



**DEL MAR HIGH SCHOOL
STUDENT HANDBOOK
2018-2019**

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Juan Gonzalez - Assistant Principal
Steve Hoy - Assistant Principal
Diana Nguyen - Assistant Principal
Richard Mendoza - Guidance Counselor
Kristie Geist - Guidance Counselor
Evelyn Beas - Guidance Counselor
Courtney Schembri - Activities Director
Jason Bumbaca - Athletic Director
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MAIN OFFICE

CONTACT: 408-626-3403 For the 24 Hour absence line, see STUDENT SERVICE CENTER below. The main office is open daily from 7:00 a.m. to 4:00 p.m.

PRINCIPAL

The Principal oversees the vision and direction of the school while making sure the school follows and meets the goals set forth by the district and the action plan set forth by the Western Association of Schools Conference (WASC).

ENGLISH LANGUAGE TEACHER ON SPECIAL ASSIGNMENT (EL TOSA)

Oversees the programming and testing of all EL students.

INTERNATIONAL BACCALAUREATE COORDINATOR

The International Baccalaureate, or (I.B.) Coordinator oversees the International Baccalaureate Programme. This position manages testing for I.B. exams, training for I.B. teachers, and serves as a counselor for the I.B. Diploma Candidates.

PRINCIPAL'S SECRETARY

Oversees and manages the Principal's calendar and affairs.

BOOK CLERK

Oversees the checking out of textbooks, student bills and payments, and assists the Assistant Principals with testing.

RECEPTIONIST

Responsible for answering the main switchboard and oversees the work permit process.

STUDENT SERVICE CENTER INFORMATION

This office is open daily from 7:30 a.m. to 4:00 p.m. 24-HOUR ABSENCE LINE: 408-558-3063

ASSISTANT PRINCIPALS

The Assistant Principals oversee discipline and attendance. Each AP has assigned students by a split of the alphabet with last names starting with either A-Gi, Go-O, or P-Z.

COUNSELORS

Counselors oversee the academic planning and programming of students and are assigned by a split of the alphabet with last names starting with either A-Gi, Go-O, or P-Z. They also assist students in planning for college and oversee any program related to this process.

CASSY COUNSELORS

These onsite counselors provide mental health services for Del Mar students.

ATTENDANCE CLERK

The Attendance Clerk assists students and parents in clearing absences, securing tardy passes, off-grounds passes for appointments, parking permits, and locker assignments.

HEALTH CLERK

The Health Clerk is available for assistance with the maintenance of immunization records, minor medical emergencies, students who have become ill and need to go home, and issuing PE medical excuses. Every attempt is made to contact parents or the Emergency Contact person listed for the student. The Health Clerk is not a nurse and is, therefore, prohibited by law from giving out any type of medication to students without written approval from the student's doctor.



DIRECTOR OF STUDENT ACTIVITIES

All matters related to student extra-curricular activities & student government (ASB) are coordinated by the Activities Director. This includes all matters involving the Student Store, Clubs, Leadership Class, School Bank, Student Government, I.D. Cards and Dances. The Activities Office is open at lunch in room 28. This is also where the Leadership Class meets every day during first period. This class serves at the government of the student body. Students can enter this class by running and winning an office or applying to be on a committee. The class represents Associated Student Body (ASB). This group of highly motivated students is in charge of running all activities on campus. They also host the school rallies, homecoming, junior/senior prom, international day, air jam and the dances. Every student is encouraged to participate in school activities, not only for pleasure, but also for self-development. Being a member of a team, holding an office, serving on a committee, or being a successful participant is valuable experience that helps students make a connection with the school. Students who develop a strong connection with their school, are more successful academically than students who do not get involved.

CLUBS

Any student can join a club by participating in Club Rush which takes place at the beginning of 1st semester during a designated lunch. Students are encouraged to find a club that interests them and join. Students can also start their own club. The information on starting a club can be obtained from the Activities Director in room 28. This process needs to take place as soon as school starts in order to get the club approved by ASB in time for Club Rush. Check with room 28 or on our website for a list of current clubs.

LEADERSHIP CLASS (ASB)

Del Mar's Student Council is composed of the ASB (Associated Student Body) officers and class officers. All ASB elected officers serve a term of one year. The classes elect officers and representatives. ASB meets daily with the Activities Director to approve fundraisers and expenditures, to plan special events, and to discuss issues of concern to the students. Students must maintain a GPA of 2.5 and no letter grades of F to participate in the class. Students who fall below a 2.5 may be placed on academic probation for a grading period. Students have six weeks to improve their grades in order to remain in the class.

STUDENT BODY CARDS

All students receive and must carry with them their student I.D. Card whenever they are on campus. Students receive their student ID cards at registration in August. Student I.D. cards must be presented whenever a teacher, administrator, or staff member asks to see it. They are used to purchase anything for sale at the student store, check out books, and checking into events, or detention.

If a student purchases ASB, the card will have an ASB designation, showing officials that they have purchased an ASB package. This includes free admission to all home and away sporting events where Del Mar is the visiting team. If a student needs to purchase a replacement ID, he or she can do so for \$5. A second replacement ID cost is \$10. If a student cannot purchase a replacement ID, he or she can see the Activities Director during the school day to secure one through other means. Please be sure to keep your school ID on you whenever you are on campus or an off campus Del Mar event.

ID CARDS AT THE KITCHEN

Food services offers an online account for students where parents can put money into a prepaid service that allows students to use their ID card like a debit card to purchase food at the kitchen. When a student buys food using their ID card, the service deducts the amount from the total that was paid for on the card. Go to the district web site at www.cuhd.org to sign up. This service is only available at the kitchen/snack bar.

STUDENT STORE

The Student Store is open Monday - Friday at lunch. Please be aware of special times when the student store may be closed. You can pay for anything and everything at the store from an IB test to dance tickets. This is where you can also order a replacement ID card. The students store takes cash, checks, and debit/credit cards. Items, such as shirts, tests, and yearbooks, can also be purchased online by going to the Del Mar website.



ATTENDANCE POLICY

Students are required by State law and district policy to attend school on a regular basis. Any student missing an excessive number of days will be subject to a review by an Assistant Principal and may face possible truancy proceedings.

TRUANCY

A student is considered truant if a parent/guardian does not excuse an absence by calling the 24-hour attendance line or speaking directly with the attendance clerk. If a student has excessive truant, they will be considered willfully defiant of the authority of the school and subject to other disciplinary action. According to California Education Code, any student who has 3 or more unexcused absences over 3 days is considered a truant (Cal. Ed. Code 48260.5[a]). If the student's attendance does not improve, the student will be labeled a habitual truant. A habitual truant is a student who has been reported as a truant and has at least 5 unexcused absences over 5 different days. If this occurs, both the student and parent/guardian will appear in front of the Student Attendance Review Board (SARB) to determine appropriate educational options. If improvement does not occur, the habitual truants are referred to the Santa Clara County Office of Education's (SCCOE) Student Attendance Review Board (SARB) to determine appropriate educational options. If improvement does not occur, the habitual truants are referred to the District Attorney for Truancy Mediation. Possible consequences of this process include:

- An unspecified dollar amount fine (for parent and/or student)
- Student work permit revoked
- Student driving & parking privileges revoked
- Minimum 1 year or more suspended driver's license up until 25 years of age
- Community Service.

ABSENCES

All-day absences must be called in directly by a parent/guardian to the 24 hour attendance line (408) 553-3063 before 10:30 a.m. on the day of the absence. All absences must be cleared within three days to avoid being designated as "truant." Parents may not clear or approve tardies. It is important that parents monitor their student's attendance using our School Loop program.

TARDY CONSEQUENCES

Once a student has reached a 5th tardy in any one class, the teacher will notify the parent. If a student receives a 6th tardy, the teacher will send the student to to check in with the Attendance clerk and their Assistant Principal will assign a half hour detention to be served that day at the end of the school day. Every consecutive tardy from this point on will earn the student a half hour detention until the end of the semester. If the student is an afternoon SVCTE student, they must serve a detention the next morning, before school.

Additional tardy consequences include, but are not limited to: Loss of attending activity privileges such as dances, athletic events

BELL SCHEDULE - COLLABORATION SCHEDULE

Del Mar holds one-hundred minute long classes on regular class days Monday through Friday ending at 2:35 p.m. Except for Wednesday, when there is no first period. On Wednesdays, Del Mar is on a collaboration schedule where the classes are only ninety minutes long with an Advisory period between the first two blocks. This allows the Del Mar faculty to collaborate on Wednesday afternoon to go over curriculum, teaching strategies, and analyze student data and work.



GENERAL RULES

The school has established a comprehensive policy to guide student conduct. In addition, teachers are expected to publish and inform students of classroom rules and consequences for violations. Students have the responsibility to become informed and abide by the established rules. Students are also to comply with all legal requirements and policies.

CAMPUS AUTHORITIES/ADULT STAFF

Students are expected to respect the authority of all adult staff members, address them with respect and respond to and comply with their direction. Any student who uses inappropriate language or takes action directed at a staff member that is threatening, sexually harassing, or insulting to their ethnicity, sexual orientation, gender or other protected characteristic will result in disciplinary consequences up to and including suspension and/or expulsion. Any student whose action interferes with a staff member or officer in the conduct of their duty that may endanger the safety of students or staff will face expulsion.

STUDENT TO STUDENT CONFLICTS

Students will settle conflicts calmly and peacefully, avoiding violence or intimidation as a response to disagreements. Students will immediately leave and/or avoid the scene of a conflict unless directed by a staff member to do otherwise.

HARASSMENT

Students will not contribute to conflicts by spreading rumors, hazing, bullying, gossiping or threatening others with harm or any other form of harassment. If a conflict is happening, they are not to “rubber neck,” get involved, egg it on or otherwise interfere with school authorities dealing with the situation. Students are to immediately leave the area as directed “mob-like” behavior will be dealt with severely.

TOBACCO PRODUCTS/VAPE DEVICES

Students will refrain from the use/or possession of tobacco or tobacco-containing products, drugs, alcohol, an intoxicant and any hallucinogenic substance on the way to or from school or a school activity, on campus or while attending any school activity whether on campus or away from the school. The school is a “TOBACCO FREE ZONE,” so neither students nor adults attending events on campus may use tobacco or tobacco-containing products. This includes Vapor Devices.

CLOSED CAMPUS

To help staff to spot an unauthorized person on campus, the campus is closed to all non-students and non-staff between 7:00 a.m. and 4:00 p.m. Parents/Guests coming to the school on official business are permitted on campus but must report first to the main office to sign in and receive a visitor’s I.D. badge that must be worn while on campus.

SCHOOL PROPERTY

Students will respect all school property and will refrain from spitting on, tagging, defacing, vandalizing, breaking or damaging it.

USE OF CELL PHONES

Cell phones and all other electronic devices may only be used during passing periods and lunch. Ringers must be put on silent. Devices cannot be out at all during a test and must be secured in a purse or backpack, unless the teacher specifically directs otherwise during the test or quiz. Teachers may choose to permit students to use an electronic device for instructional purposes, but the device must then be used only as directed by the teacher during class time. Unauthorized uses will result in discipline.

BIKES/SKATEBOARDS

Bikes, skateboards, rollerblades, or scooters are not to be ridden on campus. Bikes are to be locked in the bike racks. All other items are to be stored in student lockers.

POSTING SIGNS

Signs posted on campus must be approved by the administration or ASB. Approved signs may be attached to the walls using blue masking tape ONLY.

SCHOOL ACTIVITIES

All activities must be arranged with the Activity Director's office.

SCHOOL DOCUMENTS

Changing or altering any school document is punishable by suspension and/or expulsion.

ATHLETIC ACTIVITIES

Athletic activities should be limited to the athletic fields only (i.e., no ball throwing in the hallways).

PETS

NO pets allowed on campus at any time. This is a school and Board policy.

CONSEQUENCES FOR MISCONDUCT

The school uses a progressive discipline model for minor offenses, but expulsion can occur for a serious or dangerous offense. Consequences increase in severity with repeated misconduct or in accordance with the seriousness of the violation. Disciplinary actions and consequences may include but are not limited to the following: a verbal/written warning, mediation session(s), parent contact, behavior plans, serving detention in the Student Service Center during lunch or before school, fulfilling time in the homework center with prior approval from an assistant principal or other administrator, and/or participating in campus clean-up projects. Severe consequences include suspension, removal from a class to an alternative education program, confiscation of student property, expulsion, and/or other action considered reasonable and appropriate by the Assistant Principal. Parents may appeal suspensions to the Principal.

PARTICIPATION IN SCHOOL DANCES, ATHLETIC GAMES, AND EVENTS - RULES & CONDUCT

School activities are a major part of the social life at Del Mar and should be a safe and fun experience for all who attend. A valid current student ID must be brought to all Del Mar High School dances, athletic games, or ASB events. Students will not be admitted if they fail to bring an ID. Refunds for events, in this case, will not be issued. Extra curricular and co-curricular activities require that students have a GPA of 2.0 in order to participate. Students who do not meet this criteria will be locked out from the Five Star system, preventing them from participating or attending school events. These include: Cheerleading, After School Marching Band, Musicals, Drama Productions, All Athletic Teams, and Leadership Class. To maintain the fun and safety of the school's dances, students are required to observe the following rules:

Only students who meet the school's behavioral and attendance expectations will earn the privilege of attending school dances, athletic games, or events. A student's eligibility will be based on his or her behavior and attendance during the semester.

You will not be able to attend a school dance (including Homecoming or Prom), athletic game or event if you have five or more truant period absences in one semester and/or where corrective action, such as detention or the homework center, have not been completed.

Students will not be admitted to dances 30 minutes after the set start time and are not allowed to leave until 30 minutes prior to the end of the dance, unless otherwise authorized in writing and signed by an administrator. Students will not be admitted to athletic events after the third quarter or second period of an event where the box office has closed. Students must leave campus immediately after exiting an event. If students do not have their own transportation, they must be picked up by a parent within 30 minutes of the official end time or they will lose the privilege of attending school events.

Students must attend a full day of school on the day of these school events. Students who are absent for some or all of that day cannot attend.

All students must present a current school photo identification card before being admitted to an ASB event. Once students leave an ASB event, they cannot return and must leave campus immediately. Students will observe school rules of conduct, including those that apply to the use/possession of tobacco, drugs and alcohol. Students may not be under the influence of any alcohol, intoxication or drug at any school activity. The school reserves the right to utilize a random breathalyzer test before or during an event. The school also reserves the right to utilize a breathalyzer test whenever a school administrator or other school staff has a reasonable suspicion that the student has been drinking alcohol or is under the influence.

Students are expected to be cooperative and follow the direction of the adult chaperones and security officers.

School appropriate dress is expected of all attendees.

Dance styles which are provocative or pose the potential for injury are not allowed, and students who insist on or continue doing so after a warning will be removed from the dance. Administration will determine if that individual student will be allowed to attend future dances. If the student does not change their behavior, parents will be called and asked to pick up their student from the dance.

NOTE: Students committing a suspendible offense at an event, they will lose the privilege of attending ALL future like events for the year and potentially other school activities. This includes all away school functions.

Announcements will be made prior to dances if guests are allowed, and if so, a guest pass must be secured and prior to purchasing that ticket. No guest ticket will be sold on the day of the dance.

TREATMENT OF SCHOOL STAFF, VISITORS, AND FELLOW STUDENTS

Students are expected to follow all teachers' directions and observe all school and classroom rules. Willful defiance of the valid authority of staff, teachers or administrators will not be tolerated. Consequences may include but are not limited to: detention, suspension, and recommendation for expulsion. Fighting is unacceptable for all individuals involved. Verbal, physical or sexual harassment, bullying, intimidation and threats are prohibited at all times. Profane and vulgar language is not allowed on campus. Police may also be notified of the misconduct. For some violations, police notification is required.

SCHOOL INVESTIGATIONS

The Assistant Principals, other school administrators, and school staff have the right to question students during the school day or while the student is on campus, even if it is not a school day. School staff does not have to contact the parent for permission before questioning a student. If a student is determined to have engaged in a suspendible offense, school staff will make a reasonable effort to contact the parent in person or by phone. When a student is suspended, the parent will be notified in writing of the suspension.

SCHOOL RESOURCE OFFICERS (SRO) QUESTIONING

The school administrators may involve a school resource officer (SRO) in questioning a student who is 16 years or older if they are suspected of misconduct. The school resource officers may act as an agent of the school while on campus.

OUTSIDE LAW ENFORCEMENT (NON-SRO) QUESTIONING

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent.

STUDENT SEARCHES

Lockers belong to the school district. Students are permitted to use them as a convenience. The lockers remain under control of the school administration and may be searched whenever reasonable suspicion exists.

School officials may search a student and their personal property (including cars, purses and backpacks) when there is reasonable suspicion to believe a student is concealing evidence of a behavior code violation. Illegal items (weapons, alcohol, unlawful drugs, etc.) or other possessions determined to be a threat to the safety or security of the student or others will be confiscated and turned over to the police.

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from a student's possession or forfeited in accordance with the law. A general search of district facilities and properties, including but not limited to lockers or desks, may occur at any time. Items belonging to the district or items which are unlawful or are in violation of district policy may be seized. Students will be notified that searches of district property have occurred and will be notified of any items seized as appropriate.

REFERRAL PROCESS

A "referral" is a communication from the classroom teacher to the Assistant Principals describing a student's misconduct that has violated classroom or school rules. The referral represents a request by the teacher for disciplinary action. When the student is directed to leave the class by the teacher, the student will:

- Leave the room quickly and quietly, and report immediately to the Student Service Center. Sign in with the Attendance Clerk, report the reason for being sent to the office, and turn in their electronic devices, be seated in the assigned area and wait quietly until the end of the period.
- Students who fail to report to the student service office may be suspended.
- They will then report to his/her next class when the bell rings unless directed by an Assistant Principal to do otherwise.
- On the next day that the class meets, the student will return to the Student Service Center during the same period for a conference with an Assistant Principal. Most problems can be resolved at that time and the student will be returned to class.
- When a referral has been written on a student, they may not return to that class until directed to do so by an Assistant Principal.

Note: Students are usually not seen immediately after being sent to the office in order to allow an Assistant Principal to conduct an appropriate investigation. After discussing the situation with the teacher, an Assistant Principal will meet with the student to hear his/her side of the story and will take the necessary action. Parents will be informed of the student's behavior and the disciplinary consequences.

BIRTHDAY CELEBRATIONS

Loud and/or destructive displays for birthday celebrations cause disruption to the regular school activity. Therefore, "Birthday bashing" (i.e., spraying with whipped cream, shaving cream, throwing water balloons, or physical punishment) is not allowed and carries strict consequences. Also, the posting of birthday displays (signs, posters, etc.) are not permitted. Cards are acceptable as long as they do not create a classroom distraction. The offices will not distribute flowers to a classroom for birthdays or other celebrations. Instead, they will be informed by the main office to come and pick up a delivery.

LOSS OF SENIOR PRIVILEGES

Seniors have the privilege of participating in many significant events throughout the year from Prom to walking in the graduation ceremony. Grades, Attendance, or suspendible offenses can cause the loss of such activities. These offenses include but are not limited to the following: Being under the influence of drugs or alcohol at school or at a school event, involved in a fight or being involved in a destructive senior prank. These infractions face the likelihood of losing all or some of their senior privileges.

SKATEBOARDS, BIKES, AND SCOOTERS

Bikes, scooters and skateboards are not to be used on campus. Bikes should be walked on campus and locked in the bike cage during school. Scooters and skateboards are to be carried on campus and placed in a locker or special longboard locker during school.

SMART PHONES/ELECTRONIC DEVICES

Students are not to use cell phones or electronic devices for calls, texts, photos, or other purposes except during lunch and breaks unless a teacher has given permission to the student to use the phone for academic purposes. Students are not to receive or initiate calls to anyone, including parents, except during the designated time and except for a 911 call in a situation requiring a police response. In an emergency, parents are to contact the office and students will call home from the office. Otherwise, please leave a message on voicemail or text your student, understanding that they are not allowed to check for a text or message until a break. Students caught using their cell phones during class without permission for non-academic reasons, including in the halls, carb will have their phones confiscated under the following offense criteria:

- First Offense - Teacher will turn it over to the Assistant Principal's Office. The Assistant Principal will keep the electronic device or other item until after school the next school day (inclusive of weekends) and will return the device or item the following school day.
- Second Offense - The item will not be returned until a parent conference is held at school with the Assistant Principal.
- Third Offense-Student will not be allowed to bring the item to school for the remainder of the school year.
- Fourth Offense - The Assistant Principals will issue discipline, which may include school suspension.

Refusal to provide cell phone or item to any adult school employee will not be tolerated. If a teacher or other adult school staff member requests that a student hand over a cell phone or any other item that has been requested, the resulting disciplinary action will include additional consequences for willful defiance which may include suspension a loss of cell phone privileges up to suspension.

RESPONSIBILITIES FOR SMART PHONES/ELECTRONICS

Students are not to receive or initiate calls to anyone, including parents, except during the designated time and except for a 911 call in a situation requiring a police response. In an emergency, parents are to contact the office and students will call home from the office. Otherwise, please leave a message on voicemail or text your student, understanding that they are not allowed to check for a text or message until a break.

CLOSED CAMPUS

The school is a CLOSED CAMPUS. Students are not allowed to leave campus for lunch. The athletic fields, football bowl, tennis courts, adult education areas, and all parking lots are off limits during the school day. Students from other schools, alumni, or non-staff individuals are not allowed to visit the campus of Del Mar during the school hours of 7:00 AM until 4:00 PM.

LUNCH & FOOD DELIVERIES

Del Mar High School provides lunch and breakfast services on regular school days. Students are not allowed to order food, such as pizza, and have it delivered to any part of the campus, including the main office, student service center, a classroom, or the front of the school. School administrators will refuse any food ordered by students for delivery at their own expense including Door-Dash and Uber Eats. Parents are allowed to bring students a lunch, which must be dropped off in the main office. It is then the student's responsibility to pick up the food after the bell has rung for the start of lunch. Parents, family members, or friends may not drop of beverages, such as Starbucks or Jamba Juice during other parts of the day.

LOITERING

Loitering in the neighboring community or business areas is prohibited before, during and after the regular school day. Students coming to school are expected to come directly on to campus for class or an activity. Parents of a student who is in violation of this policy will be contacted for an initial offense and given a detention. Additional offenses will result in a suspension and can lead to expulsion if the violations continue. Please note: Students of Del Mar or students from other schools can be cited for trespassing by the police if they are caught loitering in the parking lots or across the street from the school.

STUDENT DRESS CODE

Students are expected to dress appropriately for school. Wearing clothing that is considered revealing, displays symbols or suggests, displays, or promotes drugs/alcohol, sexually explicit, discriminatory, violent, or is considered a disruption by the administration, staff, or other students in any way is strictly forbidden. Any clothing which may be reasonably interpreted as symbolic of gang association is prohibited. Specific examples of PROHIBITED CLOTHING include, but are not limited to:

- Hats, Beanies, Bandanas, or headgear.
- Athletic jerseys, other than School Team attire
- Tube tops
- Short shorts or short skirts.
- Sagging pants or shorts that reveal underwear.
- Low cut, revealing or see-through tops. Tops that expose the midriff.
- Jewelry with spikes or studs.
- Any items displaying a reference to alcohol, drugs, tobacco, or their related slogans or emblems.
- Clothing with any suggestive sexual or violent connotation.
- Gang-related insignias or colors.
- COLORS: With the exception of blue jeans, any article of clothing that is solid blue, red, burgundy or other variation of the colors red and blue.
- Calf-length shorts, usually with long socks that are easily identifiable as gang attire
- Bandanas/"rags" either worn or carried (visible or concealed)
- Dangling belts
- Any piece of clothing, backpack, book, notebook or other item which is inscribed or marked with tagging or gang-associated symbols, words or names
- Nike Cortez shoes and "Godfather" slippers, etc.
- Shoes must be worn at all times.

DRESS CODE ENFORCEMENT

If a student is dressed inappropriately for school, their teacher will send them to an Assistant Principal's office. The following course of action will be followed:

- First Warning – Student will be asked to cover up with clothing they have in their possession or will be given a T-shirt by an administrator if available. Notice sent home to parents. Dress code infraction(s) noted in discipline file.
- Second Warning – Student will be sent home to change. Second notice sent home to parents. Dress code infraction(s) noted in discipline file.
- Third Warning- Suspension/Suspension alternative. Meeting with student and parent(s).

BEHAVIORS & USE OF SYMBOLS

The display or use of any symbol, word(s) or "tag" which may reasonably be interpreted as symbolic of gang association is prohibited. Specific examples include BUT ARE NOT LIMITED TO:

- Tagging of backpacks, books, notebooks, or other personal belongings
- Tagging of lockers (either inside or outside), desks, walls or any other school property
- Visible gang or gang-like tattoos or body drawing
- Displaying a "rag" or other similar object
- Gang hand signs
- Giving a look to another student for the purpose of intimidation (i.e. "dogging.")
- Moving around campus as part of a group of students for the purpose of intimidation

Students who are identified by the school as "at risk of gang involvement" will be placed on a far more restrictive dress code and behavior contract, and they will be referred to an on-campus gang intervention program.

SEXUAL HARASSMENT

Sexual harassment is defined as making unsolicited and unwelcome written, verbal, physical and/or visual contact with sexual overtones, or continuing to express sexual interest after being informed that the interest is unwelcome if a student is comfortable stating this. If a student believes that he or she is being sexually harassed by another student, the first step is to tell the offending person that their actions are unwelcome if a student is comfortable stating this. If the action persists or if the student is not comfortable telling the harasser to stop, the student should make a formal complaint to his or her counselor or Dean. If a student believes he or she is being sexually harassed by a staff member, the student should report the incident to the principal or the AP. Harassment based on other protected characteristics (including race, sexual orientation, national origin, religion or disability) is also prohibited and unlawful.

PDA – PUBLIC DISPLAY OF AFFECTION

Public displays of affection between any two students are not allowed. Holding hands is considered the limit on campus or at any school event on or off campus. Kissing (making out), laying/sitting on top of your partner, or any other act considered as intimate behavior is not allowed. Students caught engaging in this behavior will result in a referral to the Assistant Principal's office followed by detention up to suspension.

SEXUAL BATTERY

Sexual battery includes touching an intimate part (female's breast or anyone's anus, groin, sexual organ, or buttocks) against that person's will (without consent) for a sexual purpose, even if the touching is through clothing. This behavior will result in an automatic suspension followed by a recommendation for expulsion.

SUSPENSION & EXPULSION

Student misconduct may be serious enough to warrant a suspension and/or expulsion. The Education Code of the State of California dictates which behaviors can or must result in a suspension and/or expulsion. Listed below are those offenses:

In addition to what is noted in the chart, expulsion proceedings will be initiated for students who possess, sell, or furnish ANY firearm, knife, explosive or other dangerous object or look-alike weapon OR sell or otherwise furnish any illegal drug, intoxicant, or alcohol, OR interfere with a school official or police officer in the conduct of their duty, OR be involved in a gang-related incident.

The behavior rules apply to students whose behavior is related to school activity or attendance, which includes but is not limited to, students on school grounds, while traveling to or from school or to or from a school-sponsored activity, during the lunch period whether on or off campus. Suspension shall be imposed whether the violation occurred on other campuses or properties of the district or other districts regardless of the time of day or the day of the week of the violation. Some violations require the school to notify the police. If the behavior, conflict, or discussion started on campus but is continued or finished off campus, it is still related to school and the school has authority to discipline the student.

The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. All make-up work will be at the discretion of the teacher. A suspension may be appealed to the principal. If not resolved, a further appeal can be filed with the Director of Student Services at the District Office. A parent may place a written rebuttal in the Student's file.

CYBER BULLYING & OFF CAMPUS MISCONDUCT

Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to a school activity. For example, a student using technology such as a home computer, smart phone, or other electronic communication device may be disciplined for engaging in unlawful harassment or making threats against students, staff, or district property even if such misconduct occurred off-campus and during non-school hours if the behavior causes or is reasonably likely to cause a substantial disruption to school activity.

BULLYING

Bullying is defined in Education Code 48900(r)(1), which read as follows when this handbook was last revised: “Any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in [Education Code] section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
- Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the school.

ELECTRONIC ACT

“Electronic act” is defined in Education Code 48900(r)(2)(A), which reads as follows when this handbook was last revised: “The transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- A message, text, sound, or image.
- A post on a social network Internet Web site including, but not limited to: Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1)[48900(r)(1).]
- Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonates a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.”

SOFTWARE CODE OF ETHICS

All students of the Campbell Union High School District shall use software only in accordance with its license agreement. Unless otherwise noted in the license, any duplication of copyrighted software – except for backup and archival purposes – is a violation of federal law and Campbell Union High School District policy. This signed RUP will be filed with the student’s records at each school. Pursuant to this RUP, students also agree to the Software Code of Ethics, which includes, but is not limited to the following:

- Students will use software according to the provisions of the license agreements.
- Students will not make unauthorized copies of software under any circumstances.
- Students recognize that the Campbell Union High School District will not tolerate, nor allow, the use of any illegal software copies on CUHSD Technology.
- Students understand that anyone found copying or utilizing software other than for backup or archival purposes is subject to disciplinary actions, up to and including suspension or expulsion.
- Students understand that anyone found making illegal software copies may be subject to applicable civil and/or criminal penalties in addition to disciplinary actions, up to and including suspension or expulsion.
- Students will report any suspected misuse of software to my teacher, a school administrator, or the District’s Technology Services Department.

Non-discrimination statement: Campbell Union High School District schools do not discriminate regarding student choices of classes on the basis of gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics.

DETENTION - ALTERNATE ASSIGNMENT

A detention is a period of time served for minor infractions before school or at lunch. An alternative assignment for misconduct or truancy issues will be the homework center. This assignment is held after school on designated days and locations. Detention or Homework Center assignments are tracked. Students who do not serve their assignments will face more severe disciplinary action.

SCHOOL SAFETY

The safety of our students is paramount at Del Mar High School. If you have reason to suspect that a student or the school is a target of abuse or violence on or off campus, please contact the school administration immediately. Any person or persons who are not staff members including parents, vendors, or contractors must check in at the main office during school hours before moving on to scheduled appointments in the Student Service Center, Classrooms for IEPs, Activities/Athletic Office, or anywhere else on campus.

SECURITY DRILLS

Del Mar High School runs several fire, earthquake, and intruder drills during the year which are conducted as part of a legally required safety preparedness program. Students are expected to conduct themselves in a quiet and orderly fashion and fully cooperate with staff members during drills so that in the event of an actual emergency, the administration and staff can make sure students are safe.

ACADEMIC MISCONDUCT

Del Mar High School has adopted the definition of "Academic Misconduct" from the International Baccalaureate Diploma Program General Regulations stating that, "academic misconduct is behavior (whether deliberate or inadvertent) that results in, or may result in, the student or any other candidate gaining an unfair advantage in one or more components of assessment. Behavior that may disadvantage another student is also regarded as academic misconduct." (DP General Regulations 2014)



ACADEMIC PHILOSOPHY/RATIONALE

Academic honesty is highly valued at Del Mar High School and in other learning institutions around the world. The school is committed to students achieving our school-wide learning results while conducting themselves with the highest level of integrity. It is expected that students will conduct academic research properly and adhere to acceptable policies for all assessment. We hope to produce graduates who are honest, trustworthy, respectful of others and responsible for their own actions. Respecting the need for authentic student work is an important part of this goal. With this in mind, the school's Academic Honesty Policy has been put in place as a means to ensure that all students understand our expectations and the consequences for actions which deviate from those expectations. As a student, you are responsible for your own work and actions.

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MALPRACTICE

Examples of malpractice include, but are not confined to:

- Plagiarism: defined as the representation, intentionally or unintentionally, of the ideas, works or work of another person without proper, clear and explicit acknowledgement (ex. properly citing information). This includes the improper use of online dictionaries and translators.
- Collusion: supporting academic misconduct by another student, for example, allowing one's work to be copied or submitted for assessment by another
- Duplication of work: the presentation of the same work for different assessment components and/or core requirements (ex. submitting the same work for two different assignments)
- Any other behavior that gains an unfair advantage for a student or that affects the results of another student (for example, falsifying a CAS record, sharing assessment questions, disclosure of information to and receipt of information from students about the content of an examination paper within 24 hours after a written examination via any form of communication/media).

Malpractice Before, During, or After Exam or Assessments:

Incidents of misconduct include, but are not limited to the following:

- Bringing unauthorized material into an exam-room
- Misconduct during an exam
- Supporting, or attempting to support, the passing on of exam related information
- Copying the work of another student
- Failing to comply with the instructions of those conducting the exam
- Impersonating another student
- Stealing examination papers
- Using an unauthorized calculator or other smart device during an exam
- Disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours of the end of the exam

Level 1:

These are primarily situations dealt with at the classroom level:

Occurrences at this level include wandering eyes on exams and quizzes, repetitive missing of exams, quizzes, class assessments, habitual absences on assignment due dates; and infractions involving classroom and homework

assignments. It is the responsibility of the student to be aware of what constitutes Level 1 in a particular course.
Consequences:

- No credit on assignment/assessment; must re-do assignment/assessment or alternate assignment/assessment
- Teacher will contact parent/guardian
- Referral sent to Assistant Principals
- Assistant Principal will notify all of the student's teachers and enter the infraction in the discipline database.
- Student will be placed on an Academic Integrity Contract and a copy will be mailed home.
- Notification to student that if another instance of academic dishonesty occurs it will result in a loss of school sponsored extracurricular activities.

Level 2:

These are situations involving more serious ethical violations:

Occurrences at this level include deliberate exchange of information, flagrant copying of a secondary source, internet site, web-based information, or any work of another person, use of a "cheat sheet," attempting to obtain points by modifying a previously marked paper, repeated instance of a Level 1 violation (previous violations of Level 1 need not have occurred in the same class), cell phones or other unauthorized electronic devices on a student's person during an exam, or other serious violations of academic integrity. Consequences:

- No credit on the assignment/assessment
- Conference required with teacher(s), parent, student, and Assistant Principal (IB Coordinator if the violation is within the I.B. Programme)
- Referral sent to Assistant Principals
- Loss of school sponsored extracurricular activities to be determined on a case by case basis (school sponsored activities could include, but are not limited to, sports, club events, field trips, dances, night rallies, etc.)
- Could impact eligibility for awards and participation in end of year activities
- Assistant Principal will notify all teachers and enter the infraction in the discipline database
- Students will be placed on an Academic Integrity Contract and a copy will be mailed home.

Level 3:

These situations involve serious ethical violations and/or deliberate failure to adhere to the Academic Honesty Policy. Occurrences at this level include multiple occurrences of Level 2 (previous violations of Level 2 need not have occurred in the same class); other forms of clearly premeditated cheating, involvement in cheating conspiracies; fabrication of data, evidence, or sources; involvement in blatant or extensive plagiarism beyond that of a Level 2 including but not limited to plans, drafts, final projects; theft of assessment, instructional or administrative materials, breaching computer programs; and behavior that is threatening toward faculty or students. Consequences:

- No credit
- Referral sent to Assistant Principal
- Teacher contacts parents
- Assistant Principal notifies all teachers
- Parent conference
- Loss of at least one school sponsored extracurricular activities, additional consequences to be determined on a case by case basis for three weeks after the infraction (school sponsored activities could include, but are not limited to, sports, club events, field trips, dances, rallies, etc.)
- Entered in discipline database
- Will impact eligibility for awards and participation in end of year activities
- If a college requires or requests information on discipline, the school will notify the college of any academic misconduct. Colleges may rescind acceptances of students who earn a D or F in courses their senior year.

Any version, draft, or portion of work on an Extended Essay, Internal Assessment, or project found to be plagiarized or fabricated will not be sent to the International Baccalaureate Office for scoring, thus disqualifying a student from earning IB credit for an IB course and potentially an IB Diploma for diploma candidates. If a student is an IB Diploma

candidate this will also disqualify them from receiving the IB Diploma. The student will, however, be able to receive certificates in any other IB class that they successfully complete.

Students and their parents/guardians are responsible for understanding the need for maintaining the integrity of academics at Del Mar and the IB and AP programs. They are also expected to understand the guidelines and consequences of plagiarism and cheating.



GUIDANCE COUNSELORS

Guidance Advisors are an integral part of students' daily educational environment and mentors of student achievement. Guidance is a collaboration of parents, students, school counselors, administrators, teachers, student services personnel and support staff working together for the benefit of every student. Guidance Advisors coordinate ongoing systematic activities designed to assist students individually in establishing personal goals and developing future plans. The school promotes an environment free of discrimination and harassment based on an individual's race, color, religion, sex, national origin, disability, marital status, age, sexual orientation, or other protected characteristic in any educational programs, activities or employment. Individual guidance is available for students at authorized times. Students can meet with their Counselor for the following services:

- Scheduling Corrections
- Academic Problems
- Graduation Status Information
- Night School Classes
- Concurrent Enrollment in Community College
- College and Scholarship Recommendations
- College Planning
- Summer School enrollment

The guidance department also assists students with college readiness information through individual counseling and presentations throughout the year including:

- College Application Procedures
- College Entrance Examinations
- Financial Aid & Scholarships
- Career Information
- College Opportunities
- Graduation Status Review
- Transcripts

NAVIANCE

Del Mar High School utilizes Naviance, a comprehensive college and career readiness solution for high schools that helps align student strengths and interests to post-secondary goals, and improve student outcomes. Every freshman is introduced to the Naviance program to help them achieve the goal of going to college. The program allows students to complete interest inventories, build resumes, research, explore and apply for college and career scholarship and financial aid. Parents have the opportunity to use the family side of the program to them better understand the challenges of navigating the road to college for their high school student. Naviance is also the portal used when students start applying to college by filling out common applications and uploading letters of recommendation.

Naviance helps bridge the gap to college using the following six steps:

- **Myself:** Self-awareness is the first step for students to create a path that is meaningful to them. By recognizing their own skills and interests, students form their foundation for a successful future.
- **Success Skills:** By developing successful habits and skills in areas such as homework, life, and goal setting, students learn the skills necessary to navigate any path they choose.
- **Networking:** Every student needs support along the way, and every student's support network will look different. Teachers, school staff, families and others create a network as students move through the path to post-secondary readiness.
- **Career Plan:** No matter what a student aspires to do in life, having the skills to be career-ready is essential. Resumes, career planning, and goal setting all help students set out the best path for them.

- College Plan: The key to college readiness is to start early. By understanding the college process, exploring college options, and navigating the steps to apply, students will be equipped to reach their potential for post-secondary education.
- Finances: Start financial readiness early with financial awareness. By providing students and families with tools to make smart decisions and developing the skills to complete the FAFSA, students will be well prepared for post-secondary financial success.

EDUCATIONAL PLANNING & PROGRAMMING

Students and parents will be provided with advisory information regarding high school graduation requirements and evaluation of student progress toward graduation. Each student will be given an opportunity to develop a four-year plan that will be reviewed by the student each year. Students, with parental assistance, will make course selections consistent with their chosen educational/career paths and will be expected to take responsibility for enrolling in, and successfully completing, the courses necessary to meet the goals of those paths. The counselors will meet with every grade level.

GRADUATION REQUIREMENTS

Below are the minimum graduation requirements for the Campbell Union High School District. There are far more requirements for any student planning to attend college. See the minimum A-G requirements for CSU and UC colleges below. Starting for the class of 2020, graduation requirements will default to A-G which include 3 years of math, 2 years of world language, 1 year of visual & performing arts (VAPA), 1 year of applied art or CTE or 20 credits of VAPA. Starting with the class of 2021, students must also take 3 years of science.

3 Years English (40 Units)	2 years PE (20 Units) (20 Units)
3 years Math (must pass IM1) (30 Units)	3 years (2 out of 3 categories) (60 Units)
3 years Science (30 Units)	Fine Arts
1 year Biological	Applied Arts
1 year Physical	CAREER TECHNICAL ED or ADDITIONAL VAPA (10 Units)
1 year additional	GENERAL ELECTIVES: (20 Units)
3 years Social Science (30 Units)	

TOTAL UNITS NEEDED FOR GRADUATION = 220

The following information shows the requirements of the California State University and the University of California. Each subject is labeled with the letters A through G. Semester grades in all of the below-required courses must average a minimum of 3.0 (for UC) and a 2.00 (for CSU) with no grade less than a "C." Eligibility is then determined by the student's score on the SAT Reasoning Test or ACT Exam plus Writing Test. SAT Subject Tests are no longer required for admission to a UC campus and are not used for eligibility and placement purposes; however UC highly recommends students take them. There are ways to recover a class should this happen, however it will involve repeating the year or semester the student received the below level grade.

NOTE: Admission to UC and CSU campuses is competitive. Students meeting only the minimum requirements may not be accepted at the campus of their choice. It is highly recommend that students take 4 years of math, 3 years of lab science, and 3 years of foreign language.

Area	Subject & Years Required In A Course
A	History/Social Science – 2 years required
B	English – 4 years required
C	Mathematics – 3 years required, 4 years recommended
D	Laboratory Science – 2 years required, 3 years recommended
E	Language Other Than English – 2 years required, 3 years recommended
F	Visual and Performing Arts (VPA) 1 year required
G	College Preparatory Electives – 1 year required

SCHOLARSHIPS

Many scholarship opportunities are announced throughout the year. Lists of available applications are announced and distributed to seniors in their American Government or Economics class. Applications and further information are available from the Guidance Advisors. The Guidance Advisors are also available to assist the students with pursuing these opportunities.

FINANCIAL AID

The Free Application for Federal Student Aid (FAFSA) is available in January online and in the guidance office. Workshops are held in January to assist students in completing the application. The FAFSA is a necessary document to qualify for Cal Grants or for additional types of financial aid to attend two year and four year colleges or vocational school.

DEL MAR SCHOLARSHIP PROFILE

The goal of the academic program at Del Mar HS is to inspire individuals to become academically curious, internally motivated and intellectually proficient. Successful Del Mar scholars are active, collaborative and socially conscious members of the global community.

As Del Mar Scholars we strive to be:

- ★ Inquirers
 - We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
- ★ Knowledgeable
 - We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
- ★ Thinkers
 - We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
- ★ Communicators
 - We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
- ★ Principled
 - We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
- ★ Open Minded
 - We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
- ★ Caring
 - We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
- ★ Risk-takers
 - We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in face of challenges and change.
- ★ BALANCED
 - We understand the importance of balancing different aspects of our lives; intellectual, physical, and emotional to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
- ★ REFLECTIVE
 - We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

*Inspired and adapted from the International Baccalaureate Learner Profile

ADVISORY PERIOD

This is a tutorial period that take place every Wednesday between first and second block. It is a 30 minute time slot that students can use to study or work on homework. Students are assigned an advisory teacher, usually one of their current instructors, by grade level and must attend every Wednesday. Certain programs, such as special education, meet in groups based on who their caseworker or counselor. Advisory teachers also have a curriculum that is grade level based, such as how to apply to college or study for the PSAT. Students/Teachers are not allowed to use this time to meet with ASB clubs on campus.

The following expectations must be followed during Advisory:

Advisory is an ACADEMIC STUDY SESSION - Students are expected to bring work to complete during this time, or material given for advisory curriculum.

All students MUST be assigned a classroom. NO bathroom passes will be issued during any advisory.

Students are expected to be quiet during announcements.

Only those students assigned to an Advisory teacher may attend that teacher's Advisory.

The library will be open only for students with a teacher pass. Maximum number of students is 20. Only one from a classroom may be given a pass to the library until the maximum allowed is reached.

Attendance for Advisory is mandatory and is taken into consideration when determining a student's activity participation and other issues of truancy.



INTERNATIONAL BACCALAUREATE PROGRAMME

Del Mar is an International Baccalaureate (IB) World School offering classes that follow a curriculum mandated by the International Baccalaureate Organization in Cardiff, Wales. IB courses include papers and IB exams graded by B-CC teachers (known as internal assessments) and papers and IB exams graded by IB external assessors. IB final exams are given in May and are graded on a 1 to 7 scale, with 7 being the highest. Scores are reported in early July.

Students can take individual IB classes and earn a certificate of completion for each class (with a score of 4 or higher) or can be IB diploma students, which is a 2-year program for juniors and seniors. Students who decide to pursue an IB diploma must complete a specific set of courses, the Theory of Knowledge course, a 4,000 word Extended Essay, and 150 hours of creativity, action, and service hours.

Courses are either standard level (one or two years of study, followed by the IB exam) or higher level (two years of study, followed by the IB exam). IB diploma students must take at least 3 higher level courses (a student takes either a standard level or higher level course and exam in a subject, but not both). Students must earn at least 24 points (based on exam scores of 1 to 7 and the extended essay) to receive an IB diploma. Only juniors and seniors are eligible to take IB classes and exams. Only IB diploma students can take the Theory of Knowledge course.

The IB diploma program has a strong support system, with a full-time IB Coordinator helping students manage their time and necessary paperwork, arranging for special seminars, and serving as a sounding board and resource for all IB certificate and diploma students. All IB classes generally require preparation of papers, oral presentations, and written exams, many of which are either internally or externally assessed. Note also that prospective IB diploma students do need to plan ahead because there are certain courses students need to take in 9th and 10th grades to prepare for the IB diploma program in 11th and 12th grades

IB COURSE CANDIDATES POLICY ONLY

One year SL courses: IB course candidates may not drop a one year SL IB course. They must complete the course for the entire year and sit for the IB exams.

Two year SL courses: IB course candidates may not drop a class once they are enrolled for that current academic year. An IB course candidate may discontinue taking a 2 year IB course after completing the first year. They will not receive IB credit for the course and will not sit for the IB exams for the course.

HL courses: IB course candidates may not drop the first year of an HL class. Upon completion of the first year of an HL class, IB course candidates may discontinue the second year of the HL class. They will not receive IB credit for the course and will not sit for the IB exams for the course.

IB DIPLOMA CANDIDATES POLICY ONLY

IB DP candidates enrolled in seven IB courses may drop a maximum of three IB courses.

IB DP candidates enrolled in six IB courses may drop a maximum of two IB courses.

IB DP candidates may not drop an IB course after the first six week grading period.

IB DP candidates may request specific IB courses to drop, but the final decision will ultimately lie with the IB Coordinator and counselors.

It is imperative that at the first sign of struggle in an IB course all DP candidates begin communicating immediately with their teacher, their parent/guardian, and the IB Coordinator.

Any diploma candidate status considering dropping an IB course, which in effect removes themselves from diploma to course candidate status, must take the following steps in good faith:

Meet with the IB course teacher to first discuss how to improve the student's performance. Students must document and show how many times they have met with the teacher or engaged in other interventions out of class to improve their grade.

Meet with the IB course teacher, a parent/guardian, and IB Coordinator to review possible interventions.

Meet with the IB Coordinator, IB course teacher, counselor and a parent/guardian

ADVANCED PLACEMENT PROGRAM (AP)

As an I.B. School, Del Mar offers a limited number of AP courses. The AP courses include extensive work outside of class and the course work is judged by standards appropriate to an introductory college level course. Students are expected to take the College Board AP Exam proctored in the spring as a validation of the AP curriculum. Like with an I.B. course, there is no “trial” period for an AP course. Students must make a commitment to remain in the course for the entire school year, and there is no option for changing classes. If extreme circumstances occur resulting in the removal of a student from an AP class, it will result in a drop fail which will calculate as an F on the student’s transcript.

EXPECTATIONS FOR IB AND AP CLASSES

It is the expectation that every student enrolled in an IB or AP course will complete all projects, papers, and/or exams that are required to receive the final assessment for the course. All exams, either IB or AP, are associated with a cost. Programs exist to help families afford exam related costs for those students who qualify for free or reduced lunch.

Del Mar High School exercises a “No Drop” policy for all courses, including AP or IB. Commitment is a key concept that AP/IB courses are designed to develop in students by teaching the necessary skills for surviving the academic rigors of college. Students have until April 30 of the current school year to request a course change out of an AP/IB class. Starting May 1st, all AP/IB registrations become permanent. There is no “trial period” for an AP/IB class once the course has begun.

IB/AP courses are college grade level and require a great deal of individual responsibility. The courses use rigorous and demanding curricula that are more advanced than high school level courses.

IB/AP courses must be viewed as an academic priority. School or outside activities, such as sports or work, are not justified reasons for not completing work in an AP/IB course or missing a class.

Students should only miss a class in cases of personal illness, family emergencies, or events that cannot be arranged outside of the normal school day. Only in the case of an excused absence will an AP/IB student be allowed to make up missed work. Vacations during the school year or appointments that are within parental control do not qualify as reasons to miss class or make up work. It is the student’s responsibility to catch up on assignments, retake tests, or secure information in a class they have missed.

IB/AP students must be prepared for class every day. Most courses require 1 to 2 hours of reading, writing, practicing, or preparation for the following class meeting.

IB/AP students are expected to be active participants in class and in their education. This includes, but is not limited to, asking questions during class, forming study groups with their peers, seeking assistance during advisory, in a homework center or by appointment. They are expected to research outside resources which aid in the understanding and comprehension of course material.

IB/AP Students must earn a C or higher, checking their progress frequently, to meet the A-G requirements for college acceptance and to receive a weighted grade. If a student agrees to take additional IB/AP Classes or switches a selection before the end of the prior school year after this form has been turned in, all of the agreements on this contract will apply.

Certain AP/IB courses require an assignment over the summer break. Failure to complete the summer assignment will not be a reason to remove a student from the course.

IB/AP students must demonstrate a high level of academic integrity. Incidents of academic misconduct will be handled according to academic honesty and school policies outlined in this handbook.

In the case of AP/IB courses, this may also result in the loss of teacher recommendations for college applications by the instructor of the course in which the incident took place and possibly other staff members depending on the severity of the issue.

COLLEGE AND CAREER CENTER

The College and Career Center assists students with education, career, and occupational opportunities for students and provides direct support to students, parents, and members of the high school community. Students can receive assistance with the following:

- Visits and presentations by college and other post-secondary program representatives
- Field trips and activities at colleges, universities, and industry partners
- Programs sponsored by community based service organizations
- Scholarship and financial aid information and resources
- College application assistance and information
- Career interest inventory and self-appraisal tests and measures
- Workshops on resume writing, college applications, financial aid, and college essay writing

Course Information - All course information can be found in the CUHSD Course Catalog. This document can be found on the district web site at www.cuhsd.org.

COURSE ADJUSTMENT POLICY

Del Mar High School does not drop any students once they have been scheduled into classes after the first of May. Courses will only be changed to correct a clerical error including, but not limited to; the doubling of a course, a hole in the schedule, a missing required course, or an issue affecting the graduation status of a senior. All courses are year-long including Honors, AP, and IB classes. Some IB classes are 2 years in length. Should a student be removed for extenuating circumstances after the first six week grading period is complete, an "F" will be given for the course grade. No replacement class will be given to any students. Students will not be given a replacement class for the remainder of the semester or school year, depending on space and availability. They will then have to make up the class with Metro Adult Education, CACE or go to summer school at a community college or other acceptable provider. If you need to do this, check with your Guidance Adviser before you pay for a class to ensure the credits will be accepted by the high school. Students should be enrolled in a full schedule; which can consist of 6 or 7 classes.

REPORTS & GRADES

Letter grades are issued six times each year. Semester grades become part of the student's permanent record and determine units of credit earned toward graduation. Five units per semester are earned for each class passed except student aide, which are 2.5 credits. Classes repeated to improve grades other than an "F" receive no additional units. The school year is divided into six grading periods. Progress reports are all mailed home — six-week, 12 week and semester grades in January and June. Grade definition and grade point values are listed below:

GRADE POINT AVERAGE

The school weighted GPA includes semester grades in all courses except PE and teacher/office assistant. Advanced Placement (AP) classes earn one extra grade point. It is the student's responsibility to send an official transcript to the Student Service Center of grades and coursework taken at an institution other than the school. All such coursework must have prior, written approval of the student's guidance advisor.

TRANSCRIPTS

January and June grades are entered on the Permanent Record Card (transcript) and are the grades used to determine subject and units completed, Grade Point Average (GPA), and class rank. Each student receives an updated transcript during the year.

INCOMPLETE MARKS

A grade of "I" (Incomplete) may be issued by a teacher at the end of the grading period whenever a student, due to severe illness or extreme extenuating circumstances, has not had sufficient time to complete course requirements. An "I" must be replaced by the teacher with a letter grade within six weeks. After this time, the "I" becomes an "F".

REPEATED COURSES

Course titles and grades are NEVER removed from a student's transcript even if a course is repeated and a higher grade is earned. Credit towards graduation is earned only once; even if a course is repeated. Only repeated grades are calculated in the school GPA.

COURSE GRADING PRACTICES

Written notice of course grading requirements, practices and procedures for each course is provided to students at the beginning of the school year. All courses are subject to school and district policies regarding attendance and discipline.

ACADEMIC LOAD

No student may carry more than 35 units (7 classes) per semester without permission. A total of six-periods is the standard course load for students, though they do have the option of taken seven classes. Students may take only one Teacher Assistant (TA) class per semester.

HOMEWORK CENTER

The Homework Center is located in several rooms Monday through Thursday from 2:30-3:45 p.m. Locations are posted at the start of the year.

PEER TUTORING

Peer Tutoring is available in the Homework Center on Tuesdays and Thursdays. Students can go to the home page at www.delmar.cuhsd.org and click on "Peer Tutoring" to sign up for a day when it is available.

COMPUTER USE

In order to use any school computer, a student must have an "Acceptable Use Agreement" on file, signed by both student and parent. Any violations of the agreement will result in the loss of computer privileges. Students may not download personal files on to school computers and must save any work done in the lab on a thumb drive, not on the hard drives. Students can also email the information or documents to themselves if a thumb drive is not available.

HOMEWORK

Check course syllabi for specific requirements. If a student is going to be absent for three or more days, parents should check online at School Loop to acquire homework from most teachers and most classes. If the information is not available or internet access is not available, you may request homework from the main office, but only if the student is out for three or more days. Call the school at 408-626-3403 before 8:00 a.m. and speak with the receptionist. Assignments will be collected from the teachers and ready in the main office for parent pick-up by 3:00 p.m. the following day.

FINAL EXAMS

Students take final exams in all classes each semester. A special finals day bell schedule allows for a shortened school day during finals. Students may not take exams early. Any student who must leave school for health or other urgent reasons before final exams should make arrangements with the vice principal to make-up the exams after the semester ends. A student who does not make up a final exam within the agreed time will receive an automatic "F" grade in the course.

NO COST FOR CLASSES OR FIELD TRIPS

Voluntary donations and voluntary participation in fundraising for a class, field trip, or project is always deeply appreciated. The school will provide the books, materials, and equipment for classes, free of charge. The school will pay for the cost of field trips. Please contact the Principal if there is any concern that a fee, charge, or cost is required so that the Principal can clarify.



ATHLETIC OFFICE

The Athletic Office is located off the outside of the boys locker room.

ATHLETICS

Del Mar High School offers a full comprehensive athletic program consisting of three seasons, fall, winter, and spring. Please see below for the sports teams that are offered and under which season. Tryouts vary depending on the sport and season. Contact the athletic director by calling the school at 408-626-3403 to find out tryout dates for a particular sports.

Title IX Gender Equity in Education, Athletics, Activities

Title IX of the Education Amendments of 1972 is a federal law prohibiting gender discrimination in any school receiving federal funds. The text of the law states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance....”

If you have questions or concerns, please contact your Title IX Coordinator: Director of Student Services at 408-371-0960.

REGISTERING FOR A SPORT

Visit www.AthleticClearance.com

Click “Register” PARENTS register with valid email username and password. You will be asked to type in a code to verify you are human. If this step is skipped your account will not activate.

Login using your email address that you registered with

Select “New Clearance” to start the process.

Choose the School Year in which the student plans to participate. Example: Football in Sept 2018 would be the 2018-2019 School Year. Choose the School at which the student attends and will compete for. Choose Sport Complete all required fields for Student Information, Educational History, Medical History and Signature Forms. (If you have gone through the AthleticClearance.com process before, you will select the Student and Parent/Guardian from the dropdown menu on those pages)

Donate to your athletic program or pay participation fees (private schools only).

Once you reach the Confirmation Message you have completed the process.

If you would like to register for additional sports/activities you may check off those sports below the Confirmation Message. Electronic signatures will be applied to the additional sports activities.

All of this data will be electronically filed with your school’s athletic department for review. When the student has been cleared for participation, an email notification will be sent. Questions? Go to Support.AthleticClearance.com and submit a ticket.

DEL MAR HIGH SCHOOL ATHLETE CODE OF CONDUCT

Del Mar High School believes that a student should consider participation in athletics as both a privilege and a responsibility. The privilege is the opportunity to take part in the athletic program provided by the school, and this privilege may be revoked when the student fails or refuses to comply with the rules. The responsibility is found in representing the school, which involves maintaining academic eligibility, high standards of citizenship at all times, sportsmanship and playing the game to the best of his/her ability. Respect for and compliance with the school’s Student Athlete Code of Conduct is expected of every student who participates.

ACADEMIC ELIGIBILITY & ATTENDANCE

In accordance with BVAL and CCS rules and regulations, student athletes must meet the following minimum requirements:

- Current enrollment in a minimum of five classes for a minimum of 25 units (excluding teacher assistant positions)

- Passing grades in 20 or more credits of coursework
- GPA of 2.0 in the previous 6 week grading period. Should the student athlete fall below a 2.0, a probationary period may be applied for at the discretion of the coach and administration, once during frosh/soph years and once during junior/senior years. (though not in concurrent semesters)
- Transfer students must meet all eligibility guidelines
- Must attend 2 out of 3 classes daily in order to be eligible for athletic contests, and must participate fully in all classes including P.E. Students who are absent from school for “unexcused reasons” are not eligible to participate in athletics for that day. Students who are excused early for a game are responsible for missed work and should use tutorial to make up work; making up work after school is not an excuse to miss practice, but if this becomes necessary the student must communicate with his/her coach prior to missing practice.
- Practice attendance is required every day that a student is at school. Student/athletes must notify their coach prior to missing a practice.

QUITTING A SPORT - A player who quits a sport after making the team will not be eligible for another team until the previous season has ended, including postseason.

OFF CAMPUS SPORTS TEAMS - A student on a high school team becomes ineligible if the student competes in a contest on an “outside” team in the same sport during the student’s high school season.

GRIEVANCE PROCEDURE - The grievance process is intended to be a process whereby concerns of alleged unfair treatment of athletes can be addressed in a timely manner. We believe that a quick and honest discussion between all parties will result in the positive resolution of concerns and an improvement of the atmosphere for both athletes and coaches. The list below of legitimate and non-legitimate grievances is intended to be a guideline, not an all inclusive list.

LEGITIMATE GRIEVANCES

- Failure to provide due process in disciplinary action.
- Failure to provide a fair opportunity to compete to make the team (cut-off).
- Mistreatment of athletes: Foul, inappropriate language.
- Any violation of an adopted code: ethics, conduct, and expectations.

NON-LEGITIMATE GRIEVANCES

- Athlete not given enough playing time.
- Athlete not playing the right position.
- Strategies used by the coach.
- Win/Loss record of the team or coach.

Legitimate grievances should be addressed first with the coach at a scheduled time (not before, during, after practices or contests). If this meeting does not bring about a satisfactory resolution a meeting may be held involving the student, parent, coach and athletic director in a reasonable and timely manner.

DISCIPLINARY ACTION - The following actions will be applicable through the entire school year. Ex: A student/athlete who is suspended from a fall sport for his/her first offense will be dismissed from a winter/spring sport for his/her second offense. Student/athletes involved in non-school related, off-campus offenses or other illegal activity will face disciplinary actions at the discretion of the coach and school administration. At any time administration can choose to remove athletes from sports participation due to disciplinary action.

SOCIAL MEDIA POLICY - Student/athletes are responsible for good behavior on the Internet just as they are in a school building or on the athletic field of competition. If a student/athlete’s use of the Internet creates a disruption to the school, the Athletic Department and/or the team, even if it is a first offense, the student/athlete will be held responsible and will face consequences as determined by the coaching staff/administration including but not limited to:

- Suspension from the team for one contest

- Suspension from the team for 25% of the team's season
- Dismissal from the team

VIOLATION OF ALCOHOL/DRUG/TOBACCO POLICY - Any student/athlete caught in violation of school alcohol/drug/tobacco policy will face the following disciplinary actions:

- 1st offense will result in a suspension of 25% of the team's season.
- 2nd offense will result in the student/athlete being dismissed from the team

ASSAULT & FIGHTING - Any student/athlete involved in an assault/fight either on campus or off will face the following disciplinary actions:

- 1st offense will result in a suspension of 25% of the team's season.
- 2nd offense will result in the student/athlete being dismissed from the team

SUSPENSION - Any student/athlete who is suspended from school for defiance of authority or any action not mentioned above will face the following disciplinary actions:

- 1st offense will result in being suspended from the team for the amount of days missed for the suspension (Ex: for a three day suspension the student/athlete will be ineligible to compete with his/her team during the suspension and an additional 3 school days after he/she returns from the suspension).
- 2nd offense will result in the student/athlete being dismissed from the team

REFERRALS - Referrals to and disciplinary actions taken by the deans will be communicated by the deans to coaches. Student/athletes may face disciplinary actions at the discretion of the coach, including suspension from competition.

Participation Donations: In order to meet the rising costs of transportation, officials, and league dues, a \$50 Participation Donation will be requested from student/athletes for each sport played.

SPORTS & MARCHING BAND PE - Sports P.E. is available to two-sport athletes in 10th grade. Students earn 5 units per semester and will substitute the regular P.E. requirement for 10th graders. It is a graded course. Eligible students must have played the same two sports in the previous year and received at least a C in both semesters of 9th grade PE. Marching Band PE is available to sophomores and juniors. They must pass 9th grade PE with a C or better and pass the fitness gram. Participating in Marching Band as a sophomore & junior will satisfy the student's second year of physical education requirement. If they do not sign up for Marching Band as a junior, they will be placed in a PE class.

To receive credit, students enrolled in the course must participate in their sports to the satisfaction of their coach and must remain on the team throughout the season. If injured or disabled, they must still attend practices as directed and perform other duties assigned by the coach that the student is able to perform. If they quit, are removed from a roster, or fail to participate in a second sport or marching band, 10th graders will be removed and immediately referred to and enrolled in a regular P.E. class for the balance of the school year.

Should a student quit, drop out, or be removed from a sport or band that is a requirement for their Sports or Marching PE class, it is the STUDENT'S responsibility to make contact with their counselor immediately so that they can be placed into a regular P.E. class to fulfill their physical education requirement.

Grading of those enrolled in Sports P.E. & Marching Band PE will be the responsibility of the Athletic Director. The students enrolled in Sports & Marching Band P.E. will be listed on a class roster assigned to him or her. Coaches & Directors will, at grading periods and at the end of their season, report their evaluations to the Athletic Director, who will assign the grades as appropriate. The grades must be awarded by someone with a valid physical education credential. Credit will not be granted to a student who is removed from Sports P.E. or Marching Band.

Students will be placed in Sports P.E. based on their athletic performance and their agreement to participate in two sports during the academic year as determined by the Athletic Director, whose decision shall be final. 9th grade students may not be enrolled in Sports P.E. or Marching Band PE.



EDUCATIONAL PARTNERS - SANTA CLARA COUNTY CAREER TECHNICAL EDUCATION (SVCTE)

CCOC offers career, technical courses to high school juniors and seniors who wish to prepare for employment or post-secondary education in conjunction with high school graduation. Students are bused daily from the school to and from the CCOC campus for three hours of vocational instruction. One and two year programs are available. Articulation agreements are in effect between CCOC and various local community colleges so that students who earn a “B” or better in some programs may receive credit on their college transcripts. See the CCOC Counselor in the Guidance Department office for more information.

MIDDLE COLLEGE AT WEST VALLEY

Middle College offers students that have the social and academic skills to successfully function in college level classes have the opportunity to complete their high school requirements on the campus of West Valley College. Students will take college level courses while completing high school graduation requirements. The program is housed entirely on the West Valley College campus, so students are no longer actively involved on their campuses. Students are enrolled in a weekly in-class six-hour high school program, which they supplement with six or more college units per semester.

COLLEGE ADVANTAGE

The College Advantage Program is open only to seniors at Campbell Union High School District. The program will place them on the West Valley College campus for all their classes for their senior year, obtaining an early start on transferable college credits. The students are concurrently enrolled at the home high school as well as at West Valley College. This necessitates certain registration requirements that we have included as part of the application process for the program.

COLLEGE MAP

College MAP (Mentoring for Access and Persistence) is an Ernst & Young LLP signature volunteer program focused on helping underserved high school students navigate the college admissions process and build the skills and confidence they need to succeed in their post-secondary journey. Students can apply as sophomores and if chosen, are teamed up with an adult from Ernst & Young LLP Through monthly meetings and ongoing mentoring, EY professionals work with the students their junior and senior year to develop skills that will help them persist in completing their post-secondary education:

- Awareness of the lifelong benefits of getting a higher education
- Financial readiness that helps students apply for aid and pay for college
- Persistence skills to help students complete a degree and succeed in careers

Students who follow through with the program are also automatically granted scholarship money to help them begin their college education.

STRIVE

Strive for College is a American nonprofit dedicated to alleviating inequity in access to higher education. A unique solution to the information gap surrounding college and financial aid application, Strive leverages the energy, influence and knowledge of volunteer mentors to guide qualified students through the college application process. Del Mar High School partners with students who are part of the Strive Program at San Jose State University. Mentors from SJSU work with the high school students about once a month.

PARENT BOOSTER CLUBS

Parents who are involved in volunteering at the school will know the school better and will be better connected with their teens. Check the website for the most up-to-date meeting information. Booster clubs include:

- PTSA (Parent Teacher Student Association); group of parents, teachers and students work together to support the education program.
- MUSIC BOOSTERS: fundraising, chaperoning, and organizing music activities
- ATHLETIC BOOSTERS: fundraising to support the athletics program.
- I.B. PARENTS: This group provides support and resources for the International Baccalaureate Programme.



HEALTH SERVICES

The health office is located in the Student Services Center. A health clerk and a part-time school nurse are available to assist students. At the beginning of each school year, parents should inform us of any medical issue affecting the student and any medication that is given to the pupil during the school day. Medications require that a form be completed by the parent and the doctor. Students who become too ill to continue classroom activities should report to the office with a pass from the teacher. The student's parent or guardian will be notified and will be expected to make arrangements for the student to leave campus. Students must never leave campus without first notifying the office. Students should report to the health office when injured on campus. Incident/injury reports must be completed with the help of the teacher or adult who was present at the time of the injury.

BOOK LOCKERS

Lockers are assigned for student use during the school day. Books and personal belongings are not to be left in lockers overnight or over the weekend. The school does not have insurance to cover lost or damaged items left in lockers.

SKATEBOARD LOCKERS I BIKE CAGE

Skateboards brought to school should be placed in a locker during the school day. Larger lockers are available for students needing to store longboards, scooters, or in-season athletic equipment. All bikes must be parked inside the bike cage. Locking your bike to a pole outside the cage or anywhere else on campus is not permitted. Violators will have their bike locks broken off.

TEXTBOOKS

Textbooks are furnished to all students free of charge. Students are responsible to care for these materials and to return them at the end of the school year or before checking out. Students are accountable for the cost of replacing textbooks, which are lost or damaged. It is important that student keep track of their books and it is their responsibility to make sure they are not accidentally switched with another student. The student whose name is registered with a missing book is still responsible for it's replacement even though they may have turned in someone else's book. Many classes are now using E-Textbooks. Students are given accounts and logins to access these books on digital devices and computers.

LOST AND FOUND

Del Mar operates a lost and found located in the Student Service Center. Should you find a book, cell phone, or any other item, please bring it to the attendance clerk. Unclaimed items will be donated at the end of the year. If you lose something, please check and reclaim it before the end of the year.

STUDENT PARKING LOT & MOTOR VEHICLES

Driving to school and parking are considered a privilege, not a right. There are two parking lots on the school campus. The staff parking lot located on Del Mar High School in front of the school is clearly identified by signs and is for staff and visitor parking only. Students are to park in the student parking lot behind the school only. Students parking in the faculty/staff lot will be cited by SJPD. Students must be familiar with the rules and regulations prior to driving on campus. Students and parents need to be aware of the following:

- Motor vehicles driven by a student must be registered in the Student Service Center and have a current parking sticker affixed to the back window.
- Students who fail to park in the proper s30

- pace, fail to park properly within the lines, drive recklessly or park outside the student lot are subject to: citation by the police, having their car towed away at owner expense, suspension from school and/or loss of driving and parking privileges on campus.
- The parking lot is off-limits during school hours. Students may not loiter in the parking lot during the school day, including lunch and plus period. This rule provides better security for student cars and better student safety.
- All vehicles on CUHSD property are subject to search if there is reasonable suspicion or consent.

SCHOOL LOOP

School Loop is an online application that allows Del Mar High School students to view their grades online and communicate with teachers. It allows staff to upload a student's grades onto the Internet for immediate viewing. Current assignments and files may also be posted on School Loop, and a feature known as "drop box" allows students to electronically submit their work. All student must register for school loop. All parents should register for School Loop as well. This will allow parents to view grades, assignments of their students and when they are due.

To register as a parent, follow these directions. You will need your student's I.D. number in order to link to your student and a working email address where you can receive information.

Obtain your students I.D. number from them or the main office.

Go online to www.delmar.schoolloop.com

Click "register now"

Select "parent registration"

Fill in the form, providing the information required

To finish, press "register now"

It also allows parents to monitor their student's attendance. Parents of students who monitor the child's academic progress and attendance are the most successful.

CHAIN OF COMMAND

Complaints regarding a teacher should begin by first communicating with that teacher. Depending on the circumstance such as grades or behavior, the next step would be Guidance Advisors or Assistant Principals. After this, an issue can be brought to the attention off the Vice Principal and then the Principal. Athletic issues should first be brought to the coaches first and then the Athletic Director. Activity issues such as dances or issues with the student store should be addressed to the Activities Director. We encourage parents to address issues and seek resolutions on site in this order. In most cases, district administration will not address an issue until a resolution has first been discussed at the site by the principal.

NON DISCRIMINATION - COMPLAINT & FORMAL COMPLAINT PROCEDURES

It is the policy of the Campbell Union High School District to provide equal opportunity for all individuals in education and in employment. District programs and activities shall be free from discrimination based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. (Board Policy 5145.3 and 4030 through 4032)