus. The following are consequences associated for violation of this rule:

First Offense	Warning/Documentation
Second Offense	Detention/Documentation
Third Offense	1 day ISS/Documentation
Fourth or more	1 day Suspension/Documentation

**PUBLIC DISPLAYS OF AFFECTION:**

Inappropriate displays of affection between any students are not acceptable. Anything more than a quick hug or kiss on the cheek is considered inappropriate. Offenders will be referred for disciplinary action.

**ZERO TOLERANCE DRUG POLICY:**

Board Regulation 5114: Any student in possession or under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind will be recommended for expulsion from the Snowline Joint Unified School District on the **FIRST** offense. The Board of Trustees will make the final decision as to the student's status in the District.

Possession of drugs (including alcohol) in any quantity, use on campus, being under the influence, or selling shall be dealt with in the following manner:

1. Referral to police with a request that a report be prepared and appropriate legal action will be taken.
2. Immediate suspension from school for a maximum of five days with required conference with parent.
3. Automatic referral to Board of Trustees for an expulsion hearing.

**FIREWORKS:**

The possession or discharge of fireworks of any kind is prohibited by city and county ordinance. Possession or discharge of fireworks by a student will result in appropriate disciplinary action, which may result in suspension or expulsion from school.

**LOOK-A-LIKE DRUGS:**

Look-a-like drugs are defined as any substance that is:

1. Designed to resemble a controlled substance, or
2. A product, by appearance, which would lead a reasonable person to believe that it would have an effect (stimulant or depressant) similar to one or more controlled substances.

Any person who knowingly distributes or possesses with intent to distribute an imitation controlled substance, is guilty of a misdemeanor (six months in the county jail and/or \$1,000 fine). Look-a-like drugs are treated the same as "real" drugs and students found in possession of the look-alike drugs will be suspended and recommended for expulsion.

**FIREARMS OR KNIVES:**

A student found in the possession of a firearm or knife will be suspended and automatically recommended for expulsion per the Education Code.

**FIGHTING ON CAMPUS:**

Any student who provokes or participates in a fight in any campus-related incident or school-related activity is subject to disciplinary action. This will almost always result in a **five-day suspension** and citation by school police. Upon return to school, the student will be placed on a Behavior Contract. Repeated fights could result in the student being recommended for expulsion. A student making a racial slur that incites a fight will be suspended and possibly recommended for expulsion.

**Students on inter-district transfers who are in any way involved in a fight situation will have their permits canceled and will be returned to their school of residence.**

**PEPPER SPRAY:**

Pepper spray is not to be carried on campus, even though a student may be licensed to carry the pepper spray.

**MOTOR VEHICLE SCHOOL RULES:**

1. Students who drive cars to school should park their cars in the Student Parking Lot. Violators may lose the privilege of parking in the school parking lot and/or be ticketed by the school police.
2. Motor Bikes: The parking area is the same as for motor vehicles.
3. Students are not allowed to park in the faculty parking area or the visitor's parking lot. Students found parking in these areas will be ticketed by the school police and may lose their parking privileges.
4. Students are not permitted to sit in cars, loiter around cars, or be in the parking lot other than to arrive at or leave the campus.
5. Speed Limit: School zone - 25 MPH and parking lot - 5 MPH.
6. Bicycles are not to be ridden on campus at any time. All bikes are to be locked in the bike rack located in the quad area by the library.

7. Skateboards or in-line skates (rollerblades) are not to be brought or ridden on campus and will be confiscated.
8. Students who park on Sunnyslope should park within the fenced parking area.
9. Serrano and S.J.U.S.D. are not responsible for any damage to vehicles or for lost or stolen items from vehicles.

**ELECTRONIC EQUIPMENT:**

For the purpose of protecting student property and to eliminate classroom disturbances, **any and/or all radios, cassettes, tape players, computerized games, laser pens, C.D. players, MP3's or other electronic equipment are not allowed** on campus. They will be confiscated and returned only to the parent or guardian. Beepers, pagers, and cellular phones cannot be activated during the instructional day. Serrano High School and S.J.U.S.D. are not responsible for lost or stolen electronic communication equipment or devices.

(At the time of printing, this policy is being revised. Please review 2009/2010 beginning of school information packets for revised policy.)

**CELL PHONE/BEEPER/PAGER POLICY:**

Snowline J.U.S.D. Board policy (5131) prohibits the usage of cell phones, beepers, or pagers during the school day except with prior consent for health reasons. The following are consequences for violation of this policy.

**FIRST OFFENSE**

- Confiscation
- Warning
- Return to parent with signed contract
- Violation recorded in discipline record

**SECOND OFFENSE**

- Confiscation - return to parent
- Suspension from school 1-3 days
- Violation recorded in discipline record as disruption of school activities

**THIRD OFFENSE**

- Confiscation - return to parent
- Suspension from school for 1-3 days
- Violation recorded in discipline record as disruption of school activities
- Student **MAY** be recommended for placement in an alternative program

**\*NOTE:** Flagrant disregard of the 48901.5 policy or refusal to cooperate with school personnel will result in a suspension on the first offense.

(At the time of printing, this policy is being revised. Please review 2009/2010 beginning of school information packets for revised policy.)

**LOCKOUT POLICY:**

A lockout occurs when a student is not in their correct/assigned classroom when the bell rings. A lockout is administered to those students who are subject to compulsory education but are considered loitering, idling, wandering, strolling, or playing in a public place while school is in session. A lockout to class is

considered a disruption to the learning environment for the other students and, therefore, the following disciplinary consequences will be assigned:

1 <sup>st</sup>	Warning-Written warning to student to be taken home
2 <sup>nd</sup>	Warning-Phone call and letter home
3 <sup>rd</sup>	Two days detention
4 <sup>th</sup>	One day I.S.S. and referral to Counseling for an intervention
5 <sup>th</sup>	Referral for citation (in accordance with police/court parameters)

Additional lock-outs will receive Deans' Office disciplinary consequences and/or referral for citation.

Lock-outs start over at the start of each semester

**CLASS CUTS:**

1. Any class cut will result in detention(s). All day cuts will result in a one day assignment in the In School Suspension (ISS) room.
2. Once a student has walked onto school grounds or has ridden district transportation, they are considered to be in attendance. Any student leaving school grounds without obtaining an off-grounds pass from the Attendance office will be issued a cut. A student found off school grounds during school hours can also be cited by the Snowline Police Department for violation of the Daytime Curfew Ordinance and remanded into court. A student with excessive cuts or trancies can also be brought before the School Attendance Review Board (S.A.R.B.) to have their attendance records reviewed and possibly referred to an alternative learning site and/or fined.

**BEFORE SCHOOL/LUNCH TIME BEHAVIOR:**

Students found in the 100 and 200 hallways during either first or second lunch or prior to the hallway doors being unlocked before school will be asked to leave and/or given consequences. Only in inclement weather will students be allowed in the hallways during lunch.

**SCHOLASTIC DISHONESTY:**

Scholastic dishonesty includes cheating, plagiarism, tampering with records, and taking teacher materials. A first incident of cheating or plagiarism will result in a warning to the student and parent and an "O" or "F" for the paper, test, assignment, or project in question. Any subsequent incident could result in a class drop and loss of credit. When there is an incident of tampering with or taking of official records or teacher materials, a student may lose the class and credit, receive discipline consequences, and the Snowline police will be notified for a possible citable offense.

**SEXUAL HARASSMENT:**

A pupil may be suspended from school and/or recommended for expulsion if the superintendent or the principal, or designee, of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment. This conduct is described as behavior sufficiently severe or pervasive such that it has a negative impact upon the individual's academic performance or creates an intimidating, hostile, or offensive educational environment. The Snowline police will be notified and they will determine if the offense warrants further action.

## **ANTI-BULLYING**

The Snowline Joint Unified School District believes that all students have a right to a safe and healthy school environment. The district will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior may include direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation. This policy applies to whenever a student is on school grounds, traveling to and from school or a school sponsored activity.

## **DANCE / EVENT BEHAVIOR & DRESS CODE**

### **Serrano High School Dances & Events**

Attendance at Serrano High School dances and events is a privilege. The following guidelines have been established for the safety and protection of our students and apply to all dances held throughout the school year. In addition to the guidelines for safety, there are also guidelines for appropriate behavior. Please read through these guidelines with your son/daughter. In order for students to attend dances, you must sign the dance & event acknowledgement portion of the signature page in the Student Forms packet.

1. All students must present an ID before gaining entrance to any dance or event.
2. Only Serrano High School Students may attend our casual dances.
3. Students may bring guests to our formal dances as long as they have turned in a **guest permission form** no later than **3 days before the event** and meet the following criteria:
  - a. The guest must be approved by his/her current school administration.
  - b. Guests must be at least in the 9<sup>th</sup> grade.
  - c. Guests must provide a copy of a current school ID or valid CA driver's license.
  - d. Guests are only permitted to attend the Serrano Homecoming Formal, Winter Formal, or the Prom.
4. All students are expected to adhere to all school rules and policies while at dances.
5. Students who choose to leave the dance early must leave the campus completely and will not be allowed to return. (No loitering in the parking lot.) Students may be asked to sign out and parents may be notified.
6. Pushing, shoving, slam dancing, and aggressive moves are not allowed. Students participating in these types of actions will be asked to leave the dance.
7. Video cameras may be used for security purposes. Students should be aware that their actions and behavior could be recorded and used as evidence for disciplinary actions.
8. Inappropriate touching of a sexual nature will not be tolerated. This includes but is not limited to "freak" dancing that involves simulation of sex acts, lying on the floor, rubbing together of private parts, groping of your own or another person's body.

#### **Consequences for inappropriate dancing:**

- a. Students will be allowed two warnings. Upon the third infraction, the student's wristband will be removed and they will be required to leave

- the dance floor building without re entry. They may be allowed to hang out in the food or picture areas.
- b. Students who do not cooperate with the chaperone's request will be required to leave the dance completely, once parents are contacted.
  - c. Students who are required to leave the dance will lose their privilege of attending Serrano High School dances indefinitely.
9. Students who are suspected to be under the influence of alcohol or drugs will be turned over to the campus police and their parents will be notified.
  10. Students should use good judgment when selecting attire for school dances. Students who show up to an event with inappropriate clothing will not be allowed into the event. Please follow the guidelines below if you are not sure as to what is appropriate. You may also come to the ASB office before the event for clarification on the dress code. (Students may also not change into casual attire after they're in the dance!)

**ACCEPTABLE ATTIRE**

1. Spaghetti straps are OK
2. Strapless garments are OK
3. Two piece dresses showing 2 in. of the belly is OK
4. Backless dresses are OK
5. Mini dresses are OK (however they may be no shorter than the tips of ones fingers)
6. Nice tennis shoes are permissible

**UNACCEPTABLE ATTIRE**

1. No swimsuits, tube tops, or halters that end just below the breast, exposing more than 2 inches of the front torso
2. No see-through clothing
3. No portion of the buttocks may be showing
4. No undergarments may be showing (this includes bra straps and g-strings)
5. Jeans are not permitted at formal dances.
6. School guidelines regarding gang attire, offensive or disruptive attire are in full effect and may not be worn to school events.

Note – Individuals attending any after school activities are subject to the same rules and consequences that apply during the regular school day.

**DRESS CODE**

**PHILOSOPHY:**

Based on the belief that school is a place of business where students are learning both academic and social skills, it is required that students dress appropriately. Clothing should be clean and not distracting or in violation of common decency. Any student expression that “materially and substantially interferes with school activities” has been deemed inappropriate and will be subject to school discipline policies and regulations. All final dress code decisions will be made by the school administration.

If applicable, students will be required to wear a school “loaner” and will receive consequences based on the number of violations and attitude of the student. Students who refuse to change will be suspended from school for one to three

days depending on the number of dress code violations and attitude of the student. To that end, we ask that parents work with their students to adhere to the dress code outlined below.

**CLOTHING/GROOMING NOT ALLOWED AT SCHOOL:**

- Short shirts that expose the stomach when the arms are in a normal position
- Backless, strapless, low-cut, off-the-shoulder, halter, spaghetti straps, razor back or open-back tops are not allowed
- Any item of clothing that shows excessive skin (chest, back, legs, torso, shoulders, cleavage)
- Any item of clothing that does not conceal undergarments (includes bra straps)
- Low-cut pants, shorts or skirts that expose the stomach or bottom or excessively short skirts, dresses or shorts
- Excessively torn clothing and tears above the knee that exposes skin or other body parts
- Excessively baggy, sagging pants/oversized clothing (pants must be fitted at the waist or held up by a belt)
- Clothing or items (i.e. folders/notebooks) with suggestive, derogatory, violent, racial, or insulting/offensive messages or pictures (scantily clad figures, weapons, references to sex)
- Sleepwear or loungewear. This includes pajamas and house slippers (without a hard sole)
- Non-Serrano-issued hats/caps/visors/beanies/berets/sweat bands/arctic headbands – **Only Serrano-issued hats/caps/visors/beanies/sweat bands/arctic headbands are allowed to be worn outside** and must be unaltered and worn with the bill (if applicable) to the front to provide sun protection. No headwear of any kind (Serrano included) is allowed to be worn inside school classrooms and other campus buildings. **STUDENTS MAY NOT WEAR OR CARRY NON-SERRANO HEAD GEAR ON CAMPUS**
- Costumes, hairstyles or clothing which may be considered to cause a disruption
- Visible bandanas and hairnets or do-rags
- Garments or accessories with references to drugs, alcohol, tobacco or sex (420, 13, 8 Ball, etc.) or reference to any club, organization or sex which may cause a disruption
- Spiked/studded accessories, chains, bondage belts or any items which may present a hazard
- Appropriate footwear must be worn at all times
- “Gang-related apparel” which could reasonably be determined to threaten the health and safety of the school environment
- Skin art that promotes activities or products not allowed by dress standards must be covered
- Any other item of dress or accessory that interferes with school activities, presents a possible safety hazard or which may cause a disruption (i.e. trench/oversized coats or outer garments which extend past the knees, blankets, etc.)

Any school-wide dress code established pursuant to this section and Ed Code Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal or the person designated by the principal.

*The administration reserves the right, if necessary, to add other items to this list, especially any and all items which may become associated with gang membership and/or affect the safety/security of staff and/or students and the campus.*

**CONFISCATED ITEMS:** Confiscated items such as hats or inappropriate shirts will be released to students on the 1<sup>st</sup> offense. Thereafter, items will be released only to a parent or legal guardian. Confiscated items will be discarded after 30 days.

**DRESS CODE CONSEQUENCES:**

1 <sup>st</sup> Warning	Item released to student
2 <sup>nd</sup> Warning	Letter sent home and item released to parent
3 <sup>rd</sup> Warning	1 detention and item released to parent
4 <sup>th</sup> Warning	1 day I.S.S. and item released to parent
5 <sup>th</sup> Warning	1 day suspension and item released to parent

**STUDENT SUSPENSIONS AND EXPULSIONS**

**Student Suspension and Expulsion: Student Due Process:**  
Suspended/expelled students are not allowed on campus or at any school functions during the term of their suspension.

**CLASS I OFFENSES:**

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
  - a. Causing serious physical injury to another person, except in self-defense.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 1 1053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another fluid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
5. Committed, or attempted to commit, robbery or extortion.

**CLASS II OFFENSES:**

1. Caused, or attempted to cause, damage to school property or private property.
2. Stolen, or attempted to steal, school property or private property.
3. Possessed or used tobacco or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his/her own prescription products.
4. Committed an obscene act or engaged in habitual profanity or vulgarity.
5. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell, any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.
6. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
7. Knowingly received stolen school property or private property.
8. Possessed an imitation firearm, i.e. a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
9. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289 or committed a sexual battery as defined in Penal Code 243.4.
10. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
11. Made terrorist threats against school officials and/or school property.

Students in grades 4 - 12 are also subject to suspension or recommendation for expulsion for any of the acts listed below:

12. Attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5.
13. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5.
14. Intentionally harassed, threatened, or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school or within any other school district, including but not limited to the following circumstances:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period, whether on or off the campus.
4. During, going to, or coming from, a school sponsored activity.

**MANDATORY RECOMMENDATION FOR EXPULSION:**

The principal or the superintendent of schools **shall** recommend a pupil's expulsion for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds, and so reports in writing to the governing board, that expulsion is inappropriate, due to the particular circumstance, which shall be set out in the report of the incident:

1. Causing serious physical injury to another person except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053 - 11058, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee.

**MANDATORY RECOMMENDATION FOR and MANDATORY EXPULSION:**

The principal or the superintendent of schools **shall** recommend that the board expel any student found at school or at a school activity:

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
2. Brandishing a knife, as defined in Education Code 48915(g), at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 - 11058.
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in "Grounds for Suspension and Expulsion" above.

Upon finding that the student committed any of these acts, the Board of Trustees **shall** expel the student.

**STUDENTS WITH EXCEPTIONAL NEEDS – SPECIAL RULES:**

In a matter involving a pupil with previously identified exceptional needs who is currently enrolled in a special education program, the governing board may order the pupil expelled for any of the Class I or Class II offenses above only if the board also finds, based upon a determination by an individualized education program team, that the misconduct was not caused by the pupil's identified handicap or by an inappropriate placement. However, a pupil with previously identified exceptional needs who is currently enrolled in a special education program may be suspended for any of the Class I or Class II offenses above upon a first offense, without a determination by an individualized education program team that the misconduct was not caused by the pupil's identified handicap or by an inappropriate placement, if the principal or superintendent of schools determines that the pupil committed a Class I or Class II offense, or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

## UNIFORM COMPLAINT PROCEDURES

The Snowline Joint Unified School District has primary responsibility for insuring that the district complies with state and federal laws and regulations governing educational programs. Any complaints alleging unlawful discrimination or failure to comply with state or federal laws in consolidated categorical aid programs, vocational education and special education programs will be reviewed and mediated or investigated by the district. The complainant will have the opportunity to provide relevant information during the investigation. Within sixty days of receipt of the complaint, the district will provide a written report to the complainant. Complaints alleging discrimination must be filed within six months from the alleged occurrence or when knowledge was first obtained. Complainants may also pursue civil law remedies through mediation centers, the county office of education, and public/private interest attorneys.

The District follows Uniform Complaints Procedures established in **Board Policy # 1312.3 (a and b)**. Complaints should be directed to the **District Compliance Officer, the Assistant Superintendent of Curriculum, at (760) 868-5817**.

If dissatisfied with the district's resolution of a complaint, the complainant has the right to appeal to the California Department of Education within fifteen days after the district's report is issued. **In a discrimination complaint, the complainant has the right to seek legal remedies (such as court action) when at least sixty days has passed after filing an appeal with the California Department of Education.**

## BOARD OF TRUSTEES MEETING SCHEDULE

September 8, 2009  
September 22, 2009  
October 13, 2009  
October 27, 2009  
November 10, 2009  
November 24, 2009  
December 8, 2009  
January 12, 2010  
January 26, 2010  
February 9, 2010  
February 23, 2010  
March 9, 2010  
March 23, 2010  
April 13, 2010  
April 27, 2010  
May 11, 2010  
May 25, 2010  
June 8, 2010  
June 22, 2010

### **BOARD OF TRUSTEES:**

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Karie LaFever	868-6322	<a href="mailto:karie_lafever@snowlineschools.com">karie_lafever@snowlineschools.com</a>
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Dale Schinke	868-0976	<a href="mailto:dale_schinke@snowlineschools.com">dale_schinke@snowlineschools.com</a>

Student Board Member – Christman Bowers