

La Jolla High School *Student Information Packet*

<http://www.lajollahigh.org/studentinfopacket/StudentInfoPacket.pdf>

STUDENT and PARENT ACKNOWLEDGMENT PAGE

The following pages comprise the La Jolla High School
Student Information Packet
and contain critical information regarding site guidelines, district regulations, and state laws.
We ask that all students and parents carefully read and discuss the contents.

After **READING** the packet, please download, **SIGN**, and **return ONLY THIS PAGE during the registration process.**
If you are not able to access the Internet, please contact La Jolla High for a printed copy of this packet.

I/We acknowledge that we have read and understand:

- The La Jolla High School Mission Statement
- Expected School-wide Learning Results (ESLRs)
- Overall School Site Expectations
- Attire, Cell Phone, and Other Personal Belongings Policy
- Attendance/Truancy and Tardy Policies
- Academic and Personal Honesty Policy
- Zero Tolerance Policy on Physical Violence and Weapons
- Substance Violation Policy
- Computer Guidelines Policy
- Library/Media Center Textbook Policy
- School Board Graduation Policy
- Student Nondiscrimination and Sexual Harassment Policy
- Athletic Participation Information

Parent Name (Print): _____

Student Name (Print): _____

Parent Signature: _____

Student Signature: _____

Date: _____

Date: _____ Grade Level: _____

La Jolla High School *Student Information Packet*

LJHS Site Policies and the California Education Code will be enforced at school, on the way to or from school and school events, and at all school functions.

Thank you for choosing to be a La Jolla High School Viking. In an effort to maintain an open line of communication with staff, students, parents, and our community, we are providing you with a packet of information which will facilitate your success on our campus.

We believe that consistency and continuity are key elements of a positive learning experience and environment, and with this in mind, we have established school-wide policies and guidelines in an attempt to maintain our high standards and traditions, and ensure your safety and well-being.

The policies included in this packet are:

- The La Jolla High School Mission Statement
- Expected Schoolwide Learning Results (ESLRs)
- Overall School Site Expectations
- Attire, Cell Phone, and Other Personal Belongings Policy
- Attendance/Tuancy and Tardy Policies
- Academic and Personal Honesty Policy
- Zero Tolerance Policy on Physical Violence and Weapons
- Substance Violation Policy
- Computer Guidelines Policy
- Library/Media Center Textbook Policy
- School Board Graduation Policy
- Student Nondiscrimination and Sexual Harassment Policy
- Athletic Participation Information

As you will notice, this packet refers to school policies specific to the needs and expectations of all students who attend La Jolla High School. The purpose of our *Student Information Packet* is to guarantee that all students will have adequate notice that La Jolla High School expects appropriate behavior and conduct. Each classroom teacher will have guidelines pertinent to that particular class. La Jolla High School expects that each student will abide by these rules and regulations at all times, act in a responsible manner, be positive ambassadors for La Jolla High School, and focus on a successful school year.

Any questions about the information in this packet should be directed to an LJHS administrator.

The La Jolla High School Mission Statement

It is the mission of La Jolla High School to prepare all students to become contributing members of a competitive and technological society within an atmosphere which encourages excellence in academics, the arts, athletics, and social development. Goals toward this mission include:

1. Presenting academic challenges to all students, so each can achieve to his or her full potential.
2. Providing role models in the administration, faculty, and staff of the academic and personal values taught.
3. Recognizing differences in needs and providing a variety of experiences to prepare students for career as well as academic goals.
4. Encouraging each student to become literate in the sciences and in the humanities, and to develop an appreciation and understanding of both the fine and practical arts

Expected Schoolwide Learning Results (ESLRs)

1. Students will demonstrate effective oral and written communicative skills, and will be able to use technology when appropriate.
2. Students will develop the interpersonal skills necessary to work collaboratively and effectively with others in order to be contributing members in a global society.
3. Students will be able to demonstrate the higher order thinking skills of analysis, synthesis, application, and evaluation.
4. Students will be able to demonstrate knowledge of the world's various viewpoints, belief systems, and cultures.

Overall School Site Expectations

Our school is a place of civility and business. Your choice to attend La Jolla High School means you willingly accept your responsibility to act at all times in a responsible manner and in support of the guidelines listed below. By so doing, you assure that our school will maintain the excellent learning climate for which it is known, and you will reap the benefits of studying in a superior academic environment.

We expect all members of the La Jolla High School community to comport themselves with courtesy and self-discipline. Nothing should be done that is inconsistent with personal and educational excellence. In short, be polite and responsible.

The following guidelines form the basis of the behavior code and apply throughout the school.

- **R**espect for and consideration of others.
- **O**wnership of and responsibility for personal actions.
- **O**pen communication and patience.
- **M**anners that focus on politeness and positive interactions.
- Regular, punctual attendance. Poor attendance may lower academic/citizenship grades.
- Positive participation in daily class work.
- No physical and/or verbal abuse/harassment.
- No hats, hoods, or headgear inside any building, with the exception of hallways.
- No food or drink in any building, with the exception of the cafeteria. No gum on campus.
- No destruction or defacing of school property.
- Students are to carry their school I.D. cards while at school or any school-related event.

La Jolla High School *Student Information Packet*

Attire, Cell Phones, and Other Personal Belongings Policy

Attire: Unacceptable attire includes, but is not limited to, bare midriffs, tube tops, spaghetti straps, off the shoulder tops, backless tops, very short skirts or shorts, pajamas, exposed undergarments, sagging trousers, immodest clothing, chains (including wallet chains), slippers, and an clothing featuring controlled substances (including tobacco), obscenities, vulgarities, hate language, sexual innuendos, or gang affiliations. Upon the first violation, students will be required to change into school-provided clothing. On the second violation, we will require a parent to bring proper clothing to school before the student may return to class. A third violation will result in suspension for one day for defiance..

Cell Phones: State law and Board Policy require that cell phones be off when classes are in session; they may be used only during passing periods, before and after school, and at lunch. This policy applies to Political Science and Math 150 students when those classes do not meet, as well as students who are out of class for any reason. Staff will confiscate cell phones used in violation of this policy and deliver them to a vice principal. On the first violation, LJHS will retain the cell phone for one week. On the second violation, LJHS will retain the cell phone for three weeks. A third violation will result in suspension for one day for defiance.

CD Players/MP3 Players/iPods/Etc.: Sound producing electronics are not allowed on campus and may be confiscated. Students should put all such devices into backpacks prior to entering campus, and leave them there until after the school day. Consequences for violations will be the same as for cell phones.

Skateboards/Rollerblades/Scooters/Bicycles: By law, skateboards, rollerblades, scooters, and the like are not allowed on campus. Bicycles may be secured to the bike racks by the gymnasium. They may not be ridden on the campus itself.

Personal Belongings: LJHS recommends that expensive personal belongings and large amounts of money be left at home. LJHS is not staffed for exhaustive investigations of theft, and recovery of stolen items is doubtful.

Attendance/Truancy and Tardy Policies

Attendance/Truancy: By district Board policy, La Jolla High School is a closed campus: students must remain on site throughout the instructional day—this rule includes students in Political Science and Math 150. Those students who have a legitimate need to leave campus must check out through the Attendance Office and receive either an administrative pass or a Blue Slip. If a student leaves campus without an administrative pass or Blue Slip, he/she is automatically truant. The first violation of the closed campus policy will result in a one-day suspension for defiance of school policy. A second incident will cause both suspension and a parent conference. Please note: Students are never to be out of class without a pass from a staff member. Violators will be subject to disciplinary action.

Universal Tardy Policy: Tardies will be tallied separately for each academic semester. Tardies cannot be “made-up.”

The first week of each semester will be a tardy grace period; i.e., tardies will not be recorded. Teachers will counsel students about the tardy policy, and tardies will count thereafter.

First tardy: Conference with student. This conference may consist of nothing more than informing the student know that s/he has, in fact, been marked tardy for the 1st time.

Second tardy: Parent contact by teacher to warn parent that student is in danger of earning a lowered citizenship grade for next tardy.

Third tardy: Citizenship grade is lowered one grade.

Fourth tardy: Citizenship grade is lowered one more grade and the first referral is written. Counselors will contact parents. At a minimum, the student will be assigned one day of detention.

Fifth tardy: Citizenship grade lowered one additional grade.

Sixth tardy: Citizenship grade lowered to a "U".

Seventh tardy: Second referral will be written for defiance of school rules. Vice principal will contact parents. The student will be suspended.

Academic and Personal Honesty Policy

La Jolla High School expects students and staff to exercise the highest moral and ethical standards. We operate with a clear understanding of the need for honesty and integrity in the academic process. Acts of academic and personal dishonesty will not be tolerated at La Jolla High School.

Academic Dishonesty:

Any student guilty of academic dishonesty will receive a zero on the affected activity. That zero may not be dropped from the record and will be averaged into the student's grade. Upon a second instance of dishonesty in either semester of that course, the student will be removed from that course and receive a final grade of "F/U."

Acts of academic dishonesty include, but are not limited to, the following:

Cheating—distribution or use of external assistance relating to an examination, test, quiz, homework, project, or the like, without express permission of the teacher.

Fabrication—falsification or invention of data, citation, or other authority in an academic exercise.

Plagiarism—use of another's ideas, words, or work as one's own. Plagiarism includes, but is not limited to, the misuse of published material, internet material, and the work of other students.

Theft or Alteration of Materials—unauthorized taking, concealment, or alteration of student or teacher materials.

Note: In all instances, a referral will be placed in the student's cumulative folder and parents will be contacted.

La Jolla High School Student Information Packet

Personal Dishonesty:

Acts of personal dishonesty include, but are not limited to, the following:

Test Avoidance: A pattern of absences on test days for the apparent advantage of performing better on the makeup test.

If a student develops a pattern of test avoidance, parents will be notified. Any further absences on test days may result in the forfeiture of makeup opportunities.

Pressure for Unsubstantiated Grade Change: Any student and/or parent request for grade improvement which is not based on mistakes in correction, recording, averaging, or other clerical error.

Inappropriate requests by a student and/or parent for a raise in a course grade may result in disciplinary action.

Zero Tolerance Policy on Physical Violence and Weapons

The district's Board of Education has approved the following Zero Tolerance Policy:

- Use, possession or brandishing of a weapon will result in a recommendation for expulsion. A weapon is defined as, but not limited to, a firearm, pistol replica, starter pistol, stun gun, BB gun, or pellet gun, a knife of any size or type, a dirk, dagger, razor, slingshot, any explosives or fireworks. Any object used in a dangerous manner will also be considered a weapon.
- Repeated incidents of fighting, violent acts, or causing serious injury to another person will result in a recommendation for expulsion.
- Attempting to commit or committing a sexual assault and committing a sexual battery.
- Our district has a NO ALCOHOL, TOBACCO, or other DRUG USE POLICY. If you are found to be selling, furnishing, or possessing an amount determined to be for more than personal use of controlled/prohibited substances, you will be recommended for expulsion on your first offense. For possession or use, expulsion will be recommended on your third offense, except for tobacco offenses; if you are found in possession of tobacco you will be recommended for expulsion on your fourth offense.
- In addition to disciplinary action at the site and district level, if a student is found to have violated the law, he/she may be arrested and taken to a juvenile detention facility.
- Expulsion from San Diego City Schools will result in the loss of privileges to attend school or extracurricular activities. A student may be placed in an alternative school or program.
- The Zero Tolerance Policy requires a recommendation for expulsion if the offense occurs on school campus or at a school activity, whether on or off campus.

- The Zero Tolerance Policy is designed to make the school a safe environment and to provide an appropriate learning environment for students. There can be no acceptable reason for violating these rules.

Note to Students: If you are considering using violence or substance abuse to deal with an issue in your life, you should contact a staff member for referral to counseling to help you find alternate solutions to the problem.

Controlled Substance Violation Policy

The following procedures will be enforced by La Jolla High School in the case of controlled substance violations **on the way to, at, or on the way home from school or any school-related function**. This includes, but is not limited to, possessing, using, having consumed, or being under the influence of alcohol, narcotics, or any controlled substance.

First Offense Possession and/or Use:

1. Parent contacted immediately upon verification of the violation by School Police Services.
2. Referral to law enforcement. Since some activities violate local or state law, school officials must notify law enforcement/School Police. Any action taken by the police will be in addition to the actions taken by the district.
3. One-to-three day suspension. The suspension may be reduced or waived, at the discretion of the principal, if the parent/guardian and student agree to participate in the district Comprehensive Health Intervention Program— Intervention-based, age-appropriate lessons (e.g., Insight Curriculum, Sober Support, Smoking Cessation, Refusal Skills, Intervention Support Groups).
4. Referral to site-based intervention team (e.g., student assistance program, site study team, or a cluster team intervention program).
5. Parent and student sign an Alternative to Suspension Contract. Violation of this contract will result in a reinstatement of the suspension.
6. Parent notification of the availability of appropriate outside agency referral sources. Student(s) and family will be informed that they are responsible for all costs incurred if they choose outside agency services.
7. Loss of eligibility to hold student office or to participate in sports or any other extracurricular activity for thirty school days. If the student is a senior, participation in senior activities shall be referenced to current graduation policy ("Responsible Citizenship Expectations for Participation in Twelfth Grade Graduation Ceremonies") and consistently enforced at all sites.
8. Enforcement of all other school rules related to the incident.

Second Offense Possession and/or Use

1. Parent contacted immediately upon verification of the violation by School Police Services.
2. Referral to law enforcement. Since some activities violate local or state law, school officials must notify law enforcement/School Police. Any action taken by the police will be in addition to the actions taken by the district.

La Jolla High School Student Information Packet

3. Three-to five-day suspension. The suspension may be reduced or waived, at the discretion of the principal, if the parent/guardian and student agree to participate in a comprehensive health assessment, including chemical substance screening. The student will be referred to an outside agency for evaluation, screening, and completion of a recommended substance abuse treatment program that meets the approval of the district. Student(s) and family will be informed that they are responsible for all costs incurred if they choose outside agency services.
4. Parent and student sign an Alternative to Suspension Contract. Violation of this contract will result in a reinstatement of the suspension. The site may recommend/initiate an alternative placement.
5. Loss of eligibility to hold student office, or to participate in sports or any other extracurricular activity for ninety school days. Participation in senior activities shall be established by the principal, referenced to current graduation policy, and consistently enforced at all sites.

Third Offense Possession and/or Use

1. Parent contact immediately upon verification of the violation by School Police Services.
2. Referral to law enforcement. Since some activities violate local or state law, school officials must notify law enforcement/School Police. Any action taken by the police will be in addition to the actions taken by the district.
3. Five-day suspension with recommendation for expulsion (expulsion will be recommended for third tobacco violation). The Board of Education may suspend the expulsion if student agrees to attend a district-approved substance abuse program, public or private, is enrolled in a long-term drug program supervised by the court, or is in a private program approved by the district. The student may not participate in any extracurricular activities or any athletics for one complete calendar year from the date of the incident. If a student is a senior, a third offense will require the student to forfeit all senior activities. Refusal to enroll in or complete such a program will result in notification of juvenile court authorities, child protective services, or other appropriate agencies and recommendation for an alternative placement.

Fourth Offense Possession and/or Use

1. Parent contacted immediately upon verification of the violation by School Police Services.
2. Referral to law enforcement. Since some activities violate local or state law, school officials must notify law enforcement/School Police. Any action taken by the police will be in addition to the actions taken by the district.
3. Five-day suspension with recommendation for expulsion (includes tobacco violations). Suspension of the expulsion will not be recommended at the board level.

First Offense Furnishing or Selling

1. Parent contacted immediately upon verification of the violation by School Police Services.

2. Referral to law enforcement. Since some activities violate local or state law, school officials must notify law enforcement/School Police. Any action taken by the police will be in addition to the actions taken by the district.
3. Five-day suspension with recommendation for expulsion (for tobacco violations, refer to Possession and/or Use). If a student is a senior, participation in graduation activities will be denied for any zero tolerance violations. Furnishing or selling includes substances represented as prohibited substances even if they are later found not to be. If approved by the Board of Education, expulsion may be suspended if the student enters and completes an educational substance abuse program or private educational substance abuse program that receives the approval of the district. Student(s) and family will be informed that they are responsible for all costs incurred if they choose an outside, private educational substance abuse program. Refusal to enroll in or complete such a program will result in notification of juvenile court authorities, child protective services, or other appropriate agencies and reinstatement of the original expulsion order.
4. Reinstatement to the comprehensive site will be determined upon receipt of written evidence that the program has been complete. Upon proof of successful completion of an approved substance abuse program, the Placement and Appeal Office, parent, and principal at the site where the offense occurred will determine whether the student will be reinstated at that campus, will remain in the educational substance abuse program for the balance of the semester, or will be placed at another comprehensive site.

Computer Guidelines and Policy

To receive and maintain a computer account, or have access to a computer system at La Jolla High School, all students must adhere to the following rules:

1. Stay in the area to which you have been given access or rights (e.g., folders, directories). Your account should contain material created only by you for work being done for school projects.
2. Do not allow anyone else to use your access or rights. Do not let anyone else know your password(s).
3. You may not bring to school any inappropriate computer storage device without prior written permission from a LJHS staff member. This written permission must be kept with the storage device at all times. Unauthorized storage devices will be confiscated from the student and a parent will be asked to pick up the confiscated item.
4. Defacing or alteration of hardware or software is not allowed (e.g. switching keys on keyboard, moving keyboards, repositioning wires, changing icons, changing or adding software/files, etc.). Disciplinary consequences will be appropriate for the offense.
5. Students may have access to electronic mail and the Internet for the purposes of research and authorized collaborative work only. It is illegal to distribute information which a) violates or infringes upon the rights of any other person; b) contains any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise inappropriate/illegal material; c) disseminates advertisements/solicitations/

La Jolla High School Student Information Packet

political materials; d) displays any information which encourages the use or distribution of controlled substances; or, e) uses the system for the purpose of inciting crime. Students may not use the LJHS computer system for any of the above or any other unlawful activity.

Penalties for any of the above listed items may include one or more of the following:

1. Student ID card will be changed to indicate new computer usage limitations. Student shall bear the cost of this card replacement.
2. Payment for parts and/or labor to repair damages caused by misbehavior.
3. Removal from computer systems in a specific room, lab, and/or entire school.
4. Removal from class.
5. Suspension from school.
6. Transfer from La Jolla High School to an alternative site.
7. Criminal charges.

Library Media Center Textbook Policy

Students, you are responsible for the following:

1. Whenever you check out a textbook, you must immediately write your name and the school year on the inside front cover, then thoroughly inspect it for markings or damage of any kind. Markings and damage include, but are not limited to:
 - Graffiti, drawings, underlining, highlighting, or markings of any kind;
 - Water damage (wrinkling, stains, mold/mildew, etc.);
 - Binding damage (cracks or tears, pieces missing, creases in hardcover, etc.).
2. If you find markings or damage, look for a "DAMAGE NOTED" stamp or note initialed by an LMC staff member which specifically identifies the damage you found. If you do not find such a note or stamp, you must, **within two weeks of its checkout date**, take the book to the LMC and show it to a staff member for replacement or notation. Any markings or damage not noted by an LMC staff member within two weeks of a book's checkout date will be considered the responsibility of the student to whom the book was checked out and will then be required to pay for the entire book.
3. By the end of the last day of school, personally return to the library media center all textbooks issued to you, watch to see that they are all checked in, and listen for your name to be read aloud off the screen to ensure that the copies you return are the exact copies that were checked out to you. If you turn in someone else's textbooks, that student receives credit; not you. For this reason, it's critical that you keep track of the copies checked out to you.
4. The due date for all books is the last day of the second semester. There will be a late fee of five dollars (\$5.00) for each book not returned by that time.

School Board Graduation Policy

In addition to other requirements, the Board of Education has mandated that:

- All subject, course, and Board requirements for a high school diploma must be fulfilled prior to participation in graduation ceremonies. In order to graduate, a student must have a weighted academic GPA of 2.0 or higher.
- In order to participate in graduation ceremonies, students must meet a minimum standard of a 2.0 grade-point average in citizenship during the senior year. Seniors will be denied participation in graduation exercises and other senior activities for zero tolerance violations or activities resulting in a five-day suspension during the senior year. A senior with a suspension of less than five days must appeal to the school appeal board to determine level of participation in senior activities. The citizenship GPA is computed on a scale of E=4, G=3, S=2, N=1, and U=0.
- Students must pass the California High School Exit Exam and present an acceptable senior exhibition in order to receive a high school diploma.

Student Nondiscrimination and Sexual Harassment Policy

San Diego Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, sexual orientation, national origin, physical or mental disability or any other unlawful consideration. The district shall promote programs which ensure that discriminatory practices are eliminated in all district activities and will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs.

Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal.

Any student or parent who feels that discrimination has occurred should immediately contact a teacher or the principal for resolution at the site. If the issue cannot be resolved, the student or parent should contact: Title IX Coordinator, Eugene Brucker Education Center, 4100 Normal St., Room 1202, San Diego, CA 92103. For questions or additional information, call Susan Lane at (619) 725, 8020.

San Diego Unified School District is committed to making the schools free from sexual harassment. This means that the district prohibits harassment made by someone from or in the educational setting. Sexual harassment can be such actions as unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

The district prohibits conduct that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

La Jolla High School Student Information Packet

The district further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

Students should report any sexual harassment to their school principal, vice principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately. This includes suspension or possible expulsion. Employees who violate this policy shall be disciplined according to personnel procedures.

The district believes that it can resolve harassment issues at the school site. If not, student may contact: Title IX Coordinator, Eugene Brucker Education Center, 4100 Normal St., Room 1202, San Diego, CA 92103. For questions or additional information, call Susan Lane at (619) 725-8020.

To file a discrimination or sexual harassment complaint:

1. Filing a complaint: Obtain a copy of the Uniform Complaint Form and procedure from the school or the district's Legal Office. Remedies available outside of the district are listed in this procedure.
2. Investigation: San Diego Unified School District will immediately undertake an effective, thorough, and objective investigation of the harassment allegations and provide a written report within 60 days of when the complaint was file.
3. Action: If the district determines that its policies prohibiting sexual harassment have been violated, disciplinary action, up to and including expulsion. Will be taken.

The person filing the complaint may also pursue action in civil court. Complaints will be kept confidential.

The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

Athletic Participation Information

Students who wish to participate in athletics or cheerleading must follow the "Steps for Athletic Eligibility" and complete the "Athletic Participation Form" available on-line at <http://www.ljhs.sandi.net/athletics/>. Failure to follow all steps and complete all forms may prevent students from participation in these activities.

Some important points to remember:

- Students must have and maintain a 2.0 GPA in scholarship and citizenship to participate in athletics/cheerleading.
- Athletes/cheerleaders who quit or act in a manner which results in removal from a team/squad, will complete the semester in a regular PE class [cheerleaders will complete the school year in regular PE] and receive an academic grade in PE of no higher than a "C."
- Athletes/cheerleaders will be held to the principles described in the "Student-Athlete's Agreement" and the "La Jolla High School Athletic Program Expectations" page of the "Athletic Participation Form."