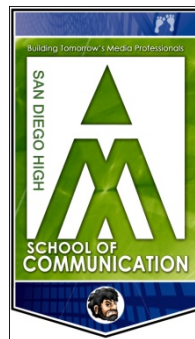
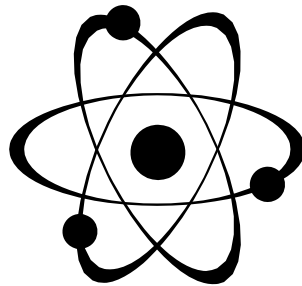


SCITECH/SOCOMM STUDENT/PARENT HANDBOOK

*TWO SCHOOLS, ONE VISION:
STUDENT ACHIEVEMENT*



ATTENDANCE - DISCIPLINE - INQUIRY

2011-2012

SAN DIEGO HIGH EDUCATIONAL COMPLEX
SCHOOL OF SCIENCE AND TECHNOLOGY
SCHOOL OF COMMUNICATION

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Principal's Message: Welcome to Science, Technology and Communication at San Diego High



Principal Dianne Cordero

People often fear change. With change comes uncertainty and a sense of the unknown which challenges our confidence and pushes us to act. However, it is at these times that we discover our true character. This year, following the recommendation of our governance team and responding to the direction of our school board, the six schools within the San Diego High complex have been consolidated under the administrative authority of three principals. In addition, a fourth principal has been added to improve the operational efficiency of the campus. I can assure you that the School of Science and Technology (SciTech) and the School of Communication (SoComm) will be guided by a committed, unified staff which will work tirelessly on behalf of all students. As a staff, we embrace this change as an opportunity to build on previous achievement gains and expand the wonderful instructional programs available to students. Welcome back, SciTech/SoComm students and families. I wish you all a productive year.

Mission Statement

The School of Science and Technology and the School of Communication share a collective mission to inspire, engage and educate students. As such, each staff member is committed to promoting a culture which inspires students to actively participate in their own education, engages them in the discovery of self-discipline, and educates them for a 21st century economy. SciTech/SoComm is dedicated to the creation and application of knowledge in the fields of science, technology and communication and to providing access to higher education and career success for all students.

2011 – 2012 School Calendar

Holidays / Important Dates

October 11	Fall Open House
November 2 – 6	SDHEC Homecoming Week
November 11	Veterans Day
November 21 – 25	Thanksgiving Break
December 19 – January 2	Winter Break
January 16	Martin Luther King Holiday
February 17	Lincoln Holiday
February 20	Washington Holiday
March 10th	Spring Open House
March 13 – March 14	10 th Grade CAHSEE
April 2 – April 6	Spring Break
April 27 – May 4	California Standards Test Week
May 28	Memorial Day
June 7 – 14	Freshman Presentations
June 12	Graduation / Last School Day

Report Cards

End of Grading Period	Report Card Distribution
October 5, 2011	Fall Open House will be held October 11, 2011 5:30 p.m. in the PAT (Pick-up Progress Grades and Meet the Teachers)
November 4, 2011* (Q1)	November 8, 2011
December 13, 2011	December 16, 2011
January 27, 2012* (Q2)	February 11, 2012
March 1, 2012	Spring Open House will be held March 6, 2012 5: 30 p.m. in the PAT (Pick-up Progress Grades and Meet the Teachers)
March 30, 2012* (Q3)	April 3, 2012
May 10, 2012	May 15, 2012
June 12, 2012* (Q4)	June 15, 2012

***Permanent transcript grade dates are shown in bold.**

*Parents: Call the school if you have not received a report card in 6 weeks.

*Please be aware that students who are new to the “4x4” schedule may find the pace and regularity of each grading period to be accelerated. Be sure to consult with your teachers regularly.

The “4x4” Schedule

SciTech/SoComm functions on a 4x4 schedule. This schedule affords students the opportunity to take four classes each quarter (two quarters in a term), for a total of sixteen semester courses each school year. Within the 4x4, students can add a rich assortment of core classes and electives to their existing graduation and college preparatory requirements. In addition, upperclassmen can supplement their high school education with college courses and off-campus opportunities. While most courses last one term, select courses run the entire year. These courses are either foundational classes or new courses being piloted by staff members.

Typical 4x4 Schedule Grading Period

<p>September 6 to January 27 <i>4 Classes</i></p> <p>Transcript Grades - November 4, 2011 - January 27, 2012</p>	<p>January 30 to June 12 <i>4 Classes</i></p> <p>Transcript Grades - March 30, 2011 - June 12, 2011</p>
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Year-long 4x4 Class Grading Period

<p>September 6 to June 12</p> <p><i>9th English 1-2 Block</i> <i>10th Grade English and Writer’s Workshop</i> <i>11th Grade American Literature and AP English Literature Prep</i> <i>12th Grade Contemporary Voices/Peer Counseling</i> <i>All Math Block Classes (Algebra, Geometry, Int. Alg., Calculus)</i></p> <p>Transcript Grades - November 5, 2011 - January 27, 2012 - March 30, 2012 - June 12, 2012</p>

SciTech/SoComm Administrative Points of Service

SciTech/SoComm Administrative Office: Rm. 551
Hours of Operation: 7:00 – 3:30 M – F Phone: 619 – 525 – 7459

Contact the administrative office during open hours for all matters related to school operations, 11th/12th grade counseling or to speak directly with Principal Cordero.

Dianne Cordero
 Principal: School of Science and Technology/School of Communication
 (x2504) ▪ dcordero@sandi.net ▪ Available in Rm. 551 by appointment.

551 Personnel	Primary Duties
<p style="text-align: center;">Mitchell Booz SciTech/SoComm Dean of Students (x2503) mbooz@sandi.net</p>	<ul style="list-style-type: none"> ▪ Student Interventions & Incentives ▪ Sitial Coordinator, HSRA, Tutoring ▪ Discipline, Supervision, Governance
<p style="text-align: center;">Keir Kimbrough SciTech Administrative Assistant (x2501) kkimbrough@sandi.net</p>	<ul style="list-style-type: none"> ▪ Daily SciTech Operations ▪ Site Budgets, Payroll, Purchasing ▪ Discipline, Supervision, Athletics
<p style="text-align: center;">Andreanna Murphy SciTech Counselor (x2502) amurphy@sandi.net</p>	<ul style="list-style-type: none"> ▪ 11th and 12th Gr. Counseling ▪ College Applications, Scholarships ▪ Graduation, SAT, ACT Testing
<p style="text-align: center;">Sylvia Villegas Parent Liaison/Pupil Advocate SciTech Office Operations 619-525-7459 (x2500) (x4552 After Hours) svillegas@sandi.net</p>	<ul style="list-style-type: none"> ▪ Home Contacts/Attendance Support ▪ Spanish Language Translation ▪ Home Contracts, CIS (Ind. Study) ▪ CELDT, SARB, Family Resources

SciTech/SoComm Attendance Office: Rm. 907
Hours of Operation: 7:00 – 3:30 M – F Phone: 619 – 525 – 7460

Contact the attendance office during open hours for all matters related to attendance (absences, tardies, medical appointments, etc.) and 9th/10th grade counseling.

907 Personnel	Primary Duties
<p>David Hartman SoComm Administrative Assistant (x2905) dhartman@sandi.net</p>	<ul style="list-style-type: none"> ▪ Daily SoComm Operations ▪ Site Budgets, Payroll, Purchasing ▪ Discipline, Supervision, Governance
<p>Vivian Perez Parent Liasion/School Clerk SoComm Office Operations 619-525-7460 (on campus x2900) vperez@sandi.net</p>	<ul style="list-style-type: none"> ▪ Daily Attendance ▪ Spanish Language Translation ▪ Home Contacts, CIS (Ind. Study) ▪ Family Resources, Staff Contacts
<p>Aly Cerda SciTech Counselor (x2901) acerda@sandi.net</p>	<ul style="list-style-type: none"> ▪ SciTech 9th and 10th Gr. Counseling ▪ Frosh/Soph Credits, Eligibility ▪ CAHSEE, Enrollment Options
<p>Francisca Del Carmen SciTech Counselor (x2903) fdelcarmen@sandi.net</p>	<ul style="list-style-type: none"> ▪ SoComm 9th and 10th Gr. Counseling ▪ Frosh/Soph Credits, Eligibility ▪ CAHSEE, Enrollment Options
<p>Johan Ohlund Network Sys/Media Support Tech (x2804) johlund@sandi.net</p>	<ul style="list-style-type: none"> ▪ Information Technology ▪ Media and Classroom Tech Support ▪ Site Network Systems and Data

San Diego High Educational Complex Main Office: Rm. 101
Hours of Operation: 7:00 – 3:30 M – F Phone: 619 – 525 – 7455

Contact the SDHEC main office during open hours for all matters related to complex operations, campus security or official transcripts.

Personnel	Primary Duties
<p align="center">Jennifer Roberson SDHS Operations Principal 619-525-7455 jroberson@sandi.net</p>	<ul style="list-style-type: none"> ▪ Complex Operations Supervision ▪ Facilities, Athletics, Food Services ▪ Discipline Coordination
<p align="center">Officer Dan Acevedo SDUSD Police Officer 619-525-7455 (x2134) dacevedo@sandi.net</p>	<ul style="list-style-type: none"> ▪ Complex Policing and Security ▪ Crimestoppers (sdcrimestoppers.com) ▪ SDUPD 24hr. hotline 619-291-7678
<p align="center">Linda Sierra SDHEC Registrar 619-525-7455 (x2121) lsierra@sandi.net</p>	<ul style="list-style-type: none"> ▪ Complex Transcript Services ▪ SDHEC Student Records ▪ Graduation Requirements
<p align="center">Kevin Simonds SDHEC Financial Clerk 619-525-7455 (x2109) ksimonds@sandi.net</p>	<ul style="list-style-type: none"> ▪ Complex Financial Clerk ▪ SDHEC Accounting ▪ Central Financial Office
<p align="center">Geri Lorimer SDHEC Nurse 619-525-7455 (x2302) Rm. 309 glorimer@sandi.net</p>	<ul style="list-style-type: none"> ▪ Primary Nurse Practitioner ▪ Part-Time Area Health Services ▪ Student medical records
<p align="center">Melissa Solis Librarian 619-525-7455 (x2353) Library msolis1@sandi.net</p>	<ul style="list-style-type: none"> ▪ Complex Library Operations ▪ Text purchasing/receiving ▪ SIRS Research Database

SciTech/SoComm Staff Directory

Name	Rm	Subject/Role	Email	Ext
Ambler, Tenise	555	Math/MedTech	tambler@sandi.net	4555
Atkins-Beal, Sharla	654	Special Education	satkinsbeal@sandi.net	4654
Bahena, Ranferi	954	Social Studies	rbahena@sandi.net	4954
Berg, Danielle	653	English/Art/Spanish	dberg@sandi.net	4653
Bogan, Willie	504	Engineering/Robotics	wbogan@sandi.net	4504
Booth, Lisa	552	Math/Biology	lbooth@sandi.net	4552
Booz, Mitch	551	Dean of Students	mbooz@sandi.net	2502
Carl, Katie	502	Engineering/ACE	kcarl@sandi.net	4502
Cerda, Aly	907	Counselor	acerda@sandi.net	2901
Contreras, Henry	908	Math	hcontreras@sandi.net	4908
Cordero, Dianne	551	Principal	dcordero@sandi.net	2500
De Groot, Aaron	931	Social Science	adegroot@sandi.net	4931
Dearborn, Shannon	911	Special Education	sdearborn@sandi.net	4911
Dishon, James	654	Special Education	jdishoniii@sandi.net	4654
Dozier, Sara	554	MedTech/Science	sdozier1@sandi.net	4554
Ducat, Jennifer	935	English	jmurphy2@sandi.net	4935
Hardin, Claudia	921	English	chardin@sandi.net	4921
Hartman, David	907	Administrative Assistant	dhartman1@sandi.net	2902
Himes, Margie	505	Math/Key Club	mhimes@sandi.net	4505
Holzman, Pam	504	Special Education	hholzman@sandi.net	4504
Jackson, Tom	956	Math	tjackson@sandi.net	4956
June, Della	932	Journalism	djune@sandi.net	4932
Kimbrough, Keir	551	Administrative Assistant	kkimbrough@sandi.net	2501
Liddell, Jeff	909	CCTE Web Design	jliddell1@sandi.net	4909
Locher, Paul	Gym	Physical Education	plocher@sandi.net	2238
Lonnecker, Elizabeth	501	Senior English	elonnecker@sandi.net	4501
Millen, Julie	503	English/MedTech	jmillen@sandi.net	4503
Morris, James	1020	Science	jmorris@sandi.net	4020
Murphy, Andreanna	551	Counselor	amurphy@sandi.net	2502
O'Connor, Kate	1024	Science/MedTech	koconnor@sandi.net	4024
Pantaleone, Angela	952	ESL	apantaleone@sandi.net	4952
Perez, Vivian	907	School Clerk	vperez@sandi.net	2900
Potter, Kara	652	Math	kpotter@sandi.net	4652
Roberts, Lori	955	English	lroberts@sandi.net	4955
Robledo, Carlo	953	Yearbook/Social Studies	crobledo@sandi.net	4953
Rose, Kerri	655	Science	kcummings1@sandi.net	4655
Schenk, Jill	Gym	Physical Education	jschenk@sandi.net	2291
Shaffer, Rudy	651	Science/MESA	rshaffer@sandi.net	4651
Shahangian, Shabnam	911	Special Education	sshahangian@sandi.net	4911
Sunderland, Mary	941	Art/Screenprinting	msunderland@sandi.net	4941
Villegas, Sylvia	552	Pupil Advocate	svillegas@sandi.net	4552



Bell Schedule



Monday, Wednesday, and Thursday

Period	Time Period	Minutes
1	7:30 - 9:00	90
Nutrition	9:00 - 9:10	10
2	9:15 - 10:45	90
3	10:50 - 12:20	90
Lunch	12:25 - 12:55	30
4	1:00 - 2:30	90

Tuesday and Finals Days (1/26,1/27,6/11,6/12)

Period	Time Period	Minutes
1	7:30 - 8:40	70
Nutrition	8:40 - 8:45	5
2	8:50 - 10:00	70
3	10:05 - 11:35	90
Lunch	11:40 - 12:10	30
4	12:15 - 1:25	70

The SciTech/SoComm Essentials: Attendance, Discipline, Investigation

I. Attendance

Absences on the 4x4 Schedule

Please Read Carefully

The 4x4 schedule allows students to earn four credits each quarter and sixteen credits per year. As a result, **attendance is critical**. Each day missed on the 4x4 is the equivalent of two days missed on a traditional six-period day schedule. Attendance is especially critical for graduating seniors. **Graduating seniors will not be allowed to attend senior functions and activities if they have any uncleared absences or truancies**. Any student may clear these absences and truancies by attending Saturday School.

School-wide Notice to Parents and Students

Be advised. Any SciTech/SoComm student who has five or more excused or unexcused absences in any class during any grading period will receive a failing grade in that class. All absences must be made up.

Any student who receives two or more failing grades at any given quarter may be referred to the administration. During the subsequent parent conference, alternative placement options may be presented to the student's family. In order to obtain a high school diploma from SciTech/SoComm, students must attend all classes and put forth the effort necessary to achieve academic success. Students who are credit deficient may be placed into alternative academic settings.

Seniors: All seniors are required to attend class daily and complete the requisite courses. Failure to attend and complete these courses may result in alternative placement and jeopardize graduation eligibility. Graduating from the SciTech/SoComm is not a right, but a privilege. All students must comply with each of the policies and procedures listed in the school handbook. No exceptions.

2011 – 2012 Attendance Policy

Clearing Absences

Any absence must be cleared with a note or a call from the parent/guardian within three days of the absence. If not, the absence will be considered “unexcused” or “truant.” All absences directly affect grades and citizenship and must be cleared through Saturday School or via individual teacher arrangements approved by the administration in advance.

Missed Work Due to Absences

Students must make up work missed due to absences within a reasonable amount of time. The student must make arrangements with his/her teachers. Makeup will cover any work missed during collaborative class work, labs, and other such activities. Completing makeup work for “unexcused” absences is allowed at Saturday School or via individual teacher arrangements approved by the administration in advance.

Excused Absences

- Personal illness. The attendance office may require a doctor’s note, especially if absences are excessive.
- Personal medical/dental appointment with signed doctor/dentist note.
- Funeral services of parent, sibling, grandparent, or any relative living in the child’s immediate household. Limited to one day in California and three days out of state.
- Personal, verified court appearance, recognized religious holiday.
- **These absences must be made up in Saturday school.**

Unexcused Absences

- Truancies, oversleeping, “Alarm didn’t go off,” etc.
- Public transportation problems, car problems, traffic, etc
- Personal or family problems
- Going out of town for vacation or any reason not excused above
- Babysitting or taking care of other family members
- Going to work with parent or other family members
- **These absences must be made up in Saturday school.**

Medical Appointments

- Medical Appointments should be scheduled outside of school hours to ensure that students receive maximum opportunities for instruction.
- Students excused during the school day require a parent call or a note sent to the office. The office issues a “Blue Slip” to the student’s class.
- The student must sign out in the SciTech office before leaving campus.
- A signed Doctor’s/Dentist’s note is required to excuse these absences
- **These absences must be made up in Saturday school.**

Leaving Campus

- Students may not leave the campus under any circumstances without the school receiving authorized permission from a parent/guardian.
- Students must sign out in the attendance office (907) before leaving campus. Without authorization, students will be considered “truant.”

Contract Independent Study

- SciTech/SoComm discourages parents from requesting Contract for Independent Study (CIS) for their child.
- Such an extended absence will seriously jeopardize a student’s opportunity to pass his or her classes.
- Questions regarding CIS may be directed to the administration. Any contracts must be approved by the principal two weeks in advance.

Saturday School

- Students may make up absences/tardies by attending Sat. School.
- The sessions also allow students to earn credit for missed class work. Only academic activities will be offered during these sessions.
- Saturday School will be offered on scheduled Saturdays from 8 to 12.
- Saturday School may also consist of test prep lessons including California High School Exit Exam (CAHSEE) and SAT material.
- Students must be on time and remain for the entire four hours.

2011-2012 SciTech/SoComm Saturday School Dates (See Attendance Office for Room Assignments)

1 st Semester	2 nd Semester
9/24	2/11
10/8	2/25
10/15	3/10
10/22	3/17
11/5	4/14
12/3	5/5
12/10	5/19
1/7	6/2
1/28	

Tardiness on The 4x4 Schedule

Tardiness is a disruption to the learning that takes place in the classroom. Students must be on time to every class. A student is considered tardy if he/she is not in his/her assigned seat when the tardy bell starts to ring. Students are expected to be in class on time. **Tardies of 15 min or more will result in an immediate assignment of lunch detention.** Tardies of 30 minutes or more will be recorded as truancies. Students who arrive at school after the first 30 minutes of class begins must sign in at the attendance desk and clear the 1st period absence.

2011 – 2012 Tardy Policy

First Unexcused Tardy

Teachers will record the first unexcused tardy and give the student a verbal warning. Students tardy for the first time during 1st period of any grading period will receive a verbal warning and have that tardy recorded by the lunch detention desk or school attendance clerk.

Second Unexcused Tardy

The teacher will record the second unexcused tardy. A notice may be sent to the administration and the citizenship grade will be lowered for the grading period to no more than a “G”. In addition, the teacher may assign either lunch detention or after school detention in his/her room pending a call home to inform the parent/guardian. Students tardy for the second time to 1st period will receive lunch detention.

Third and All Subsequent Unexcused Tardies

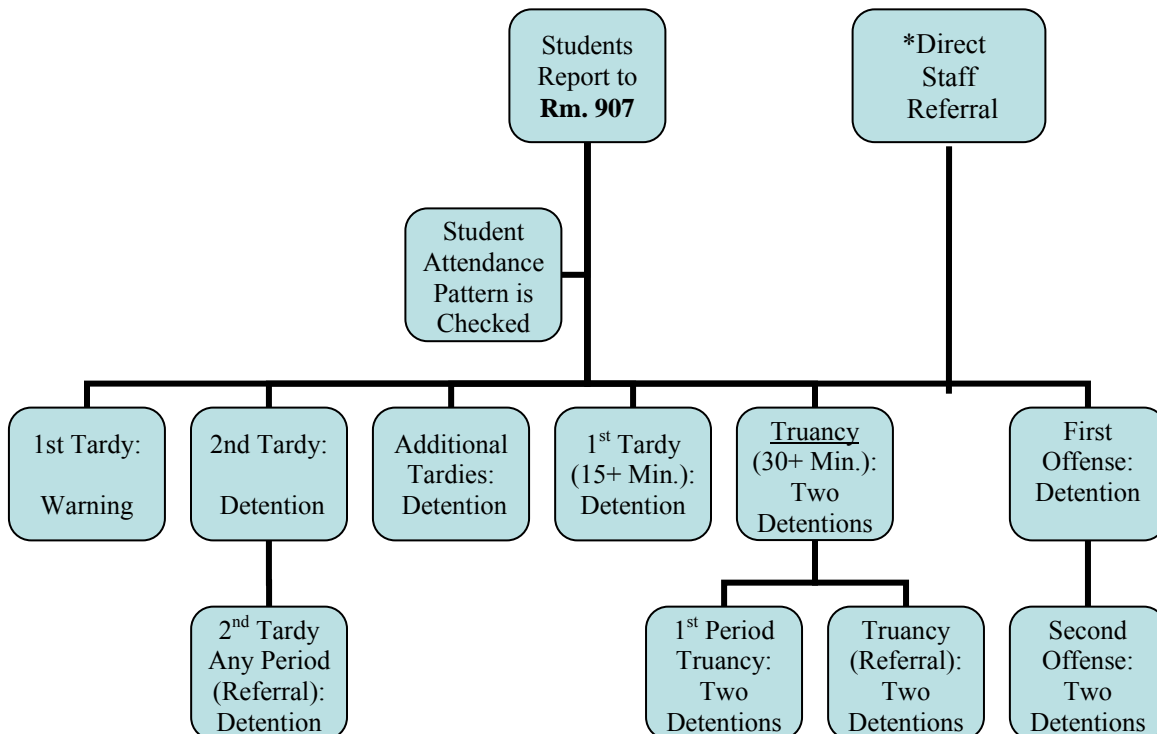
The teacher will record the third unexcused tardy and notify the administrative office. Administrative lunch detention may be assigned. The citizenship grade will be lowered to no higher than an “S” for the grading period and a call will be made to inform the parent/guardian. Students tardy for the third time to 1st period will receive lunch detention and have that tardy recorded. Any subsequent unexcused tardies will result in additional lunch detention assignments, citizenship no higher than an “N” and referral to the Parent Liaison. **Please note: lunch detention assignments are not credited until they are recorded by the attending lunch detention staff. Students who attempt to evade lunch detention are subject to additional lunch detention assignments, immediate suspension or alternative disciplinary actions.**

Habitual Tardiness

Students who are tardy more than four times in a grading period are considered habitual. The teacher(s) will record the unexcused tardies, and notify the administrative office. The student's parent/guardian will be contacted for a mandatory meeting. Appropriate action will be taken, which may include weekly lunch detention assignments and behavior contracts, Saturday School, formal suspension, or alternative disciplinary actions. The student's citizenship grade will be lowered to a "U." In addition, student attendance patterns will be reviewed and SDPD truancy officials may be contacted through the SARB process. Habitual 1st period tardies will result in each of the actions listed above as well as truancy notifications and a mandatory home visit.

SciTech Lunch Detention Policy & Procedures

At SciTech/SoComm, students are held accountable for their actions. The freedom students have to enjoy a shared lunch at the San Diego High Educational Complex is a privilege. The staff reserves the right to revoke this privilege and detain students who disregard the school attendance policy and/or classroom behavioral expectations. * Failure to comply with assigned lunch detention may result in further disciplinary action including various suspension alternatives or suspension pending a parent conference.



*** Students are provided with lunch in a supervised environment and adequate time to eat and study. Student attendance patterns and grades can be monitored through the *Parent Connection* website. See the office for a login. (<https://dwa.sis.sandi.net/parentconnect/>)**

The SciTech Essentials: **Attendance, Discipline, Investigation**

II. Discipline

The SciTech/SoComm staff and administration hold high expectations for student behavior. Students who fail to make the proper choices and/or disrupt the school's learning environment are held accountable for their actions. Similarly, students who make positive choices and contribute to their school are celebrated at student recognition events throughout the year. Adherence to school rules benefits all. Defiance of the same rules will not be tolerated.

2011 – 2012 Discipline Policy

Lanyards

Please Read Carefully

Every student is required to wear his/her individual school lanyard while on the school grounds at all times*. The school-issued lanyard must be worn around the neck, must be visible and cannot be altered.

Students will not be permitted to enter classrooms or school events without the appropriate school lanyard which displays their photo ID. Students will be issued their first lanyard at no cost. If a student loses the first lanyard, he/she will be required to replace the lanyard. This will be available for \$1.00 in room 907 before and after school. The lanyard must be attached to the student's school picture ID. Prior to the arrival of the school photo ID at the beginning of the school year, the lanyard holder may contain the class schedule. Replacement IDs will be available at the main complex financial office for \$2.00.

*For safety reasons, students will not wear their lanyards at the following times:

- P.E./ROTC Class, Cheerleading and cheer practice
- SDHEC athletic events (players only) and athletic practice
- Specific lab activities or other projects involving manipulatives.
- Any school activity in which the lanyard may cause a safety concern, as determined by the principal or school police.

Students who violate the lanyard policy will face disciplinary action.

Non-Negotiables: Behaviors Subject to Immediate Disciplinary Action

Please Read Carefully

Disruption of The Learning Environment

Any student who disrupts or hampers instruction can be removed from the class immediately and referred to the office for disciplinary action. This includes the use or display of personal items in class. **Please note: SciTech/SoComm staff are not responsible for any personal items brought by students to school. Students who bring personal items such as electronics, skateboards or jewelry do so at their own risk. Any item deemed distracting or unsafe may be confiscated by school personnel to be claimed by a parent/guardian.**

Activity Disruption

Anyone involved in disruption or refusal to follow the directions of staff in all areas of school facilities, during outside events, or on transportation vehicles supervised by school personnel, may be suspended from future events. This includes athletic events and any school affiliated activity.

Defiance

Students who defy the authority of any staff member, or refuse to follow his/her directions, may be referred to the administration for disciplinary action.

Drug Involvement

Possession or use of narcotics, dangerous drugs, or alcohol is a violation of the law. Students will be suspended and may be arrested for involvement with, or possession of narcotics, dangerous drugs or alcohol. Sellers of drugs will be recommended for expulsion from school. Cases will be referred to the police.

Electronic Devices

All electronic devices (cell phones, walkmans, CD players, games, etc.) should be turned off and stored out of visibility of teacher and other students inside the classroom. **As stated previously, SciTech/SoComm is not responsible for lost or stolen items.** Any item used in a classroom may be confiscated and claimed by a parent/guardian. Continual use of any electronic device will result in disciplinary action. The district cell phone policy is available at www.sandi.net/forms.

Extortion or Threats

Students involved in taking money or possessions of value through intimidation or violence will be suspended and school police will be contacted immediately.

Fighting

Fighting is strictly forbidden. Students who fight will be referred to the principal and complex police officer for disciplinary action. The School Police Officer will assist and arrest if necessary. The Board of Education has declared a Zero Tolerance Policy for acts of violence in San Diego City Schools. Repeat offenders will be recommended for expulsion.

Gambling

Gambling in any form is prohibited by state law. Gambling is defined as wagering or betting money on the outcome of any activity. The possession by students of gambling devices such as dice, cards, and dominoes is prohibited.

Harassment/Bullying

Students are prohibited from engaging in any verbal, visual, or physical conduct directed toward any individual that has a negative impact upon the individual's work or academic performance. This included any statements made on My Space, e-mail messages, documents posted on the O drive and by any other written means. **Physical, verbal or emotional bullying will not be tolerated.**

Possession, Display or Use of a Weapon

The Board of Education has declared a Zero Tolerance Policy in San Diego City Schools. All students who possess a firearm, knife, explosive, or any other dangerous object in school shall be immediately suspended and recommended for expulsion. When students violate appropriate Education Code and Penal codes referenced by this policy, they will be charged, arrested, and taken to a juvenile detention facility or county jail. (Penal Code 626.9 and 626.10)

Use of Profanity or Language Deemed Offensive

Students will use acceptable and appropriate language and must refrain from obscene, vulgar language, gestures, or racial, ethnic, and sexist slurs. Inappropriate language and gestures will not be tolerated. Students who use inappropriate language and gestures will face disciplinary action.

Sexual Harassment

The San Diego Unified School District prohibits sexual harassment as defined in the Education Code to mean unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting. Any student wishing to make a complaint should report the incident to a teacher, counselor or vice principal.

Gum/Food

Gum is not allowed on campus. Students are especially forbidden from chewing gum in class. This includes all classrooms and the PE area. Food is not allowed in classrooms unless specifically approved by a staff member.

Smoking or Use of Tobacco Products

Possession or the use of tobacco products by any student on any part of the school grounds is against the law. Schools grounds include parking lots and adjacent sidewalks. Students found to be in possession of tobacco products will be suspended on the first offense. All school sites, school events, and district offices are designated as non-smoking facilities.

Theft

Any student involved in the theft or attempted theft of school or personal property will be referred to an administrator for disciplinary action. The complex police officer will also conduct an investigation and make an arrest if appropriate.

Vandalism

Anyone who maliciously damages school property is required by law to pay for these damages, up to \$5,000. Immediate suspension and possible police contact may be required. (Penal Code 594)

Leaving Campus Without Permission/Truancy

On November 14, 1995, the Board of Education adopted a closed campus policy for all high schools. Students may not leave campus during any part of the school day without permission from the attendance office and a blue slip, with the exception of participating in education programs on other campuses. Arriving to school later than 30 minutes or leaving campus without permission or a blue slip will be classified as truancy.

Loitering on School Grounds

While on campus, students must be either in class, passing between classes or at lunch. In addition, the law requires that any non-student who visits any campus must get permission from an administrator. Students should be aware that if they are on any site other than their own school of enrollment without approval of that site's administration, they can be classified as loiterers and arrested for school trespassing.

Loitering on Private Property

In order to maintain cordial relationships with our neighbors and to provide for the safety and security of our student body, students are asked to proceed directly to campus and not to loiter on private property adjacent to the school. Students who trespass on private property may be subject to arrest.

Misbehavior in Route to and from School

Students may be subject to disciplinary action as well as criminal investigation by the School Police Officer for any form of misbehavior in the process of going to and from school.

Public Display of Affection

Excessive displays of affection such as kissing and body touching are inappropriate on campus or at school-related activities. The School of Science and Technology has a hand holding only policy. Students engaged in excessive displays of affection will be referred to administration for appropriate action.

Skateboards, Scooters, Bikes or other Personal Transportation Devices

Personal transportation devices such as skateboards, scooters and bicycles must be stored in designated areas, may not be ridden on campus, and are brought to school at the student's own risk. Bikes must be locked on the racks adjacent to the main entrance. Skateboards and scooters are to be stored in 551, 907 or in a space designated by staff. SciTech/SoComm is not responsible for these items.

Honesty Policy

The staff and students of SciTech/SoComm agree that honesty and integrity are critical to the educational process. Students who cheat, copy the work of others or allow others to use their work undermine their own potential and disrupt the educational process. It is expected that students will complete their own work to the best of their abilities at all times. The school policy regarding honesty and integrity of student work is as follows:

Cheating on Tests and/or Projects

A student guilty of dishonesty such as requesting, giving, or receiving information on an exam or quiz will receive a zero grade on that work with no make up allowed. Additionally, the student will receive a citizenship grade of "Unsatisfactory" (U). The teacher will make a parent contact and notify the student's counselor. If a second offense occurs during the same semester in the same class, the teacher may assign a semester academic grade of "F" for the course.

Plagiarism

Working together on assigned cooperative activities is encouraged for the mutual benefit of those participating students. However, a student guilty of plagiarism, i.e. copying any part of another's notebook, homework, or assignment, or copying textbooks, computer accessed documents, or any other published material, will receive a zero grade on the assignment with no make-up allowed. (Any work taken off the internet will be reviewed for plagiarism.) Additionally, the student will receive a citizenship grade of "Unsatisfactory" (U). The teacher will make a parent contact and notify the counselor. Furthermore, the teacher and administrator may assign a semester academic grade of "F" for the course.

Theft of Intellectual Materials

A student guilty of stealing or using stolen instructional content, manipulating staff materials, tampering with district or site digital content or altering a grade will be referred to an administrator. The student may face suspension, a failing grade and a “U” for the semester, and removal from the class.

Consequences for Non-Negotiable Behaviors

The SciTech/SoComm staff maintains high expectations for student behavior. At the same time, we recognize that all students are individuals with different needs. As such, the teachers and administrative staff rely on a range of strategies to help students make positive decisions. These strategies are supported by the California Education Code (CA Ed. Code) Failure to comply with school policy and procedures will result in one of our schools’ disciplinary actions. The choice of disciplinary action is determined by the intent, frequency and severity of the offense. The support of parents/guardians in helping to maintain strict standards of behavior on campus is imperative.

Standard Disciplinary Actions: The following actions are reserved for first time offenses, minor behavioral violations and isolated incidents.

- Direct Referral/Counseling/Call Home
- Detainment in Office/Administrative Counseling
- Lunch Detention/After School Detention
- Disciplinary Saturday School

Severe Disciplinary Actions: The following actions are geared towards habitual offenders, severe behavioral violations or major incidents in accordance with California Education Code (CA Ed. Code. 48900)

- Home Visit/Disciplinary Contract
- “Do Not Admit” Notice/One Day Suspension
- Multiple Day Suspension
- Expulsion Hearing

Alternative Disciplinary Actions: These actions represent alternatives to severe, disciplinary action in accordance with code. They are to be utilized at the discretion of the administration after parent/guardian consultation.

- Campus Clean up. Trash pickup, gum scraping, classroom cleaning or community service (CA ED. Code 48900.6)
- Parent Class or Full Day Shadowing (CA ED. Code 48900.1)
- Student Study Team/Dean Day Participant

Dress Code

Please Read Carefully

General Rule

Citing California Education Code (CA Ed. Code. 35183), SciTech/SoComm prohibits any manner of apparel, shoes, accessories or appearance deemed to cause a disruption of, or a material interference with, the educational process, student health or safety, or campus order. Any clothing or jewelry deemed as inappropriate by district and state regulations is automatically unauthorized by the school. All students are expected to comply with state law, district dress code and school rules. A student who violates these standards shall be subject to appropriate disciplinary action. All school employees are expected to abide by and enforce these regulations.

Hats/Headgear:

The wearing of unauthorized hats or other head coverings is not permitted in SciTech/SoComm classrooms or hallways. Only unaltered medically mandated headgear or religiously required head coverings, as approved by the school administration, are allowed. Hats/headgear will be confiscated and must be claimed by a parent/guardian.

Footwear

In accordance with state law, students must wear footwear in school. To ensure the protection of the bottom of the feet, all footwear must have soles. House slippers are not considered safe footwear and are not allowed.

Hygiene

Students should be clean. Personal hygiene issues will be referred to the administrative office and, subsequently, the school nurse.

Items of Personal Display

Clothing or jewelry may not display profanity, provocative or suggestive statements, obscenities, advertising for drugs, alcohol, tobacco products, illegal activities, or gang identifications as determined by the administration or school police. In addition, the display of gloves such as batting gloves or leather gloves is not permitted.

Spikes, Studs and Chains

Spikes or studs on bracelets, belts, rings, necklaces or piercings are not allowed. Spiked earrings or other jewelry which extends to a point or are deemed inappropriate by administration are not allowed. Wallet chains are also not allowed on school grounds.

Tops, Torso, Underwear and Shorts

The torso should not be visible. Students may not reveal bra tops, tube tops, halter tops, short shirts, blouses, or cut-off T-shirts deemed suggestive. Underwear should not be visible. Revealing leggings or intentionally ripped undergarments are not to be displayed under shorts. Shorts and skirts must be of an appropriate length (No more than 5 inches above or below the knee).

Oversized Clothing

Oversized clothing such as oversized t-shirts, oversized and/or sagging pants, oversized shorts with long socks, or oversized overalls are not permitted. Pants must fit at the waist without requiring alteration. Oversized, hanging belts are not permitted.

Consequences for Dress Code Violation

Students and parents are encouraged, should they have any questions regarding a particular article of clothing, to consult with the administration before the wearing of the item to school. The consequences for dress code violation, in accordance with code (CA Ed. Code. 35183) are as follows:

First Dress Code Offense

If the infraction cannot be corrected at school, the teacher will refer the student to an administrator. The student will return home in order to comply with the dress code. The administration will advise the parents. The offending dress item(s) may be confiscated and must be claimed by a parent/guardian. If a top is confiscated, the student will borrow a school t-shirt. The confiscated top may be claimed when the t-shirt is returned.

Second Dress Code Offense

Upon the second dress code violation, the student will be referred to the administration for the corrective measures noted above and disciplinary action. An administrative representative may require a parent conference.

Third and all Subsequent Dress Code Offenses

After the third offense, the student will be referred directly to the administration and may be placed on a "Do Not Admit" notice pending a parent conference. At this conference, the administration has the discretion to consider any level of disciplinary action.

Habitual Dress Code Violations

Students who engage in habitual dress code violations will be referred directly to the administration and face severe disciplinary action.

The SciTech/SoComm Essentials: Attendance, Discipline, Investigation

III. Inquiry

The SciTech/SoComm staff expects each student to actively participate in his/her own education and to inquire about the world around them. Students complete projects at each grade level and show achievement through our Expected Schoolwide Learning Results (ESLRs). The ESLRs represent the most essential skills that students should possess by the time they graduate. Our ESLRs reflect what students should know. Students finish their freshman year with a 9th Grade Reflection and culminate their 12th grade year with a Senior Exhibition. In between, it is expected that students take advantage of the opportunities before them, invest themselves in a pathway, and investigate further academic options.

Expected Schoolwide Learning Results (ESLRs)

Technological Producers

SciTech/SoComm students are technological producers who...

- Create projects which reflect originality and high standards
- Use appropriate technology to research, create, and present projects

Problem Solvers

SciTech/SoComm students are problem solvers who...

- Demonstrate critical thinking skills
- Apply those skills to various situations

Effective Communicators

SciTech/SoComm students are effective communicators who...

- Express verbal, written, artistic, and technological forms of communication effectively

Responsible/Self-Directed Learners

SciTech/SoComm students are responsible learners who...

- Set and pursue personal and professional goals
- Abide by school and community rules, laws, and regulations

Collaborative Workers

SciTech/SoComm students are collaborative workers who...

- Fulfill requirements of a leadership role or of a team member
- Demonstrate leadership skills and the ability to work as part of a team

SciTech/SoComm Academic/Career Pathways

Beginning in 9th grade, students investigate the academic pathways that will ultimately define their last two years of high school. We seek to prepare students for today's college experience and tomorrow's careers. As such, our academic and professional pathways are constantly evolving in an effort to remain on the forefront of secondary elective course offerings. Currently, our three course pathways represent the college majors and technical training experiences which are in the highest demand by employers.

Medical Technology (MedTech)

The MedTech Academy is designed around a sequence of innovative, hands-on courses. Participants fulfill college entrance requirements while building skills that help gain access to the most cutting-edge and in-demand careers.

SciTech/SoComm is one of only two schools in SDUSD offering the award-winning Project Lead the Way (PLTW) Biomedical Sciences curriculum.

Students in these unique courses interact with biomedical concepts in project-based, hands-on learning. MedTech students also enroll in Medical Math, Medical English and Biotechnology. MedTech students are eligible for exclusive internships across San Diego County and are supported by an industry mentor during their 11th grade year. Medtech students build a resume with experience that will get them hired.

MedTech Courses Include:

- Principals of Biomedical Sciences (PLTW)
- Human Body Systems (PLTW)
- Medical Interventions (PLTW)
- Biomedical Innovation (PLTW)
- Medical English and Math Sections
- Biotechnology

Engineering

This pathway provides a learning community that helps students develop insight and awareness into the four sectors of consumer engineering systems: commercial, residential, industrial and transportation. This pathway studies traditional engineering and design principles and applies them to new and emerging technologies. Engineering students have access to PLTW curriculum and learn about career options in green energy, digital electronics and a wide range of engineering fields.

Engineering Courses Include:

- Introduction to Engineering and Design (PLTW)
- Principles of Engineering (PLTW)
- Introduction to Green Technologies (GecoTech)
- Digital Electronics (PLTW)
- ACE/Solar Cup – Advanced Engineering Team Projects

Information Technology (InfoTech)

This pathway prepares students for employment and/or continuing education opportunities in the growing field of information technology in partnership with industry professionals. Students use varying forms of computer software and network systems to problem solve and produce projects. In addition, IT students design websites, explore basic graphic design principles and work with staff to build, repair and maintain the technology in use on campus.

InfoTech Courses Include:

- Web Design 1,2
- Computer Graphic Design 1,2
- Robotics - Advanced IT Team Project

Media and Design Arts Pathway (CCTE)

California Career Technical Education (CCTE) is a program of study that involves a multiyear sequence of courses which act as a pathway to postsecondary education and careers. The CCTE model curriculum standards are organized in 15 industry sectors, or groupings, of interrelated occupations and broad industries. The current CCTE course offerings available at SciTech/SoComm are focused on Media and Design Arts. This pathway encourages students to explore career opportunities in television, internet, and film industries and gain experience in all forms of media. Students create moving images from interviews, learn the art of broadcasting and develop independent media projects. Students also use screen printing and computer graphics for multimedia activities, including using the latest versions of Adobe Photoshop and Illustrator.

Media an Design Arts Courses Include:

- Multimedia Production 1,2
- Video Production 1,2
- Yearbook
- Multimedia Production 3,4
- Broadcast Journalism 1, 2, 3, 4
- Screen Printing 1, 2, 3, 4

SciTech/SoComm Online Resources

SciTech/SoComm students are afforded a full range of opportunities to investigate their world, advance their learning and participate in extracurricular activities. Below are just a few of the academic and professional resources available. At any time, students may contact their counselor to access these programs and learn about additional opportunities during the year.

School Websites	http://scitech.sdhs.sandi.net/index.html http://www.sandi.net/site/default.aspx?domainid=2843
Course Descriptions	SciTech: http://scitech.sdhs.sandi.net/classes.html SoComm : http://www.sandi.net/domain/2849
Student Connect	https://dwa.sis.sandi.net/studentconnect/
Parent Connect	https://dwa.sis.sandi.net/parentconnect/
Scholarship Information	http://scitech.sdhs.sandi.net/scholarship.pdf http://www.fafsa.ed.gov/ Contact: Mrs. Murphy
SDHS Foundation	http://www.sandiegohighschool.org/foundation.htm
Robotics Team	http://robotics.sdhs.sandi.net/ Contact: Mr. Bogan
ACE Mentoring Program	http://www.acementor.org/601 Contact: Mrs. Carl
MESA	http://ucop.edu/mesa/ Contact: Mr. Shaffer
City College Enrollment	http://www.city.sdccd.cc.ca.us/ Contact: Mrs. Murphy
<i>The Russ</i> SDHS Newspaper	http://journalism.sdhs.sandi.net/090602-russ.pdf Contact: Mrs. June
<i>The Technician: A SciTech Home Newsletter</i>	http://scitech.sdhs.sandi.net/school-info/newsletter.pdf Contact: Mr. Booz
SDHS Athletics Caver Football	http://athletics.sdhs.sandi.net/ Contact: Coach Kimbrough
SDHS Associated Student Body	http://asb.sdhs.sandi.net/ Contact: Stacey Seiders, ASB Office
SDHS AJROTC	http://ajrotc.sdhs.sandi.net/ Contact: Sgt. Hughey
SDHS Yearbook	http://web.me.com/socomm/Site_8/Welcome.html Contact: Mr. Robledo

Student _____ Counselor _____ Gr. _____



**San Diego High School: Science, Technology and Communications
2011 – 2012 Family Contract**

As a STUDENT, I acknowledge that I:

- Have read and will abide by the school’s policies and procedures
- Clearly understand the school’s 4x4 attendance policy, non-negotiable behavior expectations, dress code, hat policy and lanyard requirement.
- Must take time to study and be prepared to learn every day.
- Must be responsible for my actions and level of effort in school.

As a PARENT/GUARDIAN, I acknowledge that I:

- Have read and understand the school’s policies and procedures
- Clearly understand the school’s 4x4 attendance policy, non-negotiable behavior expectations, dress code, hat policy and lanyard requirement.
- Must maintain a home environment that provides:
 - Time and a place to study
 - Support and involvement in my child’s school work
- Must monitor my child’s social and academic progress in school.

As a STAFF, we acknowledge that we:

- Will implement meaningful lessons based on California state standards
- Will meet the learning needs of all students through rigorous curricula
- Must provide a safe and supportive learning environment with a qualified support staff and effective, credentialed teachers enforcing school policy
- Must support open communication among students, parents and staff

All STC students and parent/guardians must sign below to indicate acceptance of the expectations stated in the 2011 – 2012 handbook.

Parent/Guardian
Signature(s) _____

Student
Signature _____

Staff Signatures _____ / _____
Mrs. Cordero, Principal / Mr. Booz, Dean of Students