



# **STUDENT/PARENT HANDBOOK**

**2008 - 2009**

# DEL MAR HIGH SCHOOL VISION STATEMENT

The Del Mar educational community is committed to the principles that all students can learn; that students learn best in an environment that is both challenging and caring; that teachers are practitioners of research-based instructional strategies designed to address a multitude of learning styles, and cultural linguistic differences; that an ongoing school improvement process, focused on student performance data, will lead to a higher level of academic achievement by all students; and that we have a unique responsibility to prepare every student to become productive members of our democratic society.

## Expected School-Wide Learning Results ESLRs

Graduates of Del Mar High School will be:

- I. Academically Prepared Individuals who
  - Demonstrate subject matter proficiency in English Language Arts, Math, Science and Social Science
  - Are able to evaluate, analyze and synthesize information and apply it to new situations
  - Are able to use technology to perform research by accessing information and evaluating its validity
  - Be recipients of a well-rounded education through exposure to the arts, vocational education, second languages and experiential learning
  
- II. Good Citizens who
  - Appreciate cultural differences and understand human commonalities
  - Show self-respect and respect for others
  - Demonstrate an understanding of good citizenship in a democratic society by being positive contributors to the school and community
  - Possess a working knowledge of the American system of government
  
- III. Responsible Young Adults who
  - Demonstrate effective collaboration skills
  - Demonstrate the abilities essential to become self-reliant adults
  - Understand how to maintain personal health and wellness
  - Demonstrate competency in personal financial skills

## **DEL MAR HIGH SCHOOL Academic Code of Conduct**

### **Philosophy/Rationale:**

The Del Mar High School Learning Community expects the highest standards of honesty and integrity from all students. Allowing unethical student learning behavior to go unchecked establishes habits that are detrimental to both the individual and the society. Del Mar is committed to student achieving our school-wide learning results while conducting themselves with the highest level on integrity. With this in mind, the Del Mar High School Academic Code of Conduct has been put in place as a means to ensure that all students understand our expectations and the consequences for actions which deviate from those expectations. As a student, you are responsible for your own work and you are responsible for your own actions.

### **Definitions:**

Cheating is defined broadly as turning in work that is not your own or allowing another student copy your work. Examples of common forms of cheating are listed below but it is not meant to be an all encompassing list.

- Looking at someone else's paper during a test/quiz
- Talking with another student during an test/quiz
- Using cheat notes
- Allowing someone to copy off of your test/quiz
- Copying work assigned to be completed independently
- Use of any electronic device that stores or communicates information during a test/quiz (i.e. text messages)
- Giving or receiving test/quiz information to students in another class
- (Plagiarism) Turning in individual projects not wholly one's own; misrepresenting someone else's work as one's own; failing to give credit for statements and conclusions drawn from another source; submitting someone else's work as your own, including downloading papers from Internet sources.

## **Consequences:**

### 1<sup>st</sup> offense:

Receive zero credit on the assignment without possibility for make-up  
Referral sent to Guidance Advisor for discussion and posting in  
computer file

All teachers of the student informed

Student placed on honesty contract

Parent contacted and contract mailed home

### 2<sup>nd</sup> offense:

Zero on the assignment

Referral to the Dean

All teachers of the student informed

Parent conference held

Saturday School or After School detention assigned

### 3 or more offenses:

Zero on the assignment

Referral to the Dean

All teachers of the student informed

If this occurrence totals two in a single class the student is dropped  
from the class with an F; if this incident is the first in a particular class  
the student will receive an in-house suspension.

**Note:** Students will begin with a clean slate each school year. If a  
student is removed from a class with an F in the first semester,  
that student will **not** be re-enrolled in the class second  
semester.

## GENERAL INFORMATION

### **Main Office – Hours: 7:00 a.m. – 4 p.m.**

This area is the location of the Principal and Vice Principal as well as the school secretary and the receptionist.

### **Library – Hours 7:30 a.m. – 3:30 p.m.**

Students may use the library before and after school, during lunch or during tutorial. Library books may be checked out for two weeks. Reference books may not be checked out, but photocopies may be made in the library for ten cents a page. A student must show his/her identification card in order to check out books. The four-digit student number is on the ASB/ID card and on the class schedule. The fine for an overdue book is 10 cents per school day. Eight Internet stations are available for student research. Students and their parent must sign the "Internet/E-mail Use" contract prior to the student use of these computers. When students come to the library for computer use, they must show their school identification with the "net" sticker on it. Printing may be done from the computers at a cost of ten cents a page for black and white and twenty-five cents per page for color.

### **Student Service Center- Hours: 7:30 a.m. – 4:00 p.m.**

The Student Service Center is located in the main hallway opposite room 26. The offices of the Deans, Guidance Advisors, Guidance Clerk/Registrar, Attendance Clerk and Health Clerk are located in the Student Service Center.

### **Attendance Clerk, Broderick Jones**

The Attendance Clerk assist students and parents in clearing absences, securing tardy passes, off-grounds passes for appointments, parking permits, and locker assignments.

### **Health Clerk, Karen Mummey**

The Health Clerk is available for assistance with the maintenance of immunization records, minor medical emergencies, for assisting students who have become ill and need to go home and for issuing PE medical excuses.. The Health Clerk is not a nurse and is, therefore, prohibited by law from giving out any type of medication to students **without written approval from the student's doctor.**

### **Guidance Clerk/Registrar, Vickie Purser**

The Guidance Clerk assists parents and students with information regarding transcripts, transcript interpretation, academic credits, course descriptions, and testing programs.

### **Activities Office – Hours 7:30 – 4:00**

All matters related to student extra-curricular activities are coordinated by the Activities Director, "Doc" Iverson. Students make all arrangements for purchasing

student body cards, joining clubs, and obtaining pictures in the Activities Office which is located opposite the entrance to the Main Office.

### **Lost and Found**

Lost personal items are taken to the Student Service Center. Lost textbooks are returned to the Department Chair if no name is in the book. Students are encouraged not to bring large amounts of money or valuable items to school.

### **Parking Lot and Motor Vehicle Registration**

There are two parking lots on the Del Mar campus. The front parking lot on Del Mar Avenue is for **staff and visitor parking only**. Students are to park in the parking lot at the back of the school. Students parking in the faculty/staff lot will be cited by SJPD.

### **Students MUST PARK in the student lot. Parking in the faculty lot or off campus is strictly prohibited.**

- Motor vehicles must be registered in the Student Service Center and have a current parking sticker affixed to the back bumper.
- Students who fail to park in the proper space, drive recklessly or park outside the student lot are subject to: citation by the police, having their car towed away at owner expense, suspension from school and/or loss of driving and parking privileges on campus.
- The parking lot is off-limits during school hours. Students may not loiter in the parking lot during the school day, including lunch and tutorial. This rule provides better security for student cars.
- All vehicles on CUHSD property are subject to search if there is reasonable cause.

## DEL MAR RULES/DISCIPLINE POLICY

### Basic Rights and Responsibilities

All members of the Del Mar High School Student Body and staff share the right to:

- Learn and teach in a safe and orderly school environment
- Be treated with dignity and respect

All members of the Del Mar High School Student Body and staff, working together to ensure a safe and orderly school environment, will:

- Take responsibility for their own actions
- Act with respect for others
- Use language that is appropriate and reflects respect for one another
- Resolve conflicts calmly and with reason; thus, avoiding the use of violence, threats and intimidation
- Respect the diversity of our campus and avoid acts of discrimination and bigotry based on race, religion, gender, sexual orientation, and/or national origin

**SPECIAL NOTE:** Expulsion proceedings will be initiated for students who possess, sell, or furnish ANY firearm, knife, explosive or other dangerous object or look-alike weapon OR sell or otherwise furnish any illegal drug or alcohol, OR interfere with a school official or police officer in the conduct of their duty, OR be involved in a gang-related incident.

### General Rules

Del Mar High school has established a few simple rules to guide student conduct. In addition, teachers are expected to publish and inform students of classroom rules AND consequences for violations. Students have the responsibility to become informed and abide by the established rules.

- Students are expected to respect the authority of all adult staff members, address them with respect and respond to their direction. Any student who uses language, or takes actions, directed at a staff member that is threatening, sexually harassing, or insulting to their ethnicity, sexual orientation or gender will result in disciplinary consequences up to and including suspension or expulsion. Any action interfering with a staff member or officer in the conduct of their duty that endangers the safety of students or staff will face expulsion.
- Students will settle conflicts calmly and peacefully, avoiding violence as a response to disagreements. Students will immediately leave and/or avoid the scene of a conflict unless directed by a staff member to do otherwise
- Students will not contribute to conflicts by spreading rumors, gossiping or threatening others with harm or any other form of harassment. If a conflict is happening, they are not to “rubber neck”, get involved, egg it

on or otherwise interfere with school authorities dealing with the situation. Students are to immediately leave the area as directed – “mob-like” behavior will be dealt with severely.

- Students will refrain from the use/or possession of tobacco or tobacco-containing products, drugs and alcohol on campus or while attending any school activity whether on campus or away from Del Mar. Del Mar High School is a “TOBACCO FREE ZONE” so neither students nor adults attending events on campus may use tobacco or tobacco-containing products.
- The campus is closed to all non-students between 7:00 a.m. and 4:00 p.m. Parents/Guests coming to the school on official business are permitted on campus but must report first to the Main Office to sign in and receive a visitor’s ID badge that must be worn while on campus.
- Students will respect all school property and will refrain from spitting on, defacing, vandalizing, breaking or damaging it.
- Cell Phones and other electronic devices are allowable on campus, **but may not be used on campus during the class time. Under no circumstances are cell phones or other electronic devices to be visible or used during class.** Once the bell rings beginning a class period all electronic devices must be turned off and stowed out of sight until class ends. As a practical matter this means devices may be used before school, during passing period, during lunch and after school; any other time is a violation of school policy. Students violating the policy will have their items immediately confiscated--see consequences below. A student using a cell phone in a manner that violates school rules, or the law, will be suspended from school and lose the privilege of bringing a cell phone to school.
- Bikes, skateboards, rollerblades, or scooters are not to be ridden on campus. Bikes are to be locked in the bike racks. All other items are to be stored in student lockers.
- Signs posted on campus must be approved by the administration or ASB. Approved signs may be attached to the walls using blue masking tape ONLY.
- All activities must be arranged with the Activity Director’s office.
- Changing or altering any school document is punishable by suspension.

### **Cell phones/electronic devices/skateboards/bikes/scooters, etc.**

- 1<sup>st</sup> offense: Deans will hold the item until the end of the following school day (inclusive of weekends)
- 2<sup>nd</sup> offense: the item will not be returned until a parent conference is held
- 3<sup>rd</sup> offense: student will not be allowed to bring the item to school for the remainder of the school year. (School suspension will be given for further violations.)

**Parent Responsibility:** Students are not to receive or initiate calls to anyone, including parents, except during the designated time. In an emergency, parents are to contact the office and students will be allowed to

call home from the office. Otherwise, please leave a message on voice mail.

### **Closed Campus**

Del Mar is a CLOSED CAMPUS. Students must remain on campus for the entire school day including lunch and tutorial. Exceptions: students with a valid Off-Grounds Pass, CCOC, Work Experience, or students with "No 3<sup>rd</sup>" or "No 6<sup>th</sup>" period. The athletic fields, football bowl, tennis courts, adult education areas, and all parking lots are off limits during the school day (before school, tutorial, and lunch). Non students and students from other schools may NOT visit the campus nor attend school with Del Mar students. Cars are not to be used as lockers. Loitering is not allowed in the business parking lots on Del Mar Avenue and on the sidewalk. Please note: students may be cited for trespassing by SJPD if they are loitering in the parking lots across the street from the school.

### **Loitering**

Loitering in the neighboring community or business areas is prohibited before, during and after the regular school day. Students coming to school are expected to come directly on to campus and not loiter in or around the neighborhood. Parents of violators may be contacted on the initial offense and the student will face detention and/or suspension for subsequent offenses

### **Student Dress Code**

Students are to dress appropriately for school. Wearing clothing that is overly revealing, has gang connotations, promotes drugs/alcohol and poses a danger to students and staff is strictly forbidden. **Inappropriate dress includes but is not limited to:**

- *Wearing athletic jerseys, other than Del Mar Team attire*
- *No "**San Jose Sharks**" clothing or hats*
- *Spaghetti strap tank tops, halter tops, tube tops, one shoulder tops*
- *Short shorts or very short skirts*
- *Hats containing the colors red or blue*
- *Tank top style undershirts*
- *Sagging pants or shorts that reveal underwear*
- *Low cut or revealing tops*
- *Jewelry with spikes or studs*
  
- **PLEASE NOTE: ALL SHIRTS WORN BY BOYS MUST HAVE SLEEVES and we prefer sleeves on shirts worn by girls as well.**
  
- *Hats may not be worn indoors (class or library).*
- *Any items containing reference to alcohol, drugs, tobacco, or their related slogans or emblems may NOT be worn on campus or at any school function.*
- *NO clothing or hats with any sexual or violent connotation may be worn on campus or at any school function.*

- *The wearing of gang-related insignias or colors is NOT allowed. Please refer to Del Mar's anti-gang policy on page 12.*
- *Shoes must be worn at all times.*

*Students will be asked to change their clothes if they are wearing inappropriate items. Repeat violators will be subject to school discipline.*

### **Sexual Harassment**

Sexual harassment is defined as making unsolicited and unwelcome written, verbal, physical and/or visual contact with sexual overtones, or continuing to express sexual interest after being informed that the interest is unwelcome. If a student believes that he or she is being sexually harassed by another student, the first step is to tell the offending person that their actions are unwelcome. If the action persists, the student should make a formal complaint to their Dean. If a student believes they are being sexually harassed by a staff member, the student should report the incident to the principal.

### **Inappropriate Displays of Affection**

Mature individuals do not display their affection for one another in public. A simple hug or "peck on the cheek" is an appropriate display of warmth and friendship; "making out" is not. We ask that students not embarrass themselves, their boy/girlfriend or others around them by saving their affections for a private time.

### **Birthday Celebrations**

Though we all like to help our friends celebrate their birthdays, big, loud and/or destructive displays cause disruption to the regular school activity. Therefore, "birthday bashing" (i.e. spraying with whipped cream, shaving cream, throwing water balloons, or physical punishment) is not allowed and carries strict consequences. Also the posting of birthday displays (i.e. handbills, posters, etc.) is not permitted. Balloons or flowers are acceptable so long as they do not create a classroom distraction; however they will not be delivered to a student's classroom

### **Conduct at Athletic Events**

- Students and adults who attend Del Mar High School sporting events, whether at home or away, are expected to display conduct reflecting good sportsmanship. All school guidelines, rules and regulations are in force during such events. State law dictates that schools are "Tobacco Free Zones." Neither students nor adults may use tobacco products while on campus or at a sporting event.
- Everyone attending athletic events is expected to conduct themselves in a manner that will bring respect to Del Mar. They shall refrain from any conduct that degrades, baits, or intimidates others.
- Night football and basketball games at Del Mar have some specific rules to which all are expected to adhere. There is a "no in and out" policy, no loitering is allowed, and please exit promptly at the completion of the game. Stadium/gym lights will be turned off shortly after the game is completed.

- Please respect the campus and throw away all trash. There is a no food or drink policy in the gym. Please enjoy your snacks in the lobby area of the gym.

### **Conduct at School Dances**

Dances are a major activity of the social life of Del Mar High School and should be a safe and fun experience for all who attend. All dances, with the exception of the Junior/Senior Prom, begin at 7 p.m. and last until 10 p.m. To maintain the fun and safety of Del Mar's dances, students are expected to observe the following rules:

- Students will not be admitted to the dance after 8:30 p.m.
- All Del Mar students must present a current school photo identification card before being admitted to the dance. Students may leave prior to the end of the dance but may NOT return to the dance once they have left.
- Students will observe DMHS rules of conduct, including those that apply to the use/possession of tobacco, drugs and alcohol.
- Students are expected to be cooperative and follow the direction of the adult chaperons and security officers.
- Dance styles which are provocative or pose the potential for injury are not allowed and students who insist on doing so will be removed from the dance and denied the privilege of attending future dances. Specifically, any dance that is sexually suggestive (i.e. freaking) is strictly prohibited.
- **NOTE: Students committing a suspendable offense at a school dance will lose the privilege of attending ALL future dances for the year including the Prom.**
- **Guests:** Generally only Del Mar students are allowed to attend dances. The exception is for dances that are traditionally date dances. Announcements will be made prior to dances if guests are allowed and if so a guest pass must be secured and approved in advance.

### **Discipline Referrals and Procedures**

A "referral" is a communication from the classroom teacher to the Dean describing a student's misconduct that has violated classroom or school rules. The referral represents a request by the teacher for disciplinary action. When the student is directed to leave the class by the teacher, the student will:

- Leave the room quickly and quietly, report immediately to the Student Service Center.
- Sign in with the Attendance Clerk and report the reason for being sent to the office.
- Be seated in the assigned area and wait quietly until the end of the period.

- Students who fail to remain in the office will be suspended.
- Report to his/her next class when the bell rings unless directed by the Dean to do otherwise.
- RETURN to the office during the same period the next day that the class meets for a conference with the Dean. Most problems can be resolved at that time and the student will be returned to class. **Students may not return to class until directed to do so by the Dean.**

Note: Students are usually not seen immediately after being sent to the office in order to allow the Dean to conduct an appropriate investigation. After discussing the situation with the teacher, the Dean will meet with the student to hear his/her side of the story and will take the necessary action. Parents will be informed of the student's behavior and the disciplinary consequences.

### **Consequences for Misconduct**

Del Mar High School uses a progressive discipline model. Consequences will be in keeping with the student's "due process" rights. This means that consequences increase in severity with repeated misconduct or in accordance with the seriousness of the violation. Disciplinary actions and consequences may include: a verbal/written warning, sitting in the Student Service Center, doing campus clean-up projects, suspension, after school detention, assignment to a Saturday School Program, removal from a class with an "F," transfer to an alternative education program, the confiscation of student property that violates school rules, or other action considered reasonable and appropriate by the Dean. Parents may appeal suspensions and expulsion recommendations to the Principal.

### **Suspensions and Expulsions**

In certain instances student misconduct is serious enough to warrant a suspension and/or expulsion. The Education Code of the State of California dictates which behaviors bring a suspension and possible expulsion. Listed below are those offenses:

- Furnishing or possession of a firearm
- Brandishing a knife at another person
- Unlawfully selling a controlled substance as listed in the Health and Safety Codes
- Committing or attempting to commit a sexual assault or committing sexual battery
- Possession of an explosive
- Causing or attempting to cause physical injury to another person (e.g. fighting)
- Assault on a school employee
- Possession or use of dangerous objects of no reasonable use to the student
- Possession, use, under the influence, providing or attempting to provide drugs or alcohol
- Sale of a look-alike substance represented to be a drug or alcohol
- Extortion or robbery

- Theft
- Damage to property
- Use or possession of tobacco
- Obscenity/Profanity/Vulgar acts or language
- Possession of drug paraphernalia
- Disruption or defiance
- Receiving/possession of stolen property
- Possession of imitation firearms
- Intimidation/harassment/threats of violence
- Sexual harassment
- Hate violence
- Creating a hostile education environment
- Terrorist threats
- Interfering with a school official or officer in the conduct of their duty thus endangering other students and staff members.

**NOTE: Students who are suspended from school for more than two days will have their privilege to take part in school activities revoked for three weeks. A second significant suspension will result in the loss of these privileges for the remainder of the school year.**

### **ANTI GANG POLICY**

Del Mar High school is committed to maintaining a safe educational environment for all students and staff. Del Mar has developed the following policy designed to identify, disrupt and eliminate gang influences on our campus and in our neighborhoods. Whether an individual student views him/herself as a gang member, a "wannabe", or a graffiti "tagger," it is our view that all such individuals are at risk of gang involvement and a threat to the safety of our students and staff. The Del Mar High School Anti-Gang Policy has provisions which address dress restrictions, gang symbols, tagging, behaviors and areas of enforcement. It should be noted that students found to be in violation of this policy are subject to suspension and may be referred for expulsion proceedings and other legal action.

This policy is in force on campus at any Del Mar activity regardless of the location and in the vicinity of the school, specifically across the street in the business parking lot.

#### **A. DRESS RESTRICTIONS**

**Any clothing or head-wear which may be reasonably interpreted as symbolic of gang association is prohibited. Specific examples include, BUT ARE NOT LIMITED TO:**

- COLORS: With the exception of blue jeans, any article of clothing that is solidly blue, red, burgundy or other variation of the colors red and blue.
- Wearing calf-length shorts, usually with long socks that are easily identifiable as gang attire

- Bandanas/"rags" either worn or carried (visible or concealed)
- Dangling belts
- Any hat, piece of clothing, backpack, book, notebook or other item which is inscribed or marked with tagging or gang-associated symbols, words or names

**B. SYMBOLS/BEHAVIORS**

**The display or use of any symbol, word(s) or "tag" which may reasonably be interpreted as symbolic of gang association is prohibited. Specific examples include BUT ARE NOT LIMITED TO:**

- Tagging of backpacks, books, notebooks, or other personal belongings
- Tagging of lockers (either inside or outside), desks, walls or any other school property.
- Visible gang or gang -like tattoos or body drawings
- Displaying a "rag" or other similar object
- Gang hand signs
- Giving a look to another student for the purpose of intimidation (i.e. "dogging.")
- Moving around campus as part of a group of students for the purpose of intimidation.

**C. Students Identified As At Risk of Gang Involvement**

Students who are identified by the school as at risk of gang involvement will be placed on a far more restrictive dress code and behavior contract; they will be referred to an on-campus gang intervention program; they will have their names turned over to the San Jose Gang Enforcement Unit.

## ATTENDANCE/PARTICIPATION POLICY

All - day absences should be called in directly by a parent/guardian to the 24 hour attendance line (558-3063) on the day of the absence. Please do not leave requests for off-grounds passes on this message line. All absences must be cleared within three days to avoid being designated as "truant." By-weekly attendance reports are posted in each classroom to keep students informed about the status of their absences. Students are required by State law and District policy to attend school on a regular basis. Any student missing an excessive number of days will be subject to a review by the Deans to determine their continued status at Del Mar High School.

### **Make-Up Work**

Upon returning to school after being absent, a student is required to meet with each teacher during tutorial within two days of his/her return. Each teacher will provide the student with the work missed and will set a reasonable schedule for the work to be completed. Generally students will have the number of days they missed to make up assignments, tests, etc. This is not true in the case of long-term written projects; long-term projects are due on the assigned due date even if the student is absent that day. Students not meeting the deadlines for make-up work will not be allowed to make up the work at a later time.

**Students lose the privilege of making up work when they are truant or suspended.**

### **Consideration Absence-Family Vacation**

Two weeks prior to a family vacation the parent must complete an application for a "Consideration Absence." These forms are available in the Attendance Office. This request will be evaluated by the Dean and will be submitted to the student's teachers. Be aware that the student is responsible for obtaining all work to be missed from each teacher prior to leaving school. All work missed is due upon return to school. Consideration absences are treated the same as approved absences but are designed differently for attendance auditing purposes.

### **Leaving Campus for an Appointment, Illness, or Injury**

If a student needs to be released from school for an appointment, the parent **MUST** contact the Attendance Office **BEFORE** the time the student is to be released. Absences for students who leave without checking out will **NOT BE EXCUSED**. In the event of sudden illness, injury, or physical problem, students should report directly to the Health Office for permission to leave campus. Students leaving campus without checking out with the Health Office **WILL BE MARKED "TRUANT."**

### **Tardy Policy/Unexcused Tardies**

Arriving on time is a trait respected by all people, including employers and teachers. Del Mar High School believes that we must foster a positive work ethic in attendance and academic studies. Students arriving late to class create a disruption and take time away from the instruction of their fellow students.

Students are expected to be in class prior to the late bell unless they have an approved pass from a school official. Students who are tardy to class will have their participation grade lowered in that class and will face the consequences listed below.

## **Attendance Policy Violations/Consequences**

### Tardy Policy:

If a student is late to class, he/she is required to attend after school detention with that teacher, on that day during tutorial, or make arrangements with that teacher for another time. If the student fails to do the above, the teacher will write an attendance referral, and the student will then owe an hour of detention to be assigned by the dean.

### Truant Absences (per class per semester)

4 truants: Student assigned 2 hours of after school detention

8 truants: Student will be removed from class with an F grade

### Removal from Class

Students who are removed from periods: 1, 3, 4 and 6 will be dropped from the class for the remainder of the semester while the remainder of their schedule will remain unchanged. Students who are removed from classes periods 2 or 5, will have their schedule changed so they don't have an open space in their schedule.

### Parent Responsibility

Parents are to call the 24-hour attendance line or the Attendance Office explaining the student's absence the day the student is out. Parents will have 1 week to clear an absence, after which it will be designated a truant and will not be changed. Parents may not approve tardies. Parents should monitor student attendance using our Aeries Gradebook program.

## GUIDANCE SERVICES

### Guidance Counseling Staff

Liz Seabury..... Vice Principal  
Chelly Brink (A – F) ..... Guidance Advisor  
Richard Mendoza (G – O) ..... Guidance Advisor  
Ly Moua (P – Z) ..... Guidance Advisor  
Vickie Purser..... Guidance Clerk

### DEL MAR HIGH SCHOOL Graduation Requirements

- 4 Years English
- 2 years Math (**must pass Algebra**)
- 2 years Science
  - 1 year Biological
  - 1 year Physical
- 3 years Social Science
- 2 years PE (9<sup>th</sup> grade State Requirement/Health)
- 3 years (2 out of 3 categories)
  - Fine Arts
  - Applied Arts
  - Foreign Language
- CAHSEE

**TOTAL UNITS NEEDED FOR GRADUATION = 220**

### Reports and Grades

Letter grades are issued six times each year. Semester grades become part of the student's permanent record and determine units of credit earned toward graduation. Five units per semester are earned for each class passed except student aide, which is 2.5 credits. Classes repeated to improve grades other than an "F" receive no additional units.

### Testing Schedule (tentative)

- **High School Exit Exam: October 2007**
- **STAR Testing: April – May 2008**
- **Advanced Placement Exams: May 2008**

### Guidance Services

Guidance advisors inform parents by mail, e-mail, and evening presentations. Parents wishing to receive the bulletin by e-bulletin need to contact Tish Landers in the Main Office. Services include the distribution of materials and power point presentations to all grade levels in core classes. Bulletin notices, classroom visitations, written information and workshops are a few ways information will be made available. Also, communication will be made available on School Loop.

**Individual guidance** is available for students during tutorial, lunch time or after school. Students can meet with their Guidance Advisor for the following services:

- Scheduling Corrections
- Academic Problems
- Graduation Status Conferences
- Night School Class Registration
- Concurrent Enrollment in Community College
- College and Scholarship Recommendations
- Post graduate plans

**Group guidance** settings offer support for:

- College Application Procedures
- College Entrance Examinations
- Financial Aid & Scholarships
- Career Information
- College Opportunities
- Graduation Status Review
- Transcripts

Computer printouts of transcripts and graduation status reports will be provided to all students at least once a year. Students are encouraged to study the reports and be responsible for completing the graduation requirements. Students should make an appointment to see a guidance advisor if there is an error in their records, or if clarification is needed. Parents may also request an official transcript by contacting the guidance department.

### **Educational Planning**

Students and parents will be provided with advisory information regarding high school graduation requirements and evaluation of student progress toward graduation. Each student will be given an opportunity to develop a four-year plan that will be reviewed by the student each year.

### **Educational Programming**

Students, with parental assistance, will make course selections consistent with their chosen educational/career paths and will be expected to take responsibility for enrolling in, and successfully completing, the courses necessary to meet the goals of those paths. The guidance advisors will meet with every student, individually in the spring time to help select classes for the next grade level..

## **ACADEMIC COURSES**

### **Add & Drop Policy**

All courses are year-long including Honors, and AP classes with the exception of Health, World Geography, Government and Economics. A student is allowed to drop a class before the first 6<sup>th</sup> week grading period without an "F" appearing on their academic record. If a student chooses to drop a class 2<sup>nd</sup> semester they need to complete the drop process by the end of the 1<sup>st</sup> week of spring semester. A parent/guardian's signature is required. If a class is dropped after this time an "F" will be given for the course grade. No replacement class will be given to any students. No exceptions! If you sign up for an AP class you will be enrolled in the class for the entire year. If you choose to drop the class you will not be

given a replacement class for the remainder of the semester or school year; depending on space availability. You will have to make up the class with Metro Adult Education or go to summer school. All students must be enrolled in 5 classes at all times.

### **Incompletes**

Any student with incomplete semester grades must get it cleared by the next grading period (6 week.) All incompletes thereafter will become automatic F's on the transcript. There are no exceptions!

### **Scholarships**

Many scholarship opportunities are announced throughout the year. Lists of available applications are announced and distributed to seniors in their government or economics class. Applications and further information are available from the guidance advisors. The guidance advisors are also available to assist the students with pursuing these opportunities.

### **Financial Aid**

The Free Application for Federal Student Aid (FAFSA) is available in January online and in the guidance office. Workshops are held in January to assist students in completing the application. The FAFSA is a necessary document to qualify for Cal Grants or for additional types of financial aid to attend two year and four year colleges, or vocational school.

### **College and Career Planning**

The College and Career Center is located in Student Services and it's available to students and parents during tutorial and lunch and after school. The Center will provide information and materials relevant to college planning and applications, financial aid, college admissions testing, SAT Prep Information, career planning, tutoring, and summer employment. The Center will host college representatives and related speakers and workshops. Announcements regarding these presentations are made in the daily bulletin.

### **University of California (UC) and California State University (CSU)**

#### **Minimum "A – G" Course Requirements**

- A History/Social Science – 2 years required
- B English – 4 years required
- C Mathematics – 3 years required, 4 years recommended
- D Laboratory Science – 2 years required, 3 years recommended
- E Language Other Than English – 2 years required, 3 years recommended
- F Visual and Performing Arts (VPA) 1 year required
- G College Preparatory Electives – 1 year required

NOTE: Admission to UC and CSU campuses has become extremely competitive. Students meeting only the minimum requirements may not be accepted at the campus of their choice. We recommend that the student take 3 years of math, 3 years of lab science and 3 years of foreign language.

Semester grades in all of the above-required courses must average a minimum of 3.0 (for UC) and a 2.00 (for CSU) with no grade less than a "C." Eligibility is then determined by the student's score on the SAT Reasoning Test or ACT Exam plus Writing Test. Two SAT Subject Tests are also required for admission to a UC campus and are used for eligibility and placement purposes.

## Calendar of Guidance Activities

<u>Month</u>	<u>Activity</u>
September/October	Senior Classroom Visitations
October	9 <sup>th</sup> Grade Class Visits
November	11 <sup>th</sup> Grade Class Visits
December	10 <sup>th</sup> Grade Class Visits
January	Financial Aid Workshops
February	Programming
March	Eighth Grade Parent Night – Programming 8 <sup>th</sup> – 11 <sup>th</sup>
June	Senior Awards Assembly
June	Graduation

### Guidance Services for all Students

8 <sup>th</sup> Grade	Registration
9 <sup>th</sup> Grade	Welcome orientation, Individual Student/ Parent Conferences, Career/Educational Goals
10 <sup>th</sup> Grade	College/Career exploration, Introduction to campus academic and career study programs, Educational/Career Pathways
11 <sup>th</sup> Grade	College/Career exploration presentations, Individual student/parent conferences, Future planning
12 <sup>th</sup> Grade	Conferences with “At Risk” Students, Group presentations on colleges, individual updates for specific colleges, group discussion on post high school plans, Senior Newsletter.

### Annual Testing

<b>AP</b>	Advanced Placement Exams Competency Tests
<b>PSAT</b>	Preliminary Scholastic Aptitude Test
<b>SAT Reasoning/ SAT Subject Test</b>	
<b>ACT</b>	
<b>SAT9 (9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup>)</b>	Star Test – State Required
<b>CAHSEE</b>	California High School Exit Exam – State Required

## Student Activities

### Academics + Activities = Excellence

Every student is encouraged to participate in school activities, not only for pleasure but also for self-development. Being a member of a team, holding an office, serving on a committee, or being a successful chairperson is valuable training. Successful time management is one aim of education, and involvement in student activities definitely takes time management. Discover your interests, polish your talents, and get involved.

#### **Clubs/Activities**

Art Club	Black Student Union	Debate Club
International Club	Photo Club	Performing Arts
ASB/Student Government.	Juventud Latina	Journalism
Freshman Orientation	Spanish Club	Spanish Club
California Scholarship Federation	Key Club	S.A.D.D.
Spirit/Cheer	Yearbook	Uniting People/GSA

#### **MAJOR STUDENT ACTIVITIES**

There are numerous activities and events throughout the school year for students to attend and to get involved in. Some of those activities and events are:

*Air Jam-* very popular lip sync contest held in the fall. Parents and the community are invited to attend the evening Air Jam.

*BMOC/BWOC-* Big Man and Big Woman on Campus competition held in the spring.

*Bumpfest-* a car stereo contest held during lunch in the parking lot.

*Homecoming-* Held in the fall during football season. Each class builds floats. Homecoming King and Queen are crowned at the Homecoming Rally.

*International Day-* Held in the spring. International cuisine is available and the many different cultures represented on our campus perform.

*Junior/Senior Prom-* to attend the Prom, one must be a guest of a member Del Mar High School junior or senior class. A Prom king and queen are crowned from the senior class as well as a Prom prince and princess from the junior class

*Kick-Off Dance-* the first dance of the year held during the first two weeks of school.

*Freshman Orientation-* Upperclassman are linked with for an individualized freshman orientation program.

*Spring Fling-* This annual Spirit Week is held in the spring with lunch time activities and dress up days.

Del Mar High School

2008-2009

Associated Student Body Officers

President ..... Aimee Myers  
Vice President ..... Kelly Hall  
Treasurer ..... Yang Hua  
Recording Secretary ..... Jessie Shaw  
Correspondence Secretary ..... Sean O'Halloran

Senior Class Officers

President ..... Del' Risha White  
Vice President ..... Donovan Stanton

Junior Class Officers

President ..... Whitney Dean  
Vice President ..... Kevin Hall

Sophomore Class Officers

President ..... Nick Taxera  
Vice President ..... Samantha Steeves

Freshman Class Officers

President ..... TBA  
Vice-President ..... TBA

Commissioners

Staff Relations Coordinator ..... James Lamar  
Commissioner of Athletics ..... Christopher Dean  
Commissioners of Publicity ..... Hilary Morman/Alyssa Ode  
Commissioner of Community Affairs ..... Kevin Kapchuk  
Commissioners of Under Represented Population ..... Anthony Diaz/Jordan Richardson  
Rally/Spirit Commissioner ..... Sarah Conte  
Commissioner of Clubs ..... Ali Quilici  
Commissioner of Social Activities ..... Sara Quilici  
Director of Activities ..... Eric "Doc" Iverson

*ASB Meetings are every Tuesday morning at 7:15 AM in the library.*

## **School Hymn**

Del Mar High we stand beside thee  
With our heads held high  
With our hearts we sing your praises  
Till the end draws nigh  
When the day comes that we leave thee  
Here our hearts will stay  
Del Mar High we'll always love thee  
Ever come what may

## **Fight Song**

We're loyal to you Del Mar High  
For the Black and the Gold we will fight  
We'll back you to stand,  
'Gainst the best in the land  
As we give you our hand Del Mar Dons!  
Rah! Rah!  
So smash the blockade  
Del Mar Dons  
March onward to Victory  
As we cheer your name  
And watch you spread far your fame  
Del Mar High!

## ATHLETICS

FALL SPORTS		WINTER SPORTS		SPRING SPORTS	
BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS
Football	Cross-Country	Basketball	Basketball	Baseball	Softball
Cross-Country	Field Hockey	Wrestling	Soccer	Badminton	Badminton
	Volleyball	Soccer		Swimming/ Diving	Swimming/ Diving
	Tennis			Track	Track
				Tennis	
				Golf	Golf

### Dons Athletic Code

**This code is developed to guide the student athlete at Del Mar High School. It is expected that each student athlete recognize his/her responsibilities as a representative of our school and community.**

### Sportsmanship Definition

A person who can take a loss or defeat without complaint, or victory without gloating, and who treats his/her opponents with fairness, courtesy, and respect has good sportsmanship.

The following are expected to be role models, demonstrating sportsmanship at all times:

- Administrative staff/teachers
- Athletic Director
- Coaches, players, and cheerleaders
- Booster Club members
- Band members, color guard, and band director

Coaches, players, and spectators will respect the integrity and judgment of the officials. The conduct of coaches, players, and cheerleaders generally sets the tone for high school contests. These individuals are expected to maintain the highest level of decorum at all school contests.

The following behavior is unacceptable at all Del Mar High School contests:

- Berating your opponent's school or mascot
- Berating opposing players
- Obscene cheers or gestures
- Negative signs

- Artificial noisemakers
- Complaining about officials' calls (verbal or gestures)

The highest degree of good sportsmanship is expected from everyone. Sportsmanship is winning graciously and losing without complaint. It is positive, spirited support for one's school and treating opponents and officials with generosity, fairness, and courtesy.

Sportsmanship is the responsibility of everyone involved in an athletic contest: players, coaches, officials, cheerleaders, students, parents, and other spectators.

### **General Eligibility Criteria**

Athletics is a great way for students to get positively involved in the school. We encourage students who meet the eligibility requirements to participate in one or more of the 22 athletic teams provided by Del Mar. **There are several prerequisites for trying out for a team. The student/athlete must have:**

- a current physical exam covering the entire school year
- proof of medical insurance (inexpensive insurance may be purchased through the school if the family does not have insurance—contact the main office for information);
- paid the athletic fee of \$50 per sport (note: in the event of severe financial hardship see Activities Director, Doc Iverson, to make other arrangements
- met all of the academic eligibility requirements listed below
- paid all outstanding school bills
- be residentially eligible as defined by the CCS (note: if a student has attended a previous high school their residential eligibility **must** be checked by the Athletic Director)

### **Academic Eligibility Criteria**

Freshmen come into high school automatically eligible and are not required to meet the requirements listed below during the first grading period of their freshmen year. Academic eligibility for athletic participation requires that the student meet the following criteria:

- be enrolled in a minimum of five classes
- have passed a minimum of 20 units in the previous grading period
- have earned a minimum of a 2.0 grade point average in the previous grading period

### **Academic Probation**

CIF, CCS and BVAL rules require that students participating in athletics must be enrolled in a minimum of 5 classes; must have passed a minimum of 20 units at the last grading period, and must have achieved at least a C average (2.0) at the last grading period. An athlete's eligibility status does not change between grading

periods. Del Mar High School has six official grading periods, they are: 6-week and twelve week Progress Reports during both the Fall and Spring semesters, the final Fall semester grades and the final Spring semester grades. Summer school grades may be used to improve an athlete's final Spring GPA. BVAL rules allow schools to place an athlete on academic probation for one 6-week grading period during his/her freshman and sophomore years, and once again during his/her junior and senior years.

At Del Mar, Academic Probation will be considered on the following terms.

- Unless a highly unusual situation occurs, probation will only be considered at the beginning of each athletic season, **not in the middle of a season.** Fall sport eligibility is based on the previous Spring semester's final grades; Winter sport eligibility is based on the Fall 12-week Progress Report grades; and Spring sport eligibility is based on the final Fall semester grades.
- Athletes must have earned at least a 1.70 during the grading period determining eligibility
- Excessive unexcused absences, tardies or classroom behavior problems will exclude one from consideration.
- The athlete must have the units to be on track to graduate with his/her class.
- If the athlete was granted probation during his/her freshman or sophomore year and the student did **not** successfully raise his/her grades to at least a 2.0 average at the next grading period, he/she will not be considered for probation again as a junior or senior.

### **Attendance**

Del Mar coaches, teachers, and administrators believe that attendance in all classes is necessary to maintain good grades. Therefore, we expect all of our athletes to attend all their classes each and every day! We further encourage students to make every effort to schedule medical/dental appointments outside of the school day.

A student athlete **must** meet all of the following minimum attendance requirements to participate in practice and/or a game:

- The student must be present a minimum of 2 out of 3 periods
- The only accepted reasons for an absence to be excused for the one period are:
  - Dental or Medical Appointments (The returning athlete must present a written note from the Doctor or Dentist.)
  - Serious family illness (validation may be required.)

Students may miss 3 classes (proof of attendance required) for the following reasons only:

- Jury Duty

- INS Appointment
- Funeral

If the student athlete is absent from school for any other reason, he or she will not be allowed to practice or play. Athletes who do not attend school on Friday may not play in a game on Saturday.

### **School Equipment**

Each athlete is financially responsible for all equipment checked out to him or her. Grades, awards, block letters, and clearance for eligibility will be withheld until all equipment has been returned or bills have been paid.

### **Dropping Out of a Sport**

If any athlete quits a team or is dropped from the team after the first two weeks of the season, he/she will forfeit all awards and will not be allowed to participate on another team until the present season is completed unless approved by the Athletic Director.

### **Transportation**

Athletes are required to travel to and from away games on the team bus. The coach may make an exception if an athlete's parent makes a written request to drive their son/daughter home from the game and the coach has approved the request in advance. Under no circumstances will students be allowed to drive themselves, or others, to or from games that take place immediately after school hours.