

South Pasadena High School

Tiger Guide

Student Handbook 2018-2019

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Principal

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Curriculum, Instruction &
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This agenda belongs to:

NAME _____

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CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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BLOCK SCHEDULE

"Odd Days" (0-1-3-5-7)		"Even Days" (0-2-4-6-7)	
Period 0	7:05 - 7:55	Period 0	7:05 - 7:55
Period 1	8:00 - 9:40	Period 2	8:00 - 9:40
Brunch	9:40 - 9:50	Brunch	9:40 - 9:50
Period 3	10:00 - 11:40	Period 4	10:00 - 11:40
Lunch	11:40 - 12:10	Lunch	11:40 - 12:10
Period 5	12:20 - 2:00	Period 6	12:20 - 2:00
Period 7	2:10 - 3:00	Period 7	2:10 - 3:00

LATE START DAYS*

"Late Start/Odd Days" (Staff Development)		"Late Start/Even Days" (Staff Development)	
Period 0	7:05 - 7:55	Period 0	7:05 - 7:55
Staff Dev.	8:00 - 9:05	Staff Dev.	8:00 - 9:05
Period 1	9:15 - 10:30	Period 2	9:15 - 10:30
Brunch	10:30 - 10:40	Brunch	10:30 - 10:40
Period 3	10:50 - 12:05	Period 4	10:50 - 12:05
Lunch	12:05 - 12:35	Lunch	12:05 - 12:35
Period 5	12:45 - 2:00	Period 6	12:45 - 2:00
Period 7	2:10 - 3:00	Period 7	2:10 - 3:00

*Late Start Days usually occur every other week on Tuesdays and Wednesdays.

HISTORY

In 1905, a group of South Pasadena residents decided it was time that this city had its own high school. After three unsuccessful attempts, school bonds were voted, and a sum of \$60,000 was provided for the purchase of six acres bounded by Fremont and Diamond Avenues, and by Bank and Rollin Streets.

On Monday, April 8, 1907, the student body moved from the Taylor Block on El Centro Street to the "large, modern and beautiful building" on Fremont Avenue. It was an epochal day in the history of the high school and marked the beginning of a period of growth and expansion that is still under way.

In 1911, the home economics and shop buildings were added, but there were no more additions until 1921, when the auditorium and the girl's gymnasium, used first for both boys and girls, were erected. In 1925, the Theodore Roosevelt Field was completed and athletics was definitely established as a school activity. Later that year, the school expanded into the new academic building, which housed the library, the cafeteria, and most of the classes.

Following the earthquake of 1933, a program of rehabilitation was launched. The auditorium was completely rebuilt and a new shop building was constructed. In 1940, the grandstand and lighted field were completed. In June 1952, the electorate of South Pasadena and San Marino voted to organize separate unified school districts through the 12th grade.

In 1954, the voters of the school district passed a bond issue of \$1,645,000 to provide for reconstruction of buildings in the entire district and for the acquisition of additional land. Over \$1,235,000 of this amount was allocated to the high school for nine buildings and the purchase of an athletic field for girls, a baseball field, and the parking lot.

In September 1955, the student body moved into the new buildings, which included an administration building, three classroom buildings, a boys' gym, a girls' gym, a library, a cafeteria, and a custodians' building. Extensive landscaping was done at this time, and the school was further beautified by patios provided by senior class gifts.

The Roosevelt Field physical education and athletic facilities were greatly changed in 1959 with the completion of a new standard track and baseball field, and the rejuvenation of the football field. These fine improvements were financed with funds from the 1954 bond issue and required acquisition of added land south of the old field, as well as the closing of Rollin Street between Diamond and Meridian Avenue. Extensions were also made in 1959 to the girls' gym locker rooms. In 1960, two classrooms were added to the Rollin Street classroom building, including a language laboratory.

Construction from passage of a bond resulted in the addition of the large science building that faces Fremont Avenue. Along with reconstruction due to a fire in 1971, as well as remodeling in 1971 and 1975, the swimming pool was added and opened for student use in 1978. That brought SPHS to its final form that would remain for the next 30 years.

The grandest reunion of all occurred in 1982. Some 6,100 alumni, representing all graduating classes since the opening of school in 1907, gathered to celebrate the 75th year of existence. As a result of this event, an alumni association was organized and has become a vital part of the history of South Pasadena High School.

Beginning in the Fall of 1984, the high school was changed to a four-year school, encompassing grades 9, 10, 11, and 12. The year 1984 changed the complexion of the high school campus, as teachers and students struggled to continue the school culture of high expectations and high achievement with a markedly different student body. The motto, "Scholarship, Leadership, Strength, Fair Play" gave inspiration to everyone in continuing to re-create the great things about South Pasadena High School. Booster Club adding a weight room, renovating the football/soccer field, and adding locker facilities to the gym are but three examples of South Pasadena's efforts to continue a successful march into the 21st century.

A major bond measure, "L", passed in 1995, made possible a 20 million-dollar renovation and new construction project that gave us the current look of SPHS. Choosing an Art Deco style based on the design of our 1933 auditorium, the rest of the campus was remodeled. This incarnation of the campus includes technological infrastructure and equipment necessary for students at the beginning of the 21st century. Measure "M", a 2002 bond measure, will allow us an upgrade of our stadium and the replacement of three classrooms within the next two years.

SPHS TENETS

South Pasadena High School is committed to the following propositions:

1. All students are entitled to an interdisciplinary educational foundation.
2. All students see themselves as productive and responsible global citizens.
3. All students are critical thinkers, self-advocates, and resilient problem-solvers.
4. Diversity enriches our campus life.
5. Students benefit from a nurturing environment.
6. Students construct meaning through collaboration and interaction with others.
7. Students become lifelong learners when exposed to a wide range of ideas and disciplines.
8. A growth mindset inspires students to discover and manifest their untapped potential.
9. All students recognize the value of respectful disagreement.
10. Students are taught healthy and ethical living.
11. Students take responsible risks in creativity and innovation.

SPHS VISION

South Pasadena High School students develop the academic and interpersonal skills that help them make a positive impact as global citizens. Staff, parents, and the community provide the supportive environment in which students achieve their personal bests.

SPHS MISSION

South Pasadena High School students are grown locally to make a positive impact globally, deep into the 21st Century.

GUIDING PRINCIPLES

- **Respect**
- **Responsibility**
- **Integrity**

SPHS Challenge Success Mission Statement

We aim to create a healthy school community so that our students have a balanced and meaningful experience.

EXPECTED SCHOOLWIDE LEARNING OUTCOMES (ESLOs):

Our Educational Goals for Each Student

South Pasadena High School graduates, by completion of the most rigorous individual curriculum possible, are students who have met the

graduation requirements established by the South Pasadena Board of Education, and...

- **think and produce in a variety of ways**
 - think critically
 - think creatively
 - solve problems
 - apply knowledge
 - set and reach goals
 - work cooperatively
 - work individually
 - work ethically
 - develop disciplined work habits
 - generate quality work
- **communicate effectively**
 - verbally
 - visually
 - in written form
- **are resourceful**
 - access, analyze, and synthesize information from a variety of sources.
 - use technology effectively to accomplish worthwhile tasks.
- **are responsible and accountable**
 - realize and accept consequences of actions
 - show respect for others, themselves, the community, and the world.
 - contribute to the community
 - demonstrate integrity
 - life-long learners.

Our #1 School-wide Goal is to MAKE THE SPHS EDUCATIONAL EXPERIENCE ENGAGING AND SUPPORTIVE FOR ALL STUDENTS.

SOUTH PASADENA HIGH SCHOOL EXTRA-CURRICULAR ELIGIBILITY

Extra-Curricular Eligibility Requirements

1. All students involved with extra-curricular activities are covered by this policy. This includes the following:
 - School club members
 - Athletes, Team Managers and statisticians
 - Students involved in school musical or theatrical productions that have open auditions
 - Pep members
2. Academically, students must maintain at least a 'C' GPA (2.0, including all courses taken for full credit; 5 per semester or 10 per year) and must have passed 20 credits per quarter.
 - Eligibility will be determined by the most recent grading period prior to participation in the activity.
 - All grades including the physical education grade will be used when computing the GPA for eligibility.

- Summer school grades will be included in the GPA by combining them with the June semester grades.
- 2.1 The Assistant Principal (AP) of Student Services will be responsible for ensuring that an ineligibility list is provided to all concerned faculty each quarter.
 - 2.2 Students who are academically ineligible may not participate in extra-curricular activities in any form beyond the class period. Coaches, sponsors, and advisors are then responsible to insure non-participation of ineligible students. A student who is academically ineligible and not on probation may not practice or participate with the team or organization beyond the athletic P.E. period. It is the intent of this section to reinforce the idea that a student who is academically ineligible has demonstrated a need to commit additional hours to academic studies.
3. Students must maintain satisfactory attendance to remain eligible.
 - Students deemed to be excessively absent and/or truant by the administration shall be ineligible.
 - Students may not participate in any activity when they have been absent more than one period of the school day. Students who violate this rule may be suspended from future games or performances. Students with extenuating circumstances may be cleared by the principal or his/her designee. However, the student may not participate until clearance has been granted in writing by a site Administrator.
 4. Any student who is cited for a major suspension or expulsion offense will be immediately suspended from extra-curricular activities, pending a hearing before the Principal's Appeals Committee and/or the Principal.
 - Students may not participate in extra-curricular activities or practice/rehearsals while on suspension.
 - Students suspended for major offenses will be deemed ineligible for a period prescribed by the Administration.
 5. Academic eligibility periods will be in accordance with existing CIF Southern Section guidelines (official grading period). Each quarter will serve as an official grading period.
 6. **Probation** for academic eligibility is available using the following guidelines:
 - When the academic ineligibility list is published, any student on that list is immediately ineligible.
 - An academically ineligible student must apply to the Assistant Principal of Student Services, for academic probation. The student remains ineligible until probation is granted.

- Each student shall be entitled to an academic probation **once in his/her high school career**. The probation period begins when grades come out and lasts until the end of that quarter. Students must maintain a 2.0 or better grade point average to continue participation. The student may not be granted academic probation again in his/her high school career.
 - Should a student become academically ineligible, a second or subsequent time in his/her high school career, and he/she has previously used the one-time exemption, then the student may apply for an additional probation. This probation request will be heard by the Principal's Appeals Committee. The committee is composed of four teachers and an administrator, selected by the Assistant Principal of Student Services. Upon hearing an appeal, a recommendation is made to the Principal.
 - The panel may recommend additional probation for extra-ordinary extenuating circumstances completely out of the student's and parents' control. However, the panel must also be reasonably assured that the student can and will attain a 2.0 eligibility GPA during the succeeding grading periods. The panel can recommend that conditions be applied to the additional probation. If the conditions are not met within the criteria established by the panel, then the student would become immediately ineligible.
 - Students entering from the 8th grade who are below a 2.0 GPA are granted an automatic probation that is not considered as the one-time probation in the high school career. However, all other CIF requirements must be met.
7. Total staff involvement will be sought in order to ensure supportive, cooperative, fair, and consistent policies.

SCHOOL CLUBS

REGULATIONS REGARDING SCHOOL CLUBS

Clubs will be recognized as authorized school clubs if they are sponsored by school personnel, composed completely of current school enrollees, hold the majority of their meetings at school and during the regular school day, have a democratic plan for the selection of members and leaders, establish aims that are educational, of school interest, or of community interest, and meet all those conditions herein set forth.

1. School clubs shall adhere to all district policies and regulations.
2. School clubs must be approved annually by the Principal. Approval may be given to those clubs recommended for charter by the ASB Commission. Students interested in

starting a club should first present a petition to the Commission that includes a constitution stating club purposes, procedures for selection of members and officers, and the name of the faculty member who has agreed to sponsor the club.

3. The presentation and discussion of controversial issues, the appearance of outside speakers, and the presentation of outside programs must have prior approval of the AP of Student Services.
4. The Principal has the authority to suspend any club at any time.
5. Each school club shall have a faculty sponsor whose assignment is the direct responsibility of the Activities Director.
6. No meeting or function of a club may be held without the presence of the faculty sponsor or other faculty representative.

All other "clubs" whose membership is composed for the most part of students from our school, who are sponsored by other than school personnel, who meet outside school hours at places other than at school, are considered to be non-school clubs. Non-school clubs desiring to become authorized school clubs must meet the qualifications of school clubs stated above. Only school clubs will be permitted to use school facilities to promote activities or to communicate with members.

From time to time, various civic groups honor students, teams, and organizations with functions such as dinners and banquets. While this is encouraged, staff members and parents must take special care to be certain that alcoholic beverages are not served, whether the function is held on-campus, off-campus at a private home, or at the community site, such as the War Memorial Building.

ATHLETICS

Fall Sports

(August through November)

- Football
- Boys and girls cross country
- Boys water polo
- Girls volleyball
- Girls tennis
- Girls golf

Winter Sports

(November through February)

- Boys and girls basketball
- Girls and boys soccer
- Girls water polo
- Wrestling

Spring Sports

(February through May)

- Boys volleyball
- Girls and boys track
- Girls and boys swimming
- Co-ed badminton
- Baseball
- Softball
- Boys golf
- Boys tennis

CIF ELIGIBILITY

The athletic program at South Pasadena High School is governed by the California Interscholastic Federation (CIF). The Federation was set up in 1914 to coordinate sports activities among various high schools of the state. To carry out this plan of coordination, certain eligibility rules were established that govern all schools belonging to the CIF. If you have questions regarding eligibility, contact the Athletic Director.

To participate in interscholastic athletics and extra-curricular activities, the student-athlete must initially conform to all CIF requirements, and all students must conform to SPHS requirements. A student is scholastically eligible if: (a) The student is currently enrolled in at least 20 semester periods of work. (b) The student was passing in the equivalent of at least 20 semester periods of work at the completion of the most recent last regular grading period. (c) The student is maintaining minimum progress toward meeting the high school graduation requirements as prescribed by the governing board. (d) The student has maintained during the previous grading period a minimum 2.0 grade point average on a 4.0 scale in all enrolled courses.

Each student who participates on an athletic team must also sign and have his or her parent or guardian sign both a training letter that explains athletic team requirements and regulations and, as well, a concussion informational page. Students will not be allowed to participate unless this letter is signed and returned to the athletic director. Student athletes are encouraged to purchase a Student Activity Card (SAC card).

RIO HONDO LEAGUE

As a member of the Southern Section of the CIF, South Pasadena High School belongs to the Rio Hondo League that, for most sports, includes the following schools:

Blair High School	San Marino High School
La Canada High School	South Pasadena High School
Monrovia High School	Temple City High School

Athletic Letter

The following guidelines will be followed in awarding an athletic letter:

1. Athlete must meet minimum requirements of participation for his/her sport; AND
2. The athlete must be a member of the varsity team for the complete duration of the season; AND
3. The athlete must compete in varsity team competition; AND
4. The coach must recommend the athlete.
5. No letter or award will be given to an athlete who has been formally expelled or who withdrew from the team.

AWARDING OF A "LIFE PASS"

A "Life Pass" allows an athlete to be admitted to any South Pasadena High School athletic contest (excluding CIF games) held at our school free of charge. It is an honor to possess such a pass and SPSHS students regard this award very highly.

The requirements to earn a Life Pass are as follows:

1. Must have earned four (4) Varsity letters in the same sport (three (3) if Football); or
2. Have earned a total of seven (7) Varsity letters in any combination of different sports.

Athletic Complaint Procedure

In the interest of fairness and open communication, the following athlete and/or parent Athletic Complaint Procedure should be followed:

First, discuss any concerns or problems with the coach.

Second, take your concern to the Athletic Director.

Third, speak with the Assistant Principal of Student Services.

Fourth, contact the Principal.

HONORS AND TRADITIONS

COLOR DAY

Each year, the Commission and Pep Squad sponsor Color Day, during which students wear the school colors of orange and black. A Color Day Pep Assembly is held, and this traditionally falls on the day of the first league football game.

HOMECOMING

Each year the Commission sponsors Homecoming, usually during the week of the last home football game of the year. The Commission, in conjunction with the class officers, promotes school-wide activities throughout the week of Homecoming. A Pep assembly is held, at which time the Court is presented to the school. After the assembly, there is an all-school fair with booths run by the various campus clubs. The Homecoming Dance is held after the football game.

HOMECOMING ROYAL COURT

Candidates for the court must have attended South Pasadena High School for one semester prior to the election. Three senior are elected; and one junior, sophomore, and freshman are also elected. All candidates must meet extra-curricular eligibility requirements.

PROM

The Junior Class sponsors a junior/senior Prom in the spring. Prom Court candidates must meet extra-curricular eligibility requirements.

PERFORMING ARTS PRODUCTION –Spring Play

The performing arts production (play or musical activity) is presented in the spring. All students on campus are eligible to try out for parts.

FLOWER CHAIN

The Junior Flower Chain is an old and esteemed tradition at SPHS. Juniors, dressed alike, lead the Senior Class on to Roosevelt Field for the graduation ceremony. Also, the juniors in the flower chain usher at Baccalaureate and serve the Senior Class Breakfast. Juniors may participate and each participant is required to make a dress/outfit to be worn for Graduation and Baccalaureate.

SENIOR AWARDS NIGHT

The annual Senior Awards Night is held just prior to graduation. Graduating seniors who have earned special recognition, awards, and college scholarships are honored. For the past several years, more than \$200,000 has been given to graduating seniors in the form of scholarships and awards.

THE SENIOR CLASS BREAKFAST

All seniors and staff are invited to a breakfast at 7:30 a.m. on the day of graduation. Gifts are given, and senior bests are presented.

SENIOR CLASS GIFT

Each year, the Senior Class presents a gift to the school during the commencement ceremony. The class earns funds for the gift. Some examples of past gifts are the basketball scorer's table, tiger logos on the walls of the gym, additional benches for student use, a tiger statue and the auditorium clock.

SENIOR GRAD NIGHT

Grad Night is the traditional all-night celebration for the Senior Class which is held after the commencement ceremony. It is organized by volunteers from the Parent-Teacher-Student Association (PTSA), and this group works through the spring raising funds to defray costs. Fundraising events are community affairs receiving support from various civic and professional groups.

CALIFORNIA SCHOLARSHIP FEDERATION (CSF)

CSF is an honor society for sophomore, junior and senior students. Applications for membership are accepted during an announced two-week period at the beginning of each semester. To qualify, students must earn ten points each semester. Listen to the bulletin for details. The CSF Honor Cord is the only cord accepted for use in the graduation ceremony.

REQUIREMENTS FOR GRADUATION

Students will receive five units of credit, for classes in which the student earns a grade of D or better. A grade of "A", "B", "C", or "D" is passing. The grade of "F" is a failure and receives no credit. For college entrance, a grade of "A" or "B" is considered as a recommended grade. An incomplete grade automatically becomes an "F" if it is not cleared within the first six weeks of the subsequent term, or, summer, if the incomplete was given at the end of the school year. An extension may be given by the teacher. Clearing an incomplete grade is the student's responsibility.

A complete discussion of the program of studies offered by South Pasadena High School will be found in the Registration Handbook, which can be found on the SPSHS website under the counseling tab.

The following are the graduation requirements as established by the South Pasadena Unified School District Governing Board:

1. Complete 220 credits including the following courses:

- | | | |
|----|---|---------------------------------|
| a. | English and Literature | 4 years/40 credits |
| b. | Mathematics | 2 years/ 20 credits |
| c. | Science | 2 years/ 20 credits |
| | <i>(one semester each of a physical-type science and a life-type science)</i> | |
| d. | Additional full year of science or math | 3 rd year/10 credits |
| e. | Social Studies | 3 years/ 30 credits |
| f. | Fine Arts or Foreign Language | 1 year/10 credits |
| g. | Physical Education | 2 years/20 credits |
| h. | Personal Skills
(including Practical Arts) | 1 year/ 10 credits |
| i. | Health | 1 semester/ 5 credits |

Refer to the Registration Handbook for complete details.

2. Complete a minimum of 45 hours of Community Service. The purpose is to give students the experience of volunteering their services to non-profit community organizations while enhancing the quality of life in the community. The following of pro-rated hours apply to students entering South Pasadena High School during their junior or senior year:

Junior Year: 22 hours

Senior Year: 22 hours

The requirement will be waived for senior students entering SPSHS at the beginning of the second semester of their senior year. Information regarding community service opportunities, community service log sheets, reporting and verification of cumulative hours and completion can be obtained in the Student Services Office. Community Service Sheets with service dates more than one calendar year old will not be accepted. **It is the student's responsibility to complete the community service graduation requirement.**

CREDIT FOR COURSES TAKEN AT OTHER SCHOOLS

When a South Pasadena High School student wants to take a course at another school, the student must first see his/her counselor and completely fill out the Request for Credit Form. If the student wishes to receive credit for the course, the student **MUST** have the approval from the Assistant Principal of Curriculum, Instruction for the course **before** the course begins. After the student has received approval and successfully completed the course, the student must present to the counselor an official transcript.

Three important points:

1. Prior approval is necessary
2. The course selected by the student must be one taken at a recognized school and not be a tutorial
3. The course may not be one that is part of South Pasadena High School's curriculum.
4. Student may only have **THREE** outside courses posted to the transcript during the course of his/her SPHS enrollment.

WITHDRAWAL FROM SCHOOL

If a student will be transferring or withdrawing from South Pasadena High School, he/she must allow a full school day for the withdrawal procedures. First, receive a withdrawal form from the registrar. This form must be signed by the student's counselor, the librarian, and all of the student's teachers. All books and equipment must be returned to teachers or the library. When the withdrawal form is complete at the end of the school day, it must be returned to the registrar, who will give the student a copy of the student's immunization records for their new school. The withdrawal form will have the student's transferring grades on it. This will be helpful for programming at the new school. The official grades and transcript will not be sent to the new school until that school makes a formal request in writing. This will take several weeks. Students are advised that once the withdrawal/transfer process is complete, future visits to the SPHS campus may be viewed as trespassing. Thus, a warning, citation, or police notification may result.

PROGRESS REPORTS, REPORT CARDS, AND GRADE CORRECTIONS

Students will be issued report cards four times a year: at the end of the first quarter, at the end of the first semester, at the end of the third quarter, and at the end of the second semester in June. Report cards will not be issued to students who have an obligation that needs to be paid.

Progress reports will be issued to all students in October, December, March, and May. Teachers may send a "Special Report to Parents" at any time, should circumstances warrant it.

If a student notices an error in his/her report card, the student should discuss this with the teacher who gave the grade. If in fact an error

was made, the teacher will make a correction that will appear on the student's transcript or permanent record of grades. All grade corrections must be made in the grading period following the grading period in which the error was made. For example, if an error was made on a first semester, the student should contact the teacher about the error before the end of the third quarter. No changes will be made retroactively.

TRANSFERRING OR DROPPING A CLASS

Students who drop a class after 6 weeks of the grading period will receive an "F" unless special circumstances exist and prior administrative approval is received. *Students should not stop attending a class until he/she has received an official change of program from his/her counselor that shows the change of class.*

PROGRAM CHANGES

Students have been scheduled into classes based upon their choices and the courses needed for graduation. Program changes will not be made unless the program contains an error, you have failed a course and cannot continue to the next level or, as a senior, you need a course in order to graduate. Program changes will not be made so that students can have home study, to accommodate employment, to have a specific teacher, or because of a change of mind about taking a certain course. Program changes may be made by the administration to balance classes and every effort will be made to maintain balanced class numbers.

ACADEMIC COMPLAINT PROCEDURE

In the interest of fairness and open communication, the following student and/or parent Academic Complaint Procedure should be followed.

- First, discuss any concerns or problems with the teacher.
- Second, take your concern to your counselor.
- Third, speak with the Assistant Principal of Curriculum, Instruction and Guidance.
- Fourth, contact the principal.

COUNSELING SERVICES

Graduation and preparation for the future does not just happen. It requires sound decision-making and planning. The counseling staff at SPHS provides you personalized guidance services. These services will assist you with educational planning, career exploration, college selection, study habits, attendance, and school and social concerns. Students are encouraged to go to the counseling secretary in the Counseling/Career Center to make an appointment with your Counselor any time you have a question or a need. Counselors are also available for drop-in appointments during brunch and lunch. These services will help create a positive and productive school experience.

Each student is assigned to a counselor. Counselors assist students with educational, socio-emotional and vocational needs. Additionally, all teachers welcome the opportunity to advise students.

Counselors

Ms. Olinda Cazares
Ms. Marylin Garcia
Ms. Tracy Ishimaru

Ms. Maria Long
Ms. Nan Ng

AWARDS

Colleges and universities usually have scholarship funds with which to assist students who have financial needs. Students interested in scholarships should apply directly to the college or university of their choice; however, the high school counselors are able to advise students about scholarships. The Career Center also has a great deal of information about scholarships. Students interested in financial aid should take the College Entrance Examination in the spring of their junior year or early in the fall of their senior year. College entrance applications should be completed by January. Community and university scholarships are granted based on superior high school scholarship, evidence of financial need, high school leadership qualities, and in many instances, community service.

AFTER GRADUATION

Students who intend to continue their schooling, be it collegiate, technical, or vocational training, should pay particular attention to selecting their courses so they will not only meet the high school course graduation requirements, but will also have the courses necessary for entrance to the school of their choice. Counselors can help students plan their programs of studies so that all requirements are met. The Career Center contains information resources about colleges, jobs, and careers. In addition, college and career speakers are continually scheduled to meet with groups of interested students. Each student is strongly encouraged to thoroughly read the SPHS Registration Handbook, to visit the Counseling/Career Center frequently, and to discuss future plans with the school counselor.

TEST DATES SCHEDULED FOR SAT/ACT/PSAT 2018-2019

All students who apply for admission to 4-year university systems must submit one of the following test scores:

- **ACT (with writing)**
- **SAT Reasoning Test**
- **2 SAT Subject Tests:** Some universities may require SAT Subject Tests. These tests include Writing, Mathematics 2C, English literature, language other than English, science, or social studies. Students applying for admission to the fall term should take these tests no later than December of their senior year, preferably

earlier, to ensure that their application receives prompt and full consideration.

Test dates schedule for SAT 2018-2019

October 6, 2018	March 9, 2019
November 3, 2018	May 4, 2019
December 1, 2018	June 1, 2019

Test dates schedule for ACT 2018-2019

September 8, 2018	February 9, 2019
October 27, 2018	April 13, 2019
December 8, 2018	June 8, 2019

STUDENTS SHOULD CHECK WITH THE SCHOOLS OF THEIR CHOICE AS TO THEIR SPECIFIC REQUIREMENTS.

THE PSAT: NOT JUST FOR JUNIORS

Sophomores and juniors are encouraged to take the Preliminary Scholastic Aptitude Test National Merit Scholarship Qualifying Test (PSAT-NMSQT). The PSAT-NMSQT is a good indicator of performance on the SAT and Scholastic qualifying tests. The test date for the PSAT for the 2017 – 2018 school year is **Wednesday, October 10, 2018**.

ATTENDANCE

All absences must be verified with a note that is written and signed by a parent or guardian. **This must be done the within three days the absence.** The school may require verification from medical doctors, dentists, etc. Documentation must be presented to the office immediately upon return.

If a student has reason to believe that his/her attendance record (based on reporting of any absence through auto-dialer or a letter sent home, etc.) is in error, he/she should request a print-out from the attendance office during brunch, lunch or outside of school hours and return the printout with a signature from the teacher for correction. Corrections must be done immediately after the error has been processed.

Each student is responsible for obtaining missed classwork. Under special circumstances (extended illness, hospitalization, etc.), a homework request can be made and be collected by the main office staff upon parent notification of such circumstances. Any medical absence of five or more days requires a medical documentation.

Students who do not maintain satisfactory attendance will be subject to interventions, including, but not limited to, after school detention, Saturday Detention, Student Attendance Review Team (SART) and/or School Attendance Review Board (SARB).

TYPES OF ABSENCES

The following are the types of absences as defined by the State of California Education Code:

1. **Excused**-a full-day or part-day absence verified for one of the following reasons: illness, quarantine, professional medical appointment relating to physical needs, attendance at a funeral for a member of the immediate family, jury duty, failing to meet immunization requirements, court appointment, employment, the observance of a religious holiday or religious ceremony, or for the purpose of attending the pupil's naturalization ceremony to become a U.S. citizen.
2. **Unexcused**-an absence not qualified as above for such reasons as car trouble or waking up late, but the absence has the permission of the parent AND the approval of the principal or his/her designee.
3. **Truancy**-absence without the mutual consent of the parent and school authorities. **No make-up work will be permitted.**
4. **Suspension**-administratively denied school/class attendance.

READMITTANCE TO SCHOOL AFTER AN ABSENCE

If a student has been absent, upon returning to school the student must immediately present an absence excuse note, with the student ID # on it, written and signed by the parent/guardian WHOSE SIGNATURE APPEARS ON THE PERSONAL INFORMATION CARD. The attendance office will be open from 7:30 a.m. to 4:00 daily. **Students have three days to clear an absence.** All full day and period absences must be verified. Failure to do so may result in Saturday School. Each student is responsible for obtaining make up work.

Regarding makeup work due to absences: Suspended students MAY be required to do makeup work within three days of the suspension. It is not an automatic right to have makeup work. For excused absences, teachers may give equivalent work, not necessarily identical assignments. Some work is not able to be made up and may result in diminished academic attainment. **THUS, ATTENDANCE TO CLASS EACH DAY IS VITAL.**

TARDY SWEEPS/READMITS TO CLASS

There are seven-minute passing periods between classes and ten-minute passing periods after brunch and lunch periods. Tardy sweeps will be conducted randomly throughout the year. If a student is caught in a tardy sweep, he/she will be issued a Tardy Admit marked unexcused as re-admittance to his/her class and assigned after school detention. If the student anticipates being late to a class due to a teacher or office engagement, the student is to acquire a pass to the next class to avoid the tardy designation. Passes are required at the time of the possible tardy and are not renegotiated at later dates. Saturday school will be assigned for every five late marks per month.

Late marks can only be excused if accompanied by a medical note at arrival in the morning.

TARDY/TRUANCY REPORT

Monthly reports will be run. Saturday school will be assigned for every five late marks and/or trancies per month that a student receives. Students will be notified by mail as well as by auto-dialer when they fall into this category. Students can check the Student Services office window to see if they have been assigned Saturday School for that week.

OBTAINING GROUNDS PERMIT TO LEAVE CAMPUS EARLY

SPHS is a closed campus, meaning no student can leave during the school day without prior authorization. Aside from senior privilege cards (to be explained later), a student who needs to leave during the day must bring a note from his/her parent/guardian stating the time of day student must leave; reason for leaving; and expected time of return. Office personnel may phone home to confirm notes before "grounds permits" are issued for personal reasons. These requests to leave should be submitted to the attendance office before 8 a.m. Upon re-entering school, the student presents the signed off-campus permit with the time to the attendance window to receive an admit form. This includes partial period or lunch absences. Students may not leave campus without receiving an off-campus permit. **No absences related to failure to check out properly will be cleared;** a truancy will be assigned. Failure to check out will result in consequences such as Saturday School Detention.

STUDENT ABSENCE FROM CLASS DUE TO FIELD TRIP OR ATHLETICS

Students who are absent on approved field trips and athletic contests are not deemed to be absent from school, only absent from class. Students must have prior permission for these absences in the form of a pink slip, which is to be signed by all teachers involved before the absence, or by a bulletin given to the teachers before the absence, indicating the date and reason for the absence, as in the case of athletic contests. The pink slip must be returned to the teacher who is sponsoring the field trip. And a form will be turned in to the Attendance Office for field trip credit. Failure to do so will result in a truancy.

MEDICAL AND DENTAL APPOINTMENTS

Doctors' and dentists' appointments SHOULD BE MADE AFTER SCHOOL HOURS. If the appointment occurs during the school day, the student must have an absence excuse from the parent presented to the attendance office to receive an off-campus permit, as explained above. **The grounds permit must be returned to the attendance office with the doctor's stamp.**

PARENT-INITIATED TRIPS AND INDEPENDENT STUDY

Students who will be absent on family trips for five or more days may be placed on independent study for the time missed. One week prior to the trip, the student is to obtain the independent study forms from the attendance clerk. For full credit have the forms filled out by each teacher. Independent study is a contract between the student and teachers whereby the student will be able to continue the school work in each class while absent. Upon return to school, the teachers will evaluate the student's work and return the completed form with graded work to the attendance clerk for full credit. Independent study benefits students and the school in that the school continues to receive funding for the student.

THE AUTOMATIC-CALLING DEVICE ("AUTO-DIALER")

It is the firm belief of the faculty and administration of South Pasadena High School that consistent school attendance is important for academic progress and success. Additionally, we believe that good communication with the home about student attendance is necessary; consequently, the school will be using an automatic dialing device to call parents regarding student absences. The telephone calls/emails will contain a prerecorded message. The device will also be used for telephone calls regarding future school events, particularly when it is necessary to get information to parents quickly. A record of all calls made and received is kept.

SOUTH PASADENA UNIFIED SCHOOL DISTRICT High School Graduation Participation Criteria

1. Participation in the graduation ceremony is a privilege, not a right. In order for a senior to be eligible for participation in the graduation ceremony, there are behavioral expectations, as well as academic achievement, which must be demonstrated throughout the senior year. This includes attendance at school and in classes, and citizenship. In order to participate, graduating seniors must:
 - a. Successfully complete academic requirements:
 - 1) Satisfactory completion of 220 credits, including all required courses.
 - 2) Complete a minimum of 45 hours of community service.
 - 3) Have no more than two (2) failing semester grades in the senior year.
 - b. Have satisfactory attendance, which is defined as no more than TEN (10) absences, either excused or unexcused, (3 tardies = 1 absence) per period per class per semester of the senior year.

- c. Have satisfactory citizenship:
 - 1) No more than one (1) suspension for any reason during the senior year.
 - d. Pay all obligations prior to the last two weeks of the second semester of the senior year.
- 2. In addition to the above, graduating seniors must:
 - a. Participate in the rehearsal prior to graduation in order to graduate on stage.
 - b. Be enrolled in their 8th semester of high school unless there are extenuating circumstances that prevented them from completing high school within the traditional four years.
 - c. Have a signed participation form on file in the school office by the last Friday in September of the senior year if the pupil is a potential graduate or upon completion of enrollment documents when registering after school opens in September.
- 3. Any pupil who is redesignated to senior status anytime during the school year will be subject to all ceremony participation requirements retroactive to September of that year. The principal or designee will notify the parent/guardian immediately of the change in status.
- 4. If a pupil is in violation of any of the stated criteria, an appeal process will be in place. All appeals will be made to a committee that will be comprised of the Principal, an Assistant Principal, the pupil's counselor and a district administrator. All decisions from the appeals committee will be final.
- 5. Appeal Process:
 - a. Intent to appeal must be submitted, in writing, to the Assistant Principal of Student Services, no later than two working days after the notification of violation.
 - b. All circumstances that affected the pupil and contributed to the infraction should be clearly stated in the letter of appeal. This may entail submission of notes from a doctor or any other support documentation that may contribute to the appeals committee's understanding of the pupil's situation.
 - c. The appeals committee will review all written appeals.
 - d. After the written appeal has been reviewed, a response will be forwarded to the pupil in writing; no verbal responses will be delivered during the appeal process.

- e. All decisions from the appeals committee are final.
- f. If an appeal is granted, the pupil will be allowed to participate in the ceremony given no violations of the attendance contract agreed upon in the appeals meeting. If denied, the pupil will not participate in the ceremony and no tickets to the graduation ceremony will be issued to non-participating seniors. This does not mean that a senior pupil who has met the graduation requirements will not receive the high school diploma, only that actual participation in the ceremony will be denied.

WHERE TO GO

STUDENT SERVICES OFFICE

Lost and Found – Articles

- Anything you have misplaced or found and wish to turn in.

Confiscated Items

- Personal Mobile Devices

Senior Privilege Cards

Out-of-Towner (Ooter) Forms for selected dances

Community Service Log Sheets/Opportunities

ATTENDANCE OFFICE

Absence Excuse Notes

- To clear absences when returning to school

Tardy Admits

- To enter a class when tardy.

Off-Campus Permits

- For authorization to leave campus/Grounds Permits.

Attendance Verifications

College Visits clearance

Independent Study applications

OFFICE OF THE REGISTRAR

Official transcript requests

New student registration

Change of home address verification

HEALTH OFFICE

Medical Emergency Forms

Log of student visits to the Health Office

Administer doctor prescribed medications (with proper authorization)

COUNSELING/CAREER CENTER

Counselors

- Counselors are available by appointment during day and without appointment during brunch and/or lunch.

Work Permits

- Permit allows students sixteen years old or older to hold a job. All students must maintain a 2.0 GPA. Work permits are available prior to 11:00 am daily in room 415.

LIBRARY MEDIA CENTER

Hours: Monday-Thursday: 7:30-4:00 p.m.
Friday: 7:30-3:15 p.m.

The library provides access to both reference and circulating books in support of the high school curriculum. There are many computers and tablets available for student use, offering Microsoft Office programs, subscription reference databases and Internet access. A photocopy machine is also available. To use computers, tablets, or have access to the wireless Internet, students must complete the Acceptable Use Agreement.

Rules:

1. The library is a place for quiet research and study. Students are expected to maintain low voices while in the building.
2. Passes are needed to use the library any time a student would normally be expected to be in class.
3. Food or drinks are not allowed in the library.

Each Student must have a textbook policy contract on file in order to receive textbooks. The student is responsible for all books issued to him/her during the course of the school year. The student must pay for all books damaged or destroyed or not returned. Each student is responsible for the exact copy of the book issued to him/her.

Each student has a computer account; accounts are blocked if an Internet use agreement is not on file in the library or the agreement is broken.

Assignments

- Reference/research materials
- Tutoring available after school Monday-Thursday.

Lost and Found – Books only

- Any books you have misplaced or found and wish to turn in.

Obligations

- To pay for any lost, stolen or damaged books.

SAC ROOM**Activity Proposal**

- Request form that is required to have an activity on campus.

Revenue Potential Forms

- Used with the activity proposal if you plan to have a fundraiser.

Club Minutes Forms

- Forms are used to keep minutes of meetings and are necessary to document financial expenditures.

Poster Approval

- The Commissioner of Publicity, or designee, must approve any poster by a student-authorized organization if it is to be put up on campus.

STUDENT BANK**SAC/ID Cards**

- Student Activity Cards allow students entrance to any school activity at reduced prices or at no charge. ID cards identify students as attending South Pasadena High School. These can be used as ID when taking the Scholastic Aptitude Test (SAT) or the American College Test (ACT).

Check Requests/Purchase Orders (pre-numbered form)

- Used to get back money spent on an ASB club or organization activity or used for purchasing goods for an ASB club or organization when cash is not available. Remember to always save your itemized receipts and to get pre-approval for expenditures.

Receipt Books

- Used when collecting money.

Deposit Forms (pre-numbered forms)

- Used when depositing money. Must be picked up in the Student Bank and returned with your money.

Revenue Potential Forms

- Used with the activity proposal if you plan to have a fundraiser.

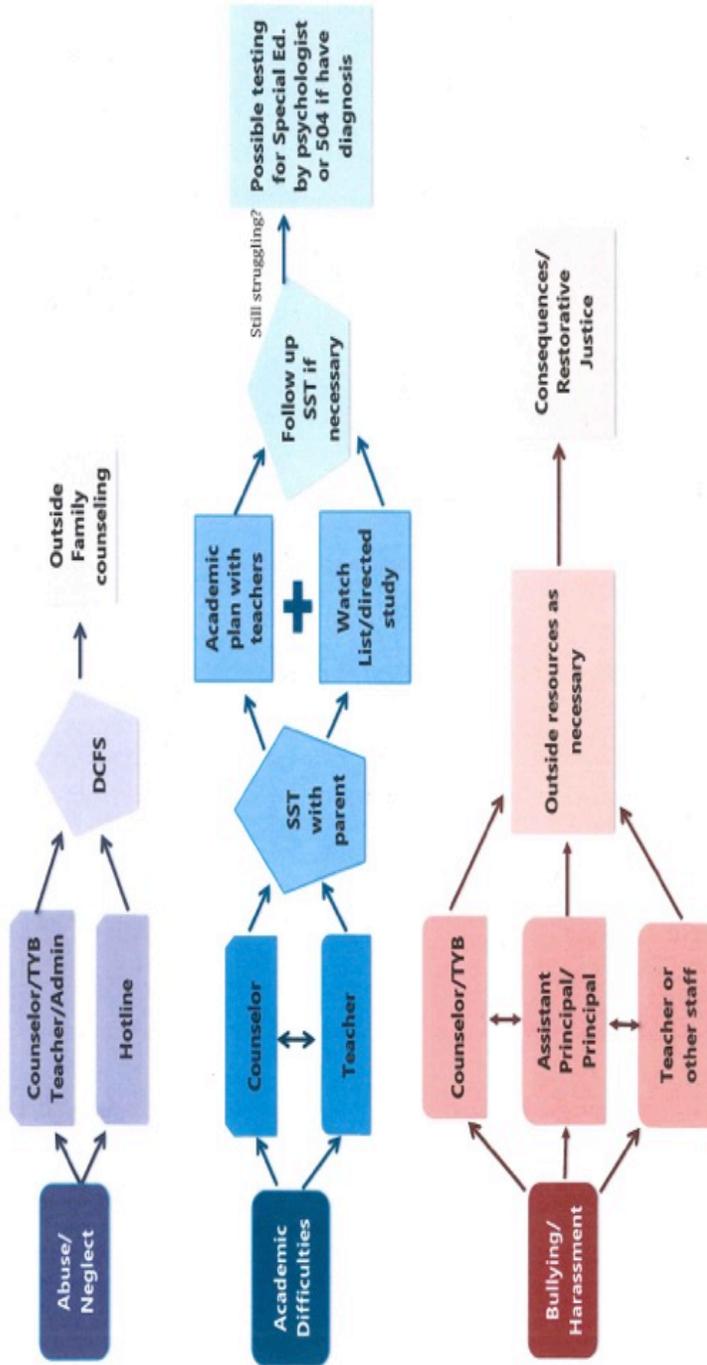
Ticket Control Sheets

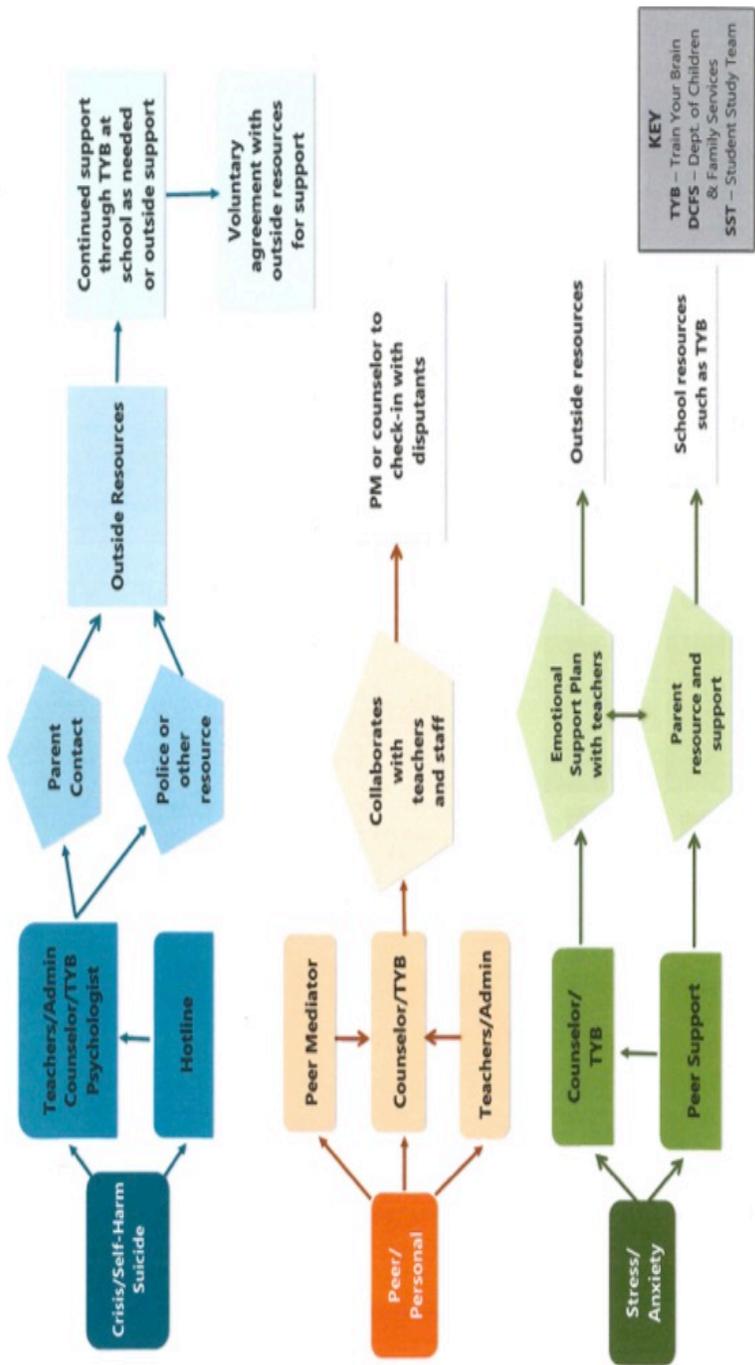
- These are used if you plan to have a dance, or any event that uses tickets.

Financial Obligations

- Pay for any lost, missing, stolen or damaged school material, other than books

Student Resource Flowchart





CLASS CONDUCT STANDARDS

1. The student will arrive to class on time. If detained by another teacher or staff member the student will receive a note excusing the tardy.
2. The student will be present daily, or will clear any absence by presenting a clearance slip of some type the next time the class meets.
3. The student will arrive to class daily with all the appropriate materials and be prepared to participate in a positive manner in the day's lesson.
4. The student will demonstrate concern and respect for all others in the classroom.
5. The student will demonstrate respect for all school property.
6. The student will cooperate with the teacher, and follow directions given.
7. The student will receive permission before being allowed to leave the classroom, and will have a hall pass with him/her in this instance.
8. No food or drink will be brought into the classroom without the teacher's permission.
9. The student will be respectful and use appropriate language at all times.
10. The student should not have any electronic devices visible in class at any time. These devices may be confiscated if a student violates this rule.
11. The student will present work representative of his/her abilities, avoiding cheating and plagiarism.
12. The student should remove all hats, caps, hoods, and head scarves before entering any campus building, including classrooms and offices.

CITIZENSHIP

Students of South Pasadena High School are expected to demonstrate and practice behaviors that are supportive of working together in a cooperative and collaborative community environment. They take pride in representing our school in a positive way both on campus and to the public.

Students are rated in each class by each teacher to a standard established by the teacher and clarified to the class at the beginning of each semester. The individual classroom teacher develops standards for classroom conduct for grading purposes.

DISCIPLINE

When disciplinary action is necessary to effect appropriate behavior change, students are assigned hours at Saturday School, after school, hours for campus enhancement, or suspension from school. The disciplinary action taken will be at the discretion of the principal or his/her designee.

Saturday School is a detention study hall. It is to be used in a positive educational fashion. Saturday school can be assigned at the discretion of the administration. All school rules apply at Saturday School. Students must arrive prior to 8:00 a.m. and will be dismissed at 12:00 p.m. A student who misses Saturday School due to illness must present a note to the Assistant Principal of Student Services on the first day returning to school. Discretion will be used by the Assistant Principal in postponing or re-assigning a Saturday School assignment. Otherwise, students who disregard a Saturday School assignment without presenting a note from a parent or guardian the Friday before the Saturday School assignment risk receiving additional consequences. Students are notified of their Saturday School Detentions via call slips and the auto-dialer, while copies of their referral and Saturday School letter are mailed home. Seniors who fail to comply may face loss of senior privileges such as revocation of Senior Privilege Card, revocation of special Senior activities, and/or holding back of cap, gown and Graduation walking privileges. Underclassmen may be excluded from extra-curricular activities as well if they have outstanding Saturday School obligations.

If the student does not complete his/her detention by the end of the school year, the Saturday School obligation will be carried over to the next school year.

SPHS maintains a safe environment policy regarding alcohol and drugs, on campus, at a school-sanctioned activity (whether on or off campus), or going to and from school. SPHS may recommend expulsions for infractions involving occurrences of any of the following:

1. Being under the influence of alcohol or other drugs.
2. Possessing alcohol or other drugs.
3. Providing alcohol or other drugs to someone else.
4. Using alcohol or other drugs.

Protecting the safety and well-being of our students is a high priority at SPHS. To this end, we have partnered with the *Interquest Detection Canines* for random visitations as a proactive step to keep our campus drug and alcohol free. We provide access to group support and counseling for our students who are dealing with substance use/abuse issues and also have links with community support resources. We urge

our students to let us help them and to be proactive. Students, we have the following resources to help you lead a safe, healthy, drug-free life.

In accordance with state and federal law smoking is prohibited in all district facilities and vehicles. (20 U.S.C. 6083, Labor Code 6404.5) Use of tobacco products is prohibited at all times on district grounds. This prohibition includes electronic cigarettes, and it applies to all employees, students, and visitors at any activity or athletic event on property owned, leased or rented by or from the district.

Want to quit smoking tobacco? Call: The California Smokers' Helpline 1-800-NOBUTTS or 1-800-662-8887. Deaf and Hearing Impaired call 1-800-933-4833.

Community Referrals:

BHC Alhambra Hospital	626-286-1191
Insight	626-564-2703
Las Encinas	626-795-9901
Action Family Counseling	800-367-8336

The Board of Education supports a "*safe environment*" approach to serious offenses in which students present dangers to themselves or others. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment and requires that all offending students bear the appropriate consequences for their actions.

CONSEQUENCES

Recommended disciplinary actions for violations of the education code section 48900 are listed on the following chart. Specific subsections of Education Code Section 48900 are listed. Asterisks indicate that law enforcement will be notified. It should be noted that a pupil may be suspended or expelled for acts that are enumerated in Education Code 48900 and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on or off campus.
4. During, or while going to or coming from, a school sponsored activity.

Suspended students must follow the instructions printed on the suspension papers issued at the time of the suspension. These instructions include staying away from the school campus during the suspension period before, during, and after school including all school activities, whether on or off campus. The entire 24-hour day should be viewed as part of the suspension day. Violating the suspension instructions may result in additional penalties such as an added suspension day.

**RECOMMENDED DISCIPLINARY ACTIONS
 GROUNDS FOR SUSPENSION OR EXPULSION**

VIOLATION	MIN. DAYS	MAX. DAYS	ED. CODE SECTION 48900
A. Assault/Battery* <i>Caused, attempted to cause, or threatened to cause physical injury to another person or Willfully used force or violence upon the person of another, except in self-defense.</i>	3	Exp.	A(1)(2)
B. Firearm/Knife/Explosives* Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object	3	Exp.	B
C. Controlled substance* Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage, and an intoxicant of any kind.	3	Exp.	C
D. Selling controlled substance* Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind.	3	Exp.	D
E. Extortion/Robbery* Committed or attempted to commit robbery or extortion.	3	Exp.	E
F. Willful damage of property Caused or attempted to cause damage to school property or private property. The parent/guardian of any minor who willfully cuts, dismantles, destroys, defaces or otherwise injures in any way property, real or personal, belonging to a school district, or personal property of any school employee shall be liable for all such damages caused by the minor.	Det.	Exp.	F
G. Stolen Property Stolen or attempted to steal school property or private property.	Det.	Exp.	G
H. Tobacco Possessed or used tobacco, or any products containing tobacco or nicotine, including clove cigarettes. Although <i>electronic cigarettes</i> do not contain tobacco, they are designed to simulate the smoking of conventional cigarettes. Therefore, they will be treated like a tobacco product with regards to this policy.	Det.	Exp.	H
I. Habitual vulgarity/Profanity Committed an obscene act or engaged in habitual profanity or vulgarity	Det.	Exp.	I

- J. Drug paraphernalia Det. Exp. J
Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- K. Disruption/Defiance Det. Exp. K
Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
- Gambling
The playing of a game of chance for money.
 - Reckless Driving
Driving on or about school property in such a manner as to endanger persons or property.
 - Parking
Parking in an unauthorized area on school property.
 - False Identification
Refusing to give or giving false identification when required to do so by a staff member.
 - Forgery
Falsifying signatures or data on official records, or misrepresenting documents to be right and proper.
 - Freedom of Expression
Distribution or utterance on or near school property of inflammatory, libelous, slanderous, or otherwise impermissible material and/or speech.
 - Student Attire
Clothing with advertising or advocacy of alcohol or drugs, gangs, or tagging is not permitted. Sexual innuendo and prejudicial statements are also not permitted.
 - Violation of Suspension *
Physically present on a school campus or at a school activity while on suspension.
 - Visiting Other Campuses
Unauthorized presence during school hours or at school activities on or about a school campus other than the assigned campus.
 - Tardies/Truancies
 - Throwing any kind of object or liquid
 - Plagiarism or cheating

VIOLATION	EDUCATION ED. CODE SECTION 48900		
	MIN. DAYS	MAX. DAYS	
L. Stolen property Knowingly received stolen school property or private property.	Det.	Exp.	L
M. Imitation firearm Possession an imitation firearm	Det.	Exp.	M
N. Sexual assault/battery*	Det.	Exp.	N
O. Witness Harassment Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. <ul style="list-style-type: none"> • Sexual harassment • Causing, threatening to cause or participating in an act of hate violence. 	Det.	Exp.	O
P. Prescription drug Soma Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.	Det.	Exp.	P
Q. Hazing Engaged in, or attempted to engage in, hazing.	Det.	Exp.	Q.
R. Bullying Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act (cyber-bullying), as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel	Det.	Exp.	R.
S. Aids/abets physical injury	Det.	Exp.	S.
U. Force against school staff	3	Exp.	U.
48900.7 Terroristic Threat* In addition to the aforementioned violations, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.	3	Exp.	

**Immediate notification of the appropriate law enforcement agency.*

AGE 18 AND CITIZENSHIP

The high school staff will continue to work with students toward developing responsible behavior that leads to productive academic and citizenship results. However, chronic violations of a code of discipline deprive all students of receiving the school staff's full attention. Therefore, after reaching the age of majority (18) a student who continues to violate school policies will be withdrawn from SPHS. Any student so terminated will be encouraged to continue the educational process at an adult education facility.

ACADEMIC INTEGRITY POLICY

At the beginning of the school year, all students will be asked to sign the Academic Integrity Policy Acknowledgement Form, which will be kept on file by the office of the Assistant Principal, of Student Services for the duration of a student's affiliation with SPHS. The form will not have to be renewed each year. Refusal by students to sign the form does not absolve a student from the expectations set forth. It is the student's responsibility and obligation to adhere to appropriate behavior and education code guidelines on a daily basis.

WRITING AND PLAGIARISM

Plagiarism is a direct violation of intellectual and academic honesty. Although it exists in many forms, all plagiarism refers to the same act: representing someone else's words or ideas, as one's own. The most extreme forms of plagiarism are the use of a paper written by another person or obtained from a commercial source, or the use of a paper made up of passages copied word for word without acknowledgement. Paraphrasing an author's idea or quoting even limited portions of his or her text without proper citation is also an act of plagiarism. Even putting someone else's ideas into one's own words without acknowledgement may be plagiarism. In none of its forms can plagiarism be tolerated in an academic community. It may constitute grounds for a failing grade or withdrawal from the class with no credit. One distinctive mark of an educated person is the ability to use language correctly and effectively to express ideas. Teachers assign written work for the purpose of helping students achieve that mark. Each teacher will outline specific ideas wanted, but all teachers expect students to present work that represents the student's understanding of the subject in the student's own words. It is seldom expected that student papers will be based entirely or even primarily on original ideas or original research. Therefore, to incorporate the concepts of others may be appropriate with proper acknowledgement of sources, and to quote others directly by means of quotation marks and acknowledgements is proper. However, if a paper consists entirely of quotations and citations, the paper should be rewritten to show the student's own understanding and expressive ability. The purpose of the written assignment (i.e., development of communication and analytic skills) should be kept in mind as each paper is prepared. It should not be evaded through plagiarism.

CHEATING

Teachers have the responsibility of planning and supervising all academic work in order to encourage honest individual effort, and of taking appropriate action if violations of academic integrity occur. However, honesty is primarily the responsibility of each student. The term 'cheating' includes, but is not limited to:

- Plagiarism
- Knowingly receiving or supplying unauthorized information regarding any examination or assignment
- Theft (or unlawful possession of) a teacher's test
- Changing an answer after work has been graded and presenting it as improperly graded
- Forging or altering any school documents

The consequences listed below apply to any type of cheating, plagiarism, and other academic dishonesty in which I am involved while a student at SPHS. If my violation is severe, as will be explained in class, consequences may be imposed out of sequence.

First Offense:

- My teacher notifies my parent/guardian, counselor and Assistant Principal.
- I will fail the assignment.
- My teacher will assign me a U in citizenship in that class.
- My infraction will be recorded in my school discipline record.

Second Offense:

- I will fail the assignment.
- This offense will be noted in my discipline record as a repeat offense.
- My teacher will assign me a U in citizenship in that class.
- All of my teachers will be notified.
- I will be assigned two days of Saturday School for defiance of authority.
- I will not have the right to get makeup work.
- I will attend a conference with my teacher, parent/guardian, counselor & AP.

Third Offense:

- I will fail the assignment.
- This offense will be noted in my discipline record as a third offense.
- A U will be assigned in the class involved.
- All teachers will be notified again.
- I will be assigned three days of Saturday School or a suspension for continued willful disobedience.
- I will not have the right to get makeup work.
- Also, if a senior, I will be prohibited from participation in baccalaureate and graduation.

Contingency Consequences: Depending on the severity of the infraction, the following may be imposed in addition to, or in place of the consequences listed above.

- Letters of recommendation in my behalf may be revoked.
- Five days of school suspension, with no make-up work, may be imposed.
- I may be dropped without credit from the class in which the cheating occurred.
- I may be recommended for expulsion from our school district.
- If a senior, I will be prohibited from participating in baccalaureate and/or graduation.
- I will be excluded from consideration for scholarships, awards, or other honors.

MARKING PENS/ETCHING DEVICES

Marking pens, etching devices, and spray cans are not allowed on campus unless being used in an art class, or in another classroom where the teacher has given permission and assigned project work that requires their use. Any student caught with marking pen(s) or etching device(s) will be warned at the first offense and administered appropriate discipline. The second offense will result in suspension. Any student caught using a marking pen or etching device to mark school property will be suspended and subject to other disciplinary action, such as repairing or paying for all damage caused.

SCOOTERS/SKATEBOARDS/BICYCLES

Bicycles, scooters, skates, rollerblades, gliders and skateboards are **not** to be ridden on school grounds. In order to maintain a safe and secure environment as well as to preserve the campus, all wheeled vehicles must be walked on campus. A bike/skateboard lock-up area is provided with students providing their own locks. Bikes/skateboards may not be locked in other areas on or around campus.

**South Pasadena Unified School District Network
and Internet Access Agreement for Students'
Acceptable Use of District-Wide Computer Network**

The SPUSD Board of Education recognizes the educational value of technology, including Internet access, to provide learning and communication opportunities for students, and to enhance student learning. Since the Internet is a vast and expanding resource that holds appropriate and inappropriate opportunities for students, this policy is set forth to communicate acceptable and unacceptable use.

Rules and Regulations:

1. The student in whose name a login account is issued is responsible for its proper use at all times. The student shall keep personal account numbers, home addresses, and

telephone numbers private. The student shall use the login account only under his/her account number.

2. The District's electronic services shall be used only for purposes related to education. Purely commercial, political, and/or personal use of the District's services is strictly prohibited.
3. The student shall not use the District's technology services to encourage the use of drugs, alcohol, or tobacco, nor shall he/she promote unethical practices or any activity prohibited by law or District policy.
4. The student shall not transmit, download or communicate material that is threatening, obscene, disruptive or sexually-explicit, or that could be construed as harassing or disparaging to others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. This includes online social media networks including: social networks, online forums, wikis, blogs and any other social media.
5. Copyrighted materials may not be placed onto the system without the author's permission and the permission of the system administrator. In addition, no computer programs shall be uploaded to, or downloaded from, District computers without prior permission.
6. Equipment is owned by the District. As a result, students are not allowed to alter or tamper with the configurations on any District technology device.
7. Students should be aware that computer files and communications over the networks are not private and there is no reasonable expectation of privacy. The District reserves the right to monitor these systems at any time without advance notice or consent.
8. Students shall not vandalize or make any malicious attempt to destroy data of another user or department that is connected to the network. This includes physical damage and damage by uploading malware or computer viruses.
9. The District will implement the use of a Technology Protection Measure, or filter, to protect against access to visual depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. The filter may also be configured to protect against access to other material considered inappropriate for students to access. The filter may not be disabled or bypassed via proxy server at any time when using the network, if such disabling or bypassing will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.

10. The District will allow the use of student-owned personal digital devices (bring your own device-BYOD) in the context of instructional classroom activities that are in accord with the provisions set forth in this policy and when permitted by faculty and site administrators. The District reserves the right to determine which uses constitute acceptable use and to limit access to such uses.

Some student-owned personal devices utilize cellular or other networks that are not subject to District use-of-technology protection measures to block, filter or monitor access. The use of District-owned network resources is not private. School and network administrators and their authorized employees monitor the use of the network to help ensure that uses are secure and in conformity with this policy. Student-owned devices shall not be used to access electronic resources outside of the bounds set forth in this policy irrespective of which network is being utilized by the student.

Regular student disciplinary procedures will be utilized if acceptable use policies are not followed with student-owned devices. Students bring their devices to school at their own risk. The District will not be liable for lost, stolen, or broken student-owned devices.

Penalties for Improper Use

The use of a District account and to use District technology is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary action for the student.

ELECTRONIC DEVICES "PERSONAL MOBILE DEVICES"

Personal mobile devices are defined as cellular phones (including Bluetooth devices), portable music devices (MP3, I-pod and headphones), and hand-held gaming devices (Gameboy, PSP, I-touch), etc. Students may possess cell phones, but they must be turned off between 8:00 a.m. and 3:00 p.m. and put in a pocket, backpack, or purse, providing that they do not disrupt the educational program or school activities. Mobile device use shall be prohibited during the instructional day, *unless permitted and directly supervised by a teacher in the classroom for instructional purposes only*. The instructional day is defined as the start of first period to the end of the last period of the day, including Brunch and Lunch periods. Students may use mobile devices before and after school and at school related events, providing they are not disruptive to the event. If a disruption occurs, an employee may direct the student to turn off the mobile device and/or confiscate the device until the end of the day or activity.

Unauthorized use of a mobile device will result in confiscation of the device, possible parent conference, student detention, and/or suspension. SPHS is not responsible for damaged, lost or stolen items.

The progressive consequences for violating this policy carry over from year to year, cumulatively, through graduation or for however long you are enrolled at SPHS. They do not start over at the beginning of each year.

Unauthorized use of a mobile device or personal electronic device may result in the following progressive steps:

First Offense: The mobile device or personal electronic device is confiscated and kept in the Student Services Office, the offense is noted in the student's discipline record, and the student may pick up the mobile device or electronic device after school.

Second Offense: The mobile device or personal electronic device is confiscated and kept in the Student Services Office, the offense is noted in the student's discipline record, and Saturday School is assigned.

Subsequent Offenses: The mobile device or personal electronic device is confiscated and kept in the Student Services Office, the offense is noted in the student's discipline record and the student is assigned a Saturday School Detention. The parent/guardian may pick up the mobile device or personal electronic device after the detention has been served.

SPHS DRESS CODE

The South Pasadena High School Dress Code is designed to ensure a focused learning environment on campus that fosters physical cleanliness and mutual respect amongst students and staff. Self-expression in dress is encouraged on campus but must be limited where it may intrude upon the rights of others to a comfortable school setting. The Code is also designed to present a consistent image of South Pasadena High School as a place of learning and to prepare students for appropriateness in the workplace.

What must be covered:

Range of skin from the armpit to The Bottom Line (see definition)

The Bottom Line: A hand's **length** below the bottom of the buttocks

When the body is **standing straight**, clothing (any combination of tops and bottoms) must extend from armpit level to the Bottom Line, **front and back**. No skin must be seen within this range. Bare midriffs are prohibited. Sheer clothing must be worn accordingly:

- No underwear may be visible, including but not limited to boxers, briefs, bras and bra straps, panties, thongs.
- Underwear must be worn.

- Skirts must extend half of the length between the hips and the knees.
- No bare feet are allowed.

Prohibited items of clothing:

- Strapless tops.
- Hats, bandanas, visors, hoods, beanies, berets and caps **inside buildings.**
- Clothing or accessories that may be construed as a weapon, including but not limited to chains, and spiked bands.
- Those bearing derogatory messages or images (racial, ethnic, religious, gender or sexual slurs).
- Those bearing sexual suggestions.
- Those bearing connotations of violence.
- Those bearing connotations of drugs or alcohol.
- Those bearing profanity.
- Those bearing gang-affiliated symbols.

Where the Dress Code is in effect:

- On campus during school hours.
- At all school functions (e.g. football games, Ice Breaker Dance, etc.) with the exceptions of the two formal dances, the Winter Formal and the Prom.

Dress requirements for formal dances will vary slightly from the school dress code. Student dress violations at all other functions will result in denied access.

Penalties for violations:

Students are expected to know the provisions of the Dress Code. Therefore, violators will be subject to the following progression of penalties **without previous warning:**

1. ***On the first and every offense:*** The dress code violation will become part of the student's record. The student will be assigned loaner clothes from the Student Services Office (see Loaner Policy) unless he/she can supply appropriate cover-up clothing or notify a parent to bring clothing.
2. ***On the second offense and every repeated offense thereafter:*** The student is assigned Saturday School (4 Hours) and the student's parents are notified by the Student Services Office.

Loaner Policy: Loaner clothes must be returned to Student Services within two days. Clothes must be washed before being returned. If a student fails to return the clothes, he/she will be assigned Saturday School.

SCHOOL FRATERNITIES

(Extract from the California Education Code): "It shall be unlawful for any pupil enrolled as such in any elementary or secondary school of this state, to join or become a member of any secret fraternity, sorority, or club, wholly or partly formed from the membership of pupils attending such as public school."

STUDENT ADDRESSES

Parents are required by the Education Code to keep on file in the main office their current home and work address and telephone number. Whenever this information changes, the school Registrar must be notified immediately of the new address or telephone number. If it is discovered that you have failed to report a change of address to another school attendance area, your child will not be eligible for a permit to continue at this school.

WORK PERMITS

A permit to work is necessary for all minors, 14 through 17 years of age. Applications for work permits are issued through the Counseling/Career Center. The California Labor Code states, "...no minor under the age of 18 years shall be employed more than eight hours in one day of 24 hours, or more than 48 hours in one week, or before 5 o'clock in the morning or after 10 o'clock in the evening." These limitations include hours spent in school. (Education Code Section 12259.) Students must maintain a 2.0 GPA.

EARTHQUAKE AND DISASTER PREPAREDNESS

School is one of the safest places to be in the event of an earthquake. Legislation has required school buildings to be constructed with increased structural safety.

In the event of an earthquake, "duck and cover" at the first shaking. Drop to the floor beneath the desk, chair, table or bench with your back to a window. Bury your face in the crook of your elbow. Cover your head with the other hand. Most injuries will occur from debris, so take adequate precautions, including wearing shoes to avoid broken glass. Once the shaking stops, your teacher will instruct you to proceed to the football field with your class by the shortest and safest route. Every class has a pre-designated area on the field. The teacher is responsible for the class. Students sit at the feet of the teacher so that information is easier to disseminate. There will be a First Aid Station and Student Release Area. The student is to remain with the teacher.

Students will be released to their parents through the Meridian Street gate. As parents arrive, the student will be notified. It is of the greatest importance to remain in your designated area. School should be the pre-designated area for your family to be reunited quickly and easily. School is also one of the few areas in the city where assistance for your needs may be provided.

During the course of the school year, drills are planned to facilitate the safe dispatch of students during a disaster.

Students interested in serving on the school's Emergency Response Team should contact the Assistant Principal of Student Services.

PARKING LOTS

Parking in the Bank/Fremont & Pool lots is limited to staff and selected senior students. Permits must be displayed. Parking on the street is a possibility. Students may not leave campus to retrieve items from their car nor may they leave campus to move the car to a new location without written permission from the office. Students who park in staff parking spaces may be assigned Saturday school, cited and/or towed away at owner's expense. ***For morning drop off, parents must enter on the Lyndon Street side of the lot and exit on Fremont Avenue. Parents may only park in the designated visitor spots.***

CLOSED CAMPUS

Students who have been assigned Home Study during period one or two or five, six, or seven are not to be on campus during this time. Students who have home study 5th or 6th period must remain on campus until the end of lunch unless they have a senior privilege card. Students may not remain anywhere on campus including the Tiger Patio, Diamond Street, Rollin Street, the gym, or the swimming pool parking lot.

Any unauthorized departure during brunch, lunch, or during the student's school day will result in an attendance referral. Consequences for leaving at brunch/lunch are:

- First offense: Warning and/or detention
- Second offense: Additional Saturday school and parent conference.
- Third offense: Saturday school, possible suspension, and/or referral recommending a School Attendance Review Team (SART) meeting with parent and counselor.
- Fourth offense: Suspension and a recommendation to SART and possibly School Attendance Review Board (SARB)

The South Pasadena High School campus is closed to outside visitors. Individuals who have legitimate business to conduct must request a visitor's pass from the main office. Students are to discourage friends and others from entering the campus. Maintaining a secure learning environment, free from trespassers, requires the reporting of visitors to the appropriate authorities. Trespassers can be arrested.

NOTICE OF PROCEDURES CONCERNING TITLE IX

The following is required to be made available to all students by Title IX of the Educational Amendment of 1972.

1. The Assistant Superintendent of Human Resources has been designated to coordinate all Title IX compliance efforts.
2. Complaints alleging actions prohibited by Title IX should first be discussed with the persons directly involved (teacher, coach, counselor, etc.). Should the issue not be resolved, it should next be discussed with the principal. If the issue is not resolved at that time, a complaint in writing may be made to the Superintendent of Schools, and, later to the Governing Board, should that be considered necessary.
3. It is the intention of the South Pasadena Unified School District to comply with all provisions of Title IX.
4. The South Pasadena Unified School District does not discriminate on the basis of gender in activities or educational programs.

SENIOR PRIVILEGE CARDS

Current seniors at South Pasadena High School may have the privilege of leaving campus at lunch. Seniors who wish to apply for a senior privilege card must have their parent or guardian come to the Student Services Office and sign the 'parent request' form. Requests are taken during the first two weeks of each quarter only.

The following criteria apply:

1. Only students classified as seniors (160 units accumulated, and scheduled to graduate the following June) are eligible.
2. Any accumulation of 10 tardies or 5 unexcused absences during any nine-week grading period will be immediate cause for revocation. It is the student's responsibility to periodically check on their attendance record and verify any questionable attendance marks with their instructors and with the attendance clerk.
3. The student must have a 2.0 GPA (unweighted including physical education) on the previous quarter/semester report card. The GPA is calculated each grading period and is not to be cumulative.
4. The student may have no more than one "U" in citizenship during the previous grading period.
5. Any student identified and verified as having willfully shown disrespect to a SPHS employee, neighbor, or community establishment will automatically have their senior privilege card revoked.
6. Any seniors involved in making fake senior privilege cards, loaning their cards, or borrowing another senior's card to leave campus, will have their privileges revoked for the rest of the year.
7. Seniors leaving the campus must always present their senior privilege card to supervision personnel.

Seniors must remember that having a card is a privilege not a right. It can be revoked upon the violation of any of the above criteria. The

card excuses eligible seniors for the lunch period only. It cannot be used as a grounds permit at any other time.

LOST AND FOUND

A lost and found department is maintained in the Student Services office. All articles not claimed by the end of each month are given to a charitable institution. Lost textbooks may be claimed in the library.

LOST OR DAMAGED SCHOOL PROPERTY

Students are loaned books and other materials during the school year. These are to be returned in good order. Fines will be assessed for misused or lost books or materials.

Students who fail to clear their obligations will have an obligation notification sent to their parents. Consequently, if the obligations are not cleared, the school will withhold grades, diploma, or transcripts until the obligation is cleared in accordance with California Education Code 48904.3 (b). This is our right under these sections of California law. All questions concerning student obligations should be directed to the Library Media Center.

ASSEMBLIES

Assemblies are scheduled periodically to bring topics of general interest to the student body. Assemblies are coordinated through the Commissioner of Assemblies. The schedule for assemblies changes depending on the assembly. In general, there is a double assembly so that all students may be accommodated comfortably in the auditorium. Attendance is mandatory and roll is taken. When the assembly begins, the side doors will be closed. If late, please enter through the doors in the auditorium foyer at the rear of the auditorium. Students will be expected to conduct themselves appropriately and follow the Class Conduct Standards.

SCHOOL SITE COUNCIL

The purpose of the School Site Council is to develop and recommend a yearly school improvement plan and budget consistent with the Education Code. Its membership is composed of the principal, teachers, classified personnel, students, and parents, with meetings held once a month to oversee the plan, and, if necessary, make modifications in the plan to reflect changing improvement needs and priorities.

THE DAILY BULLETIN

A bulletin is published daily. Additional copies of the daily bulletin are available in the main office. It is also posted on the school's website. Students are responsible for knowing the content of the daily bulletin.

Students who wish to put notices in the bulletin are to contact their club faculty advisor, and the advisor will email them to the receptionist. Notices are usually run no longer than two days, and each

notice is edited to insure brevity. All bulletin notices must be submitted by 12:00 noon for next day publication.

OOTERS (OUT-OF-TOWNERS)

The term 'Ooter' is used for guests of SPHS students who wish to attend school dances. Only one Ooter guest is allowed for each SPHS student attending a dance. (Not all dances allow Ooters). Ooter guests must be no younger than 14 years old or no older than 20 years of age by the date of the dance, and must be able to provide photo ID. All guests are subject to administrative approval. Background checks will be conducted on Ooter guests prior to approval. The SPHS student is responsible for the conduct of their guests. All school rules apply to SPHS students and their guests. Former students with an unsatisfactory discipline record while in attendance at SPHS will not be approved for an Ooter Guest Permit. If an Ooter candidate's positive behavior cannot be verified, the Ooter Guest Permit will not be approved.

SCHEDULING SCHOOL ACTIVITIES

All student groups who plan an activity, both within school hours and outside, must secure an activity proposal form from the SAC room. When properly completed and returned to the SAC room, this form will reserve time on the school calendar, reserve rooms, and all other school equipment and services needed for the conduct of the activity.

All activities must be supervised by a credentialed member of the school staff and conducted under normal school rules, whether taking place on or off the school campus.

STUDENT ACTIVITY CARDS (SAC CARDS)

The Student Activity Card (SAC Card) admits the purchaser to regular athletic contests in which SPHS teams participate, in accordance with the various agreements and rules of the CIF and the Rio Hondo League. The SAC is valid only for the school year in which it is issued, and the privileges of the SAC may be revoked by the school administration. The SAC can be purchased at the time of registration in August. A lost SAC can be replaced for \$5.00 at the S.P.H.S. Student Bank. **THE SAC IS NOT TRANSFERABLE. Students are required to carry a SAC card or a student identification card while on campus or at all school events.**

ASSOCIATED STUDENT BODY CONSTITUTION

PREAMBLE

We, the students of South Pasadena High School, in order to develop civic and political responsibility in the individual, further understanding between the students and the community, direct and coordinate student activities, promote a forum for the expression of student opinion, and help maintain high standards of scholarship and citizenship, do ordain and establish this Constitution for the Associated Student Body of South Pasadena High School.

Article I - NAME

Section 1. All regularly-enrolled students of South Pasadena High School shall be members of the Associated Student Body (ASB).

Article II - COMMISSION

Section 1. The executive power of the ASB shall be vested in the Commission.

Section 2. The Commission shall have the power to interpret and enforce this Constitution.

Section 3. The Commission shall have the power to pass any legislation it deems necessary for the benefit of the school.

Section 4. The Commission shall have the power to authorize the expenditure of ASB funds.

Article III - THE COMMISSIONERS

Section 1. Each Commissioner shall have direct charge of his or her department. However, the Commission shall have the power to overrule a Commissioner's action or inaction by a two-thirds vote.

Section 2. Each Commissioner shall have the power to form any committee he or she deems necessary and to dissolve such a committee.

Article IV - ELECTION PROCEDURES

Section 1. The term of office for a Commissioner shall be the school year.

Section 2. ASB elections shall be conducted by the Commission as specified in the By-laws.

Article V - POWERS OF THE ASSOCIATED STUDENT BODY

Section 1. Member of the Associated Student Body shall have the right to petition for action. Each copy of the petition must have a description of the action sought, the name or names of the persons sponsoring the petition, and the signature of the person circulating the petition. The Commissioner of Internal Affairs shall assist in the development of such a petition upon request. If ten percent of the ASB signs the petition as audited by the Commissioner of Internal Affairs,

an election shall be held. In order for the proposal to pass, over fifty percent of the votes cast must be in favor of the proposal. Under these guidelines, the ASB may petition to recall an ASB officer to initiate any action, or overrule any action or inaction of the Commission.

Article VI - THE BYLAWS

Section 1. Operating procedures governing the Commission elections shall be outlined in the Bylaws, which may be amended by a two-thirds vote of the Commission.

Article VII - AMENDMENTS TO THE CONSTITUTION

Section 1. Amendments to this Constitution recommended by the Commission or signed by ten percent of the ASB shall be submitted to the ASB for a vote. In order for the amendment to be ratified, over fifty percent of the ASB must vote in the election. Two-thirds of the vote must be in favor.

Article VIII - POWER OF THE PRINCIPAL

Section 1. The Principal, under the powers delegated by the education code and the South Pasadena Board of Education, shall have the right to veto any act of the ASB or Commission. Such vetoes must be in writing, accompanied by a written statement of the reasons for the veto.

BYLAWS

Section 1 – Leadership

All members of the leadership class, whether Commissioners or Class Officers, shall be under the jurisdiction of the ASB Constitution and Bylaws.

Section 2 - Election Procedures

- A. Elections for Commission positions shall be held in the spring. After the completion of the Commission elections, the class officer elections shall be held.
- B. Students who wish to run for any office must have a minimum GPA of 2.5 unweighted for first semester. Students running for any office must have attended SPHS for one semester. Eighth graders planning to run for Freshman offices must have attended South Pasadena Middle School for at least one semester. All must be planning to attend SPHS in the fall.
- C. Each candidate must submit a written application to the Commission. The Commission will establish a due date for the applications, which must be met by students wishing to become candidates. No student may apply for more than one office.
- D. If no candidate submits a written Commission application, the vacant office will not be listed on the ballot. After the

- Commission elections, the positions will be opened up to the student body and the present Commissioners will appoint a person to fill the vacant position.
- E. Rules governing campaign procedures shall be announced prior to the acceptance of the applications.
 - F. All ASB members may vote in the elections for Commission officers.
 - G. The primary elections shall be held on the first Friday following spring vacation. Any candidate receiving a majority of valid votes shall be declared the winner; otherwise, the top two vote-getters shall advance to the final elections.
 - H. If a candidate who has advanced to the final election declines to run or is disqualified, the next highest vote-getter shall advance to the final election.
 - I. Any ballot clearly marked for the correct number of candidates shall be counted. For the purpose of computing percentages, the total number of valid votes cast shall be used.
 - J. To petition for reinstatement of the ballot, a candidate must have been within two percent of the second highest vote-getter and have run against a minimum of three other candidates. A petition accepted by the Commissioner of Internal Affairs places a candidate in the Run-off election. Petitioning shall only be allowed following the Primary election.
 - K. If more than two candidates have advanced to the final elections for any office, the candidates shall be placed in a run-off election to be held on the Friday following the final election. Petitioning shall not be allowed following the primary election.
 - L. If a run-off election is not needed, the final election shall be held on the Friday following the primary election. Otherwise, the final election shall be held on the Wednesday following the run-off election.
 - M. Rules governing the time allotted each candidate during the assemblies shall be announced prior to spring vacation.
 - N. The final interpretation of election rules and procedures shall rest with the Commission. Meetings for such conditions shall be open to all students.

Section 3 – Commissioners

The bylaws concerning the duties of each office are meant to serve as proper guidelines for the proper execution of each office. It should be understood that the Commission and the Leadership class function as a group with individual members cooperating and helping one another. The duties enumerated herein may be expanded to include projects to help each other and the students, and this expansion is earnestly encouraged. Inherent in the Commission form of government is the necessity for communication and cooperation among the individual members.

The Commission shall be composed of thirteen equally voting members, 8 shall constitute a quorum to do business, and a simple

majority of the members shall be necessary for passage. The leadership class shall consist of the 13 Commissioners and the 16 class officers. **(A list of the offices and their respective duties may be found at sphasb.org.)**

Section 4 - Removal from Office

- A. In setting an example, all leadership members need to maintain the minimum extra-curricular activity requirements. Any leadership member who fails to maintain the minimum requirement will be put on probation, as specified under the extra-curricular eligibility section of the Tiger Guide, for the next grading period. Failure to meet the minimum requirements by the end of the next grading period will be cause for removal from office.
- B. In the event that the Leadership class deems that there is sufficient cause for removal of one of its members, a motion to start the removal procedure must be passed by a simple majority of the entire leadership class.
 - 1. If the motion is passed, one person will be selected to represent groups for and against the removal.
 - 2. After the motion is passed, both parties will have two days to prepare statements to be presented to the leadership class.
 - 3. The removal proceeding shall be presided over by the Activities Director.
 - 4. Statements from both sides will be limited to 15 minutes. The group endorsing removal will present first.
 - 5. There will be a ten-minute discussion period allowed after the presentations.
 - 6. Voting for removal shall take place immediately after the presentations and discussion have taken place.
 - 7. Only those members who were present during both presentations and the discussion period will be permitted to vote.
 - 8. Voting will be by secret ballot. The Commissioner General votes in the removal proceedings.
 - 9. All votes must be in favor of or against the removal. No abstentions will be allowed. A two-thirds majority vote of all members present and able to vote must be obtained for the passage of the motion.

Section 5 - Vacancy of Office

In the event that any commissioner should leave office for any reason, the present commissioners shall vote as to whether or not the position shall be filled. If a majority of the commissioners vote to fill the position, the applications will be made available to the student body and the present commissioners after reviewing the eligible candidates will appoint the person to fill the vacant position.

Section 6 - Financial Operations

A. PURCHASES

Purchases of \$25.00 or less need only the faculty advisor's approval. Purchase orders must be obtained for purchases exceeding \$25.00. Purchase orders must be approved by the faculty advisor, Commissioner of Finance, Activity Director, and Principal.

The ASB Commission is not obligated to pay for an expenditure ordered by any teacher, student, or other person who has not first received a written purchase order with the necessary approval.

B. CONTRACTS

Contracts must be obtained before any event takes place. It must be approved by the Administration and appropriate commissioners. All contracts must be filed with the Commissioner of Activities and the Student Bank.

C. ASB BUDGET

The ASB Commission Budget shall be formed by July 1 for each school year.

1. The budget shall list all sources of income and expenditures for the ASB Commission.
2. The budget shall be the guideline for the school year.
3. The budget must be approved by a two-thirds vote of the Commission.
4. Revisions in the budget must be approved by two-thirds vote of the Commission.
5. Any expenditure that exceeds the amount appropriated for a budget category must have prior approval of the ASB Commission. Approval is sought by requesting an increased appropriation in the appropriate budget category, not by requesting approval of the specific item.
6. The adopted budget shall be sent to:
 - a. School Principal
 - b. School Board
 - c. Superintendent of Schools
 - d. Any other interested party upon request.

A comparison report for the budget and the actual amount spent shall be issued by the Commissioner of Finance at least four times during a school year. Interest from all ASB activities (excluding scholarship trust funds) shall be reserved for use by the ASB Commission. Financial Statements shall be issued by the Student Bank to all ASB organizations each quarter.

Section 7 – Advisors

- A. The Student Activities Director shall be appointed yearly by the Principal and be paid a stipend by the district.
- B. The Class Advisors shall be appointed yearly by the Principal and paid a stipend by the district.
- C. The Club Advisors shall be SPHS staff members.

Section 8 – Clubs

- A. All ASB Clubs or organizations shall be approved by the Principal.
- B. All ASB Clubs or organizations must register with the ASB Commission within three weeks after the start of school. Any ASB club or organization failing to do so will forfeit their funds to the ASB, will not be able to advertise in the school bulletin, and will be considered inactive.
- C. Balances of inactive accounts or accounts of graduate classes shall be transferred to the Student Activity Reserve on proper authorization by the Commission and the Principal.
- D. All fundraising activities must be approved in advance by the principal or his designee, the Activities Director, advisor of the activity, and the Commissioner of Activities.

Section 9 - Student Forum

- A. The Student Forum is an elected body of representatives. Each representative is elected from their fourth period class. In essence, the entire student body (grades 9 - 12) is represented in Student Forum.
- B. The purpose of Student Forum is to increase communication between the students and the leadership class, to receive input and assistance from the students on matters of importance, and to get more students involved in student activities.
- C. Student Forum meetings are held in the SAC room. The group meets whenever the Commissioner General believes it is necessary. After the meetings, the representatives are expected to report back to their fourth-period classes, provide information and solicit discussion.

**2018 – 2019
South Pasadena High School**

COMMISSIONERS

General	Lauren Kafkaloff
Internal Affairs	Caleb Waters
Correspondence	Kyra Angkasa
Finance	Jazzy Serrano
Academics	Grace Kim
Activities	Abbie Lukavsky
Assemblies	Flannery Clark
Athletics	Jack Sanders
Clubs	Sage Pierone
Noontime Activities	Nico Salazar
Publicity	Hayley Villapadua
School & Community	Akash Rathi
Spirit	Rebecca Wang

SENIOR OFFICERS

President	Henry Barbera
Vice-President	Laya Jabalamelli
Secretary	Kelly Mirhan
Treasurer	Melia Amezquita

JUNIOR OFFICERS

President	Joseph Lee
Vice-President	Cole Fox
Secretary	Jewel Nguyen
Treasurer	Jenny Yang

SOPHOMORE OFFICERS

President	Michelle Jee
Vice-President	Macie Lukavsky
Secretary	Jenna Okohira
Vice-President	Carissa Park

FRESHMAN OFFICERS

President	Carolina Garavito
Vice-President	Mai Koyama
Secretary	Isabella Alfonso
Treasurer	Alex Khan

Web Coordinator: Shay Ma

Videographer: Jack Campbell