

San Marino High School

The Titan Guide Student Handbook 2018-2019

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

Where to Go For Assistance

Absentees/Leaving Campus (any reason)	Attendance Office
Automobile Parking	APO
Bulletin Announcements	APO
Employment, Work Permits & College Information	College and Career Center
General Information	Principal's Office
Facilities Requests	APO
First Aid	Health Office (APO)
Insurance Claim Form	APO
Lockers	APO
Lost and Found	APO
Replacement IDs	APO
Testing Information/Transcripts	Counseling Office

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Welcome from the SMHS Administrative Team

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. 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. Clearly, you will have to work hard in your studies, but academics alone will not help you develop some of the key talents that are necessary to work successfully with others and to develop all of the positive aspects of your character. Involvement in co-curricular activities will help you develop the interpersonal, leadership, time management, and communication skills necessary for success.

Our continued recognition as one of the finest schools in California is dependent upon your determination and willingness to actively build on the incredible tradition of success for which the school is known. You can take pride in being part of that tradition. Despite the ongoing success of SHMS, we think that we can become even better. Achieving this, however, requires you to take an active role in sharing your ideas and being part of a team of students, staff, parents, and community who are dedicated to excellence.

We urge you to take advantage of all that is available as you participate in SMHS life. We are confident that if you commit yourself to doing so, you will have a great high school experience and be as prepared as possible for what comes your way after graduation. We look forward to sharing the coming school year with you and to helping you achieve your goals.

Dr. Issaic Gates
Principal
Mr. Jorge Munoz.
Asst. Principal: Activities, Discipline, Attendance
Dr. Soomin Chao
Asst. Principal: Guidance and Counseling

ASB President's Message

Dear San Marino Titans: I am thrilled to welcome you all back to another exciting year at San Marino High School! For the new Titans on campus, welcome to San Marino High School! Let this year be a time for you to take advantage of the many opportunities that SMHS offers and to get out of your comfort zone to experience life as a Titan. Each and everyone one of you has a place in this school, and the responsibility falls upon you to find your own path. Make the most of every second you have here at SMHS because it can go by in the blink of an eye. Although the journey may seem unnerving, life as a Titan is unforgettable as long as you make the most of the years you have here. With that in mind, I encourage you to celebrate the few years you have being a Titan by taking part in the events planned throughout the year. There is no better time than now to pursue your goals with passion and drive. Let's make this year one of a kind.

Proud to be a Titan!

Hannah Huynh

ASB President 2018-2019

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

School-Wide Learner Outcomes (SLOs)

Civic Responsibility

San Marino High School students will:

- Demonstrate a commitment to service beyond self
- Model strong citizenship in the school, community, nation, and the world

- 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 and 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.

Bell Schedules

1 st Period	2 nd Period	Break	3 rd Period	4 th Period	Lunch	5 th Period	6 th Period
8:00- 8:54	9:00- 9:54	9:54- 10:04	10:10- 11:04	11:10- 12:20	12:20- 1:00	1:06- 2:00	2:06- 3:00

Regular Bell Schedule (zero hour starts at 7:00am)

1 st Period	2 nd Period	3 rd Period	Lunch	4 th Period	5 th Period	6 th Period
10:00- 10:38	10:44- 11:22	11:28- 12:06	12:06- 12:48	12:54- 1:32	1:38- 2:16	2:22- 3:00

10 AM Late Start Schedule (zero hour starts at 9:16am)

1 st Period	2 nd Period	Break	3 rd Period	4 th Period	Passing Period	Assembly	Lunch	5 th Period	6 th Period
8:00- 8:45	8:51- 9:36	9:36- 9:46	9:52- 10:37	10:43- 11:28	11:28- 11:38	11:38- 12:38	12:38 -1:18	1:24- 2:09	2:15- 3:00

Assembly Schedule (zero hour starts at 7:09am)

1 st Period	2 nd Period	3 rd Period	Break	4 th Period	5 th Period	6 th Period
8:00- 8:38	8:44- 9:22	9:28- 10:06	10:06- 10:18	10:24- 11:02	11:08- 11:46	11:52- 12:30

Minimum Day Schedule (zero hour starts at 7:16am)

SAN MARINO HIGH SCHOOL ALMA MATER

‘Neath the blue majestic mountains, fine and strong she proudly stands
 San Marino alma mater, we pledge our heart and hands.
 Symbol of 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.

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 and Geography	10
1 year of United States History	10
1 semester of American Government	5
1 semester of Economics	5
1 semester of Health	5
1 semester of Career/Technical Education/Computers	5
1 year of Visual and Performing Arts	10
2 years of Physical Education	20
Elective Credits	80
Total Credits Needed for Graduation	230

To graduate from San Marino High School, a student must earn forty hours of community service. Administrators and counselors will make the determination regarding what is acceptable service to meet this requirement.

If successfully passed, yearlong 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.

Citizenship Grades

Since the founding of San Marino High School, district and school leaders have placed great importance on the development of student citizenship. The mission of the district and the school is to help develop the traits necessary for student success in high school, college and beyond. Citizenship is described as those traits that demonstrate a readiness to learn, responsibility, respect, and the ability to form positive interpersonal relationships. To that end, students will earn a citizenship grade of A-F in every class. Citizenship grades will be based on the following criteria:

- The student is on time, in class and ready to learn every day when not home due to an excused absence (Ready to Learn)
- The student follows all school and class rules as well as the rules of the greater San Marino community, and takes responsibility for their actions (Responsibility)
- The student shows respect for the ideas, opinions, property and diversity of others and contributes to a positive school culture (Respect)

While citizenship grades do not appear on transcripts, they will be included on quarter report cards if requested by a college. Additionally, citizenship grades affect students in the following ways.

- A student may participate in the graduation ceremony during their senior year if they earned a minimum C (2.0) average in citizenship during the time that they were enrolled at San Marino High School. Seniors must have a 2.0 GPA during their senior year, with neither senior semester being below a 2.5 in order to participate in graduation ceremonies.
- Low citizenship grades may affect a teacher's willingness to write a letter of recommendation for college admission purposes.
- Citizenship grades are included in a counselor's letter of recommendation. Citizenship is part of the Counselor's School Report to colleges.
- A student's eligibility to participate in sports, activities, and artistic performances will in part be based on citizenship grades (see eligibility section in the Titan Guide).
- A senior must have and maintain a minimum C average in citizenship from grades 9-11 in order to earn and keep an off campus lunch privilege during the senior year.
- A student must have and maintain a minimum C average in citizenship from grades 9-11 in order to obtain a parking permit.
- Students must have and maintain a minimum C average in citizenship throughout the school year in order to attend prom.
- Any student who receives 1 or more F grades in citizenship at the time citizenship grades are checked may have one or more of the aforementioned privileges suspended for two

weeks (regardless of the average citizenship grade earned).

- Students will receive an A-F citizenship grade in each class. Grades are calculated on an on-going basis and per district policy, are included on a report card at the end of each quarter. Citizenship grades reset at the end of the first semester. Citizenship grades are based on the three criteria listed in this policy's introduction: students are ready to learn; students are responsible; students are respectful.

Students will have a one-time opportunity to remediate a low citizenship grade, if the grade was lowered due to tardies. Upon a student's 5th or 6th tardy (resulting in a D or F citizenship grade), the student may ask the teacher for an opportunity to raise his/her citizenship grade one level, if there are no other reasons why the student has an F citizenship grade. Through the use of a referral form, the teacher will inform the assistant principal in charge of discipline of the student's desire. The assistant principal will assign the student two hours of school service (campus cleanup, special projects, teacher assistance, etc.) Once the school service is complete, the student's citizenship grade will be raised one level from where it was. Several important points about remediation:

- Remediation will only be offered for grades lowered due to tardies.
- To remediate a grade, school service must be completed before the end of the quarter.
- Remediation will only be offered once in each class per semester.

Administrative Grade Drop (ACG)

It is also important that students and parents are aware that an "Administrative Citizenship Grade" drop will lower a student's overall citizenship grade one full level for a semester. For example, if at the end of the semester a student's overall citizenship average would have been a "C," an ACG would lower the overall average to a "D." ACGs are issued for a single serious transgression or multiple less serious transgressions.

The student must earn least a "C" average in the senior year, with no lower than a "D" average earned the 2nd semester of the senior year

Academic Grades

The academic grade is based on the premise that an A grade is earned only by 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. Prompt attention should be given to study habits.

Grade F

A grade of "far below average" means no credit is earned toward graduation for the course. The student is likely having serious academic issues and should seek assistance of teachers, counselors, and parents. The student should take advantage of any and all special help.

Make-up Assignments

The only absences for which work can be made up are excused absences and first time 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 or before the absence begins, if

feasible. If the counselor and teacher agree, this period can be extended. The student, after the illness, is responsible for making up all the assignments and tests given during his/her absence. A student should see each teacher to get his/her 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.

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.

Attendance, Absence and Drop Policies

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 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. Absence from school shall be excused only for health concerns, family emergencies, and justifiable personal reasons as permitted by law (Ed Code 48205).

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.

Planned Absences and Procedures

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 that specifies the student's name, the reason for the absence, the date(s) and period(s) 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 is considered forgery and grounds for disciplinary action. A student must report to the attendance office with his/her note early enough to be on time to his/her 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.

The attendance clerk will issue a pink Absence Card to each absentee in the morning, and the student 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 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 and Partial Truancies

The first 2 tardies to any class will not affect the citizenship grade. Any student who is late more than seven minutes to class will be given a partial truancy. No makeup work will be allowed for a partial truancy. Upon the sixth tardy or partial truancy to a class, the student will receive an F in citizenship for that class. Subsequent tardiness will result in an administrative grade drop. Unexcused tardiness in excess of 30 minutes is considered truancy.

Class Truancies

SMHS Administration utilizes the following progressive system of discipline when dealing with truancies.

1. 1st Truancy: Students will receive a lunch or after-school detention (multiple detentions if the first is missed). Other than an all day illness, failure to attend detention for any reason without prior approval will result in an

- Administrative Grade Drop (ACG).
2. 2nd Truancy: Two hours of detention for every hour of truancy.
 3. 3rd Truancy: ACG and two hours of detention for every period of truancy.
 4. 4th Truancy: ACG and two hours of detention for every period of truancy.
 5. 5th Truancy: Automatic ACG "F" in citizenship for the semester

Additional Steps for Repeated Truancy

Students will be placed on a Student Attendance Review Team (SART) contract.

Repeated truancies will lead to the student and parent/guardian being referred to the Student Attendance Review Board (SARB), a multi-agency group that includes a representative of law enforcement and the LA County District Attorney's Office.

Senior Absence Policy

A senior who accumulates more than nine non-school related absences, WHETHER EXCUSED OR UNEXCUSED, 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 student's control, 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. A maximum of four official college visits will be excluded from the nine-absence limit. An official form provided by the university must verify official visits, and out-of-state visits must be verified by airline tickets that support the date of the visit. These items must be presented to the SMHS Attendance Office upon from the visit.

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. 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 18.

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:

- o An F in citizenship for the quarter.
- o An academic grade dependent upon the circumstances of the drop from the team. This could result in an F grade academically.
- o Transfer to a 6th period P.E. class, if available.
- o Forfeiture of any awards or letters.
- o 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. 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.

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 that 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 school will contact by phone the parent or those authorized on the emergency card and provide 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.

Physical Education 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).

Sixth Period Physical Education Policy

The purpose of Sixth Period 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, many students would be forced to change academic classes, unless those students transfer immediately to another sport or enroll in a pre or post sport.

Reasons for students to be in Sixth Period PE:

- The student has signed up for a sport that does not yet meet but will begin to meet during the same semester.
- 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.
- 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.

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, available from the counselor. 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.

Classroom & Campus Behavior Policies

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 the teacher dismisses them. The bell does not dismiss the student.

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, may be suspended or expelled and the parent or guardian shall be liable for those damages caused by the student

Disciplinary Options

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 an administrative citizenship grade drop and possible suspension.

Suspension

Suspension is the temporary removal from school. Work may be made up following a first suspension, but a student will not be permitted to make up work for any additional suspensions. Any suspension will include the issuance of an Administrative grade drop. In addition to school rules and infractions listed in the Student Conduct Letter the following violations and consequences should be noted:

Major Infractions

The following list of major infractions covers some of the violations cited in the California Education code (EC 48900). Additionally, the consequences for the infractions are listed. Be aware that this is not a complete list of all infractions:

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 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). Vaping is illegal on a school campus and will be treated the same as smoking. If an illegal drug in liquid form is used for vaping, it will be treated as a drug offense.
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 that 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.
9. Vandalism: Multiple hours of detention or suspension. Parents are liable for monetary damages, when applicable, and criminal laws may apply.
10. Forgery: Administrative reduction of citizenship grade and multiple hours of detention; repeated offenses may lead to suspension.
11. Truancy: Administrative reduction of citizenship grade and multiple hours of detention; repeated offenses may lead to suspension
12. Harassment/hazing: Multiple hours of detention, administrative reduction of citizenship grade or suspension, and possible expulsion for continuing offenses.

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.

LUNCHES FROM OUTSIDE VENDORS

Deliveries from food service delivery companies present an inherent risk to campus security and student safety and are not allowed.

Senior Off Campus Privilege

Students who reach grade 12, who have a C average in citizenship and have a signed parent/guardian release form, will earn the privilege to leave the San Marino High School campus at lunch. Due to lunchtime activities sponsored by ASB and PTSA, there will be days when all students must remain on campus. 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 whose citizenship grade point average falls below a C will have their privilege suspended until their citizenship grades improve.

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 SMHS to all students.

Cell Phones and Other Electronic Devices

For the purposes of this policy, the term "cell phone" refers to any privately-owned electronic device that has the ability to connect to a wireless network, take photographs, or to communicate with other people.

Prior to entering each class, students must silence cell phones and place them either their backpack or in the teacher's specified location. With a teacher's expressed permission, a cell phone may be taken out in class and used ONLY for the purposes that the teacher states. Students who violate the cell phone policy will receive the following consequences:

1st violation: The phone will be confiscated by the teacher and held until the end of the period. The student will be issued a warning.

2nd violation: The phone will be confiscated by the teacher and given to the APO where it can be picked up at the end of the school day. Additionally, the Assistant Principal will note the violation in PowerSchool and assign the student a detention. The teacher will lower the student's citizenship grade one level in the class.

3rd Violation: The phone will be confiscated by the teacher and given to the APO where it will be held until a parent makes contact with the APO. Additionally, the Assistant Principal will note the violation in PowerSchool and assign the student multiple after-school detentions. The teacher will issue an F in citizenship for the class.

4th violation: The student will be sent to the APO where the Assistant Principal will issue a two-day suspension for defiance. The student will be issued an administrative grade drop.

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.

Academic Honesty Policy

At San Marino High School we promote character and high ethical standards. We expect all students to create work that is entirely his/her own. A student who cheats or plagiarizes is in violation of this Academic Honesty Policy and is subject to the procedures and consequences discussed below.

Cheating includes, but is not limited to the following:

1. Plagiarizing or turning in any work as your own that is the work of another person or outside source
2. Copying another student's work or class assignments (*plagiarizing from a student or other source without citation)
3. Allowing another student to copy your work or class assignments
4. Putting your name on someone else's paper/project, unless it is a group project/paper
5. Copying another student's answers on a quiz/test

6. Giving another student help on a quiz/test, including telling a student what is on an upcoming test/quiz
7. Creating, possessing or using a "cheat sheet" on a quiz/test
8. Tampering with a teacher's grade records
9. Stealing and/or selling quizzes/exams or in possession of an exam or quiz (e.g. picture of an exam on a cell phone or other camera)
10. Unauthorized possession or use of teacher manuals/solution manuals
11. Using an unauthorized electronic device during quizzes/exams or having the electronic device out at the time of assessment
12. Talking/communicating during a quiz/test (No communicating, person to person or electronically, is permitted until ALL quizzes/exams are turned in)
13. Accessing an outside source (e.g., internet) without permission from the teacher

*Plagiarism:

Plagiarism is defined as presenting materials or work prepared by another person/persons as the student's own work without crediting the source. This includes, but is not limited to:

- a. failing to expressly acknowledge the research, writing, or work by someone other than the student, claiming authorship his/her own
- b. presenting as his/her own, or as new and original, an idea or product derived from an existing source

Procedures:

The teacher is initially responsible for determining if cheating has occurred. Ultimately, the San Marino High School Principal is responsible for the enforcement of the Academic Honesty Policy and has the authority and discretion to make all final decisions regarding consequences.

Cheating on more than one part of a multi-step or long term assignment will be considered a "second offense."

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. Violation of this policy may negatively affect college letters of recommendations.

Consequences:

First Infraction:

1. Teacher informs the parent
2. Teacher refers the student to Assistant Principal of Discipline for a student and parent conference where the Academic Honesty Policy is reviewed.
3. The student's citizenship grade is lowered to an F grade for that semester in that class.
4. The student receives no credit on the assignment and the Assistant Principal logs the incident into PowerSchool.

Second Infraction in the same course.

1. The student will receive an administrative grade drop. The meeting and infraction are documented in PowerSchool.
2. The student will receive an "F" grade on the assignment
3. The student will receive an in-house suspension for two school days.
4. The suspension and cause may be reported to colleges in the school report.
5. The administrator may suspend the student from co-curricular and extra-curricular activities.

Third Infraction in the same course:

1. The student may be referred to a Student Study Team (SST). The SST may determine that the student is incorrectly placed in the class.
2. The student receives an out-of-school suspension for three to five days.
3. The suspension and cause may be reported to colleges in the school report.
4. The administrator may suspend the student from co-curricular and extra-curricular activities.
5. A recommendation may be made to the San Marino High School Principal for the student to be drop/failed from the course where the third infraction takes place. If this recommendation is made, the principal will convene an SST to evaluate the student's potential for success in the course.

Over-riding Infractions

If a student steals, sells, buys or possesses a test or final examination, a parent conference is called, a suspension of five days is assigned, and the student is drop / failed from the course.

Any criminal activity involving student access of school records will be reported to the San Marino Police Department immediately. Expulsion may be recommended to the San Marino Unified School District Board of Education.

School Communications

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 fix the 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. 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.

School Bulletin

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 4th period classes on Mondays. All notices must pertain to school activities and be approved by the APO office before they will be published. Clubs must email announcements to the club advisor for approval. Once approved, the advisor will forward it to the APO by 3:00 p.m. the Friday 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

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 settle debts for any school materials missing from the lockers or damaged while in lockers. 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. To obtain a permit, students must have a C average in citizenship and must complete the required form in the APO. 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. 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 2:00 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 are to be parked and securely LOCKED 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 until the end of the school day.

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.

Scholarships

A student who is in need of financial assistance for his/her college career has ample opportunity to apply for many types of scholarships. 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 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.

Technology

San Marino makes every effort to integrate technology into every classroom. In addition to several computer labs, nearly all classrooms are equipped with a set of Chromebooks that are frequently used during class time. While using School owned technology students are expected to use them responsibly. Damage caused by irresponsible behavior may lead to the student and his/her parent/guardian being held responsible for repairs. In order to use school owned technology and to access the Internet while at school, students are required to sign and follow the following SMUSD Acceptable Use Agreement:

"World Wide Web/Internet electronic information services are now available to students and staff in the San Marino Unified School District via the SMUSD network. The District believes in the educational value of such electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovations and communication.

The District will make every effort to protect students and teachers from any misuse or abuse of the Internet, however families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent is to offer Internet access to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from Internet access in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the San Marino Unified School District supports and respects each family's right to decide whether or not to apply for access.

All students under the age of 18 must obtain parental permission and must sign and return the signature form to their school site to be allowed Internet privileges. Violation of Internet use provisions will result in denial of further Internet access and subject to disciplinary action, which may include citizenship grade drop, detention, and/or suspension. **Signing this form indicates that both parent and student understand this policy and also that Internet**

access will be denied if the student violates Internet policies.

Personal Responsibility & Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The district may close a user account at any time deemed necessary if inappropriate use is shown.

- ◆ No person will deliberately or willfully cause damage to computer equipment or assist others in doing the same.
- ◆ No person will deliberately access educationally inappropriate materials or show others how to do the same.
- ◆ Each person will follow any other regulations posted in the computer lab or other room where computers are in use.

The following are not permitted:

- ◆ Sending or displaying offensive messages or pictures
- ◆ Using obscene language
- ◆ Harassing, insulting or attacking others
- ◆ Knowingly violating copyright laws
- ◆ Using another's password
- ◆ Trespassing in another's folders, work or files
- ◆ Intentionally wasting limited resources
- ◆ Employing the network for commercial purposes
- ◆ Consuming food or drink near equipment

Network and Lab Etiquette and Privacy All users are expected to abide by the generally accepted rules of network etiquette including (but not limited to) the following:

BE POLITE – Never send or encourage others to send abusive messages. **USE APPROPRIATE**

LANGUAGE – Remember that you are a representative of your school and district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.

PRIVACY – Do not reveal any personal information, your home address or personal phone numbers or those of student or colleagues.

ELECTRONIC MAIL – Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the system administrator via the site administrator.

DISRUPTIONS – Do not use the network in any way that would disrupt use of the network by others.

2017-2018 ASB OFFICERS

President
Hannah Huynh

Vice President
Ashley Wong

Secretary
Caitlin Nguyen

Treasurer
Noah Lian

Athletics Commissioner
Emily Boutin

Inter-Club Council Co-Presidents
Ethan Chen
Elizabeth Lee

PTSA Board Representative
Elise Hong

SMUSD School Board Representative
Alyssa Escamilla

Spirit Commissioners
Grace Davis
Tommy Long

Publicity Commissioners
Claire Chiu
Xitali Salgado

Hospitality Commissioners
Peixuan Du
Alina Huang

Social Media/PR
Amber Kha

Service and Fundraising
Commissioner
Kathryn Castreje

Historian
Emily Hall
Megan Long

Videographers
Bryce Tobiano
Jade Wong

Senior Class President
Mary Alford

Junior Class President
Marcus Gomez

Sophomore Class President
Cole Campagnola

Freshman Class President
Lucas Levy

Clubs and Organizations

SMHS makes it a priority to provide opportunities for students to pursue their respective interests while interacting positively and productively with others. Although these opportunities change annually, typically there will be 40 or so clubs and organizations that students may join. These have included:

ACTS
Astronomy
Chess
Connect
Friends Incorporated
Girls Who Code
Green Club
Habitat for Humanity
Interact
JTASA
Key Club
Let's Hope
Link Crew
Math Club
Mock Trial
Random Acts of Kindness
Red Cross
Robotics
Science Club

Please note this is only a partial listing. Each semester, SMHS holds a Club Day as an opportunity for all clubs to recruit new members.

Honor Societies

CSF (California Schools Federation)
Recognizes scholarship at SMHS.

Prometheans
Honors Seniors for scholarship, leadership, and service.

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

Student Activities: General Information

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.

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 Homecoming Queen. The Homecoming Queen reigns 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. 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.

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 at one week prior to Prom. All attendees must follow all school rules.

Publications

The school yearbook, the award-winning *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 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.

Yosemite

One of the highlights of the academic year is the annual trip to Yosemite in which juniors, 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. Students may sign up from fall school registration through mid-October. The cost will be approximately \$1100.00, and a deposit is required at the time of registration.

Eligibility for Activities and Athletics

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

1. Meet Academic Standards
 - A. Meet the school's C Average requirement
 - B. Be passing in four subjects
 - C. Receive no more than one F
2. Meet Citizenship Standards
 - A. No more than one D grade 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 periods: A student 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 may be placed on athletic probation for the quarter if the student has at least a 1.8 gpa and the student has passed at least 4 classes without earning 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 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. 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 SMHS. 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 who are disciplined by the school for the use or possession of alcohol, tobacco, or drugs will be suspended from that activity for the remainder of the quarter or a period of time determined as suitable by the administration, in consultation with that activity's advisor.

DAILY ATTENDANCE REQUIREMENT: 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.

Transportation

When traveling to a school-related activity, students are expected to ride in school-sanctioned transportation. A description of the form of transportation to be used with each event will be noted on the Transportation Authorization form. This form must be signed by the parent/guardian prior to the event. If volunteers will be transporting students to the activity, the driver **MUST** fill out and submit a Driver Authorization form to the APO. The form outlines all requirements necessary to be approved.

In some cases, students may wish to leave an event early with their parent/guardian. With supervisor or coach approval, a student may ride home with his/her parent as long as the parent has on file in the APO a Transportation Authorization Form to transport San Marino students. Additionally, direct face-to-face communication between the parent and the supervisor or coach directly responsible for the student must take place before the student is transported. A student will not be released to anyone other than his/her own parent.

ASB Policy on Sign Postings

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.

- a. 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.

- b. 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.
- c. 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.
- d. 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.
- e. ASB must first approve all posters/flyers prior to the display of these items.
- f. Any SMHS organization violating any of these sign rules is subject to a fine for each sign that violates the any rule.

STUDENT DEBTS

Students who have outstanding debts may lose the opportunity to attend Prom or other school dances. Seniors may lose the on-campus parking privilege and/or the off campus lunch privilege. Students with outstanding debts remaining at the end of a semester may have their grade reports withheld. Graduating seniors may have their grade reports and college transcripts withheld. Debts for books can be settled in the library. All other debts should be settled in the Assistant Principal's Office.

Locations:

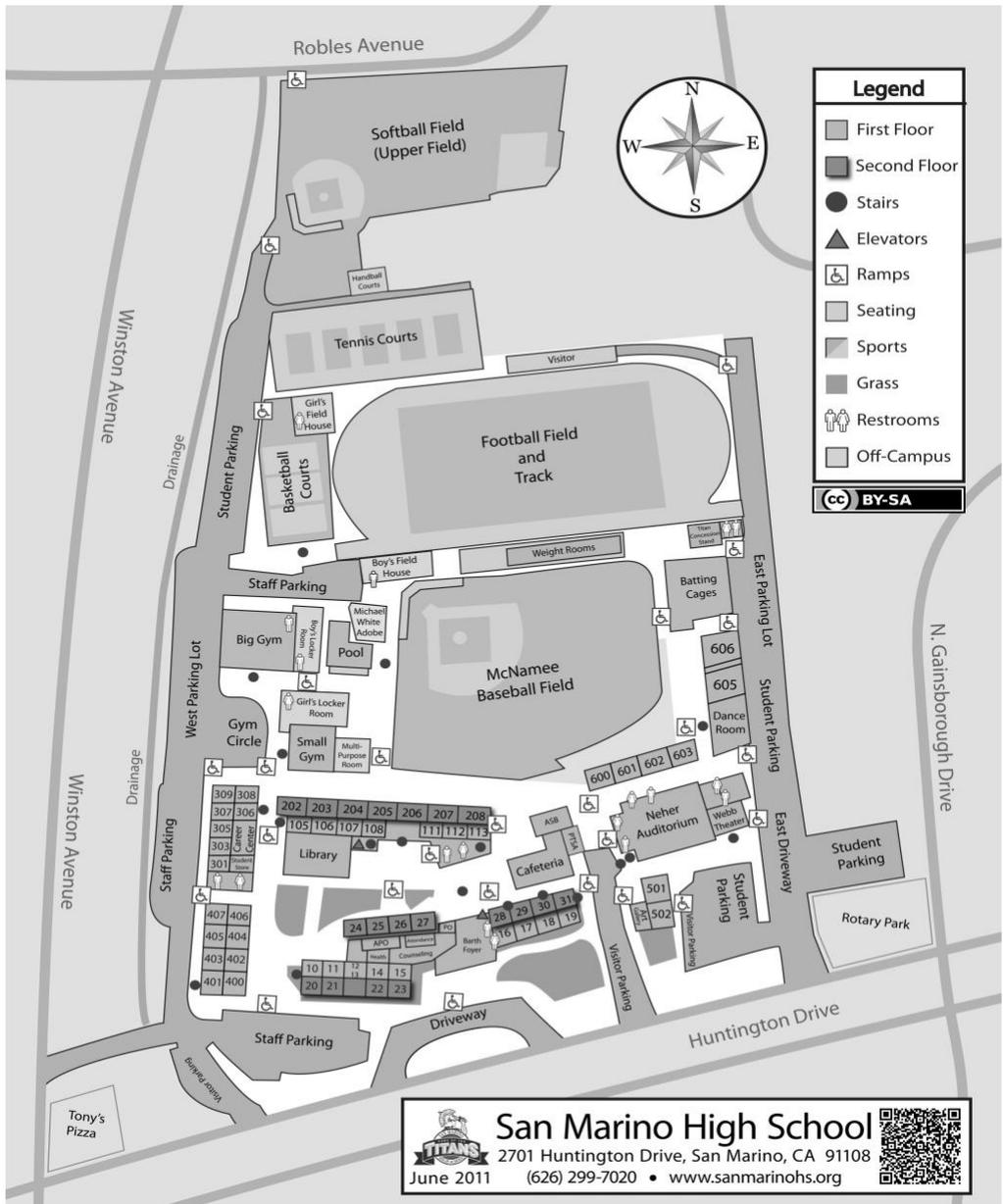
Blair High School
1201 S. Marengo Ave.
Pasadena, CA 91106
(626) 396-5820
FROM SMHS, GO WEST ON HUNTINGTON DRIVE TO FAIR OAKS. NORTH ON FAIR OAKS TO GLENARM, RIGHT ON GLENARM TO MARENGO. RIGHT ON MARENGO.

La Cañada Flintridge, CA 91011
(818) 952-4200
La Canada High School
4463 Oak Grove Dr.
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.

Monrovia High School
845 W. Colorado Blvd.
Monrovia, CA 91016
(626) 471-2800
FROM SMHS GO EAST ON HUNTINGTON DRIVE. TURN LEFT ON SECOND STREET. RIGHT ON COLORADO BLVD.

South Pasadena High School
1401 Fremont Ave.
South Pasadena, CA 91030
(626) 441-5820
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 High School
9501 East Lemon
Temple City, CA 91780
(626) 548-5040
FROM SMHS GO DOWN HUNTINGTON TURN RIGHT ONTO SUNSET AVE. RIGHT ON LEMON TO THE SCHOOL.



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.