

San Marino High School



The Titan Guide

Student Handbook

2011 - 2012

Home of "Titan Pride"

2701 Huntington Drive

San Marino, CA 91108

(626) 299-7020

School Phone Numbers:

Principal's Office	(626) 299-7020
Assistant Principal's Office (APO)	(626) 299-7047
Counseling Office	(626) 299-7026
Attendance Office	(626) 299-7029
Career Center	(626) 299-7053
District Office	(626) 299-7000

Name: _____

Address: _____

City: _____ **Zip Code:** _____

Phone: _____ **Student ID** _____

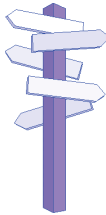
Email: _____

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Where to go for info at SMHS

Automobile Parking	APO
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General Information	Principal's Office
Facilities Requests	APO
First Aid	Health Office (APO)
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Insurance claim form	APO
Leaving Campus (any reason)	Attendance Office
Lockers	APO
Lost and Found	Principal's Office
Replacement IDs	APO
Testing Information/Transcripts	Counseling Office



Principal's Message

San Marino High School maintains a commitment to preparing students to have the knowledge, skills, integrity, and character necessary to become successful and productive people. Students, staff, parents, and the community work together to provide world-class programs that offer opportunities for students to compete at the highest levels in academics and in co-curricular activities in ways that help each student develop to his/her full potential.

The school board has established a vision that our schools will deliver a world-class education with recognized excellence in academics, arts, and athletics. In a time where education in California faces a severe budget crisis and uncertainty, parents and the community have come together to provide the resources necessary to preserve the school's excellence in academics, arts and athletics. That being said, the key ingredient is you, the student.

San Marino students are expected to display strong character and demonstrate respect for others. To benefit from your education, you will need to commit yourself to taking full advantage of what SMHS has to offer. As an SMHS student you will be participating in one of the finest educational programs in the state. Involvement in a range of activities is necessary to help you develop the skills that will give you the best chance for success in college and career. Involvement in co-curricular activities will help you develop the interpersonal, leadership, time management, and communication skills necessary for success.

If you commit yourself to take advantage of all that SMHS has to offer, you will have a wonderful high school experience and will be prepared for life after graduation. The staff and I look forward to an exciting year of new accomplishments as we continue to pursue our district's vision to excel in academics, arts, and athletics.

Keith Derrick

Principal

San Marino Unified School District

Mission Statement

The mission of SMUSD is to create and maintain a learning environment that fosters in students the ability to make choices based upon well reasoned strategies; to develop the capacity to respond and adapt to changing circumstances and worldly environments; to gain an appreciation for learning as a lifelong process and to gain the skills and knowledge necessary for a diverse, ever changing world.

Statement of Philosophy

San Marino High School will provide the fundamentals of literacy, communication, and mathematical applications for students to succeed in their later studies and/or working lives. School personnel will partner with parents and the community to maximize resources necessary to provide students a quality education in a supportive and positive climate. Students will develop global awareness, civic responsibility and critical thinking skills to respond and adapt to the changes of the 21st century.

Purpose

The fundamental purpose of the SMUSD is to encourage each student to develop his/her intellectual, social, and personal qualities in order to participate fully in an interconnected community – be it local or global.

Intellectually, students need to develop:

- The capacity for learning how to learn
- The ability to analyze and evaluate complex issues, problems, and events
- The skills needed to utilize changing knowledge and solving problems

Personally, students need to develop:

- A respect and acceptance of self
- A commitment to individual integrity and responsibility
- Respect for the fundamental moral values necessary in a multi-ethnic world

Socially, students need to develop:

- A commitment to democratic principles
- Respect for individual and cultural differences
- A capacity for empathy

San Marino High School

Expected School-Wide Learning Results

Civic Responsibility

San Marino High School students will:

- Demonstrate a commitment to service beyond self
- Model strong citizenship
- Demonstrate a knowledge of critical issues

Critical Thinking

San Marino High School Students will:

- Demonstrate the ability to make choices based upon well reasoned strategies
- Analyze and evaluate complex issues, problems, and events

Post-Secondary Preparation

San Marino High School students will:

- Demonstrate mastery of the basic skills of reading, language arts, and math
- Be prepared to successfully enter college or the work force

Technological Proficiency

San Marino High School students will:

- Demonstrate proficiency in all skills necessary to acquire, process, and communicate information through the use of technology

Commitments

San Marino High School will provide a safe environment both physically and emotionally for all students and adults. All members of our educational community will demonstrate respect for each other. Students will respect educators for the effort educators make to help students to succeed both in and out of school. Educators will respect each student as a unique individual with unique needs and abilities. Adults will respect one another as professionals and colleagues.

All members of our educational community will strive for academic excellence. Each student will do his or her best to learn and grow academically and emotionally. Educators will demonstrate professionalism by striving to be knowledgeable in the latest trends in curriculum, remaining current in instructional strategies and practices, and seeking to create a program that other professionals will wish to emulate.

San Marino High School will be a place where all students can successfully pursue a wide variety of interest in order to enhance self-esteem and increase a sense of belonging to our school.

All members of our team will measure our actions, words, and thoughts in terms of whether or not they move us closer to these goals and are in the best interests of students.

Assistant Principals' Message

San Marino High School has a long tradition of excellence in academics, athletics, and co-curricular activities. Academically, San Marino students have achieved a level of performance virtually unchallenged by public schools in California. Our test scores are excellent. Our graduates continue to gain admittance to the best universities in the country. A high percentage of our seniors are named National Merit Scholars each year. Our math and science teams have gained recognition at the county and state levels.

The SMHS Visual and Performing Arts program is second to none. SMHS received the prestigious BRAVO award in March of 2008 in recognition of overall program excellence. Our choral groups have represented San Marino High School in performances throughout the world. We also have an award-winning band and orchestra, a fantastic dance team, an excellent drama program, and a nationally recognized speech program. The Forensics Team has brought home several state championships in the last few years. If visual arts are your talent and interest, we also have classes for you to nurture those talents.

Titan Athletics is the heart and soul of school spirit at SMHS. Titan athletic teams have won 65 CIF Championships throughout the years—the most of any small school in California. Our teams also continue to be a force in the Rio Hondo League. The entire community has helped create a renaissance of athletic enthusiasm in San Marino. Our athletes train and compete in newly renovated facilities, which are better than all other valley schools. If you are looking for a chance to compete for your school and feel the exhilaration of an entire community supporting you to victory, Titan Athletics is for you!

The full measure of your high school experience will not be complete without finding your niche outside of the classroom in one or more co-curricular activities. Your days at SMHS will go quickly and you will never have a second chance at so many unique and wonderful opportunities. Whether you play a sport, are active in the arts, or join a club, take advantage of all SMHS has to offer and maximize your school experience. Live the Titan Dream!

D.R. Moreland

*Assistant Principal
Discipline, Attendance,
and Athletics*

Mary Johnson

*Assistant Principal
Guidance and
Instruction*

Bell Schedules

REGULAR BELL SCHEDULE		
Schedule for Monday, Wednesday, Thursday, Friday		
<u>PERIOD</u>	<u>TIME</u>	
FIRST	8:00	8:54
SECOND	9:00	10:10
BREAK	10:15	10:20
THIRD	10:26	11:20
FOURTH	11:26	12:20
LUNCH	12:20	1:00
FIFTH	1:06	2:00
SIXTH	2:06	3:00

10 AM LATE START SCHEDULE		
As Required by Occasion		
<u>PERIOD</u>	<u>TIME</u>	
FIRST	10:00	10:38
SECOND	10:44	11:22
THIRD	11:28	12:06
LUNCH	12:06	12:48
FOURTH	12:54	1:32
FIFTH	1:38	2:16
SIXTH	2:22	3:00

HOMEROOM SCHEDULES			
REGULAR HOMEROOM		EXTENDED HOMEROOM	
As Needed		As Required by Occasion	
<u>PERIOD</u>	<u>TIME</u>	<u>PERIOD</u>	<u>TIME</u>
FIRST	8:00 - 8:52	FIRST	8:00 - 8:51
<i>Homeroom</i>	8:58 - 9:08	<i>Homeroom</i>	8:57 - 9:13
SECOND	9:14 - 10:19	SECOND	9:19 - 10:23
BREAK	10:23 - 10:28	BREAK	10:27 - 10:32
THIRD	10:34 - 11:26	THIRD	10:38 - 11:29
FOURTH	11:32 - 12:24	FOURTH	11:35 - 12:26
LUNCH	12:24 - 1:04	LUNCH	12:26 - 1:06
FIFTH	1:10 - 2:02	FIFTH	1:12 - 2:03
SIXTH	2:08 - 3:00	SIXTH	2:09 - 3:00

Zero Hour Policy

The purpose of Zero Hour (7:00 AM) Physical Education is to allow students to transfer in and out of athletics without disrupting class schedules. This is due to the occurrence of sport seasons that do not coincide with quarter and semester endings. The policy accommodates students for *three primary reasons*, identified below. Without this policy, at the end of a sport season, often students would be forced to change academic classes—unless students transfer immediately to another sport or enroll in a pre or post sport. There are no facilities available to conduct a general physical education class during the athletic period (period 6).

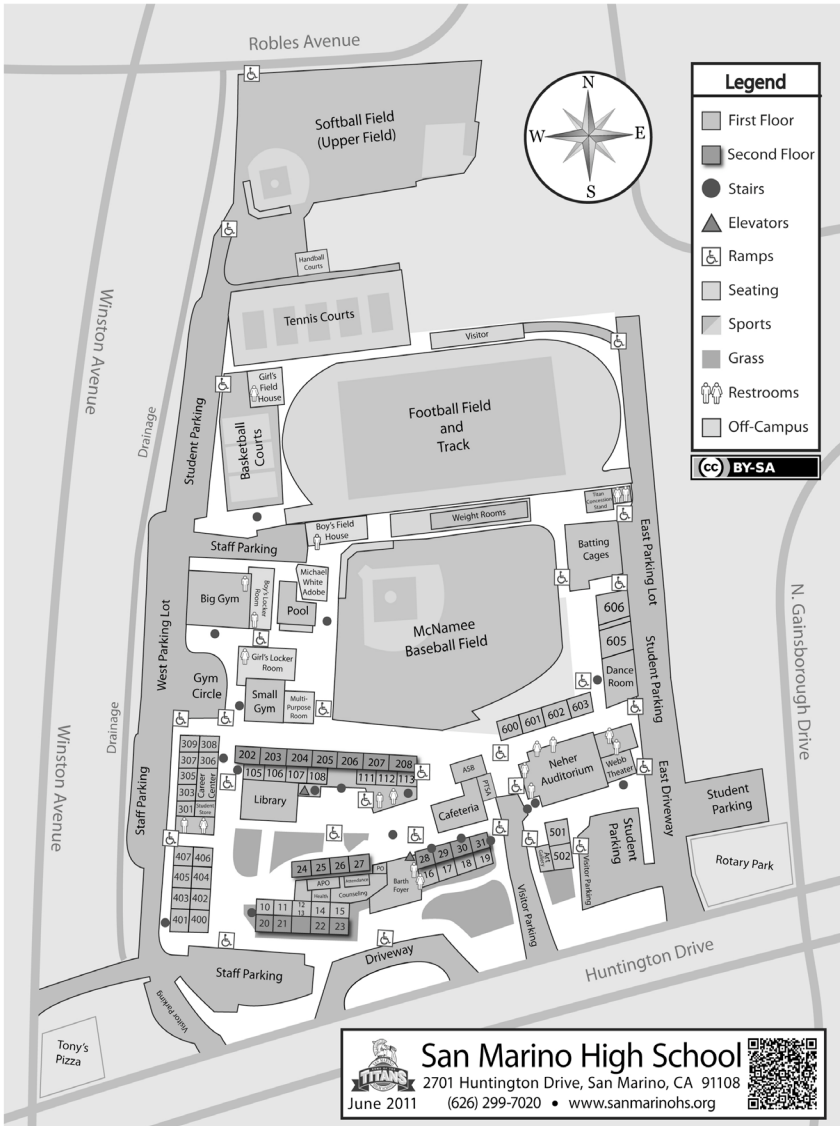
Reasons for students to be in Zero Hour PE:

1. The student has signed up for a sport that does not yet meet but will begin to meet during the same semester.
2. The student will complete a sport but will not either go out for a subsequent sport or enroll in a pre or post sport during the same semester as the sport just completed.
3. The student has been cut from a sport after the first two weeks of a semester and does not transfer to another sport or a pre sport at that time.

Additional Related Information

If a student is cut from a sport or wishes to transfer to or from a sport not already on his/her schedule, the student must do so with an add/drop slip. The student must come to the counseling office to obtain this slip. The student must first sign out of the location s/he is leaving, then get signed approval from the coach to whom the student wants to transfer. This slip then must be returned to the student's counselor who will initial the form and make the change in the computer. The student will take the form with the counselor's signature back to the coach to whom s/he is transferring. When that coach receives the initialed slip, that coach will allow the student to enroll in the class and place the student on his/her roll sheets.

San Marino High School Campus Map



Students should be dropped off on Gainsborough, Winston or Robles. **Students should not be dropped off in parking lots. Parents/guardians are encouraged to use the circle drop off on Huntington Drive.** See parking section (page 18) for more information on parking policies at San Marino High School.

Calculating Your Citizenship Grades

citizenship grade of A-F in every class, including homeroom. **Students must average at least a “C” in citizenship to earn a diploma from San Marino High.** Regardless of a student’s citizenship average entering the senior year, the student must earn at least a “D” average in the senior year with at least a “D” average in the second semester. Students and parents should be aware that the most common reasons for poor citizenship include tardiness, poor attendance, and the failure to turn in assignments promptly. Citizenship grades will appear on the students’ transcripts. For the school’s purpose of tracking citizenship letter grades are converted to points according to the following guides and process:

EXAMPLE:

PERIOD	CITIZENSHIP GRADE
0	D
1	C
2	A
3	A
4	A
5	A
6	A

POINT RANGE CHART:

(4) GRADES	(5) GRADES
16 - 15 = A	20 - 18 = A
14 - 11 = B	17 - 13 = B
10 - 7 = C	12 - 8 = C
6 - 3 = D	7 - 3 = D
2 - 0 = F	2 - 0 = F

(6) GRADES	(7) GRADES
24 - 22 = A	28 - 25 = A
21 - 16 = B	24 - 18 = B
15 - 10 = C	17 - 11 = C
9 - 4 = D	10 - 4 = D
3 - 0 = F	3 - 0 = F

CITIZENSHIP POINT CONVERSION:

A=10 points B=7.5 points C=5 points,
D=2.5 points, F=0 points

Computational Process:

- Convert the citizenship letter grade (A-F) to a standard 4-point numerical value (A=4, B=3, C=2, D=1, F=0).
- Add up the figures (for our example, 23 is the total).
- Count up the number of classes in which a citizenship grade has been given. (Sample =7).
- Refer to the **POINT RANGE CHART**.
- Move down the column until you find the range in which your total points appear (the range is 18-24 for our sample).
- Note the corresponding letter grade to the right of the range (letter grade = “B” for our sample).
- Now figure out your points using the following guide: In our example, the “B” converts to 7.5 citizenship points earned for the semester. Please note that only the points accumulated at the end of each semester count towards the necessary points for graduation.

Students and parents should also be aware that an “**Administrative Citizenship Grade**” drop will also lower a student’s citizenship grade one full level for a semester, with a corresponding drop in points.

With respect to the above example, if the students had received an Administrative Citizenship Grade drop, the “B” would be dropped to a “C”, and the 7.5 points would be reduced to 5.

At least 5 citizenship grade credits need to be earned senior year, with at least 2.5 credits being earned the 2nd semester of the senior year.

Graduation Requirements

All students must complete the following courses with passing grades.

Courses	Credits
4 years of English	40
2 years of Mathematics	20
2 years of Science	20
1 year of World History & Geography	10
1 year of U.S. History	10
1 semester of American Government	5
1 semester of Economics	5
1 semester of Health/Driver's Education	5
1 year of Visual & Performing Arts	10
2 years Physical Education or Athletics	20
1 semester of Computer Education	5
Elective credits totaling	80
Total credits needed for graduation	230

Additional requirements include completion of community service hours and a graduation portfolio.

If successfully passed, year-long classes earn 10 credits, semester classes earn 5 credits, and quarter classes earn 2.5 credits. A student who takes a class will only receive credit once.

It must be remembered that although a grade of "D" is passing and will earn a student credit, it may not allow a student to advance to higher level classes in mathematics or foreign languages.

Parents and students should also remember that although the above requirements are suitable for graduation from San Marino High School, most universities and colleges impose additional graduation requirements.

Counselors

Mrs. Beckler **Mr. Chang**
Mrs. Ives **Mrs. Stein**

San Marino Alma Mater

Music by Oscar Rasbach

Words by Cheryl Foote, Class of 1957

**'Neath the blue majestic mountains,
Fine and strong she proudly stands,
San Marino Alma Mater,
Symbol of a higher purpose,
Blue and white her banners fly.
Long may voices praise her glory,
Hail, Hail, Hail.
Long may voices praise her glory,
San Marino High!**

Titan Pride!

Titan Colors: Royal Blue and White

ASB President's Message:

Welcome Back San Marino Titans,

That time of year has arrived again. For some, it means finally becoming an upperclassman and for others it may be the start of the amazing four years at SMHS. As a freshman, four years may seem far in the future, but Seniors, I advise you to savor every moment. Class of 2012, let's live it up and make our last year the greatest and most unforgettable one yet!

Our school has Titan pride. Look forward to Homecoming! When our school is covered in blue and white posters, balloons, and paint, it is impossible not to be a proud Titan. Being a Titan is an honor. Don't be afraid to set yourself apart and try new things. High school is an opportunity to discover passions and skills through sports, co-curricular activities, and academics. Without a doubt, there will be times of stress and late nights, but you are not alone and believe me, our teachers are here to help, not hinder! Freshmen, don't worry, upperclassmen are also here to help; we've been there and know how intimidating and exciting high school can be.

So this year, from Freshmen to Seniors, I'm asking every one of you to make SMHS yours. It is an honor to be a part of something bigger than yourself. As the year goes by, always keep in mind that you are proud to be a Titan!

Katherine Flynn

ASB President, 2011-2012

2011-2012 Student Leadership & Activities

President	Katherine Flynn
Vice President	Joseph Yu
Secretary	Cynthia Park
Treasurer	Eric Chang
Activities	Austin Chien
Athletics	Kathleen Sloan
School Board Rep.	Albert Hu
Inter-Club Council (ICC)	ChanicaVeranunt
Hospitality	Diana Chang
Publicity	Jessica Chang
	Melissa Hsu
Special Projects	Larissa Lomen
Historian & Technology	Lauren Maese
Spirit	Tyler Ho
	Miranda Young
	Rachel Wood
PTSA	Sarah Beardsley
School Relations	Debra Chia
Service and Academics	Crystal Yang
	Adrea Yen
Fundraising	Carla Bezjian
Campus	Kristin Charlton
	Steven Liu
Underclassmen Rep.	Fion Lam
Senior Class President	William Su
Junior Class President	Nate Harding
Sophomore Class Pres.	Chris Jenkins
Freshman Class Pres.	Mitchell Hee
ASB/Activities Director	Mr. Caire

ASB POLICY ON SIGN POSTINGS:

- a. To keep the SMHS campus attractive and in good repair, SMHS clubs, sports, and departments which choose to publicize their activities by the use of signs, rather than by some other means such as announcements, articles in the Titan Shield, or information posted on the SMHS web site, must limit their signs to 8.5 inch by 11 inch flyers which are posted only on the SMHS bulletin boards. Posting flyers

in any other location, such as fences, handrails, windows, light posts, or doors are prohibited.

- b. All flyers must include a month and date and be removed from SMHS bulletin boards by the posting club, sport or department within 3 days after the event is over.
- c. Flyers shall be affixed to bulletin boards by using thumbtacks, pushpins, staples, or blue painter's masking tape. The use of any other material to affix the sign, especially scotch tape or ordinary masking tape, is prohibited because these materials are very difficult to remove.
- d. The use of signs in any larger format such as banners made of butcher paper or cloth is generally limited to ASB and Cheer. Any group wishing to post a banner must receive prior permission from the ASB Publicity Commissioner 3 days prior to the requested posting date.
- e. Banners may only be posted in the central quad, the inside lobby, and on the chain link fence between the baseball field and the north side of the math/science building.
- f. Any SMHS organization violating any of these sign rules is subject to a fine for each offending sign (meaning a sign which violates any of the above rules).
- g. ***All posters/flyers must first be approved by ASB and must be put up using blue painter's tape only in ASB approved locations.***

2011-2012 Class Officers

Class Cabinets

	Freshman	Sophomore	Junior	Senior
President	Mitchell Hee	Christopher Jenkins	Nate Harding	William Su
Vice President	Lauren Thai	Lily Chen	Emma Wong	Peaky Yutter
Secretary	Marissa Shen	Eric Wong	Ashley Chuck	Chuang Yong
Treasurer	Kevin Chen	Lap-Heng Keung	Kalyn Chang	Wendy Hui
Social Chair	Sara Wong	Angel Yen	Keenwei Lin	John Silk

Class Advisory Boards

FAB:	To provide service for freshmen.	Advisor: Mrs. Murphy
SCAB:	To provide service for sophomores.	Advisor: Mr. Caire
JAB:	To provide service for juniors.	Advisor: Ms. Keeton
SAB:	To provide service for seniors.	Advisor: Mrs. Beckler

2011-2012 Pep

Varsity Yell

Phene Wardlaw, Captain
Rachel Wood, Captain
Ilana Basseri
Kate Benuska
Kelley Cervenka
Stephanie Dustin
Melissa Hsu
Leslie Mar
Kathleen Nakamura
Cynthia Park
Molly Patruno
Emily Stenwall
Erin Stenwall
Christy Web
Bailey Winston
Brianna Wucetich
Haley Yamada

Varsity Song

Harriet Morgan, Captain
Vanessa Weingarten, Captain
Taryn Converse
Tiffany Eng
Christina Hwa
Katherine McGowan
Vanessa Mena
Tori Robin

Junior Varsity

Liz Ogawa, Captain
Jordan Agajanian
Kate Allen
Avery Barth
Tyra Butler
Juju Converse
Mackenzie Diaz
Margaret Foley
Aliko Kvitne
Natalie Silk
Hayley Thompson
Lauren Triggiani
Annika Yip
Brittany Young

Clubs and Organizations

ACTS *Promotes school/community service and Christian fellowship.*

Advisor-Mr. Ford

Altrusia *Provide a way for students to make a difference in the lives of orphans.*

Advisor-Mrs. Snyder

Amnesty International *Fights for human rights and to address other related issues.*

Advisor-Dr. Graciano

Animanga *Promotes an interest in all things anime.*

Advisor-Mr. Walker

CookEs *Teaches students how to prepare basic foods*

Advisor-Mr. Carmona

Club of Spontaneous Discoveries *Provides members with opportunities to discover new interests through exposure to a variety of new activities*

Advisor-Mr. Carmona

Friends Incorporated *Promote awareness, tolerance and acceptance of people with disabilities.*

Advisor-Mrs. Huang

FBLA (Future Business Leaders of America) *Offers innovative leadership and career development programs.*

Advisor-TBA

Film Club *Promotes interest in filmmaking.*

Advisor-Mr. Basulto

Interact *Promotes interest in community service and publicizes available service opportunities.*

Advisor-TBA

Key Club *Develops initiative and leadership, provide experience in living and working*

together, and to serve the school and community for useful citizenship.

Advisor-Mrs. Hernandez and Ms. Hicks

Let's Hope *Promotes quality education in the developing world*

Advisor-Mrs. Snider

Math Club *Promotes involvement in mathematics to high school students.*

Advisor-Mr. Silver and Mrs. Perry

Omegas *Provides service for the school and community.*

Advisor-Ms. Williams and Mrs. Hernandez

P.A.W.S. (Pets and Wildlife Society) *Promotes interest in the upkeep of the environment and well-being of animals.*

Advisor-Mr. Paccone

Red Cross *Provides service to the school, community, and neighboring areas.*

Advisor-Mr. Gayl

Science Club *Promotes interest in sciences.*

Advisor-Mr. Mooney

SM Ventures *Provides service for the school and community.*

Advisor-Mr. Dooley

Titan Book Club *Reads and discusses books; assist others in need gain access to books.*

Advisor-Dr. Beagle

Zethusians *Provides a means for students to take part in community service activities in a fun, enjoyable environment along with their peers.*

Advisor-TBA

*Please note: *This is only a partial listing of clubs and organizations. A complete listing will be provided during Club Day.*

Honor Societies

CSF (California Schools Federation) *Recognizes scholarship at SMHS.*

National Art Honor Society *Recognizes achievements in the arts. .*

Prometheans *Honors Seniors for scholarship, leadership and service.*

Quill & Scroll *Promotes clarity and interest in communication & journalism.*

Grades and Credits

Academic Grades

The academic grade is based on the premise that an “A” grade is earned by only the student who thoroughly understands the subject matter, develops good work habits, demonstrates proper attitudes, and benefits from constructive criticism. Symbols: A-Advanced; B-Proficient (generally considered minimum grade for entrance into four-year colleges); C-Basic; D-Below Basic; F-Far Below Basic

Grade “A”

Factors related to subject matter:

- ◆ Has outstanding ability
- ◆ Demonstrates initiative and participation with minimum teacher motivation
- ◆ Attempts to make a worthwhile contribution to the class

Factors related to study habits:

- ◆ Hands in written assignments that are accurate, neat, and on time
- ◆ Works towards the maximum of his/her ability
- ◆ Shows evidence of having wisely used in class and home study time
- ◆ Is regular in attendance except when ill and make-up assignments are complete
- ◆ Is prompt
- ◆ Brings necessary books and supplies to class

Factors related to attitude:

- ◆ Is receptive to constructive criticism
- ◆ Shows desire for information, which promotes learning
- ◆ Contributes to the learning of other students

Grade “B”

This grade indicates that the student is stronger than the average pupil, but lacks the ability or initiative to be considered advanced. A’s or B’s are desired for entrance to most colleges and universities.

Grade “C”

This grade indicates the student has achieved at a generally satisfactory level. While achievement is acceptable, the student has not shown outstanding ability in this subject, and this grade does not generally meet entrance standards for most four-year colleges or universities.

Grade “D”

This grade is a caution signal. The student is not doing satisfactory work but has made some progress. Attention should be given to study habits.

Grade “F”

A grade of “far below basic” means no credit is earned toward graduation. The student is in serious difficulty and should seek assistance of a teacher, counselor, or parent. The student should take advantage of any and all special help.

Citizenship

It is the belief of the school that while every student may not be able to achieve academically at a superior level, each member of the student body can receive such a rating as a citizen of the school community. Teachers and students should consider the following items as basic determinants of the individual citizenship grade. Poor citizenship may result in the loss of senior privileges or permission to attend school activities.

The Responsible Student:

- Is considerate of others in their actions
- Demonstrates self discipline and control
- Respects authority
- Gives attention and concentration to class activities
- Is punctual to class and is in regular attendance
- Takes care of school property—covers textbooks, doesn’t write on desk or wall, or mutilate school equipment
- Brings necessary supplies and equipment to class
- Turns in required assignments promptly

Classroom & Campus Behavior

GENERAL RULES

TARDINESS—All students must be at their stations, as determined by individual teachers, when the bell rings.

PASSES—No student leaves a classroom without a pass.

STUDENT MESSAGES—Teachers will not allow students to leave their class to contact another student on personal matters.

DISMISSAL AT THE END OF CLASS—Students are to remain in their seats or appropriate stations until dismissed by teacher.

TREATMENT OF SCHOOL PROPERTY—Any student who causes willful destruction of property belonging to a school district, according to California Education Code sections 48900 and 48910, is liable to suspension or expulsion and the parent or guardian shall be liable for those damages caused by each student.

DISCIPLINE POLICIES

A student is under the school's authority: 1) while on school grounds; 2) while going to or coming from school; 3) while going to, coming from, or at any school event, on or off campus. VIOLATION of school rules may carry consequences that include but are not limited to:

DETENTION – Detention is one or more hours spent either before or after school or during lunch, either studying or involved in an on-campus project as assigned by the Assistant Principal. Failure to attend may result in an administrative citizenship grade drop and possible suspension.

LUNCH CLEANUP – Students may be assigned to help in cleaning up the campus at lunch. Length of assignment is determined by the administration. Failure to complete the assignment will result in administrative citizenship grade drop and possible suspension.

ADMINISTRATIVE CITIZENSHIP GRADES – The average citizenship grade can be lowered for cause determined by the Administration. (a "C" average in citizenship is needed for graduation).

SUSPENSION – Temporary removal from school. Suspension requires an administrative reduction in citizenship. Work may be made up following a first suspension, but work will not be permitted to be made up and "F" grades will be given for any missed assignments for the second and subsequent suspensions.

EXPULSION – Permanent removal from school.

CONTINUATION SCHOOL – Involuntary transfer to a part time program at another school.

It should be noted that a student could be suspended or expelled for a violation of School Rules or the Education Code.

CHEATING POLICY

At SMHS, cheating is considered to be anything that gives a student an unfair advantage over other students, including but not limited to: copying the work of others (including both class work and homework), using notes on tests or quizzes when such notes have been prohibited, plagiarizing, and sharing work with others when not permitted to do so by the teacher. Additionally, each teacher may establish individual guidelines and expectations with respect to honesty. It is the student's responsibility to know what

each teacher expects. Consequences for cheating may include, but are not limited to: a citizenship grade of "F" for the class, an academic grade of "F" on an assignment, "F" for the whole class, and the inability of the student to receive a positive college letter of recommendation. Counselors will be notified of students who violate this policy. A student's citizenship grade average will appear on the student's transcript. Violation of this policy may negatively affect college letters of recommendations.

In addition to school rules and infractions listed in the Student Conduct Letter the following violations and consequences should be noted:

- **VANDALISM** – Multiple hours of detention or suspension. Parents are liable for monetary damages, when applicable, and criminal laws may apply.
- **FORGERY** – Administrative reduction of citizenship grade and multiple hours of detention; repeated offenses may lead to suspension.
- **TRUANCY** – Administrative reduction of citizenship grade and multiple hours of detention; repeated offenses may lead to suspension
- **HARASSMENT/HAZING** – Multiple hours of detention, administrative reduction of citizenship grade or suspension, and possible expulsion for continuing offenses.

The following list of major infractions covers some of the violations cited in the California Education code (EC 48900). Please be aware of the consequences of these violations:

1. **Weapons-** Possession of any firearm, knife, explosive or other dangerous object will result in a recommendation for expulsion from the school district and must be reported to the police.
2. **Narcotics-** Possession, sale or use on campus or at school events will result in suspension and possible recommendation for expulsion. There may also be prosecution under California Law.
3. **Alcohol-** Either in possession or under the influence of will result in suspension of 2-5 days depending on the circumstances and may be reported to the police.
4. **Smoking-** Suspension of 1-3 days. A continuing problem may result in expulsion. Chewing tobacco is considered the same as smoking. Students found in possession of tobacco, cigarettes, cigarette papers or any other related item can be cited by San Marino Police (PC 308b).
5. **Fighting-** Any physical confrontation will result in a suspension of 2-5 days for all students involved regardless of who "started" it.
6. **Sexual Harassment-** Includes any conduct considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This will result in suspension and possible recommendation for expulsion. There may also be prosecution under California Law.
7. **Hazing (EC 32051)-**Any method of initiation or pre-initiation into a student organization or any pastime or

amusement engaged in with respect to such an organization which causes, or is likely to cause bodily danger, physical harm or personal degradation, or disgrace resulting in physical or mental harm to any student. This will result in suspension and possible recommendation for expulsion. There may also be prosecution under California Law.

8. **Physical injury (EC 48915)**-Causing or attempting to cause serious physical injury to another person. This will result in suspension and possible recommendation for expulsion. There may also be prosecution under California Law.

Closed Campus Policy

The campus is closed to all 9th, 10th, and 11th grade students. The upper field, football field, tennis courts, Tony's Pizza, the front of the school, parking lots, and Huntington Drive are all considered to be off campus, even at lunch. For seniors to be eligible to leave campus at lunchtime, they and their parents must come to the APO to sign the permission form and obtain a Senior Off-Campus Privilege Card. A Senior Off-Campus Privilege Card does not permit them to spend lunch in the above stated campus areas.

Earning The Privilege

Students who reach grade 12, with a signed parent/guardian release form, will earn the privilege to leave the San Marino High School campus at lunch. Due to the increased lunchtime activities by A.S.B. and P.T.S.A., there will be days when the campus will be closed to all students. Students need to listen to announcements for closed campus dates.

Revocation of Privilege

The following consequences will result from violation of the policy:

- ◆ A senior who takes non-seniors off campus will forfeit his/her privilege.
- ◆ Any non-senior (9th, 10th, 11th) who goes off campus will forfeit his/her Senior Off Campus privilege during his/her senior year.
- ◆ Seniors who have received an administrative citizenship grade drop for any reason, including attendance violation, will forfeit their privilege.
- ◆ The School Board will review this policy periodically. If at any time during the year this policy is deemed ineffective, the Board reserves the right to close S.M.H.S. to all students.

STUDENT DRESS

The governing Board encourages students to dress appropriately for school. Students are expected to dress in a safe, healthy and non-distracting manner. **“A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall prepare himself for the school room before entering.”** (California Admin. Code Title 5, Section 302). The District views the safety of students as one of its primary concerns. The District takes a strong stance against gang-affiliated clothing and/or other styles of dress or grooming affiliated with gang/hate groups. Prohibition against identified gang-related clothing applies to the

student while at school, going to and from school, and at all school activities. The details of dress and grooming are the basic responsibility of the home, and it is expected that necessary discipline and control will come from there. The school supports the home in this area and establishes minimal standards to assist parents and students. Students must appear neat and clean and shoes must be worn at all times. Commercial lettering and print will be allowed on shirts and sweatshirts as long as it is acceptable for school attire. Crude and vulgar printing, profanity, or pictures depicting drugs, tobacco, alcoholic beverages, graffiti, violence or those sexually suggestive are not acceptable. It is expected that each student will demonstrate pride in his own appearance for it reflects on the student, the family and San Marino High School. Students dressed inappropriately will be sent home to change, if necessary.

ID CARDS

Students are **REQUIRED** to have an SMHS ID card in their possession whenever attending school or at any school sponsored events. This card must be shown to any staff member upon request of that member. Failure to produce the ID card when requested may be deemed willful disobedience and defiance of authority and is subject to suspension (EC 48900). Replacement ID cards are available in the APO for \$5.

Attendance

ATTENDANCE POLICY

SMHS believes in the value of strong attendance, and attendance policies are designed to promote regular class participation. The student's job is not merely to acquire knowledge for him/herself, but to contribute to the learning community by sharing ideas, perspectives, and values with others. Poor attendance prevents the student from being an active member of the learning process.

For an absence to be excused, the student must provide a note from home, with name, identification number, and grade properly signed by a parent/guardian, specifically stating the reason for the absence and the date of the absence. School personnel, in accordance with California Law, will determine whether the absence will be excused. Only excused absences will entitle the student to make up any missed work. A parent note does not automatically excuse an absence.

The school loses state funding for every student absence, regardless of the reason for it. The money received from the state, known as ADA, is critical to the school as any loss directly affects the district's operating funds. State law requires that every student attend school full time until the age of sixteen. When a student reaches the age of sixteen, he/she may attend continuation school part-time until he/she turns eighteen or graduates.

The school district receives a payment of \$32.29 from the state each day that a student is in school. A student who attends school every day during the school year means that the district receives an approximate amount of \$5812 for that student. Due to the importance of this funding to the district, we request that if the student is absent, the district be reimbursed by sending a check for \$35 to the San Marino Unified School District for each day the student is absent.

A sixth truancy to any one class in a semester may result in a failing academic grade in addition to a failing grade in citizenship for that class. Seniors: A senior who accumulates more than nine non-school related absences to any one class in a semester will lose the privilege of participating in the graduation ceremony and may be withheld from participating in other school activities or earning senior awards. School-related events must be approved as such by an administrator before the student misses a class. An appeal process will allow students to petition to exceed this limit due to absences beyond the control of the student such as extended illness (verified by doctor) or required court appearances. It should be noted that such absences do not automatically increase the permitted total number of absences.

Parents are encouraged review the portal to monitor daily attendance. Parents should call the Attendance Office if they feel there are attendance issues.

PLANNED ABSENCES

If a family knows prior to an absence that a student will be out for three or more days, a note should be brought to the attendance office prior to the absence. This "planned absence" note will allow us to notify teachers and facilitate make-up work for the student.

PROCEDURE FOLLOWING AN ABSENCE

After any absence, the student must bring to the attendance office a written note from home which specifies the student's name, the reason for the absence, the date(s) and periods missed, grade level, and ID number. A parent must properly sign the note. **IT IS NEVER ACCEPTABLE FOR A PERSON TO SIGN ANYONE ELSE'S NAME, EVEN IF THAT OTHER PERSON IS AWARE OF THIS ACTION. SIGNING SOMEONE ELSE'S NAME FOR ANY REASON WILL BE CONSIDERED FORGERY.** Students must report to the attendance office with their note early enough to be on time to their first period. "Standing in a long line" will not excuse tardiness to class. Students returning from absence should report to the attendance office no later than 7:40 AM.

Absentees will be issued a pink Absence Card in the morning and will have to present it in each class in order to be readmitted. Students who return from an absence without a proper note will be issued a pink Truant Card. The student will have 3 days to bring a proper note from home. **If after 3 days this absence has not been properly accounted for, it will remain a truant and disciplinary action will follow.**

TARDINESS

The first 2 tardies to any class will not affect the citizenship grade. The classroom citizenship grade will be lowered a level with each tardy after the first one. Upon the sixth tardy to a class, the student will receive an "F" in citizenship. **Subsequent tardiness may result in an administrative reduction in citizenship or a drop/fail from the class.** Unexcused tardiness in excess of 7 minutes is considered truancy.

CLASS TRUANCIES

The Administration will again use a disciplinary policy regarding class truanacies that combines detentions and administrative lowering of citizenship grades. It is hoped that progressive consequences will present a fair policy that emphasizes the seriousness of truancy.

1st Class Cut: The student will be assigned one hour of detention. Failure to attend detention for any reason other than an all-day illness from school will result in an administrative lowering of the citizenship grade. If a student misses detention due to absence, it is the student's responsibility to reschedule the detention. Failure to do so will result in an administrative grade drop and suspension for defiance of authority (EC 48900).

2nd Class Cut: 2 hours of detention for every period of truancy

3rd Class Cut: Administrative citizenship grade drop and two hours of detention for every period of truancy

4th Class Cut: Same as the third class cut.

5th Class Cut: Automatic "F" in citizenship for the semester. Parents will be notified by phone.

6th Class Cut: Drop/Fail from class

It must be noted that law allows for involuntary transfer to continuation school as a consequence of repeated truancy.

Please note: Students found off campus during school hours can be cited by the San Marino Police Department for Daytime Curfew Violation (SMCC 14.08.01).

Off Campus Passes

Off Campus Passes for appointments requiring that the student leave school before the end of the instructional day will be issued only upon presentation of a written note signed by the parent which specifically states the nature of the appointment, the time the student must leave school, and the approximate time at which the student will return to school. The note must be brought to the attendance office before school on the morning of the appointment. A pass will be given to the student. If for any reason the student does not return to school at approximately the time indicated in the note, the parent should send a follow-up note confirming the parent's awareness of the student's extended absence and the actual time of return to the school. This note may be returned with the student or, if necessary, the following day.

PROCEDURE FOR OFF-CAMPUS PASSES FOR ILL STUDENTS

The Health Office is open from 8:00 a.m. to 2:30 p.m. each day. The APO will assume nursing duties whenever the Health Office is vacant. Students desiring the services of the Health Office are asked to enter during the school day with a pass from a teacher. If the student must go home and there is no nurse volunteer, students must check out through the attendance office.

All offices will use the following procedure:

- The parent or those authorized on the emergency card are contacted by phone with instructions to pick up the student in the Health Office or the APO. Students are not to wait unsupervised in the parking circle or any other area.
- If a student is ill and is to walk, ride a bike, or drive a car to the home of those assuming responsibility, phone permission must be obtained.
- Only a parent/guardian may give permission for an ill student to go to his/her home when there is no adult at home.

LEAVING CAMPUS WITHOUT CHECKING OUT

Leaving campus without first clearing through the Attendance Office will be treated as a truant. Except for SENIORS with Off-Campus Privilege at lunch, **NO** student may leave campus without a pass, for any reason.

P.E. MEDICAL EXCUSE

A doctor's note is to be presented to the counselor when a student needs to be excused for more than 3 days. The note is placed on file in the Counseling Office and the counselor will notify the P.E. teacher. Please note that even excused absences require makeup work in P.E. to earn credit and/or avoid a lowered grade due to missed class.

Temporary Custody of Minor

Parents/Guardians must notify the Attendance Office when they are to be out of town for a short period of time. Parents/Guardians who are out of town for a prolonged period of time must come in with the temporary guardian and fill out a "Temporary Custody of Minor" form, available in the Attendance Office. This form designates another adult as temporary guardian for the purpose of writing necessary notes or authorizing leaving school due to illness or injury. Under California law it may be considered child abuse if a minor child is left unsupervised by an adult (W.I.C. 300).

DROP POLICY FOR ACADEMIC REASONS:

A student may drop a class within the first two weeks of a semester without penalty, but may only add a class within this time if a class is available. If no class is available, the student will be rescheduled to first or sixth period home study. **A student may drop a class between the 3rd and 5th week of the semester without penalty only if he/she is in the improper class due to lack of ability in subject matter, verified by teacher recommendation to the counselor.** The student may add a class during this time only if a space is available in predetermined classes and with the approval of the teacher. If a drop is necessary from a class at any time due to behavior difficulties, the student will receive a drop-fail academically as well as in citizenship for that course. See participation in co-curricular activities, page 27.

FOR ATHLETIC REASONS:

Once students have been placed on a team, they should understand that they are making a commitment to the team for the entire season. Quitting a team will result in:

- An "F" in citizenship for the quarter.
- An academic grade dependent upon the circumstances of the drop from the team. This could result in an "F" grade academically.
- Transfer to a zero hour P.E. class, if available.
- Forfeiture of any awards/letters.
- A student may be prohibited from participating in the same sport the following year.

Should an athlete fail to abide by team rules, including, but not exclusive to attendance, participation, code of ethics, and sportsmanship, a coach may drop an athlete from the team. Commitment to an athletic team is stronger than commitment to a club. A student should not begin an athletic season unless s/he is determined to remain on the team for the entire duration of the season.

Make-up Assignments

The only absences for which work cannot be made up are unexcused absences, truancies, and second or subsequent suspensions.

All other work is to be made up or a failing grade is recorded. **THE STUDENT IS TO BE GIVEN TIME EQUAL TO THE NUMBER OF SCHOOL DAYS MISSED.** If prior to an absence a student knows that an assignment is due during the time of the student's absence, the assignment is due upon the return of the student, and before the absence begins, if feasible. If in the opinion of the counselor and teacher this should be extended, it may be increased.

The student, after his/her illness, is responsible for making up all the assignments and tests given during his/her absence. Students should see each teacher to get their assignments as soon as possible. All assignments should be made up promptly. Tests are made up according to arrangements made by the teacher or the teacher's policy.

PROGRESS REPORTS AND REPORT CARDS

Teachers are required to issue progress reports indicating unsatisfactory work or conduct. The teacher gives these reports to the student. **It is the student's responsibility to have a parent sign the report.** The student must then return the signed progress report to the teacher the following day. Students should understand that the issuance of a progress report is very real evidence of academic or citizenship deficiencies. All effort should be made to deal with problems as soon as they occur. Citizenship grades will be lowered if progress reports are not returned promptly.

Official grades are issued at the end of the first and second semesters. Progress report cards are issued at the end of the first and third quarters. With the exception of physical education or athletic classes, progress report card grades do not go on the student's transcript. If parents do not receive report cards within approximately two weeks of the end of each grading period, they should contact the counseling office. Semester report cards are mailed, progress report cards are sent home with the student.

BULLETINS

The purpose of the electronic bulletin is to distribute general information and news to the entire student body and parents. The bulletin is read in Homeroom on Tuesdays and during second period on Thursdays. All notices must pertain to school activities and be approved by the Assistant Principal before they will be published. Clubs must email announcements to the advisor for approval. Once the advisor approves it, the advisor will forward it to the APO by 1:00 p.m. the day before they are to appear. The bulletin will also be posted on the San Marino High School web site at www.sanmarinohs.org where you may also subscribe to receive it electronically via Constant Contact.

Lockers and Belongings

Electronic Devices

Cell phones, iPods, radios/stereos, and electronic devices of any kind are NOT to be used in a classroom at any time in order to ensure the proper teaching environment. Sound devices of any kind are not to be turned on inside classrooms. Although a student may have a cell phone at school, phones may not be used during class time. Phones may be used before and after school or at lunch and break. Passing periods between classes and trips to the bathroom are not part of the permissible time. Cell phones are absolutely not to be visible in class. If a cell phone is visible, it will be confiscated by the teacher and given to the Assistant Principal. It will be returned only to a parent/guardian at a pre-arranged conference with the assistant principal. Repeated infractions will affect a student's citizenship grade average and may affect a student's ability to have the item on campus.

LOCKERS

The combination lockers are provided for your convenience and are only to be used for storing books and school materials. **THEY ARE NOT TO BE USED FOR STORING VALUABLES. All materials should be taken home each evening and on weekends.** The school does NOT guarantee the security of any lockers. Each student has the responsibility for anything in his/her locker. The student or family must pay for any school materials missing from the lockers or damaged while in lockers. Missing books or school materials must be paid for before new materials will be issued. Personal items will not be replaced. Report damaged or broken lockers to the APO. Lockers are school property and may be searched by school personnel at any time.

PROTECT YOUR BELONGINGS!

SMHS is not responsible for stolen items. Unfortunately, theft of bicycles and items of value from locker rooms and around campus is NOT an uncommon occurrence. It is imperative that each student makes a real effort to protect his/her belongings by following some simple rules:

- Do not keep valuables in lockers, especially cash.
- Do not share your locker with anyone.
- Do not reveal your locker combination to anyone.
- Do not leave backpacks or other belongings unattended.

Always **LOCK** your bike. Locks that are not Kryptonite or similar material are little protection for your bike. Make sure your bicycle is registered with the police. If not, they cannot return a recovered stolen bike. If suspicious activity is observed on campus, report it to the **APO** or an administrator. **Neither the school nor the district provides any insurance coverage for the private property of students.** Any theft or damage of private property should be reported to the APO, but should ALSO be reported by the family to the police and the family's insurance company. **Students should not leave any personal belongings unattended whether those items are in the classroom, locker room, or outside. Belongings should always be in the owner's sight.**

Campus Parking & Vehicles

How to Obtain A Permit

Parking on campus is limited to students with valid parking permits. No other students may park cars on campus. Students who drive to school must register their vehicles in the APO for \$50.00. At that time, a school-parking permit will be issued. The permit must, at all times, be visible on the lower right hand corner of the windshield. SMPD will cite any vehicle parked on school property without a visible permit. Driving a motor vehicle on school grounds is a privilege extended by the State of California and endorsed by the school administration. Those students unable to abide by the state and school rules will be denied the privilege of parking on school property. Violation of campus driving and parking regulations can result in the LOSS OF CAMPUS DRIVING PRIVILEGES, DETENTION, OR BOTH. **Beginning with the class of 2010, students who have completed service hours will be given first priority for campus parking!**

The following rules regarding vehicle usage will be enforced by the school administration.

* PRIOR TO 3:30 P.M. only students with valid permits may park on campus. Students must park in white spaces only.

* Students are not to park in ANY area of the turning circle beside the gyms or in any yellow or blue spaces.

* Students are NOT to park in the yellow-painted spaces in Front, West & East lots. These are reserved for faculty and visitors.

“**NO PARKING**” areas have also been painted yellow to assist students in identifying such areas. By Vehicle Code regulations, students know **NOT** to park in an area where the curb is painted red or otherwise identified as a fire lane.

Students driving vehicles to school are to observe traffic and safety regulations at all times. Driving speed on campus should not exceed 5 miles per hour. Speeders may forfeit their parking permit and be cited by San Marino Police (VC 21113). Any vehicles parked on campus are subject to search by San Marino Unified school officials and by the San Marino Police Department, under the direction of SMUSD officials (VC 21113).

Bicycles & Helmets

Bicycles are to be parked and securely LOCKED with a kryptonite lock at the bike rack by the APO, not anywhere else on campus. Bicycles are NOT to be ridden on campus at any time during the school day (VC 21113), and helmets must be worn when riding bicycles.

Skateboards, Scooters, and Rollerblades

Skateboards, scooters, and roller blades are NOT to be ridden on campus at any time (VC 21113). This rule is for the safety of people walking in the hallways as well as the person riding the skateboard. Skateboards, scooters, and roller blades shall be kept in the student's locker, or they may be left in the APO for a period of time deemed appropriate by the Assistant Principal.

Student Activities

Student Body Activities Card

The purchase of a student body card is optional, but almost every student desires one. An ASB card affords free admission to most events including: athletic events, school-sponsored parties and dances, and various other privileges that arise during the school year. Income from the sale of cards is a major source for funding all ASB activities. **DON'T BE WITHOUT ONE!**

Total Titan Package

The school offers an activity package that includes the ASB card, the yearbook, and the transportation fee for athletics, band, and other ASB (not club) activities. It is hoped that all students will pay for the Total Titan Package so the school can continue to provide a strong co-curricular program. With the purchase of the Total Titan Package, a student receives a discount on the yearbook and ASB Card.

Dances

Casual dances held by the school are only open to students of San Marino High School. At semi-formal and formal dances, guests of SMHS students may be admitted, but only with prior signed permission from an administrator from the guest's school and from a San Marino High school administrator at least one week before the dance. NO students will be admitted more than an hour after the starting time of the dance, and once students leave the dance they may not reenter. School I.D. cards or photo I.D. cards must be presented for admission to all school dances.

Coronation Ball

Each year Homecoming is held in honor of past Titan graduates. The Coronation Ball held the Saturday evening prior to Homecoming highlights the event. The highlight of the evening is the crowning of a senior girl as Queen. Princesses representing each class are also crowned. The girls are nominated and voted by the student body, with the results remaining secret until the magic moment at the Ball when the girls are crowned. The girls reign over the annual Homecoming Parade down Huntington Drive and at the football game that night.

Homecoming

Homecoming day will feature a special lunch and the annual parade. The Coronation Ball will be held the preceding Saturday. Float building takes place during the week following the Coronation Ball. The parade down Huntington Drive is at 3:15 PM on Homecoming Day, and that night the game against a rival Rio Hondo League school will take place.

Grad Night

Following graduation, the seniors enjoy a fantastic all night party put on by the PTSA. A central theme highlights the décor. Gifts are distributed with dinner, snacks, games, and plenty of activities available for the party. It is a truly remarkable affair and makes for a fitting climax to the four years at San Marino High School.

Junior Prom

Each spring the junior class presents the annual prom in honor of the senior class. The dance is a formal affair held off campus in early May. The dance is open to seniors, juniors, and their non-senior dates. Any outside guest must get administrative approval one week prior to Prom. All attendees must follow school rules.

Publications

The school yearbook, the *Titanian*, is published early in June and records the life of SMHS. Photos of all students, clubs, athletic activities, and events are recorded for a permanent record of your stay at SMHS. Before winter break, the award-winning yearbook can be purchased at a discount with an ASB card or at a higher price without the ASB card. Purchase is optional, but nearly every student buys one. The school newspaper, the *Titan Shield*, is published once a month and keeps students up-to-date on school activities and social issues.

Student Activities (cont.)

Yosemite

One of the highlights of the academic year is the annual trip to Yosemite in which over 100 junior, seniors, and faculty participate. The total Yosemite experience cannot be adequately expressed in words but includes some of the most educational and rewarding moments of the year.

Registering for this year's excursion will take place during mid-October. Numbers will be assigned by lottery, and students will be divided into two groups; first preference will be given to those who have not previously attended. The cost will be approximately \$600.00-\$700.00 and is to be paid at the time of registration. Information will be included with materials distributed in January.

Directions to Rio Hondo League Locations:

BLAIR-1201 S. MARENGO AVE.

FROM SMHS, GO WEST ON HUNTINGTON DRIVE TO FAIR OAKS. NORTH ON FAIR OAKS TO GLENARM, RIGHT ON GLENARM TO MARENGO. RIGHT ON MARENGO.

MONROVIA-845 W. COLORADO BLVD.

FROM SMHS GO EAST ON HUNTINGTON DRIVE. TURN LEFT ON SECOND STREET. RIGHT ON COLORADO BLVD.

LA CANADA-4463 OAK GROVE DRIVE

FROM SMHS NORTH TO THE FREEWAY. WEST ON THE 210 TO THE BERKSHIRE AVE. OFFRAMP. RIGHT ON BERKSHIRE TO OAK GROVE. LEFT TO THE SCHOOL.

SOUTH PASADENA

FROM SMHS WEST ON HUNTINGTON DRIVE TO FREMONT. NORTH ON FREMONT TO ROLLIN. LEFT ON ROLLIN TO DIAMOND. NORTH ON DIAMOND TO THE SCHOOL.

TEMPLE CITY- 9501 EAST LEMON

FROM SMHS GO DOWN HUNTINGTON DRIVE TO SUNSET.

Eligibility for Activities and Athletics

To participate in asb, athletics, pep, or the performing arts a student must:

1. HOLD AN ASB CARD
2. MEET ACADEMIC STANDARDS
 - A. MEET THE SCHOOL "C" AVERAGE REQUIREMENT
 - B. BE PASSING IN FOUR SUBJECTS
 - C. RECEIVE NO MORE THAN ONE "F"

3. MEET CITIZENSHIP STANDARDS

A. NO MORE THAN TWO "D" GRADES IN CLASS CITIZENSHIP

B. NO "F" IN ANY CLASS

ELIGIBILITY CHECK: Eligibility for citizenship will be checked on an on-going basis. Academic eligibility will be based on quarter report cards. If necessary, summer school grades may supplement, but not replace, spring grades.

INELIGIBILITY: A student who does not meet the minimum requirements for eligibility at the time the check is made becomes ineligible for the following prescribed period: students not meeting the citizenship requirements will be ineligible for a two-week period, unless the average is raised prior to the end of the period. If a student has not achieved a 2.0 academic grade at the quarter, the student will be placed on probation for one quarter if at least 4 classes have been passed and with not more than one "F" grade. The student may continue to compete while on probation, but if a 2.0 average is not achieved at the end of the probation period, the student will be ineligible for competition the following quarter. Students not passing at least four classes will become immediately ineligible and may not represent the school in any interscholastic activity.

SPECIAL RULES FOR PARTICIPATION IN ACTIVITIES

FOR ALL ACTIVITIES: Participation in co-curricular activities is a special privilege, not an entitlement. As such, SMHS training/participation rules extend 24 hours a day, 7 days a week.

ATHLETICS: To continue to be eligible, a participant must adhere to the training rules set up by the Athletic Director and coach. An infraction of these rules may result in suspension from all athletic competition for the rest of the athletic season and possibly a drop/fail from the team (see page 21). According to district policy, any student disciplined for the use or possession of alcohol, tobacco, or drugs will be suspended from all athletic competition for a minimum of two weeks or two interscholastic competitions, whichever is greater. The coach and administration may lengthen the period of ineligibility up to the length of the remainder of the season. A second offense may lead to the permanent loss of the student's athletic eligibility at S.M.H.S. An infraction of these rules will also lead to the forfeiture of any individual awards.

OTHER EXTRACURRICULAR ACTIVITIES:

Students involved in ASB, band, pep, choir, speech, drama, or dance that are disciplined by the school for the use or possession of alcohol, tobacco, or drugs will be suspended from the activity for the remainder of the quarter, or a period of time determined as suitable by the administration in consultation with the activity advisor.

GENERAL RULES: A student must be present at school for at least 3 classes in order to be eligible to

participate in an extra-curricular activity that occurs after school or in the evening of the same day.

BUS TRANSPORTATION: Students must ride the bus to and from school activities. A student may ride home with his or her parent, upon direct face-to-face communication between the parent and the school sponsor directly responsible for the student. A student will not be released to anyone other than his/her own parent.

two. In addition, colleges and universities offer their own scholarships and financial aid for which the student can apply. Many non needs-based scholarships also are available.

Student Resources

LIBRARY

The library is open from 7:30 until 4:00 daily. The collection supports the curriculum, and includes books, periodicals and subscription reference databases. Test preparation and career information materials are also available, as well as copies of each textbook (for in-library use). New fiction titles, subscriptions to four daily newspapers, and over 50 general interest magazines are available to students and staff. There are 13 computers in the main library area for student use, as well as a computer lab (with 35 computers) open when teacher supervision is available. Students are invited to use the library for research, homework and leisure reading during all open hours.

COLLEGE and CAREER CENTER

The College/Career Center is located on the west driveway. The College and Career Center is open from 7:30 a.m. to 3:00 p.m. Students have access to current college catalogs, college reference books, scholarship info, summer study opportunities, career information resources, and GIS for college searches. In addition, students meet with representatives from over 85 colleges each fall in small group sessions. Students may also obtain work permits and part-time job information along with information on the Regional Occupational Program (ROP). The center is open for quiet study during lunch.

ENTRANCE REQUIREMENTS FOR COLLEGES AND UNIVERSITIES IN GENERAL

Individual colleges and universities have varied requirements for admission. Early in the high school career a student should obtain catalogs or bulletins from appropriate colleges in which he/she is interested. Regular counseling sessions as well as large group parent meetings are held with the purpose of providing additional information concerning college testing, requirements, and entrance procedures. The student's counselor is an important source for college information.

SCHOLARSHIPS

A student who is in need of financial assistance for his/her college career has ample opportunity to apply for many types of scholarship opportunities. These opportunities are regularly announced in the bulletin and are on file in the Counseling Office. We strongly urge students to make use of this information. Statistics indicate that the student who applies for many scholarships is more likely to receive financial aid than the student who applies for only one or