

STUDENT HANDBOOK

2008-2009

San Diego High Educational Complex

Lead **E**xplore **A**chieve **D**iscover **S**erve



LEAD, EXPLORE, ACHIEVE, DISCOVER & SERVE

1405 Park Boulevard
San Diego, CA 92101-4799
Building 100 Upper Floor, Room 163
(619) 525-7456 Ext. 2100

WELCOME

Welcome to LEADS at the San Diego High Educational Complex, home of the San Diego Cavers. The students, staff and parents of LEADS are very proud of our community of learners made up of outstanding students and a dedicated staff of caring professionals. We are committed to working together toward the success of all students at LEADS. Please take the time to read the information contained in this document as it will provide you with school policies and procedures. It also contains information regarding services we offer at LEADS. We look forward to serving you and providing you with the best learning experience possible.

Rocio Weiss, Principal

MISSION STATEMENT

LEADS High School encourages a collaborative culture that integrates the learning environment in the school with our community. The school encompasses staff, faculty, students, families, colleges and industry. LEADS is committed to providing students with a high quality education in a personalized learning environment. This school is uniquely structured to produce innovative, culturally aware, and insightful leaders of business, government, and non-profit organizations. Students will acquire the necessary skills to make a meaningful contribution to our community.

This handbook will provide you with the information required to help create a positive and successful experience at LEADS High School.

LEADS ESLRs Expected School-wide Learning Results

Lead by example – Students will exhibit leadership in the daily activities of their lives.

Explore the world around us as lifelong learners – Students will explore and research a variety of subjects that meet their interests.

Achieve by learning from our successes and failures – Students will achieve by understanding the benefits of succeeding and failing in and out of school.

Discover how to develop positive relationships – Students will discover the benefits of networking and building on the relationships created during their high school years.

Serve our current and future community in leadership roles – Students will understand the significance of making an impact in school as well as in their community.

I. ATTENDANCE, TARDIES, AND PASSES

ATTENDANCE POLICY (ABSENCES AND TARDIES)

Student learning is our school's priority and attending class is imperative for learning in LEADS High School. Therefore we have an attendance and tardy policy that all students are required to abide by. Attendance in class is vital for academic success in school. Students must take the responsibility to insure that they are attending class daily and are on time.

ABSENCES-(excused or unexcused)

Students who miss class or arrive 30 or more minutes late for class without a valid pass will be marked **ABSENT**. It is the student's responsibility to clear absences with the school attendance clerk. Parents/guardians must call the school on the day of a student's absence at (619) 525-7456 ext. 2100 between the hours of 7:30 A.M. and 3:30 P.M. Eighteen-year olds are not permitted to excuse themselves. If a call cannot be made, a note must be submitted to the Attendance Clerk Office in room 163 upon arrival back to school. The note must include student's full name, date(s), and reason for absence, telephone number, and the signature of the parent or guardian. The following actions will be utilized upon the absence of a student from class for every Quarter/grading period. (9 Weeks)

- 1) Absences 1-5: All missed/makeup work is at the discretion of the individual teacher.
- 2) Absence 6-8: Parents are notified by the teacher of possible failure in course because of student absences.
- 3) Absence 9: **Student fails the course and receives a grade of "F" on the report Card.

**Students who have made learning contracts prior to absences will not have those absences applied to the total of nine.

**Students may appeal and must appear with a guardian before an advisory panel to petition the absences. Panel will consist of faculty, members of the community, and students selected from LEADS High School.

SHORT-TERM CONTRACT INDEPENDENT STUDY AGREEMENTS

Short-Term Contract Independent Study agreements must be written for an excused absence of at least five consecutive days (but not to exceed 20 days). The student must complete all work assigned for the number of days within that contract to receive credit. Make arrangements early with the attendance clerk who will obtain approval and signatures from the principal and counselor.

TARDY AND TRUANCY POLICY

Tardiness is not accepted at LEADS High School. Tardies occur when a student is not in his/her assigned seat or station when the period begins according to the bell schedule. Tardies and truanancies are directly related to citizenship grades but may also affect academic grades from missed assignments while not in class. It is at the teacher's discretion to allow make-up work for missed assignments due to tardies or unexcused absences. When a student is late to class he/she is disrupting the educational process. As a result students cannot learn effectively and teachers cannot teach effectively. Therefore, students will be assigned to lunch detention every time they are late to class.

The LEADS tardy policy is as follows:

- Students who are late and do not have a written excuse should go directly to the LEADS office. The teacher will follow the tardy policy as outlined in their individual course syllabus.
- Teachers will obtain student and parent signatures acknowledging the tardy policies as outlined in their course syllabus and keep them on file in their classroom.
- Failure to serve detention will result in more serious consequences, such as Saturday School, loss of privileges to participate in school activities and even suspensions.

PASSES OUT OF CLASS

- When leaving the San Diego High Educational Complex, a student must have a blue slip or an ROP internship pass.
- Hall passes will not be given out during the **first or last** 15 minutes of class.
- When leaving a classroom during class time, a student must have an authorized LEADS pass issued by a staff member and their student ID card.
- There are special designated passes to go to the Nurse which may not be used to go to other locations on campus.
- Students who are out of class without a pass or at a different location than was written on the pass will face the following disciplinary actions:
 - Detention, Saturday School, Suspension, Lowering of grade, Loss of future pass privileges.

LEADS STUDENT RESTROOMS

- Use the restrooms located in the upper 100 floor. These restrooms are for LEADS students only.
- After obtaining a pass from a teacher, sign-in at the LEADS office and leave your student ID card to pick-up the restroom key.
- ID card will be returned after the key is brought back into the office.
- If a student does not have an ID card, they will not be given the key to the LEADS restroom and they will need to use the restroom next to the Library.
- Vandalism, graffiti, or any illegal activity will result in the closure of the LEADS restroom to all students. The reopening of restrooms is at the discretion of LEADS administration.

II. ATTIRE

DRESS CODE

LEADS High School and the San Diego High Educational Complex is a place of learning. Student dress and appearance should reflect this image and not be a distraction to the learning process. These rules apply to both male and female students during the school day and at all school-sponsored events at the San Diego High Educational Complex.

Caps, hats, head covering, or sunglasses of any kind may not be worn in classrooms or in hallways.

Items which fall into the categories below **will not be permitted on campus at any time.**

- Clothing or accessories that:
 - Promote sex, violence, drugs or alcohol

- Are deemed to be gang related or likely to incite confrontation
- Have been altered with personalized lettering
- Are deemed offensive or which may cause a disruption of the campus environment
- Are deemed inappropriate for school, such as bare midriffs, strapless or tube tops, or other garments that show undergarments.
- Wallet chains or other attire that could potentially be used as a weapon
- Bare feet or inappropriate shoes

Failure to observe the dress code will result in the following:

1. Parent/guardian notification regarding the student's failure to comply with the dress code.
2. Change in attire by the offending student, alternative loaner clothing provided by LEADS office. If this is not possible, student will be held in LEADS office, parents will be called, and student will be sent home to change attire.
3. Additional disciplinary action, including suspension, Saturday School, etc. will occur for continued disregard of the dress code.

III. CODE OF CONDUCT

CODE OF CONDUCT

Conduct standards are essential. Students are expected to maintain these standards while at LEADS High School and at all complex-sponsored activities for the benefit of the entire student body and the community. This Code of Conduct lists behaviors, which are **unacceptable** and have NO place on our school campus or at school-sponsored activities. Consequences for actions that break the code of conduct will be determined by the administration of LEADS.

- Academic dishonesty
- Fighting
- Using intimidation or violence to obtain money or possessions
- Gambling, wagering, or betting
- Horse playing, acting in a rowdy/distracting, potentially dangerous way
- Possessing or using drugs, alcohol or tobacco
- Stealing or attempting to steal school or personal property
- Showing excessive/passionate displays of affection
- Using profanity or vulgar language

SAFE AND ORDERLY ENVIRONMENT

LEADS High School and the San Diego High Educational Complex has a strong anti-violence philosophy. Any student who is involved in a fight may be banned from participating in any extracurricular activities such as graduation, dances, and games. Involvement in violence could lead to a student's placement in a setting other than LEADS High School. Violence always leads to continued conflict and not to resolution. Speak to a staff member or go to the LEADS office to receive help before any conflict arises.

SEXUAL HARASSMENT

The San Diego Unified School District prohibits sexual harassment as defined in the Education Code to mean unwelcome sexual advance, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting. Any student wishing to make a complaint should immediately report the incident to a teacher, counselor, vice principal, principal, or other staff member.

DEFIANCE

Students who defy the authority of any staff member, or refuse to follow his/her directions, will be referred to the counselor, vice principal, or the principal for disciplinary action.

VANDALISM

State law provides for the suspension or expulsion of any student who willfully cuts, defaces or otherwise damages real or personal property belonging to a school. Anyone who maliciously damages school property may be required to pay for the damages, up to \$5,000 (Penal Code 594). Under normal circumstances the school will hold the guardian liable for such damages. Students involved in theft, defacement, or vandalism may be arrested, suspended, or expelled.

Teachers have the right to confiscate items from any student in possession of visible material that can be construed as being affiliated with sex, drugs and or gangs (or other groups associated with illegal activities including graffiti or “tagging”). This material can consist of notebooks, paper, pens, permanent markers, shirts, wrist bands, back packs, etc.

FOOD AND DRINK POLICY AT LEADS

Generally, students may not eat during the instructional period. In order to control pests in our classrooms, we ask that students abide by their teachers’ policies regarding food and drinks in the classrooms.

NON-NEGOTIABLE RULES FOR STUDENTS

- Never disrupt the educational process.
- Arrive to school on time, prepared, and eager to learn.
- Complete homework every night and seek assistance if needed from your teachers.
- Respect our school dress code by wearing proper attire at all times.
- Keep our classrooms and locker areas clean, free of trash, and graffiti.
- Never engage in verbal or physical violence.
- Follow all classroom rules, expectations, and instructions as given by our teachers while accepting the consequences for breaking these rules.
- Learn to respect and appreciate human differences.

IV. DOCUMENTS NEEDING PARENT/GUARDIAN SIGNATURES

ZERO TOLERANCE POLICY

The Board of Education has declared a Zero Tolerance Policy in all San Diego Unified School District schools. Please refer to the Zero Tolerance contract that all students and parents must sign prior to enrollment in any San Diego Unified School District school.

ACCEPTABLE USE POLICY FOR COMPUTERS AND TECHNOLOGY

The Board of Education has declared a Network Use Policy in all San Diego Unified School District schools. Please refer to the contract that all students and parents must sign prior to enrollment in any San Diego Unified School District school.

Both parent/guardian and student are required to read, date, and sign the network responsibility contract prior to gaining permission to using computers. The contract describes what is and is not acceptable behavior on the complex and school computers. After turning in their signed AUP form, all students will receive a user name and password. Access to any computer and network system will not be allowed until the completed contract is returned to school. This contract is renewed each year while attending LEADS High School. Students who violate this contract will lose the privilege of using school and complex computers.

LUNCH PROGRAM APPLICATIONS (School Meal Certification Program)

All LEADS High School students may be eligible to participate in the free or reduced price meal program. All students must return the application distributed at the beginning of the school year. The school receives funding for each application thus it is extremely important that we collect all applications to offer maximum funding to our students. For more information contact Mrs. Perez (School Clerk) in room 163.

MEDIA RELEASE

On occasion students will be given the opportunity to participate in field trips or events that may have media present. Please sign and return this form stating whether or not you would like your student to possibly be filmed or photographed by the media.

SAN DIEGO PARENT INVOLVEMENT SURVEY

LEADS STUDENT HANDBOOK SIGNATURE PAGE

Tear off and return the last page of this handbook to your student's 2nd period teacher.

V. GENERAL INFORMATION

ELECTRONIC DEVICES

- Leave all electronic devices turned off and stored in your backpack during the instructional day (this includes passing periods).
- Items used by students during instructional time will be confiscated by staff and returned to the student at the teacher's discretion.
- Items turned into the principal by staff members will only be returned to a parent or legal guardian.
- Employees of San Diego Unified School District will not dedicate any time to locating lost or stolen electronic items. Bringing such devices to school is at your own risk of loss.

VISITORS

Friends and relatives are not allowed on LEADS or complex grounds without a parent unless they are part of a programmed tour arranged by a school coordinator. All visitors must check in at the LEADS office upon arrival. This is to prevent disruption of classroom instruction.

COUNSELING SERVICES (Room 163)

Ms. Cerda (last names beginning with A-L)

Mr. Rios (last names beginning with M-Z)

LEADS High School Counselors will assist you with your schedule as well as ensure that progress is being made toward graduation requirements. Mr. Rios and Ms. Cerda, along with your Leadership Seminar Advisor, will provide information about careers, colleges, and scholarships and help you with personal problems. Additionally, information about tests such as PSAT, SAT, SAT II, AP and qualifications for the honor of valedictorian and salutatorian can be obtained from your counselor.

NURSE, MEDICATION AND WELLNESS PROGRAM

The complex nurse provides a health services program for the assessment, evaluation, maintenance, and improvement of the health of pupils and complex personnel. The major focus of school health services is the prevention of illness, disability and the early detection and correction of health problems. The complex nurse is uniquely qualified in preventive health, health assessment, and referral procedures.

Any student who requires the administration of medication must have an authorization form on file in the complex health office before the medication can be administered. For the protection of students, no medication, including asthma medication, may be on the complex unless the nurse has received authorization.

DISASTER/EVACUATION OF BUILDING

Students are informed of the current procedure for responding to emergency situations as well as the routes to be followed in the event that building evacuation is required. Evacuation routes are posted in each classroom.

CALIFORNIA HIGH SCHOOL EXIT EXAM (CAHSEE)

This exam tests students in math and English and is a graduation requirement for all classes that began with the class of 2006. A student may take this exam whenever it is given if they have not passed individual sections previously.

EXHIBITIONS, PORTFOLIOS (SENIORS)

The San Diego Unified School District requires all graduating seniors to present and pass Senior Exhibitions. The exhibition/portfolio involves a collection, reflection, and presentation of student work. Completion of the exhibition/portfolio is a prerequisite for graduation and for participation in senior activities.

HOME/SCHOOL COMPACT

Students receive a *Home/School Compact* form as part of a student packet at the beginning of the school year. Students and parents must read and review this very important document. The form describes school, parent/guardian, and student commitments. All parties have roles and responsibilities in the learning process and need to make a commitment to achieve district academic and citizenship standards.

SAN DIEGO HIGH EDUCATIONAL COMPLEX WEBSITE

The school's website is a resource for bulletin and calendar information. Sign on to <http://www.sdhs.sandi.net> from anywhere in the world to connect to the complex.

STUDENT ID/PHOTO CARDS

LEADS High School ID cards must be carried at all times and are required for admission to school and complex events. The first ID card is free of charge. If you lose your ID card, you must make an appointment in the LEADS office for a photograph to be taken and purchase a replacement for \$5.00. ID cards must be presented to a complex staff member when requested.

BOOKS

You are responsible for all books issued to you. If your books are stolen, marked in, or not returned to the library, you will be charged for damages or the cost of the book. When you first receive your books, inspect them for any marks or other damages and, if found, inform the library staff immediately. If you cannot pay a library debt, discuss with the library a plan for payment or work arrangements.

LOST AND FOUND ITEMS

There is no "Lost and Found" area at the complex. Please label all personal belongings with your name and identifying information. Identifiable lost and found articles are returned to students as soon as they are found. Lost books are returned to the library. Occasionally when items of value (jewelry, watches, etc.) are lost or found, a bulletin may be broadcast in order to return it to the rightful owner.

LOCKERS

LEADS High School students must purchase an ASB card before a locker can be requested and assigned. Lockers are available in the upper 100 building. Lockers are not to be shared thus you are responsible for anything found in your locker. Anyone found sharing a locker will forfeit their right to have a locker. Locks placed on unassigned lockers will be removed, along with the contents. Confiscated items may be retrieved at the ASB office. The lock is school property and must be left on the locker when you check out of school. Do not affix decals on your locker as the violation of this policy will result in forfeiture of the locker.

BIKES, SCOOTERS, SKATEBOARDS, ROLLER SKATES, BLADE SKATES, ETC.

Bikes, scooters, skateboards, roller skates/blades are not allowed inside the LEADS building. If used as a way of transportation to and from school, students must check equipment in at the administrative office upon arriving and pick it up when leaving. LEADS personnel will confiscate any equipment not checked in and it will be returned only to the guardian.

PARKING, STUDENT

There is **NO** student parking on the complex. Parking is available at the old Balboa Park Naval Hospital lot or legal street parking. Tickets and towing are at owners' expense.

PHYSICAL EDUCATION

Physical Education clothing may be purchased at school for the following prices: T-shirts \$8, shorts \$11, sweat pants \$12. Each student's uniform must be marked with his/her name. Students are required to wear their own uniforms. Lost or stolen uniforms are replaced at the student's expense. Students must provide their own lock for their PE locker.

ASSOCIATED STUDENT BODY (ASB) - CARD

You are encouraged to purchase an ASB card to become a more active member and supporter of your school and complex. With the \$18 purchase of an ASB card you will enjoy the following benefits: free entrance to all regular season home football and basketball games, discounts on dances, locker (based on availability) and share in discounts given by local participating businesses. Lost or stolen cards must be repurchased.

EXTRA-CURRICULAR ACTIVITIES

To be eligible to participate in interscholastic athletics, performing groups (music, drama, cheerleading, and drill team), and ASB (including class officers and presidencies of student clubs), you must maintain a "C" average (2.00 GPA) which includes passing grades in three classes academically and in citizenship on your previous report cards. Some activities restrict the number of U's or N's. Check with the activity advisor if you have any questions regarding your eligibility.

REPORT CARDS AND PROGRESS REPORTS

Report Card	Grading Period Ends	Grades Sent Home
1 st Quarter Progress	9/30/08	Mailed Home 10/09/08
1 st Quarter Final	10/31/08	District Mails Home 11/6/08
2 nd Quarter Progress	12/11/08	Mailed Home 12/18/08
2 nd Quarter Final	1/30/09	District Mails Home 2/5/09
3 rd Quarter Progress	3/3/09	Mailed Home 3/12/09
3 rd Quarter Final	4/3/09	District Mails Home 4/16/09
4 th Quarter Progress	5/12/09	Mailed Home 5/21/09
4 th Quarter Final	6/15/09	District Mails Home 6/30/09

BELL SCHEDULES

Regular Days: Monday, Wednesday, Thursday

Period 1	7:30 – 9:00	90 minutes
Period 2	9:05 – 10:35	90 minutes
LUNCH	10:40 – 11:10	30 minutes
Period 3	11:15 – 12:45	90 minutes
Period 4	12:50 – 2:20	90 minutes

Modified Day 1: Tuesday

Period 1	7:30 – 8:30	60 minutes
Period 2	8:35 – 9:35	60 minutes
Advisory	9:40 – 10:30	50 minutes
LUNCH	10:35 – 11:05	30 minutes
Period 3	11:10 – 12:10	60 minutes
Period 4	12:15 – 1:15	60 minutes

Modified Day 2: Friday

Period 1	7:30 – 8:50	80 minutes
Period 2	8:55 – 10:15	80 minutes
Advisory	10:20 – 10:55	35 minutes
LUNCH	11:00 – 11:30	30 minutes
Period 3	11:35 – 12:55	80 minutes
Period 4	1:00 – 2:20	80 minutes

* 5 minute passing periods between each period

IMPORTANT DATES & HOLIDAYS

- November 11th – Veterans Day (School Closed)
- November 24th -28th – Thanksgiving Holiday Week (School Closed)
- December 22nd -January 2nd – Winter Holidays (School Closed)
- January 5th – Back to School
- January 19th – Martin Luther King Jr's Birthday (School Closed)
- February 9th – Lincoln Day Observed (School Closed)
- February 16th – Washington Day Observed (School Closed)
- April 6th -10th – Spring Vacation (School Closed)
- May 25th – Memorial Day (School Closed)
- June 15th – Last Day of School, Commencement Ceremony
- June 16th – Teachers Last Day of Work

LEADS High School 2008-2009 Staff List
Phone (619) 525-7456 Extension 2100
Website: <http://leads.sdhs.sandi.net/>

Name	E-Mail Address	Extensio n	Position
Weiss, Rocio	eweiss@sandi.net	2123	Principal
Cerda, Alyandra	acerda@sandi.net	2119	Counselor (A-L)
Rios, Henry	hrios@sandi.net	2120	Counselor (M-Z)
Smith, Linda	lksmtih@sandi.net	2122	Admin. Assistant (sub)
Gingery, Trudy	tgingery@sandi.net	2118	Secretary
Perez, Vivian	vperez@sandi.net	2100	School Clerk
Pineda, Patty	ppineda@sandi.net	2127	Attendance Assistant
Acevedo, Henry	hacevedo@sandi.net		Spanish
Adams, Elka	eadams1@sandi.net	4164	English Teacher/Elective
Alcaraz, Evelyn		4157	Sped. Educ. Tech.
Barbrick, Robyn		2100	Spec. Educ. Assistant.
Bartelli, Danielle	dbartelli@sandi.net	4167	English, Plato Lab
Del Carmen, Francisca	fdelcarmen@sandi.net	3007	ASB, Elective Teacher
Furka, Laura			ROP-Business Environment
Gonzales, Jason	jgonzales1@sandi.net	4151	Spec. Ed. Teacher
Groves, VC	vgroves@sandi.net	4160	Art Teacher
Guzik, Ty	tguzik@sandi.net	2251	AD/Science Teacher
Hamilton, Holly	hhamilton@sandi.net		Special Education
Harden, Jen	jharden@sandi.net	4161	Social Studies Teacher
Hueramo, Gustavo	ghueramo@sandi.net	4156	Social Studies Teacher
Hughey, Tim	thughey@sandi.net	2600	JROTC Instructor
Hurt, Robb	whurt@sandi.net	4154	ROP/Elective
Kocher, Andrea	akocher@sandi.net		District Counselor
LeBeau, Jonathan	jlebeau@sandi.net	4150	Math Teacher
Lopez, Leo	hlopez@sandi.net	4165	ROP/Elective
Maestas, Michele	mmaestas@sandi.net	4155	Math Teacher
Margetta, Melody	mmargetta@sandi.net	4153	ROP/Plato Lab
Mayorga, Larry	lmayorga@sandi.net	2600	JROTC Instructor
McHenry, Michelle	mmchenry@sandi.net	2100	Spec. Education Teacher
Middleton, Peter	pmiddleton@sandi.net	4150	Math Teacher
Orozco, Ramon	rorozco1@sandi.net	4158	Math Teacher
Perretta, Paula	pperretta@sandi.net	4162	English Teacher/Elective
Ramos, Eduardo	eramos1@sandi.net	2238	P.E. Teacher/Coaching
Reiss-Malone, Alice	areiss@sandi.net	4159	English Teacher
Rico, Stephanie	srico@sandi.net	2150	Science Teacher
Rodriguez, Jose Alfredo	jrodriguez@sandi.net	2100	Spec. Educ. Assistant
Sandquist, Larry	lsandquist@sandi.net	4351	English Teacher
Sturm, Christy	csturm@sandi.net	4005	Science Teacher
Wazny, Fane	fwazny@sandi.net	4166	English Teacher
Williams, Lisa	Lwilliams4@sandi.net	4152	English Teacher
Yu, James	jyu@sandi.net	4005	Science Teacher



LEADS Student Handbook Signature Page

This page must be returned to the student's 2nd period teacher. The actual handbook is to be kept by the student in a safe place where it can be referenced if needed.

My signature below indicates that I have read, reviewed, and understand the policies outlined in the LEADS Student Handbook.

Student name printed

Student signature

Date

My signature below indicates that I have read and reviewed the LEADS Student Handbook with my student

Parent/Guardian name printed

Parent/Guardian signature

Date