



## SMHS Student Conduct Letter

Dear Students and Parents,

May 2008

One of our primary responsibilities as a school is to take the steps necessary to promote a safe, productive learning environment. Students, parents and school staff must work together to be sure that expectations for behavior are clear and that our policies promote the safety and well-being of everyone on our campus. After carefully reading and discussing this 2-page letter with your student, please sign the pink acknowledgment form, indicating your awareness of these expectations. **Students will not be allowed to complete registration nor receive their list of classes until this form is completed, signed, and returned.**

Our policies are designed to promote responsible decision-making, respect for other people and property, and to help students learn habits and behavior that will enhance their chances to become successful as productive adults in the work force. It is our expectation that people will treat one another with respect. Simply put, this means that people are expected to treat others as they themselves would wish to be treated and to show consideration for others. Although the vast majority of our students conduct themselves in an appropriate manner, it is our hope that this letter, by clearly setting forth our expectations, will help prevent misunderstandings that may evoke serious consequences.

**Parents and students need to be aware that according to California law, there are certain actions that require suspension and may lead to expulsion. Among these actions are:**

1. Causing, attempting to cause, or threatening to cause physical injury to another. *In any physical confrontation, all students will be suspended regardless of "who started it."*
2. Possession, sale or furnishing of any gun, knife, explosive, *or other dangerous object.* This includes fireworks, lighters, matches, etc. The definition of "knives" includes pocketknives, Boy Scout knives, souvenir knives, i.e., any blade, large or small. Nunchucks of any type (including so-called "practice" types) are illegal. Please note that the law includes "possession." That is, this law applies regardless of whether or not any object was used in a threatening manner. This law prohibits "look-alike weapons" (facsimiles of real weapons). **If you bring a dangerous object to school or to a school event and you are caught, you will face expulsion. San Marino High School will have a "zero tolerance" level for possession of any dangerous object.**
3. Possession, use, sale, furnishing or being under the influence of any controlled substances including alcohol, or an intoxicant of any kind.
4. Offering, arranging or negotiating to sell any controlled substance. Possession of drug paraphernalia.
5. Causing or attempting to commit robbery or extortion.
6. Causing or attempting to steal or cause damage to school or private property.
7. Causing, attempting to cause, or threatening to cause hate violence.
8. Intentional engagement in harassment (including sexual harassment), threats, or intimidation.
9. Disrupting school activities or defying the valid authority of school staff.
10. Although it is now permissible for students to carry cell phones at school, phones must not be used during class time, including passing periods. Phones may only be used before school,

after school, at lunch, or during the break. Phones used during non-permitted times will be confiscated.

*It should be noted that these laws apply to students not only while on school grounds, but at any school event, on or off campus, and while a student is going to or coming from school or any school event, on or off campus.* Many colleges are now requiring the school to disclose suspensions when a student submits an application. A suspension may affect a student's chances of acceptance to those colleges.

The above list is not intended to be a complete accounting of all of the laws and rules that govern student behavior at school. Students and parents must understand that all laws governing people in our city, state, and nation apply to students at school. In addition, the Titan Guide lists school rules that are intended to help enforce productive student behavior. A printed copy of the Titan Guide is issued to all students at the beginning of the year. In addition, a downloadable version is available at the SMHS website, [sanmarinohs.org](http://sanmarinohs.org). Students are expected to know the laws and rules, as they will be held accountable for following them.

**CHEATING:** One of our responsibilities as a public school is to promote honesty and integrity. San Marino High School takes a strong stand against cheating. Cheating may be considered as anything that gives a student an unfair advantage over other students including, but not limited to: copying the work of others (including both class work and homework); using notes on tests or quizzes when such notes have been prohibited; plagiarizing; and sharing work with others when not permitted to do so by the teacher.

Additionally, each teacher may establish individual guidelines and expectations with respect to honesty. It is the student's responsibility to know what is expected by each teacher. Consequences for cheating may include, but are not limited to: a citizenship grade of "F" for the class, an academic grade of "F" on an assignment or even for the whole class, and the inability of the student to receive a positive college letter of recommendation. Counselors and administrators will be notified of students who violate this policy. Please help us instill in your child an ethic of integrity and personal responsibility. **A student's citizenship grade average will appear on the student's transcript.**

**ID CARDS:** Students are required to have an SMHS ID card and to have their ID card in their possession whenever attending school or school events. This card must be shown to any staff member upon the request of that member. Failure to produce the ID card when requested may be deemed willful disobedience. To get a replacement ID card for \$5, go to the APO.

Please remember that there are many things the entire school staff does to promote productive behavior. Teachers are encouraged to communicate early with students and parents when it appears that a problem may be developing. In an attempt to be proactive in preventing problems, our staff is encouraged to positively reinforce quality behavior. Rewards and recognition are valuable ingredients in a positive school program. If you have any questions regarding school policies, please contact the Assistant Principal's Office at (626) 299-7047.

Respectfully yours,

Loren Kleinrock  
Principal



## SMHS Athletic Information 2008-2009

To engage in interscholastic athletics, all participants must have on file in the Assistant Principal's office (APO) evidence of the following items:

- ☐ Health Insurance
- ☐ Physical Examination – “Physician’s statement and Parent Consent”
- ☐ “Consent for Rendering of Medical Services” card – Each student needs Four (4) cards on file  
All four cards must be filled out completely
- ☐ Signed “Statement of Risk” letter
- ☐ Signed “CIF Code of Ethics”
- ☐ Purchase of an ASB Card – done at registration
- ☐ Signed Acknowledgement of Drug/Alcohol Policy
- ☐ Field Trip & Driving Forms
- ☐ Signed 6<sup>th</sup> Period Alternative Practice Time Acknowledgement

This packet may be picked up in the Assistant Principal's Office prior to the student's registration. The APO will be open starting **Monday, August 18<sup>th</sup>** to receive completed packets prior to the start of the fall sport practices.

We strongly urge that all families purchase the \$180.00 Total Titan Package offered by the school. The package is discussed elsewhere in this registration packet. Full participation of our student body is very important to us because it enables us to offer a diversified program of co-curricular activities otherwise unaffordable.

### **INSURANCE INFORMATION**

- ***FAMILY HELD INSURANCE*** – If a student is covered by his own family health insurance for at least \$1500 medical expense coverage, the parents or guardians may sign the school waiver form included in the athletic packet.
- ***MYERS/STEVENS INSURANCE*** – If the student is not covered by a family health plan, insurance may be purchased through a Myers/Stevens plan, available for purchase at the school. Exact details are available in the brochures included in this registration packet. The amount of coverage varies according to the plan chosen and any benefits from other group hospital, medical, dental or surgical insurance plans the family may have. Myers/Stevens options include:
  - Tackle Football plan – Covers only Football – Benefits are explained in the brochure. This coverage includes practicing, preparing for and participating in interscholastic tackle football as well as spring practice and passing leagues. Cost options range from \$102.00 for minimum coverage to \$220.00 for maximum coverage.
  - All other Sports and School Time Coverage – Covers all sports other than football as well as accidents occurring while participating in any school sponsored activity. Cost options range from \$23.00 for minimum coverage to \$57.00 for maximum coverage.
  - There is also dental and illness coverage available. Please see brochure.

Please be clear that the school is not providing insurance coverage, nor endorsing Myers/Stevens. Rather the school is simply making this coverage available to families who wish to pursue this option in meeting the Education Code requirements regarding medical insurance for participants in co-curricular activities.

### **Physical Exam and Parents' Permission for Athletics**

All students planning to go out for any competitive sport at anytime during the school year must successfully complete a physical examination. Therefore, the examination is valid until the same date the following year. If the student had an examination before the summer for a camp or for any other reason, that examination is valid for this year as long as a signed card by the physician is turned in.

**Students CANNOT participate in practice or conditioning until this requirement has been met.**



## SMHS Athletic Information 2008-2009

- **PHYSICAL EXAMINATIONS.** Exams from the family physician are the most desirable as a more comprehensive examination can be given and are encouraged by the school. However, the school will provide a physical by a private doctor for those desiring on **Monday, August 18<sup>th</sup>**, according to the following schedule: **Boys 8:00 A.M. and Girls 12 P.M.** Please report to the multipurpose room, back door by the pool.
- **FEE:** A donation in the amount \$25.00 is requested. Checks should be made payable to SMHS Athletics

### **EXPLANATION OF CONSENT TO PROVIDE TREATMENT**

Each year one or two students are injured during practice or events, and the school is unable to contact the parents. If the injury is serious and requires stitches, fracture reductions, etc... no physician or hospital will undertake treatment unless life is in danger. The medical consent cards, required for participation, grant school personnel permission to authorize medical treatment for emergency situations when parents are not available. With the cards on file you have the comfort of knowing that treatment will be provided if you cannot be contacted. Forms are available in the APO. **Please be sure to provide all phone numbers.**

### **STARTING DATES – FALL SPORTS**

#### **FOOTBALL:**

A student out for football must purchase and use a mouth guard. This can be secured at any sporting goods store and may be of any type that the student, parent and family dentist feel fits the need. (The San Marino Football staff recommends a mouth guard that can be attached to the mask of the helmet)

VARSITY:	Monday, August 18 at 7:00 A.M.	-	Report to the Field House
Sophomore:	Monday, August 18 at 8:00 A.M.	-	Report to the Field House
Freshman:	Monday, August 18 at 8:00 A.M.	-	Report to the Field House

#### **GIRLS' VOLLEYBALL:**

VARSITY:	Monday, August 18 at 9:00 A.M.	-	Report to the Large Gym
JV & Frosh:	Monday, August 18 at 9:00 A.M.	-	Report to the Small Gym

#### **CROSS COUNTRY:**

All Runners:	Monday, August 18 at 8:00 A.M.	-	Meet at Lacy Park Picnic Tables
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#### **WATERPOLO:**

All Levels:	Monday, August 18 at 8:00 A.M.	-	Meet at SMHS Pool
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#### **GIRLS' TENNIS:**

VARSITY/JV	Monday, August 18 at 9:00 A.M.	-	Meet at SMHS Tennis Courts
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#### **GIRLS' GOLF:**

ALL LEVELS	Monday, August 18 at 2:00 P.M.	-	Meet at Almansor
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### **TRYOUTS – WINTER SPORTS**

Students who are not in a fall sport and have not been on a winter sport team who are interested in boys and girls basketball and boys and girls soccer will tryout during the **first two weeks of school**. Specifics will be announced in the bulletin/school announcements in September or contact the APO for more information.

### **MEMBERS OF PEP, BAND, FLAGS, CHOIR AND DANCE**

It is **mandatory** that members of these groups provide both the consent to treatment forms (provided by the instructor/coach) and evidence of health insurance. If the family has health insurance they may sign a waiver form available in the APO. If the family does not have insurance for the student or wishes to purchase supplementary insurance; the school makes coverage available through Myers/Stevens. Forms are available in the registration packets or in the APO. Additional insurance can be purchased by contacting the Healthy Families Program or Medi-Cal at <http://www.healthyfamilies-ca.us/> or by calling (888) 445-1333.



## **SMHS Athletic Department Policy on Alcohol and Drugs**

San Marino High School is committed to providing a safe environment for all its students. The use of alcohol or other illegal drugs by a student increases the possibility of that student hurting him/herself or others and is, therefore, not allowed.

Participation in high school athletics is a privilege, not a right. Students must meet academic and citizenship standards to be eligible to compete. San Marino athletes are the most visible representatives of the school both within and outside the community.

Accordingly, they are held to a higher standard of behavior in return for the privilege of participating in interscholastic sports. To encourage responsible and safe behavior by students, the following policies have been established:

**ALCOHOL:** Upon a first offense, a student found in possession or under the influence of alcohol will be suspended from school for a period of 2-5 days. Additionally, the student will be suspended from competition for a minimum of two interscholastic contests or two weeks, whichever involves the greatest number of contests. **The student will forfeit the right to earn an athletic letter, and the student will be ineligible for any and all team, league, or CIF awards or recognition.**

**A coach may establish stronger consequences for a particular sport, including removal from the team, and the school will support those consequences.** Upon a second offense, in addition to schoolwide consequences, the student must be removed from the team for the remainder of the season. A third offense may lead to removal from the athletic program for the remainder of the student's high school experience and possible recommendation for expulsion.

**OTHER DRUGS:** In accordance with California Education Code, the use of other illegal drugs will lead to school suspension, and a recommendation for expulsion will be made to the school board. At a minimum, the student will be removed from athletic competition for the remainder of the season of sport and forfeit the right to earn a letter or any other awards or recognition.

**Please discuss with your child the importance of refraining from the use of alcohol or other illegal drugs. Discuss with your child the policies disclosed in this letter. We have a better chance of keeping your child and others safe if the school and you are providing a consistent message.** If you would like additional information concerning ways to discuss this with your child or have any questions regarding how to keep your children safe from alcohol or illegal drug use, please contact SMPD or your guidance counselor.



# SMHS Policy and Procedures on Attendance

## 1. Absences

After any absence, the student must bring to the Attendance Office a written note from home, which specifies the following printed information:

- The student's name, grade level and school ID number
- The reason for the absence
- The date(s) of absence(s), including specific periods for a partial day

The parent or legal guardian must properly sign the note. The Attendance Office opens at 7:30 am. Notes should be presented by 7:45 am so that the student may be in the classroom before the tardy bell rings at 8:00 am. Students will be issued an Absence Card, which they will be required to present in each class in order to be readmitted. If the student does not have a note, they are required to pick up a Truant Card in order to be readmitted to class.

## 2. Senior Absences

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

## 3. Parent Signatures

- Parents must sign all absence notes.
- Parents may not authorize their student to sign the parent signature.
- Signing someone else's signature for any reason will be considered forgery and will result in disciplinary action.

## 4. Three Day Clearance Policy

Students who return from an absence without a proper note will be issued a Truant Card. The student will have **three days** to bring a proper note from home. If after three days the absence has not been accounted for by a proper note, it will remain a truant and disciplinary action will follow.

## 5. Temporary Custody of Minor Form

- This form designates a temporary guardian for your student when you leave town.
- This person is authorized to sign absence notes for your student and serves as a contact in an emergency situation.
- This form must be on file, or absences during the time period parents or legal guardians are out of town will be considered truant.
- You can get this form from the Attendance Office and it must be returned before leaving town.

## 6. Doctor's Appointments and Leaving Campus

Prior to leaving campus for a doctor's appointment or any other reason, the student must present to the Attendance Office a request for early dismissal, properly signed by the parent/guardian. If verification is not received prior to the student leaving campus and the student leaves campus, it is considered truancy and will not be cleared with a note afterwards.

**Parents may contact the Attendance Office at (626) 299-7029 if you have questions regarding attendance policy or your student's attendance.**





## SMHS Drop-Off/Pick-Up, Parking and Off Campus Information

**STUDENT DROP-OFF/PICK-UP:** Students are to be dropped-off/picked-up on Winston, Gainsborough, and Robles, or in the circle in front of the main office. Dropping-off/picking-up students on Huntington Drive should be avoided due to the excessive traffic on Huntington Drive. It is very dangerous to double park to drop students off on Huntington Drive. Students should never be dropped off in any area other than at the curb. Police will ticket for double parking.

For all students' safety, **DO NOT DROP OFF/PICK-UP STUDENTS IN THE PARKING LOTS.** Cars making U-turns in the lots create a tremendous amount of traffic congestion and possible accidents. **Students who are dropped off or picked up in the lots will receive detention for violating safety procedures and an administrative citizenship grade drop for repeated violations for defiance.**

**PARKING INFORMATION:** Student spaces are designated by white lines in the east and west lot parking lots. Restricted parking is designated by yellow spaces. **Yellow spaces are identified for visitors, not students. Only teachers/staff and students with permits are allowed to enter and/or park in the lots during school hours.** The San Marino Police will cite cars illegally parked in yellow spaces.

**STUDENT PARKING PERMIT INFORMATION:** Beginning September 3<sup>rd</sup>, seniors who wish to purchase a SMHS Parking Permit must **bring COPIES of the following to the APO: valid California Driver's License, current vehicle registration and automobile insurance, and a current ASB card.** Students must read and fill out an application and submit \$30.00 (check preferred, made out to SMHS ASB, or the exact amount of cash only). **Beginning August 18<sup>th</sup> applications will be available, and beginning September 3<sup>rd</sup> only completed applications with full payment will be accepted for a lottery drawing.** Students who have attendance/discipline issues may have their permit revoked without any refund or may lose their privilege when they become eligible for a permit. **PERMIT PARKING WILL BE STRICTLY ENFORCED FROM SEPT. 18<sup>th</sup> UNTIL THE END OF SCHOOL.**

**OFF-CAMPUS PRIVILEGE:** On July 11, 2001 the San Marino Unified Board of Education approved a Senior Off-Campus Privilege Proposal. This proposal will be constantly reviewed by the Board and can be revoked at any time. Parents/guardians of seniors who would like to allow their students to go off campus **must come into the APO to sign a release.** Without proper authorization, no senior can leave the campus during lunch. The campus is closed to 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students. Please review the following with your child:

1. Seniors with releases signed and with proper identification may leave campus at lunch.
2. Seniors who take non-seniors or seniors without proper authorization, will lose their off campus privilege.
3. Seniors who receive an administrative citizenship grade drop (see Titan Guide) may lose their off-campus privilege.
4. Non-seniors who go/have gone off campus at lunch will forfeit their Senior Off-Campus Privilege during their senior year.
5. The campus will be closed to all students during special events. Students need to listen to bulletins for Closed Campus dates.
6. Seniors with attendance/discipline issues will have off-campus privilege suspended (possibly revoked)
7. **Students MUST carry their SMHS ID card at all times and present it each time to go off campus and when asked.**

**PLEASE KEEP THIS SHEET FOR FUTURE REFERENCE.**



## SMHS Earthquake & Disaster Procedures

In the event of a significant earthquake or other disaster, which may necessitate the closing of school, parents should be aware of the following information.

If it is necessary to close school, students will be only dismissed according to written parent directions as reported on the Emergency Release Authorization Form, which is provided in every registration package at the beginning of the year. It is extremely important that this form is kept up to date. Forms are on file in the APO.

**PARKING:** Parents or authorized adults who have come to pick up students may only park on side streets. **Parking will not be permitted in the east or west lots**, as emergency vehicles must have access through these driveways. Police request that you do not park on Huntington Drive or Robles so as to minimize congestion there. There will be staff present at the entrances to SMHS to help direct you.

**CHECKOUT LOCATIONS:** Student checkout will begin at the pedestrian gate off Robles. Those authorized to pick up students should enter the campus from the upper field (off Robles) and report to the check out location. There will be staff members there to direct you.

**CHECKOUT PRECEDURE:** When you come to pick up a student you are to take the following steps:

- Report to **“PARENT CHECK-IN”** table. Give the name of the student(s) you are there to pick up.
- The name of the student(s) will be called. You will wait for your student in a designated area. The student will come to you when his/her name is called.
- When you meet your students(s) you must take him/her to the “Student Check-Out Table”. Lines will be arranged alphabetically by last name. You need to present your identification, and you will be asked your relationship to the student. This information will be checked against the Emergency Release Authorization Form.
- If check out is approved, a release slip will be authorization for release. This slip must be presented to staff at the school exits in order to leave. Please leave as promptly as possible, so that congestion is minimized.

### **GENERAL INFORMATION:**

In the event of a significant quake or other disaster, please do not call the school, as the school will be unable to respond to calls. Schools will have the ability to tie into the district offices and, in turn to local emergency services. It is extremely important to follow the procedures established, to avoid panic, and to allow school and community personnel to perform the functions for which they have been trained. If you have any questions about disaster preparedness at the high school, please phone the **Assistant Principal’s office (APO) at (626) 299-7047.**

**PLEASE KEEP THIS SHEET FOR FUTURE REFERENCE**





# SMHS Graduation Requirements

Dear Parent/Guardian,

In addition to the school district's academic requirements for graduation, there are two other significant requirements that students must complete in order to earn a diploma from San Marino High School:

**1. CITIZENSHIP REQUIREMENT:** Since the school's inception, quality citizenship has been valued and this policy was instituted at that time to encourage students to be productive citizens. In each class, including homeroom, a student receives a citizenship grade of A-F. At the end of each semester, the student's overall citizenship grade average is determined, much the way an academic grade point average is determined. To earn a diploma, the student must have at least an overall "C" grade average for all semesters in attendance at SMHS. Additionally, regardless of overall average, a student must earn no less than a "D" average in each semester of the senior year. If the student does not meet these requirements, the student will not graduate and receive a diploma until one of the following is completed:

1. The student passes any summer school course with a grade of a "C" or better. This course can be taken at San Marino High or at a community college. If the course is taken at a school other than San Marino High, written verification of the grade must be submitted to SMHS; or
2. The student gets a job and gets a letter from the employer at the end of August stating satisfactory performance on the job for at least two months. The employer may not be related to the student.

**2. COMMUNITY SERVICE REQUIREMENT:** Each student is required to complete forty hours of community service. It is the district's belief that quality citizenship entails giving something back to others. Although forty hours is a minimal amount of time, we hope that after performing service, students will be encouraged to continue this practice. The forty hours can be earned at any time during the student's four years at SMHS, **but are due by April 14, 2009 for the Class of 2009.**

**Counselor approval must be obtained before a student begins any service hours.** Specific forms need to be filled out in connection with service work, and these are available on the school's website, [sanmarinohs.org](http://sanmarinohs.org). If you need additional information, your child's counselor is available to answer your questions. In addition to the student's own efforts to locate service opportunities, projects are periodically announced in the school bulletin and lists are available in the Counseling Office.

Each year there are some senior students who are **at risk of not graduating** due to a shortage of service hours, causing stress for their parents and themselves. It is far better to earn these hours early in the student's high school years to assure that this requirement is met.

**3. SENIOR ABSENCES:** A senior who accumulates more than **nine (9)** non-school related absences, **WHETHER EXCUSED OR UNEXCUSED**, to any one class in a semester will lose the privilege of participating in the graduation ceremony and may be withheld from participating in other school activities or earning senior awards. An administrator must approve school-related events before the student misses a class. An appeal process will allow students to petition to exceed this limit due to absences beyond the student's control, such as extended illness (verified by doctor) or required court appearances. It should be noted that such absences do not automatically increase the permitted total number of absences.

High school is about more than just grades. At its best, high school prepares students to become productive citizens who contribute to their communities. These policies are designed to promote that purpose. Please stress to your child the importance of being a person of quality.



# SMHS Internet Acceptable Use Policy

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

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

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

## **PERSONAL RESPONSIBILITY & PRIVILEGES**

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

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

### **The following are not permitted:**

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

## **NETWORK AND LAB ETIQUETTE AND PRIVACY**

**All users are expected to abide by the generally accepted rules of network etiquette including (but not limited to) the following:**

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

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

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

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

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

**COMPUTER LAB USE** – Students will follow all computer lab rules.



July 2008

Dear SMHS Parents and Students,

**WE NEED YOUR HELP!** As you are aware, San Marino High School is one of the top schools in the state of California. Academic excellence and the opportunity for students to participate in a wide variety of quality co-curricular activities combine to make SMHS a special place to be and prepare for college.

Unfortunately, as you are undoubtedly also aware, California consistently under funds San Marino schools; we receive less funding than virtually all comparable school districts. The state's budget demise has increased the financial challenges for this year. To maintain the high quality of both our academic and co-curricular programs, we have historically asked our parents for financial support.

The **TOTAL TITAN PACKAGE** is a major source of support for all co-curricular areas including instrumental music, drama, the newspaper and yearbook, dance, choir, pep, athletics, speech, and clubs. The money collected goes directly to programs that students in all grades experience at San Marino High School including transportation not only for athletics, but also for other co-curricular activities and classroom field trips. The TOTAL TITAN PACKAGE provides the best level of support for our students and provides the greatest discount for your purchase of the yearbook.

The **INSTRUCTIONAL MATERIALS & TECHNOLOGY DONATION** supports the instructional program and is used to purchase new textbooks, computer software, and other instructional materials that go directly into the classroom. The increased use of technology in all grade levels has brought an even greater need for software licensing and computer supplies.

An absolute strength of our school is the support we receive from our parents, both in time and money. It is what makes our school district special and is the foundation of excellence for which this school and the district are known. The high percentage of families supporting SMHS has allowed us to keep the cost low compared to what other schools must ask parents to contribute.

We realize that this request is but one of many made of you, and we want you to know that the students and staff appreciate your consideration and generosity. These contributions are voluntary, and your child's participation in school activities is not dependent upon your donation. It is our hope that you will see the value of contributing so that we can provide the best overall program possible for our students. We are extremely appreciative of this support, and we would hope that all of our SMHS families support the program generously this year.

Respectfully,

Loren Kleinrock  
Principal

# **SAN MARINO UNIFIED SCHOOL DISTRICT**

## **VOLUNTARY ACTIVITIES PARTICIPATION FORM**

### **ACKNOWLEDGEMENT AND ASSUMPTION OF POTENTIAL RISK**

A signature for **VOLUNTARY ACTIVITIES PARTICIPATION** must be on file with the District before a student will be allowed to participate in co-curricular activities.

I authorize my son/daughter to participate in the District-sponsored activities.

I understand and acknowledge that these activities, by their very nature, pose the potential risk of serious injury/illness to individuals who participate in such activities.

I understand and acknowledge that injuries/illnesses may result from participating in these activities.

I understand and acknowledge that participation in these activities is completely voluntary and as such is not required by the District for course credit or for completion of graduation requirements.

I understand and acknowledge that in order to participate in these activities, I and my son/daughter agree to assume liability and responsibility for any and all potential risks, which may be associated with participating in such activities.

I understand, acknowledge, and agree that the District, its employees, officers, agents, or volunteers shall not be liable for any injury/illness suffered by my son/daughter which is incident to and/or associated with preparing for and/or participating in this activity.

I acknowledge that I have carefully read this **VOLUNTARY ACTIVITIES PARTICIPATION FORM** and that I understand and agree to its terms.

In accordance with Education Code 32221, we are requiring that each member of an athletic team have insurance protection to be paid by the parents or guardians. The District does provide for a limited amount of coverage.