

STUDENT/PARENT HANDBOOK 2011-2012

(CHANGES TO RULES ARE IN RED)



UNIVERSITY CITY HIGH SCHOOL CENTURIONS

UNIVERSITY CITY HIGH SCHOOL
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UNIVERSITY CITY HIGH SCHOOL

ALMA MATER

Hail to you old blue and white,
We lift our hearts to you.
May your warm and guiding light
Be ever shining through
Hail to you Centurion
On you we can rely.
Hail to University, University City High



Hail to you old blue and white,
We raise our voice in praise.
May your warm and guiding light
Shine through our golden days.
Alma Mater hail to you,
Forever hear our cry,
Hail to University, University City High

-Thomas G. Ventimiglia

DISTRICT MISSION STATEMENT

All San Diego students will graduate with the skills, motivation, curiosity and resilience to succeed in their choice of college and career in order to lead and participate in the society of tomorrow.

UNIVERSITY CITY HIGH SCHOOL MISSION STATEMENT

The mission of University City High School is to educate students to become productive and responsible citizens, who realize their full potential through life long learning

In order to realize the mission of University City High School, the members of the school community have developed and adopted school-wide learning goals for all students to guide them in course selection as well as college and career decisions. Students must demonstrate at the end of their senior year, through a portfolio of work and a senior exhibition, that they have met all of the learning goals of the school.

SCHOOLWIDE LEARNING GOALS

UNIVERSITY CITY HIGH STUDENTS ARE:

CONTRIBUTORS TO THE COMMUNITY

Active contributors to their community, who give of their time, talents and energy to benefit others

COLLABORATIVE CITIZENS

Collaborative citizens who work well with people of different backgrounds and opinions

EFFECTIVE COMMUNICATORS

Effective and knowledgeable communicators, who are able to listen, read, write, think clearly, and respond appropriately to written materials and spoken language

NDEPENDENT CRITICAL THINKERS

Independent, critical thinkers and decision makers who can discern and creatively solve problems using prior knowledge and research skills

TECHNOLOGICALLY SKILLED

Skilled practitioners who have a working knowledge of current technology and its application for personal and workplace purposes

STUDENTS WHO PLAN AND SET GOALS

Responsible planners who know how to set long-term learning and career goals



UNIVERSITY CITY HIGH SCHOOL

EXPECTED SCHOOL WIDE LEARNING GOALS

We Believe Seniors Who Master a Minimum of 10-12 Steps Will Be College/Career Ready



GENERAL INFORMATION

ACADEMIC INFORMATION

University City High School is a four-year, comprehensive college-prep and work readiness high school. All students are enrolled in an academic program that will fulfill CSU/UC admission requirements. Students will be challenged through coursework group processes to fulfill course requirements and the school wide learning goals.

ASSOCIATED STUDENT BODY (ASB)

The ASB consists of all students enrolled at University City High School. The officers of the ASB, elected by the students, are charged with the responsibility of planning activities that:

1. Generate school spirit
2. Promote good human relations
3. Promote and support our athletic teams
4. Provide a break in the tension of studies
5. Develop avenues of communication for student concerns to students, staff, administration and district personnel

ASB CARDS

Associated Student Body (ASB-student government) Cards go on sale during pre-registration. While not mandated, all students are encouraged to purchase a card to show their support for the school and activities. Athletic letters, awards and pins, as well as student discounts to campus events are funded through ASB card revenue. Additionally, the holder of an ASB Card is entitled to discounts at sporting events, films, and campus activities and is entitled to admission to special programs only for ASB Card holders. ASB Cards are \$15 dollars at pre-registration and \$17 dollars once school starts.

CENTURION STUDENT STORE

The ASB and cafeteria operate a school store dedicated to serving students at UCHS. Located in Room 209, the store is open during lunch, offering food items and refreshments. Promote school spirit and buy from your student store.

CLUBS

Only school-sponsored and agency-sponsored clubs affiliated with University City High School may use the name of the school, use school buildings and facilities, have publicity in school publications or on the school grounds, and sell tickets on the school grounds to activities sponsored by the clubs. These privileges are denied to all other clubs. The California Education Code forbids any high school student to become a member of a secret club, fraternity or sorority. Anyone interested in starting a new club must pick up forms in room 202.

DANCES

To attend a school-sponsored dance, students must have attained a 2.0 GPA in academics and citizenship on their previous report card and must submit a completed, signed Dance Contract. Additionally, ALL tardies, truancies, and uncleared absences must be cleared to be eligible to attend a school sponsored dance. The school will hold detention sessions both on early-out days and on Saturdays to clear attendance issues. To view a sample dance contract form, please see the sample towards the end of the STUDENT/PARENT HANDBOOK.

FINANCIAL OFFICE

The Financial Office is located in the Main Office Building with windows that face the Student Quad. The office is open before and after school and during the student lunch period. Students who come during class or during the passing periods cannot be accommodated. The Finance Office sells tickets for all athletic events, dances, and other ASB activities. Students will need to have a Student ID card for all transactions and payment is by cash only. The school district does not allow credit and debit card sales at schools. Any club raising money for their organization needs to turn in their funds raised daily to the finance office. This is to avoid possible loss or theft.

GUIDANCE SERVICES

The guidance program at UCHS is designed to help you attain the highest standards of academic achievement, personal development, social development, and career planning. We try to do this in several ways:

1. Helping the new student feel at home with new teachers and friends in a different setting.
2. Individual conferences whenever a student, a teacher, or their counselor deems necessary.
3. A testing program designed to help the student learn as much as possible about his/her capabilities.
4. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

To speak with a counselor, please fill out a REQUEST TO SEE A COUNSELOR form. Request forms are located on the counter by the counseling entrance. Do not wait in the counseling office. Your counselor will call you in during the day as soon as their schedule permits. However, if you have a dire and pressing issue that needs to be addressed, please do not leave. Please find a staff member and let that person know why you need help immediately. Your health and safety is our number one concern!

SEEING THE COUNSELORS

Students consult with their counselors by completing a “REQUEST TO SEE A COUNSELOR” form which is available in the Counseling Center. Alphabetical assignments may change in the fall.

- Ms. Barnier.....A-FA
- Ms. GodfreyFB-LJ
- Mr. Ballard.LK-RA
- Mr. Osborn.....RB-Z
- Mrs. Shoemaker.....Registrar

HEALTH OFFICE

The nurse is available in the Health Office (Building 100) five days a week. A student wishing to see the nurse during class time must obtain a pass from his/her teacher. No pass is necessary during the lunch period. California State law requires that any medication brought from home to be administered at school should be labeled with the student's name, name of the medication, dosage and hours to be taken. Prescription medicines must be in their original containers. All medications must be left with the nurse. A student needing PE medical excuses should bring his/her doctor's note to the nurse. **In addition to his/her other responsibilities, the nurse is available to students as a medical resource. Should the nurse be absent, please see another front office staff member for assistance.**

WHO TO SEE IF YOU HAVE A QUESTION:

ASB Activities	Mrs. Fallon, Rm. 202
Athletics	Mr. Yandall, Gym
Attendance	Ms. Hartman, Office
Parking Permits	Officer Luis Espinoza
Lost & Found	School Nurse
Class Activities	Mrs. Fallon
Senior Class	Ms. Fournier
Junior Class	Ms. Anna Dyson
Sophomore Class	Mr. Zafuto
Freshman Class	TBD
Clearing Financial Debts	Mrs. Newcomb, Finance Office
Clubs	Mrs. Fallon, Rm. 202
College Information	Your Counselor

Counseling Appointment	Staff in Counseling Office
Graduation Requirements	Your Counselor
Health	Nurse
Home to School Transportation	Mrs. Smith, Main Office
ID Cards & Lockers	Library Staff and VP
Library & Textbooks	Ms. Hwozdek, Media Center
Newspaper "The Commander"	Mrs. Bristol, Rm. 226
Lunch Program	Attendance/Counseling Offices
Regional Occupational Program	Counseling Office
Transcripts	Mrs. Shoemaker, Counseling Office
Work Permits	Counselors
Yearbooks	Ms. Fournier, Rm. 230

LIBRARY/MEDIA CENTER

University City High School boasts one of the finest facilities in the district. The Media Center opens each school day at 7:00 a.m. and closes at 3:30 p.m. Please know that these hours may have to be adjusted to deal with less staffing. Information is offered to students in many formats, both print and non-print materials including CD-Rom, Internet access, art and study prints. To use the internet students must show their ID card with internet access sticker.

Students may come to the Media Center with their classes or on a pass. Passes are not required before or after school or during lunch; however, at any other time, students must have a pass from a staff member to enter and use the Media Center. Students may borrow materials by showing their Student ID Card. Items may be checked out for two weeks, and can be renewed. Overdue fines of 5 cents per day may be charged from the date the book was due.

Students are requested to be considerate of others at all times in the Media Center. At no time is any FOOD or DRINK allowed in the Media Center. Access to the facility will be denied to students disobeying these basic rules.

PARENT CONNECT/TEACHER CONNECT

Students and parents are encouraged to monitor academic process via Parent Connect. While not all teachers use the system, most UCHS staff use Parent/Teacher Connect that allows students and parents the opportunity to monitor their student's progress. Parents can gain access to the online system via the school's web site under the tab: Parents-Print Application for Parent Connect. To develop a Parent Connect account, please complete the application form found online and fax the form to 858-453-9432. Parents can also mail or walk the signed form to the UCHS Counseling Office and give it to the school's Site Technician. Please expect up to five working days before gaining access to the account.

REFERRAL PROCESS

Inappropriate classroom behavior:

If you are behaving inappropriately in class your teacher will:

1. Confer with the you individually (Level 1)
2. Contact your parents directly by telephone or email (Level 2)
3. Hold a conference with you and your parent (Level 3)
4. Contact your counselor
5. Lower your citizenship grade accordingly
6. Assign appropriate classroom consequences

If you get a referral –

After the above actions have taken place, and if the student continues to be uncooperative and disruptive, a formal referral report by the teacher will be made to the counselor.

1. Your teacher will deliver the referral form to your counselor at his/her convenience along with the Classroom Levels of Intervention form. Your counselor will send a pass for you as soon as possible.
2. If your behavior warrants immediate removal from the classroom, your teacher will call ext. 111 to request a campus security assistant to pick you up. (If you are immediately removed from your classroom, your citizenship grade for that grading period will automatically become a “U”.)
3. You will be escorted to the assistant principal’s office and immediate disciplinary measures will be taken.
4. Your teacher has the authority to suspend you from the class for that day and the next.
5. As members of the site faculty/staff, all members of the faculty and staff are entitled to the same respect.

LOCKERS

Two hundred and fifty (250) outside lockers are available at UCHS. Lockers and a lock will be offered to seniors only on a “first come, first served” basis. Seniors will be assigned their lockers during pre-registration and must share a locker with another senior. Maintenance donations are gladly accepted in order to keep lockers available at UCHS.

Students are cautioned not to keep valuables or money in their lockers at any time. Lockers must be kept clean during the course of the year. **Lockers are subject to administrative search.** At the end of the school year all materials must be removed from lockers no later than NOON on the designated “locker clean-out” day. All contents of lockers will be discarded after this date and time.

LOST AND FOUND

The lost and found department (for clothes and backpacks) is located in the Health Office (Nurse) in the Main Office Building. Textbooks are sent to the Media Center. If items lost have a significant monetary value, they will be kept by the vice principals. If you lose or misplace an item, be sure to check one of these places.

AFTER SCHOOL HOURS ON AND OFF CAMPUS

Students are encouraged to get involved in extra-curricular activities after school. Students are also encouraged to stay for tutoring if they need help with their classes. All students staying on campus after hours may do so as long as they have a stated purpose. Students may not leave the campus to go to a friend’s house, the UTC mall, or any other non-school sponsored activity and return back to campus. Students wanting to ride the late activity bus to go home must have a pass indicating their after school activity and their student ID showing bus privileges to get on the bus.

SCHOOL SECURITY

Every effort is made by the staff and administration of UCHS to provide security to protect students’ personal property. However, theft might occur. It is, therefore, imperative that students take steps to protect their property by following these suggestions:

1. Do not leave valuables of any kind in any locker on campus.
2. Do not bring excessive amounts of money to school and never “flash” money on campus.
3. Know where all of your possessions are at all times. WATCH THEM.
4. Bicycles and mopeds should be locked to the racks provided in the bicycle parking areas.
5. Always check your lock before walking away from you locker and never share locker combinations.
6. Write down serial numbers of all valuables and keep records at home.
7. Report any theft or suspected theft to the school police officer immediately.
8. Keep cell phones/IPods/MP3 players, etc. out of sight and in your possession at all times.

Students are advised that the school assumes no responsibility for the loss or theft of personal property or for books or materials loaned to the students by the school.

SCHOOL SUPPLIES

Students are expected to provide their own 3 ring binder notebook with paper, dividers and appropriate writing tools (pencil, pens). This notebook is to be brought to school each and every school day. Teachers and staff should not ask (mandate or require) a student to purchase materials for learning. If this occurs, please contact a school administrator.

STUDENT ID CARDS

Students will have pictures taken for student ID cards during the August pre-registration at no charge. One make-up day will be conducted approximately three to four weeks after the start of school in September. If an ID card is lost or stolen, replacements are available for \$5.00. UCHS ID cards are required for the following activities:

- Identification
- Bus Pass
- ASB discounts
- Internet Use
- Food Service
- Textbooks & Materials
- Finance Office Transactions
- Out of Class Hall Pass
- Dance Admission
- **Clearing Attendance Issues at Scheduled Detentions (After-school, early-out days, and Saturday School)**

Each student must carry a current UCHS ID card for identification purposes, and the card must be shown to any staff member on request. Tardy students who do not have a current school ID card in their possession at the time they are tardy will be assigned after-school detention. Also, a current ID card is required for any student requesting a pass to leave class during class time and must be attached to a teacher-provided lanyard which is worn while out of class. Students requesting a pass who do not have an ID card will require a campus security escort and will be assigned after-school detention for not having their ID card.

A student must also show their ID card to purchase an ASB card or other items at the Financial Office, attend school dances, check out textbooks and library books, use the internet, and ride the bus. The ASB stickers, internet usage, and bus pass stickers are all adhered to the back of the student ID card.

STUDENT NONDISCRIMINATION AND SEXUAL HARASSMENT POLICY

The San Diego Unified School District Board of Education 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.

Any student who engages in discrimination of another student or district employee 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.

STUDENT SEXUAL HARASSMENT POLICY

San Diego Unified School District is committed to making the schools free from sexual harassment. Sexual harassment can be such actions as: Unwelcome sexual advances, requests for sexual favors, 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.

The district further prohibits sexual harassment in which a student's grade, 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 the sexual harassment policy shall be disciplined appropriately. This includes suspension or possible expulsion. Employees who violate this policy shall be disciplined according to personnel procedures.

To File A Discrimination or Sexual Harassment Complaint:

1. 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 is filed.
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 to any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

If you have a discrimination or sexual harassment complaint, students should contact a teacher or administrator for resolution at the school site. If not resolved, contact the district Title IX Coordinator: Dr. Francine Williams, Pacific Beach Center, 4606 Ingraham Street, San Diego, CA 92109, (858) 490-8671.

TEXTBOOKS

Textbooks are distributed to students before school begins and during the first week of school via their English classes. Textbook exchanges may be made using the student's ID card at the Media Center circulation desk. **Upon reissuing textbooks, they become the sole responsibility of the student.** STUDENTS WILL BE REQUIRED TO PAY FOR LOST, STOLEN, DAMAGED, MILDEWED OR OTHERWISE MISSING TEXTBOOKS.

Students, who have outstanding debts from the previous semester, or from another school, must clear their debt prior to pre-registration. Students who transfer to another school or are changing classes must return their textbooks to the Media Center. Book charges for outstanding debts will be forwarded to the school to which a student transfers.

VANDALISM AND PROPERTY DAMAGE

Students who destroy or vandalize school property will be required to pay damages and/or losses. In addition to making restitution, suspension, expulsion, and/or legal action such as arrest may be recommended by the school against the student(s) responsible.

YEARBOOK

Receiving your yearbook in June is one of the highlights of the school year. The yearbook may be purchased during pre-registration at substantial savings compared to the regular sales in November and December. No extra books are ordered after this two month selling period.

ATHLETIC/EXTRA-CURRICULAR ELIGIBILITY

Becoming involved in extracurricular activities at UCHS is an exciting prospect and a privilege. However, whether it is the sports program, cheerleading, ASB, or any other activity, there are standards that must be met to participate. In general, the standards are as listed below. If you have questions concerning them, please contact the respective coach and/or advisor.

1. A scholastic grade point average of at least 2.0*
2. A citizenship grade point average of at least 2.0*
3. Physical exam from a private physician (athletics)
4. Insurance – school or private carrier

ASB GPA REQUIREMENT IS 2.83, NON WEIGHTED FOR ACADEMICS AND CITIZENSHIP

RESIDENCY FOR ATHLETIC ELIGIBILITY

Please know that attending UCHS may not naturally permit you to compete for the school in athletic competitions. Students and their parents who do not reside in the UCHS school boundary area need to check with their coach or athletic director to make sure they have athletic eligibility. If a student moves for any reason, the school and athletic director need to know about it. A student who plays on an athletic team for the school while not having approved clearance to do so because of where s/he lives, results in the team's forfeiture of victories and subsequent season titles. Athletic eligibility must be gained for all students who reside outside of the UCHS boundaries prior to stepping foot on the field or court.

CALIFORNIA SCHOLARSHIP FEDERATION

The California Scholarship Federation (CSF) is a statewide high school honor society. Eligibility for membership is dependent on grades. A total of ten points is required (A=3, B=1). Physical Education grades are not included. Seven points must be from academic subjects. Membership is not automatic; students must apply for membership and renew it each semester.

CITIZENSHIP GUIDELINES

When a spirit of cooperation exists on a school campus, a positive learning atmosphere also exists. Good citizens demonstrate attitudes of caring, concern and respect for others. The semester citizenship grade will be the cumulative average of the three six-week grading periods.

- E = Excellent – Outstanding student
- G = Good – Above average student
- S = Satisfactory – Meets citizenship standards
- N = Needs to improve – Needs help in meeting defined standards
- U = Unsatisfactory – Fails to meet school citizenship standards

Students demonstrating perfect citizenship marks at the semester grading periods will be recognized by the school. UCHS believes earning perfect citizenship marks says a lot about a student. In addition to behavior in class, the tardy and truancy policies explained in the Student/Parent Handbook determine citizenship grades.

GRADING AND REPORT CARDS

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows:

- A - Superior
- B - Above Average
- C - Satisfactory
- D - Below Average
- F - Failure; credit not granted

UCHS issues report cards approximately every six weeks. THE FIRST TWO GRADING REPORTS OF EACH SEMESTER SERVE AS PROGRESS REPORTS. The district prints the final report card of each semester and the June report is mailed home.

GRADUATION SEMINAR PROGRAM (CREDIT RECOVERY)/ONLINE (iHIGH VIRTUAL ACADEMY) LEARNING

The Graduation Seminar Program is a means for students to make up course deficiencies for graduation. Students may enroll only after receiving a failed (F) or nearly failed (D) grade upon completion of the course. The program is not designed for enrichment/concurrent courses. Students may be enrolled during the regular scheduled day or after school.

Opportunity permitting, online learning through the district's iHigh Virtual Academy is an option for students to take during the school day or after school. Courses can be taken via online learning through an independent learning environment whereby students take quizzes and tests to demonstrate mastery learning and earn a credit and grade.

GRADUATION REQUIREMENTS FOR A HIGH SCHOOL DIPLOMA

General Information:

Total Credits: 44 credits (1 credit per course per semester) must be earned grades 9-12.
Cumulative GPA 2.0, Grades 9-12

Course of Study	Credits	Description
History UC/CSU "a"	6	Grade 10 World History and Geography Grade 11 US History and Geography Grade 12 Government and Economics
English UC/CSU "b"	8	Grade 9 Two Semester Credits Grade 10 Two Semester Credits Grade 11 Four credits including 1 credit in a course which emphasizes American Literature and three credits from a prescribed list of English courses (not drama, public speaking or journalism)
Mathematics UC/CSU "c"	6	6 Semester credits including Algebra, Geometry and Intermediate Algebra (UC/CSU) or Unified Algebra

		and Geometry
Science UC/CSU “d”	6	2 credits in Biology and 2 credits in Physics or Chemistry and one additional 2 credit science course
Physical Education	4	Grade 9 Mandatory enrollment in PE, Athletics, or PE Marching Band Grade 10-12 Enrollment is required for at least two Semesters depending on the individual Scores on the California Fitness Gram test
World Language UC/CSU “e” Fine/Practical Arts UC/CSU “f”	3	Option A 2 Semesters of World Language (in a one year course) and one Semester of Fine/Practical Arts Option B 2 Semesters of Fine Arts and one Semester of Practical Arts The UC/CSU systems require a minimum of 2 years (4credits) of the same language with three being with 3 years being preferable and desirable. The UC/CSU systems require a one year sequence (2 credits) of the same course in Fine, Visual, or Performing Arts.
Electives UC/CSU	11	These elective credits must include a one semester class meeting the Computer Literacy requirement or its equivalent. Additional courses in content areas count toward fulfillment of elective credits.

In addition to the above course requirements all students must complete a senior portfolio and exhibition and pass the California High School Exit Exam. Due to the variation in college entrance requirements, it should be understood that meeting these high school graduation requirements does not guarantee entrance to specific colleges. Catalogs of the colleges to which admission is sought should be reviewed for specific course preparation and admission policies.

PRINCIPAL’S HONOR ROLL

Counselors issue congratulatory certificates to students who earn a 3.5 weighted GPA without “N’s” or “U’s” for each semester.

SCHOOL SERVICE

Only two credits of school service may apply toward graduation, and a student may enroll in no more than one school service per semester. School services include: Media Lab, Library Practice, and Tutoring.

RULES & REGULATIONS

ACADEMIC HONESTY POLICY

The teachers, counselors, and administrators at University City High School agree that honesty and integrity are the core of the educational process. In order for educational institutions to accomplish the task of providing a meaningful and challenging opportunity for students, honesty of performance must be a dominant and consistent attitude among all those involved.

Since cheating undermines the academic process, destroys student integrity, and interferes with the trust necessary for effective student-teacher relationships, the Instructional Council of University City High School has requested that this policy concerning academic honesty be initiated and communicated to all members of our educational community.

The acts of academic dishonesty listed below are of major concern to the Council. These acts will be dealt as follows: parents will be notified in all instances, and the incident will be documented with a referral.

1. Cheating on Tests and Assignments

A student guilty of dishonesty such as requesting, giving or receiving information on an examination, quiz or assignment, will receive a zero on that work. That zero, will be averaged into the student's academic grade and the semester citizenship grade will be lowered.

2. Plagiarism

A student guilty of plagiarism, i.e., copying any part of another’s notebooks, computer disc, homework assignment or any published materials, will receive a zero grade on the assignment. That zero grade will be averaged with the other course grades for that grading period and the semester citizenship grade will be lowered. Staff members observing an act of plagiarism will take the work and notify appropriate teachers.

3. Theft or Alteration of Materials

A student guilty of stealing or using stolen materials or of altering test or class materials may face suspension, a failure grade of F/U for the semester, removal from class with a failure grade, removal from UCHS or all of the above.

4. Test Avoidance

When it has been determined that a student has missed 50% of the announced test/quiz days within a grading period, the teacher will notify the parent of the potential test avoidance problem. At the teacher’s discretion, any further test day absence may result in forfeiting the opportunity to make up the test.

NOTE: Any two incidents in violation of items 1 through 3 above within the same course will result in a grade of F/U for that semester. Misuse of any form of technology will not be permitted. Teachers must refer documentation to the office and contact parents.

BUS REGULATIONS

Riding the bus is a privilege granted to students. UCHS issues and **requires ID cards with bus stickers at all times and** students are required to show their ID cards to the bus driver. Temporary bus passes will NOT be provided for the 2:22 p.m. bus in the event a student does not have their ID card. Students without an ID card must wait for 3:40 p.m. bus. The 4:40 and 5:40 late activity buses are available to athletes and game attendees only and require an athletic sticker or game ticket stub. Improper conduct while riding the bus will lead to disciplinary action and the possibility that the privilege will be suspended. Students are to ride only the buses to which they are assigned and are not to invite non-students to ride school buses.

California Administrative Code Title V, Section 14103 states: “Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation.”

CLOSED CAMPUS

During the 1995-96 school year, the Board of Education of the San Diego Unified School District adopted a “closed campus” policy. “Closed campus” means that students are not allowed off campus during the school day, including lunch. Students off campus during the day or for school issues require a Blue Slip or an ASB/Journalism/Yearbook ID card.

DISCIPLINE CODE

The following chart indicates the disciplinary actions that apply to each problem area. In each instance a minimum and maximum action is suggested. There are also alternate actions that can be used at the discretion of the administrator. The list covers suggested actions for first occurrences and for repeated occurrences. If a student has demonstrated excellent behavior and then becomes involved in a problem, school officials may consider the record of that student’s good behavior before any action is taken. Such factors as the length of time since a student’s last problem, his/her attitude, etc., will be taken into account for a student who is continually involved in problems.

PROBLEM AREA	RANGE	ACTION TO BE TAKEN	
		First Occurrence	Repeated Occurrence
BUS CONDUCT	Minimum Maximum	Formal Conference School Suspension	Loss of bus privileges Permanent loss of bus privileges

COMPUTER HACKING/VIRUS	Minimum & Maximum	Restitution/Drop from computer class with "F" and suspension/police report	Restitution/Drop from computer class with "F" and suspension/police report
DEFIANCE OF AUTHORITY	Minimum Maximum	Formal Conference Suspension	Suspension Expulsion
DESTRUCTION OF PROPERTY	Minimum Maximum	Restitution Suspension	Suspension Suspension
DISORDERLY CONDUCT	Minimum Maximum	Informal Conference Suspension	Removal from class Expulsion
DRUGS/ALCOHOL/ PARAPHERNALIA POSSESSION/USE/ UNDER THE INFLUENCE	Minimum Maximum	Suspension Suspension	Expulsion Expulsion
ELECTRONIC PAGING DEVICES	Minimum Maximum	Formal Conference Confiscation/Police	Confiscation/Police Suspension
FAILURE TO ATTEND DETENTION	Minimum Maximum	Detention doubled Saturday School	Saturday School Suspension
FIGHTING/ASSAULT	Minimum Maximum	Suspension Suspension/Police Report	Suspension Zero Tolerance
FORGERY	Minimum Maximum	Formal Conference Suspension	Suspension Expulsion
GAMBLING	Minimum Maximum	Informal Conference Suspension	Suspension Expulsion
PROFANITY/OBSENE ACTS	Minimum Maximum	Formal Conference Suspension	Suspension Expulsion
SKATEBOARDS	Minimum Maximum	Confiscation Confiscation	Confiscation/Conference Confiscation/Letter Home
SMOKING/POSSESSION OF TOBACCO	Minimum Maximum	Suspension Suspension	Suspension Expulsion
TARDINESS	Minimum Maximum	Detention Detention	Lowered Citizenship Suspension For Defiance
THEFT/POSSESSION OF STOLEN PROPERTY	Minimum Maximum	Suspension Expulsion	Suspension Expulsion
TRUANCY	Minimum Maximum	N IN Citizenship U in Citizenship	U in Citizenship Saturday School
USE OF POSSESSION OF ANABOLIC STEROIDS	Minimum Maximum	Suspension Suspension	Suspension Suspension
PHONES/IPODS/MP3 PLAYERS, ETC.	Minimum Maximum	Confiscation Confiscation/Conference	Confiscation/Conference Suspension/Defiance

WEAPONS/INJURIOUS OBJECTS	Minimum	Zero Tolerance	Zero Tolerance
	Maximum	Zero Tolerance	Zero Tolerance

To the parents: We hope this information will be of assistance to you if your child becomes involved in a discipline problem. It must be remembered that each case has its own facts, and the people dealing with it will do their utmost to find out all the pertinent information and treat your child fairly. We also wish to be fair and as consistent as possible in dealing with our students.

Parental support at home is of great help when dealing with discipline problems. Please help by discussing any discipline problems with your child; instruct him/her on proper behavior and encourage him/her to follow school rules.

ELECTRONIC DEVICE POLICY

Electronic devices include mp3 players, CD players, cell phones, pagers, cameras, voice sticks, headphones and any other device powered by a battery. All audio/music devices must be used in conjunction with headphones. Students are NOT permitted to use electronic devices during class time (in or out of the classroom) or while out of class on a pass. **Students are not allowed to respond to emails or texts sent to a student in class. If there is an emergency, please contact the front office for help.** Any electronic device that is visible, audible or otherwise in use during prohibited times may be confiscated. Students who walk into a classroom with an electronic device visible may have that device confiscated by the teacher (at the discretion of the teacher). Confiscated devices will only be returned to parents after 2:15 p.m. **Please know this may be on the day of the offense or on another day when a VP is available to provide the parent the device.**

For the purposes of UCHS, laser pointers are not included in the above definition and are not to be on campus at any time in the possession of students.

GATE PROGRAM

University High School offers a full program of Gifted and Talented Education designated courses. Students who have been identified through the district process are programmed into appropriate Cluster, Advanced, Honors or Advanced Placement courses. Please know that as a result of budget challenges, the GATE classes will have more students in them. **All students who are GATE identified must be enrolled in at least one course each year that satisfies the program requirements.**

Admission to the Seminar Program is by application only. Students are selected on the basis of district-determined criteria and placement of Seminar identified students is determined by Board of Education Policy. A booklet that describes seminar offerings in all San Diego City Schools -- and provides detailed information about the seminar course offerings at University City High School -- is provided to all Seminar qualified students and parents by the Gifted and Talented Education (GATE) Office.

HALLS AND LUNCH ARBOR

Students should be in the hallways ONLY before and after school or when changing classes. Any other time the students should have a pass to enter these areas. Students are asked to be courteous at all times and to refrain from running, shouting, and playing in the hallways.

HATE VIOLENCE (Education Code 48900.3)

“A pupil in grades 4 through 12, inclusive, may be suspended from school if the principal determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence.” As defined in Penal Code Section 422.6, no person shall by force or threat of force, willfully injure, intimidate, interfere with, oppress, or threaten any other person in the free exercise or enjoyment of any right or privilege secured to him or her by constitution or laws of this state or by the constitution or laws of the United States because of the other person’s race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.

INTIMIDATION (Education Code 48900.4)

“A pupil in grades 4 through 12, inclusive, may be suspended from school if the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

PARKING

Driving and parking on campus is a privilege granted to students by the school. All sections of the California Vehicle Code apply on school grounds as do Municipal Codes. Students are asked to park in paved, “white” marked stalls only. All cars on campus

must display a valid parking permit issued in the main office. Parking permits will be issued the first day of school and throughout the school year. Additionally, the parking lot is off limits to students between classes. Parking decals cost \$5 per year and \$10 for each replacement.

SKATEBOARDS

Students may carry skateboards around the campus but are not allowed to ride or set them on the ground for the purpose of standing, riding or sitting upon while on campus. Roller blades and razor type scooters are not to be brought to campus.

SMOKING

The use and/or possession of tobacco or tobacco products is prohibited by State law and supported by District procedure. Students found smoking on the school grounds will have their parents contacted, be detained after school, and for subsequent offenses, face suspension from school and/or possible arrest. This rule applies during the school day, on school buses, and at school-sponsored activities.

STUDENT DRESS CODE AND ACCESSORIES

The intent of any code of conduct is to ensure a positive teaching and learning environment for all students and staff. The code should provide enough flexibility to accommodate personal taste but minimize campus and classroom disruptions (intentional or unintentional) in order that teaching and learning continues to be the focus of the classrooms. **Modesty and good taste should govern all school clothing selections.**

- Clothing that promotes displays or condones activities, objects or locations that are not legal for students outside of school are not appropriate school attire. This includes slogans, phrases, words, and abbreviations that would be considered suggestive, obscene or otherwise unacceptable.
- **High shorts, skirts or dresses are not appropriate school attire if they expose portions of the body that are above the fingertips of a person. This means if a person holds their arms down at their sides, the length of the outfit shall fall below the hands and fingertips of the person.**
- Beach wear (including bathing suits and tube tops) and sleep wear (including pajamas, robes and/or slippers) are not appropriate school attire.
- Clothing should cover all underwear garments, as well as midribs. Halter type styles and “scooped neck” type fashions are not acceptable.
- Hats, caps, hoods and other head coverings with school appropriate logos or displays may be worn on campus but not in classrooms, the auditorium, or the office spaces. Headwear of a recognized religious order may be worn in the classroom spaces.
- Bandannas, “do-rags” and other clothing with gang slogans or implications are not acceptable school or event attire.
- Gloves may be worn during inclement and/or cold weather. Athletic or fighting gloves are not acceptable school attire at any time.
- Wallet chains or clothing studs with points are not acceptable school attire.

It is expected that modesty and good taste should govern all school clothing selections. Parents may be called to bring a change of clothing to campus for students who violate the dress code. Students may be required to change into school-supplied clothing in the event that a parent is not available to bring other clothes to the school. Multiple infractions may result in disciplinary action.

TARDY POLICY (6 week period)

<u>Tardy</u>	<u>Consequence</u>
1 tardy	Teacher counsels student
2 tardies	Teacher counsels student. Teacher contacts parent.
3 tardies	Teacher telephones parent, assigns and supervises classroom detention. Citizenship can be no higher than an “N.”
4 tardies	Teacher refers student to counselor. Counselor telephones/contacts home and requests parent involvement or assistance. Student is assigned 1-hour detention. Citizenship grade is lowered to a “U.”
5 tardies	Teacher refers student to counselor who calls home and assigns 2 hours of detention.
6 tardies	Student referred to counselor. Parent contacted and conference may be held. Saturday school is assigned.
7 tardies	Referral to V.P. for disciplinary action.

School staff make it a point to be “out and about” during passing periods and students who are late to class will be stopped and required to surrender their ID card. Late students with poor attendance/tardy records must serve after-school detention on the same day as their tardy; students with good attendance/tardy records will have their ID card returned to them. Consequently, all tardy

students who have had their ID card taken must report to the attendance office during lunch or immediately after school to either retrieve their ID card or to receive notification that they have been assigned after-school detention.

STUDENTS WHO DO NOT HAVE A VALID ID CARD (FOR THE CURRENT SCHOOL YEAR) IN THEIR POSSESSION ARE AUTOMATICALLY ASSIGNED DETENTION.

NOTE: 12 or more accumulated tardies during the semester will result in a "U" semester grade. A student not complying with the above procedures may be given Saturday School or suspended from school for defiance. The San Diego Unified School District considers any tardy of more than 30 minutes to be a truancy. The review of the number of tardies starts over at each 6 week grading period.

TRUANCY POLICY

Truancy is defined as "absence from class without parental or school permission." Any student late to class by more than 30 minutes will be considered truant. One (1) truancy during a six-week period will result in an "N." More than one truancy from class during a six-week period will result in a "U." This policy renews itself every six weeks and should affect students in the following manner:

- Assign detention: one hour per each hour of truancy. Note: not attending detention without prior approval = double detention.
- Students who are truant for an entire school day will be assigned Saturday School.
- A single truancy to any class during a six week grading period will be cause for students to receive an "N" in citizenship in that class for the grading period. Additional truantries will result in a "U."
- Counselor alerted of habitual truancy problem: will counsel student, contact parent and assign Saturday School.
- Conference with parent/student/counselor may follow. Options will be discussed.

If a student is marked truant a teacher has the right to issue a zero for any test or assignment due on that day. A teacher is not required to review the material missed by a student who is truant.

YOUR RIGHTS AND DUE PROCESS OF LAW

All students are entitled to due process of law. This means there are certain procedures which school officials must follow prior to taking appropriate disciplinary action.

We hope students will never be in a situation where they need the protection of due process of law. If, however, a student does become involved in a situation in which a suspension or expulsion might result, both the student and his/her parents will be given a more detailed description of the due process procedures. (Form PP-4/5.9.1, Student Suspension Notice)

In general... The school principal or the principal's designee has the right to suspend a student for a period of up to five days. In cases of this type, the student: 1) has the right to hear the accusation, and 2) has the right to answer the charge(s). This is generally done with one of the vice principals. If a suspension is necessary, it will become effective immediately. Every attempt will be made to notify a parent/guardian. A copy of the suspension notice will be mailed home.

Parents/guardians wishing to appeal a suspension may do so by first contacting the school principal and requesting a meeting.

In the event of an expulsion, the school will notify the student and parent(s)/guardian(s) of the recommendation. The student will be placed on suspension. The district office will notify the parent(s)/guardian(s) of the day, date, time, and location of the hearing as well as the charges against the student. A description of due process guarantees will be included in this mailing.

ZERO TOLERANCE POLICY

The Board of Education has approved the following Zero Tolerance Policy which will result in students being expelled who possess weapons, engage in repeated fights or acts of violence or are found in repeated possession of drugs, alcohol, or tobacco.

- A weapon is defined as a firearm, pistol replica, starter pistol, stun, BB or pellet gun, 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. Use or possession of a weapon will result in recommendation for expulsion.
- Repeated incidents of fighting, violent acts or causing serious injury to another person will result in a recommendation for expulsion under the Zero Tolerance Policy.

- If students are found to be selling or furnishing controlled/prohibited substances they will be recommended for expulsion on their first offense, except for tobacco violations: if students are found in possession of tobacco they will be recommended for expulsion on their fourth offense.
- In addition to discipline, if students are found to have violated the law, they may be arrested and taken to a juvenile detention facility.
- Expulsion from San Diego City Schools will result in the loss of students' privileges to attend school or extracurricular activities. Students may be placed in an alternative school or program.

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

PROCESSES

ATTENDANCE PROCEDURES

Why is School Attendance Important? (Two reasons!)

1. The staff members of UCHS are committed to the belief that attendance plays a major role in the overall development of each student. Daily attendance is identified as possibly the most essential requirement for every student. Success in school and in future academic goals can be achieved only by daily participation in class.
2. In addition, paying for teachers, staff, lights, and the building is contingent on students attending school. The school/district receives roughly \$44 dollars per day for each student attending school. If a student misses school, whether for illness or for any other excuse, the school/district does not earn the \$44 dollar allotment. Last year, while the attendance rate was better for the school (approximately 96%), the four percent loss was a loss to the school/district of over \$550,000.

Attendance is the Student's Responsibility:

If a student is to be absent from school, his/her parent or guardian is to **CALL the ATTENDANCE OFFICE (858-457-3040 #2 or #4) each day of the absence. Any absence, which has not been cleared within five days, will be recorded as unexcused. Upon a student's third unexcused absence, student shall be classified as truant. If a student arrives after the school day has begun, he/she must report to the ATTENDANCE OFFICE for a pass to class. Missed bus, oversleeping, etc., with or without parent notification, will not be an excused tardy. After twenty-five minutes the student will be considered truant.**

Blue Slip for Students Leaving School for an Appointment:

If a student is to be excused for a medical or personal appointment, his/her parent/guardian must call and verify the time the student is to be released. If a note is written, it must include the reason for leaving, the date and time, the parent signature and a PHONE NUMBER where the parent can be reached for verification. **Release from class must be given to the attendance office before school starts on the day of, or days before the expected release day or time from school.** STUDENTS MUST COME TO THE ATTENDANCE OFFICE FOR A BLUE SLIP BEFORE LEAVING CAMPUS. STUDENTS LEAVING CAMPUS WITHOUT FIRST RECEIVING A BLUE SLIP WILL BE MARKED TRUANT AND PARENTS CAN NOT EXCUSE THESE ABSENCES AFTER THE FACT. To maintain fewer interruptions to instruction, Blue Slips will not be delivered to class.

Students Leaving Town and Will Not be in School for 5 or More Days:

Contract of Independent Study (CIS)-Form needed for homework must be obtained one week before out of town trips are taken and is only needed for absences of 5 or more days. Absence will not be excused unless homework is completed and signed off by teachers.

IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING ATTENDANCE PROCEDURES, PLEASE COME TO THE ATTENDANCE OFFICE.

BULLETINS AND ANNOUNCEMENTS

A bulletin containing announcements of student activities and other student and staff information is published on Monday, Wednesday, and Friday. The bulletin will be posted on the ASB BULLETIN BOARD outside of the 400 building in the Media Center, in the Counseling Center, the Attendance Office and on www.sandi.net/universitycityhigh. It is the student's responsibility to remain informed about the happenings on campus. The bulletin affects your life at UCHS—BE INFORMED.

CLASS CHANGE POLICY

In order to balance class sizes and to avoid excessive changes, student programs, once reviewed and agreed upon during spring articulation, will not be changed except for obvious computer error or upon teacher review of student's pre-requisites and skills. Parents must complete an administrative petition in order to drop or change a class after the first two weeks of each semester. After the first grading period of each semester a drop from any class may result in a grade of "F" on the student's permanent record. After the first six weeks of each semester, students may not make any level changes; i.e., U.S. History to AP American History.

FIRE AND DISASTER DRILLS

Fire and disaster drills are held at irregular intervals throughout the entire school year. Remember these basic rules when the warning sounds:

1. A school-wide lockdown is indicated by a 30 second continuous bell. Students are to remain inside classrooms or immediately seek shelter in the nearest available classroom.
2. Do not treat any alarm as a false alarm.
3. Check the instructions in each classroom indicating what procedure to follow.
4. In the event of an evacuation, move quickly and quietly to designated areas.
5. Students should remain a minimum of 50 feet from school buildings after being evacuated.
6. Follow the directions of any and all staff members.

In the event of an actual emergency, please refer to the last page in this HANDBOOK for parent communication and reunion and information.

HOME/SCHOOL COMPACT

STUDENT COMMITMENTS

Academic:

- I will attend school daily, on time, prepared, and ready to work and learn.
- I will understand what I am expected to learn, complete all assignments to the best of my ability, and get help when I need it.

Citizenship:

- I will follow school rules (including the site discipline code) and cooperated with adults and other students.
- I will respect the rights of others to learn and help to create a positive learning environment for everyone.
- I will follow teacher instructions and not be disruptive in class.
- I will not use profanity or make derogatory statements ("put-downs").
- I will respect the property of the school, the community, and others.

Home:

- Everyday, I will spend time reading (including reading for fun), studying and completing homework.

TEACHER COMMITMENTS

Teaching and Learning:

- I will set high expectations for student learning and use a variety of teaching strategies to motivate and encourage all of my students.
- I will provide an enriching academic program based on standards.
- I will give my students timely feedback on their work.
- I will provide a safe and positive atmosphere for learning consistent with our site discipline plan.
- I will seek out additional resources, such as individual instruction, peer coaching/tutoring, etc., to meet my students' special academic needs.
- I will advocate for my students' non-academic needs.

School:

- I will help to create a welcoming environment for students, families, and community members.
- I will provide opportunities for parents to volunteer, observe, and/or participate in classroom activities.
- I will actively participate in site decision making.

Home:

- I will communicate with the parents of my students through frequent reports on their child's progress, and will notify parents of any concerns or problems in a timely manner.
- I will schedule parent-teacher conferences, return parent calls, and will be reasonably available to parents.
- I will suggest ways that parents can support their child's learning at home, including the importance of reading daily with their child and limiting television viewing.

PARENT/GUARDIAN COMMITMENTS**School Support:**

- I will ensure my child attends school daily, on time, prepared, and ready to work and learn.
- I will hold high expectations for my child and regularly monitor my child's progress.
- I will know and support school/classroom rules and the site discipline and attendance plan.
-
- I will plan family vacations for times when school is not in session.

School Communication and Involvement:

- I will contact teachers/counselors about concerns or problems in a timely manner.
- I will attend a minimum of one parent-teacher conference a year.
- I will be available to teachers and will return teacher calls in a timely manner.
- I will participate and/or volunteer in classroom/school activities and encourage my child to do the same.

Home Learning:

- I will provide a regular time, place, and supervision for homework completion.
- I will read to my child or ensure that my child reads daily just for pleasure.
- I will limit my child's television viewing time and encourage positive uses of out-of-school time.

SCHOOL ADMINISTRATOR COMMITMENTS**Instructional Leadership:**

- I will work to ensure a positive learning climate at the school and hold high expectations for student achievement.
- I will provide instructional leadership to inspire and encourage staff to learn and practice a variety of effective teaching strategies.
- I will ensure that a high quality curriculum that is in place at our school which addresses student needs and enables students to meet or exceed district standards.
- I will effectively utilize site and community resources to improve student achievement.
- I will foster a safe and positive learning environment with a consistent application of the site discipline plan.
- I will create a welcoming environment for students, families, and community members.

Communication:

- I will provide regular and direct communication regarding school and learning issues to students, families, and the community.

Stakeholder Involvement:

- I will ensure all stakeholders have the opportunity to be involved and represented in the site decision making process.
- I will provide staff, parents, and community with ways to participate in training to support student learning and strengthen parent involvement.
- I will provide equitable opportunities for parents to receive appropriate training to support student learning and strengthen parent involvement.

DISTRICT COMMITMENTS

Student Learning:

- We will focus our efforts and provide equitable resources to raise student achievement.
- We will connect schools with integrated resources and services consistently across the district. If all stakeholders in the learning process have fulfilled their roles and responsibilities, and the child still does not successfully meet district standards, we will work collaboratively with the school and parent/guardian to identify, implement, and fund appropriate interventions beyond those previously provided by the site (personnel, referrals, and other services, etc.)

Home:

- We will promote parent involvement and training, and foster a climate of two-way communication between the district and the home.

Support for the Compact:

- We will consistently investigate, develop, and implement district wide policies relating to issues such as attendance, discipline and tardiness.
- We will support the commitments that the home and school make to each other as reflected in the compact.

San Diego City Schools (adapted from the California State PTA Parent Education Manual, *Parents Empowering Parents (Section 1, Exhibit H)*), includes school-parent compact requirements as stated in Title 1 Improving America's Schools Act, Section 1118 (d), and district accountability requirements).

SAN DIEGO CITY SCHOOLS/UNIVERSITY CITY HIGH SCHOOL Network Use Guidelines/Student Contract

Please read the following carefully before signing the "Signature Page". This contract will give you information about the privileges and responsibilities of using the Internet and district networks as part of your student's educational experience.

The district's SanDiNet is an electronic network with access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual people. **Reference: Administrative Procedure 4580**

Students will have access to:

- Electronic mail (email) communication with people all over the world.
- Information, online databases and news from a variety of sources and research institutions.
- District provided software and public domain/shareware software of all types.
- Variety of web-based and software programs to publish content to the web.
- Collaborative web-based programs for the purpose of project based learning.
- Online courses and curriculum, academic software and electronic learning resources.

Responsibilities

San Diego Unified School District has taken reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. "Harmful matter" refers to material that, taken as a whole by the average person applying contemporary statewide standards, describes in an offensive way material that lacks serious literary, artistic, political, or scientific value for minors (Penal Code, Section 313). The teacher and staff will choose resources on the Internet that are appropriate for classroom instruction and/or research for the needs, maturity, and ability of their students. San Diego Unified School District takes no responsibility for the accuracy or quality of information from Internet sources. Use of any information obtained through the Internet is at the user's risk.

Acceptable Use

The purpose for schools having access to SanDiNet and the internet is to enhance teaching and learning by providing access to the 21st Century tools and resources as well as online Instruction. Use of another organization's data networks (e.g. Cell Phone Carriers) or computing resources must comply with rules of that network as well as District User policies.

Prohibited Uses

Transmission of any material in violation of any federal or state law, and district policy is prohibited. This includes, but is not limited to, the distribution of:

1. Bullying by using information and communication technologies (cyberbullying);
2. Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material;
3. Advertisements, solicitations, commercial ventures or political lobbying;
4. Information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime;
5. Material that violates copyright laws. (District Procedure 7038)
6. Vandalism unauthorized access, "hacking", or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited (Penal Code, Section 502).

Warning: Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) or district security administrator may close an account at any time deemed necessary. Depending on the seriousness of the offense, any combination of the following policies/procedures will be enforced: Education Code, district procedures, and school site discipline/network use policy.

Privileges

The use of SanDiNet and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, teachers, and/or staff may request the site system administrator or district security administrator to deny, revoke, or suspend specific user access.

Network Rules and Etiquette

The use of SanDiNet and the Internet requires that students abide by district rules of network use and etiquette. These include, but are not limited to, the following:

- a. Be Polite. Do not send abusive messages to anyone.
- b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. Note: E-mail and web-based programs are not private and are subject to review by the district staff. People who operate the system have access to all mail. Messages relating to, or in support of, illegal activities must be reported to appropriate authorities.
- c. Maintain privacy. Do not reveal the personal address, phone numbers, personal web sites or images of yourself or other persons. Before publishing a student's picture, first name, or work on the Internet, the school must have on file a parent release authorizing publication.
- d. Cyber-bullying is considered harassment. Refer to The Policy Against Harassment & Discrimination.
- e. Respect copyrights. All communications and information accessible via the network are assumed to be the property of the author and should not be reused without his/her permission.
- f. Do not disrupt the network.

Cyber-Bullying

Cyber bullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner. Staff and students will refrain from using personal communication devices or district property to cyber-bully one another. Cyber-bullying may include but is not limited to: a. Spreading information or pictures to embarrass; b. Heated unequal argument online that includes making rude, insulting or vulgar remarks; c. Isolating an individual from his or her peer group; d. Using someone else's screen name and pretending to be that person; e. Forwarding information or pictures meant to be private.

Security

Security on any electronic system is a high priority. If you feel you can identify a security problem on SanDiNet, notify the district Educational Technology Department or the Information Technology Department either in person, in writing, or via the network. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to SanDiNet and the Internet.

Vandalism

Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses.

Student Network Responsibility Contract

In order to be given access to San Diego Unified School District wide area network (SanDiNet), you (the student) must agree to abide by the above terms and conditions for access to the WAN and/or the Internet, and sign your name on the "Signature Page". You understand that the signatures are binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

You further understand that any violation of these regulations is unethical and some actions could constitute a criminal offense. Should you commit any violation, your access privileges will be revoked, school disciplinary action will be taken against you, and appropriate legal action will be considered.

Parent/Guardian Network Responsibility Contract

(If user is under the age of 18, a parent/guardian must also read and sign this agreement.)

As the parent/guardian of this student, you have read the terms and conditions outlined in the San Diego Unified School District "Network Use Guidelines." You understand that this access is designed for educational purposes, and San Diego Unified School District has taken precautions to eliminate controversial materials. However, you also recognize it is impossible for San Diego Unified School District to restrict access to all controversial materials, and you will not hold them responsible for materials acquired on the network.

UCHS Dance Form Sample

Dance Location: Marriott in Coronado, Ca.

Start/End Times: 8PM – 11AM

Tickets must be purchased by 3:00 PM on Wednesday, May 19.
NO REFUNDS OR EXCHANGES

Proper behavior is expected at all times by all guests. With respect to the last progress report, all in attendance must have a 2.0 in academics and citizenship marks and have cleared all tardies, truancies, and uncleared absences.

The violation of the provisions listed below will constitute grounds for non-admittance or dismissal from the dance and may result in school disciplinary action. All of the rules listed apply to you. You must read them carefully and you must turn in a signed dance agreement when a ticket is purchased.

1. You must show your current valid school picture ID card when you purchase your ticket for the dance.
2. You must show your valid school picture ID card when you enter the dance.
3. You must arrive at the dance by 9:00 PM. Make sure your dinner and transportation arrangements fit this time schedule.
4. You must attend the dance until 10:00PM. There are **NO EXCEPTIONS. PLAN ACCORDINGLY.**
5. You must wear proper attire at all times, attire for the dance is semi-formal.
6. All attendees are expected to dance appropriately (i.e., no freaking, no moshing, no grinding, no dance moves of a sexual nature) The decision on propriety of dancing is up to the discretion of the official dance supervisors. **STUDENTS WHO ARE DANCING INAPPROPRIATELY (ESPECIALLY "FREAKING" WILL BE TAKEN TO A "TIME-OUT" ROOM FOR 15 MINUTES FOR FIRST OFFENSE; SECOND OFFENSE WILL RESULT IN ADDITIONAL CONSEQUENCES.**
7. Because of heightened security, students and their possessions will be subject to search.
8. You must have a 2.0 GPA in citizenship.
9. **TICKETS WILL NOT BE SOLD AT THE DOOR.**

NOTE: Anyone under the influence of alcohol or any other controlled substance will be denied entrance to the dance. Students will be subject to arrest for any controlled substance violation and will face school disciplinary action.

I have read and understand the above information.

(Student's name printed)	(Student's Signature)
(UCHS Parent's Signature)	(Date)
(Home Phone Number)	(2.0 GPA/Citizenship Verification)
(Attendance Verification)	

Guest Information

If your date does not attend University City High School, please include the following information:

Name: _____ Home Phone #: _____
Address: _____ School Phone #: _____

"I will abide by UCHS's rules and regulations. I understand that any rule violations or inappropriate behavior on my part may result in severe consequences for the UCHS student of which I am a guest. I will have a current, valid, photo ID in my possession."

Guest's Signature: _____

Guest's School Administrator's Recommendation: Please attach a business card.

"I acknowledge that the guest has a GPA of at least 2.0 in citizenship and attendance has been cleared."

Administrators Signature: _____ Date: _____

School of attendance: _____

There will be a breathalyzer at the door to all dances.

EMERGENCY PROCEDURES FOR STUDENTS AND PARENTS IN THE EVENT OF A CAMPUS EMERGENCY

Students-

All students should follow directives from UCHS staff regarding where to go and how to proceed in the event of a campus emergency.

Parents-

All parents should wait for guidance from school officials or police/fire agencies in the event of an on-campus emergency. Should there be a lockdown, shelter-in-place or other emergency action required, all parents are requested to stand-by for further information from stated officials.

Should the school need to have parents pick up their student, a reunification center will be set up (by the stadium or upper field entrance) to provide access for reuniting students with their parents. Parents must have proper identification for reunification purposes. School officials will only release a student to the designated adult listed on the emergency card information.

Emergency Preparedness-

Please know UCHS has a Site Emergency Plan designed to orchestrate responsibilities in an emergency. Each SDUSD school has an emergency box that houses important information. Names of all students and their contacts, as well as that of all staff members, are kept in the emergency box. On the UCHS site, there are two emergency disaster kits with air horns, batteries, flashlights, walkie-talkies, medical supplies, etc. Crates with water are also stored for emergency use.

UCHS staff members also understand that our students' health and safety are our primary responsibility. By law, all UCHS staff will remain on site and stay with students should an emergency declaration require short or long-term care for students.