

La Jolla High School Student Handbook

Thank you for choosing to be a La Jolla High School Viking. In an effort to maintain an open line of communication with staff, students, parents, and our community, we are providing you with a handbook of information which will facilitate your success on our campus.

We believe that consistency and continuity are key elements of a positive learning experience and environment, and with this in mind, we have established schoolwide policies and guidelines in an attempt to maintain our high standards and traditions, and ensure your safety and well-being.

The policies included in this handbook are:

1. The La Jolla High School Mission Statement
2. Schoolwide Student-Learner Outcomes (SSLOs)
3. Overall School Site Expectations
4. Attire, Personal Belongings, and Electronics Policy
5. Attendance/Truancy and Tardy Policies
6. Academic Honesty and Personal Honesty Policy
7. Zero Tolerance Policy on Physical Violence and Weapons
8. Controlled Substance Violation Policy
9. Computer Guidelines Policy
10. Library/Media Center Textbook Policy
11. School Board Graduation Policy
12. Student Nondiscrimination, Sexual Harassment, and Bullying Policy
13. Athletic Participation Information
14. Free Speech Policy
15. Voluntary Attendance after Age 18
16. Media Release Information
17. LJHS Student Guide to Issue Resolution

As you will notice, this handbook refers to school policies specific to the needs and expectations of all students who attend La Jolla High School. The purpose of our La Jolla High School Student Handbook is to guarantee that all students will have adequate notice that La Jolla High School expects appropriate behavior and conduct. In addition, each classroom teacher will have guidelines pertinent to that particular class. La Jolla High School expects that each student will abide by these rules and regulations at all times, act in a responsible manner, be positive ambassadors for La Jolla High School, and focus on a successful school year. Any questions about the information in this handbook should be directed to a LJHS administrator.

1. The La Jolla High School Mission Statement (approved April 2015)

LJHS strives to provide an effective, innovative, and relevant educational experience for its students, challenging them to achieve their full intellectual, social and emotional potential.

CORE VALUES:

Excellence – We encourage faculty, staff, coaches, and students to innovate and collaborate with each other in order to experience a productive process and meaningful outcomes.

Honor – We create a culture of honesty and respect for all interactions.

Fortitude – We foster an appreciation and respect for intellectual curiosity, academic rigor and the hard work required to achieve lasting success.

Community – We engage fully in our environment—on campus, in our neighborhoods, and in the world beyond us.

2. Schoolwide Student-Learner Outcomes (SSLOs)

1. Students will demonstrate effective oral and written communication skills, and will incorporate technology when applicable.
2. Students will develop interpersonal skills necessary to work collaboratively, ethically, and effectively with others in order to be contributing members in a global society.
3. Students will be able to demonstrate the higher order thinking skills of analysis, synthesis, application, and evaluation.
4. Students will be able to demonstrate knowledge of the world's various viewpoints, belief systems, and cultures as well as American core values.

3. Overall School Site Expectations

Our school is a place of civility and business. Everyone needs room (R.O.O.M.):

Respect for and consideration of others.

Ownership of and responsibility for personal actions.

Open communication and patience.

Manners that focus on politeness and positive interactions.

Your choice to attend La Jolla High School means you willingly accept your responsibility to act at all times in a responsible manner and in support of the guidelines listed below. By so doing, you assure that our school will maintain the excellent learning climate for which it is known, and you will reap the benefits of studying in a superior academic environment. We expect all members of the La Jolla High School community to comport themselves with courtesy and self-discipline. Nothing should be done that is inconsistent with personal and educational excellence. In short, be polite and responsible.

The following guidelines form the basis of the behavior code and apply throughout the school.

1. Regular, punctual attendance. Poor attendance may lower academic/citizenship grades.
2. Positive participation in daily class work.
3. No physical and/or verbal abuse/harassment. No destruction/defacing of school property.
4. No hats, hoods, or headgear inside any building, with the exception of hallways.
5. No food or drink in any building, with the exception of the cafeteria, without prior approval of teacher or administrator.
6. No gum on campus.
7. Students are to carry their school I.D. cards while at school or any school-related event.

4. Attire, Personal Belongings, and Electronics Policy

Attire: LJHS expects students to wear clothing that is appropriate to the business of learning and not a distraction to other students. Unacceptable attire includes, but is not limited to, bare midriffs, tube tops, spaghetti straps, exposed bra straps, off-the-shoulder tops, backless tops, very short skirts or shorts, pajamas, exposed undergarments, sagging trousers, immodest clothing, chains (including wallet chains) slippers, and any clothing featuring controlled substances (including tobacco), weapons, obscenities, vulgarities, hate language, sexual innuendos, or gang affiliations. Upon the first violation, students will be required to change into school-provided clothing. On the second violation, we will require a parent to bring proper clothing to school before the student may return to class. A third violation will result in suspension for one day for defiance.

Skateboards/Rollerblades/Scooters/Bicycles: By law, skateboards, rollerblades, scooters, and the like are not allowed on campus. Bicycles may be secured to the bike racks by the gymnasium; they may not be ridden on the campus grounds.

Personal Belongings: LJHS recommends that expensive personal belongings and large amounts of money be left at home. LJHS is not staffed for exhaustive investigations of theft, and recovery of stolen items is unlikely.

Electronic Devices: All personal electronic devices, including but not limited to, smart phones, cell phones, iPads or tablets, smart watches, e-readers, personal gaming devices, Google Glass, or anything that accesses a wi-fi or cellular network are not to be used during instructional hours—that is, while ANY class on campus is in session—unless specifically authorized by the instructor. Staff will confiscate electronic devices used in violation of this policy and deliver them to a vice principal. On the first violation, LJHS will retain the device for five school days. On the second violation, LJHS will retain the device for three weeks. A third violation will result in suspension for one day for defiance.

5. Attendance/Truancy and Tardy Policies

Attendance/Truancy: Attendance is a legal requirement by California Education Code 48200. Additionally by district school board policy, La Jolla High School is a closed campus: students must remain on site throughout the instructional day—this rule includes students in community college classes such as Political Science and Math 150/250. Those students who have a legitimate need to leave campus must check out through the attendance office and receive either an administrative pass or a blue slip. If a student leaves campus without an administrative pass or blue slip, he/she is automatically truant. The first violation of the closed campus policy will result in parent contact by phone and after school detention/or Saturday School, or loss of senior privileges for those students who violate the rule in their 12th grade year. A second incident will result in both suspension and a parent conference, and loss of additional senior privileges for those students who violate this rule in their 12th grade year. Please note: Students are never to be out of class without a pass from a staff member. Violators will be subject to disciplinary action.

Universal Tardy Policy:

The first week of each semester will be a tardy grace period; i.e., tardies will not be recorded. Teachers will counsel students about the tardy policy, and tardies will count thereafter.

After the first week:

Level 1: For the first 1-3 tardies the teacher gives verbal warning about being tardy, institutes classroom-based consequence at the discretion of the teacher, and makes contact home (via e-mail, letter, or phone call).

Level 2: For 4-6 tardies or more, the teacher may lower the citizenship grade (for 4 tardies), make a second contact with parents (for 5 tardies), and write a referral for defiance (for 6 tardies). The counselor/administrator can assign afterschool detention.

Level 3: For additional tardies, further interventions may include lowering the citizenship grade to a U, additional referrals, parent conference, and/or Saturday School.

Tardy counts start over at the semester.

6. Academic and Personal Honesty Policy

La Jolla High School expects students and staff to exercise the highest moral and ethical standards. We operate with a clear understanding of the need for honesty and integrity in the educational setting and life in general. Acts of academic and personal dishonesty will not be tolerated at La Jolla High School.

Definition of Academic Dishonesty:

Acts of academic dishonesty include, but are not limited to, the following:

Cheating—distribution or use of external assistance relating to an examination, test, quiz, homework, project, or the like, without express permission of the teacher.

Fabrication—falsification or invention of data, citation, or other authority in an academic exercise.

Plagiarism—use of another's ideas, words, or work as one's own. Plagiarism includes, but is not limited to, the misuse of published material, internet material, and/or the work of other students.

Theft or Alteration of Materials—unauthorized taking, concealment, or alteration of student or teacher materials.

Consequences: Students guilty of academic dishonesty will receive a zero for the affected activity. That zero may not be dropped from the record and will be averaged into the student's grade. Upon a second instance of dishonesty in either semester of that course, the student will be removed from that course and receive a final grade of "F/U." Note: In all instances, a referral will be placed in the student's cumulative folder and parents will be contacted.

Personal Dishonesty:

Acts of personal dishonesty include, but are not limited to, the following:

Theft—Stealing/possessing stolen items. Perpetrators will be subject to school disciplinary action, as well as to arrest and prosecution. Police will be notified and a report placed in the student's file. Repeat offenders will be placed at an alternative school site.

Test Avoidance—A pattern of absences on test days for the apparent advantage of performing better on the makeup test. If a student develops a pattern of test avoidance, parents will be notified. Any further absences on test days may result in the forfeiture of makeup opportunities.

Pressure for Unsubstantiated Grade Change—Any student and/or parent request for grade improvement which is not based on mistakes in correction, recording, averaging, or other clerical error. Inappropriate requests by a student and/or parent for a raise in a course grade may result in disciplinary action.

7. Zero Tolerance Policy on Physical Violence and Weapons

The district's Board of Education has approved the following Zero Tolerance Policy:

1. Use, possession or brandishing of a weapon will result in a recommendation for expulsion. A weapon is defined as, but not limited to, a firearm, pistol replica, starter pistol, stun gun, BB gun, or pellet gun, a knife of any size or type, a dirk, dagger, razor, slingshot, any explosives or fireworks. Any object used in a dangerous manner will also be considered a weapon.
2. Repeated incidents of fighting (3), violent acts, or causing serious injury to another person will result in a recommendation for expulsion.

3. Attempting to commit or committing a sexual assault and committing a sexual battery could result in a recommendation for expulsion.
4. Our district has a NO ALCOHOL, TOBACCO, or other DRUG USE POLICY. If a student is found to be selling, furnishing, or possessing an amount of controlled/prohibited substances determined to be for more than personal use, he/she will be recommended for expulsion on the first offense. For possession or use, expulsion will be recommended on the third offense, except for tobacco offenses; if a student is found in possession of tobacco, he/she will be recommended for expulsion on the fourth offense.
5. In addition to disciplinary action at the site and district level, if a student is found to have violated the law, he/she may be arrested and taken to a juvenile detention facility or jail.
6. Expulsion from San Diego City Schools will result in the loss of privileges to attend school or extracurricular activities. A student may be placed in an alternative school or program.

The Zero Tolerance Policy requires a recommendation for expulsion if the offense occurs on school campus or at a school activity, whether on or off campus. Expulsion may be recommended for an offense that occurs during lunch period-off-campus, and during, or while going to or from a school-sponsored activity.

The Zero Tolerance Policy is designed to make the school a safe environment and to provide an appropriate learning environment for students. There can be no acceptable reason for violating these rules.

Note to Students: If you are considering using violence or substance abuse to deal with an issue in your life, you should contact a staff member for referral to counseling to help you find alternate solutions to the problem.

8. Controlled Substance Violation Policy

The following procedures will be enforced by La Jolla High School in the case of controlled substance violations on the way to, at, or on the way home from school or any school-related function. This includes, but is not limited to, possessing, using, having consumed, or being under the influence of alcohol, narcotics, or any controlled substance.

First Offense Possession and/or Use:

1. Parent contacted immediately upon verification of the violation by School Police Services.
2. Referral to law enforcement. Since some activities violate local or state law, school officials must notify law enforcement/School Police. Any action taken by the police will be in addition to actions taken by the school.
3. A one-three day suspension.
4. Parent notification of the availability of private and public agency referral sources. Student(s) and family will be responsible for all costs incurred. Student will also be referred to Insight counseling with the districts counseling office for a 6 week program.
5. Loss of eligibility to hold student office. Also, violators may not participate in sports or any other extracurricular activities for thirty school days.
6. Seniors will not be allowed to attend that year's Prom
7. Enforcement of all other school rules related to the incident.

Second Offense Possession and/or Use:

1. Parent contacted immediately upon verification of the violation by School Police Services.
2. Referral to law enforcement. Since some activities violate local or state law, school officials must notify law enforcement/School Police. Any action taken by the police will be in addition to the actions taken by the school.
3. Three-to five-day suspension; possible move for expulsion.

4. Parent notification of the availability of private and public agency referral sources. Student(s) and family will be responsible for all costs incurred.
5. Violators may not participate in sports or any other extracurricular activities for ninety school days.
6. Seniors will lose all senior privileges with the possible exception of participation in graduation ceremonies, as determined by the site appeal's panel.

Third Offense Possession and/or Use:

1. Parent contact immediately upon verification of the violation by School Police Services.
2. Referral to law enforcement. Since some activities violate local or state law, school officials must notify law enforcement/School Police. Any action taken by the police will be in addition to the actions taken by the school.
3. Five-day suspension with recommendation for expulsion.
4. Parent notification of the availability of private and public agency referral sources. Student(s) and family will be responsible for all costs incurred.
5. Violators may not participate in any sports or extracurricular activities for one complete calendar year from the date of the incident.
6. Seniors will lose all senior privileges, including participation in graduation ceremonies..

Fourth Offense Possession and/or Use:

1. Parent contacted immediately upon verification of the violation by School Police Services.
2. Referral to law enforcement. Since some activities violate local or state law, school officials must notify law enforcement/School Police. Any action taken by the police will be in addition to the actions taken by the district.
3. Five-day suspension with recommendation for expulsion (includes tobacco violations). Suspension of the expulsion will not be recommended at the board level.

First Offense Furnishing or Selling:

1. Parent contacted immediately upon verification of the violation by School Police Services.
2. Referral to law enforcement. Since some activities violate local or state law, school officials must notify law enforcement/School Police. Any action taken by the police will be in addition to the actions taken by the district.
3. Five-day suspension with recommendation for expulsion (for tobacco violations, refer to Possession and/or Use). If a student is a senior, participation in graduation activities will be denied for any zero tolerance violations. Furnishing or selling includes substances represented as prohibited substances even if they are later found not to be. If approved by the Board of Education, expulsion may be suspended if the student enters and completes an educational substance abuse program or private educational substance abuse program that receives the approval of the district. Student(s) and family will be informed that they are responsible for all costs incurred if they choose an outside, private educational substance abuse program. Refusal to enroll in or complete such a program will result in notification of juvenile court authorities, child protective services, or other appropriate agencies and reinstatement of the original expulsion order.
4. Reinstatement to the comprehensive site will be determined upon receipt of written evidence that the program has been complete. Upon proof of successful completion of an approved substance abuse program, the Placement and Appeal Office, parent, and principal at the site where the offense occurred will determine whether the student will be reinstated at that campus, will remain in the educational substance abuse program for the balance of the semester, or will be placed at another comprehensive site.

9. Computer Guidelines and Policy

To receive and maintain a computer account, or have access to a computer system at La Jolla High School, all students must adhere to the following rules:

1. Stay in the area to which you have been given access or rights (e.g., folders, directories). Your account should contain material created only by you for work being done for school projects.
2. Do not allow anyone else to use your access or rights. Do not let anyone else know your password(s).
3. Unauthorized storage devices will be confiscated from the student and a parent will be asked to pick up the confiscated item.
4. Defacing or alteration of hardware or software is not allowed (e.g. switching keys on keyboard, moving keyboards, repositioning wires, changing icons, changing or adding software/files, etc.). Disciplinary consequences will be appropriate for the offense.
5. Students may have access to electronic mail and the Internet for the purposes of research and authorized collaborative work only. It is illegal to distribute information which a) violates or infringes upon the rights of any other person; b) contains any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise inappropriate/illegal material; c) disseminates advertisements/solicitations/political materials; d) displays any information which encourages the use or distribution of controlled substances; or, e) uses the system for the purpose of inciting crime. Students may not use the LJHS computer system for any of the above or any other unlawful activity.

Penalties for any of the above listed items may include one or more of the following:

1. Payment for parts and/or labor to repair damages caused by misbehavior.
2. Removal from computer systems in a specific room, lab, and/or entire campus.
3. Removal from class.
4. Suspension from school.
5. Transfer from La Jolla High School to an alternative site.
6. Criminal charges.

10. Library Media Center Textbook Policy

Please follow these instructions for each textbook checked out from the La Jolla High School Library:

1. Immediately write your name and school year in the space provided.
2. Inspect each book for damage: torn pages, underlining, writing, etc. Some wear and tear is normal. If any damage is found, you must personally return the book to the Library WITHIN TWO WEEKS OF THE CHECK-OUT DATE, or you may be responsible for the full replacement cost.

If your text or library book is lost or damaged beyond use, you will be required to pay the district's replacement cost. All books are due on the last day of school. Any checked in after that time will be subject to a \$10.00 per book late fine.

11. School Board Graduation Policy

In addition to other requirements, the Board of Education has mandated that:

1. All subject, course, and Board requirements for a high school diploma must be fulfilled prior to participation in graduation ceremonies. In order to graduate, a student must have a weighted academic GPA of 2.0 or higher.
2. In order to participate in graduation ceremonies, students must meet a minimum standard of a 2.0 grade-point average in citizenship during the senior year. [Citizenship GPA basis: E=4, G=3, S=2, N=1, and U=0.]

3. Seniors will be denied participation in graduation exercises and other senior activities for zero tolerance violations or activities resulting in a five-day suspension during the senior year. A senior with a suspension of less than five days must appeal to the school's Senior Appeals Committee to determine his/her level of participation in senior activities. Seniors suspended for alcohol or controlled substance violations will automatically forfeit the Prom and Grad Night, in addition to any other activities as determined by the site Senior Appeals Committee.
4. Students must pass the California High School Exit Exam in order to receive a high school diploma.

12. Student Nondiscrimination, Sexual Harassment, and Bullying Policy

Student Nondiscrimination: La Jolla High School and the San Diego Unified School District are committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, sexual orientation, national origin, physical or mental disability or any other unlawful consideration. The district shall promote programs which ensure that discriminatory practices are eliminated in all district activities and will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. Any student who engages in discrimination, harassment, or bullying of another student or anyone from the district will be subject to disciplinary action up to and including expulsion.

Sexual Harassment: San Diego Unified School District is committed to making the schools free from sexual harassment. This means that the district prohibits harassment made by someone from or in the educational setting. Sexual harassment can be such actions as unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting. The district prohibits conduct that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment. The district further prohibits sexual harassment in which a student's grades, benefits, services, honors, program, or activities are dependent on submission to such conduct. Students should report any sexual harassment to their school principal, vice principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately. This includes suspension or possible expulsion.

Bullying, Harassment, and Intimidation Prohibition Policy: In its commitment to providing all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed, the Board of Education will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, or intimidated in any form at school or school-related events, (including off-campus events, school-sponsored activities, school busses, and any event related to school business), or outside of school hours with the intention to be carried out during any of the above.

Such acts include those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic.

The district further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyber-bullying, harassment or intimidation. Any staff member that observes, overhears

or otherwise witnesses bullying (including cyber-bullying), harassment, or intimidation, or to whom such actions have been reported must take prompt and appropriate action to stop the behavior and to prevent its reoccurrence as detailed in the applicable Administrative Procedure. Students who observe, overhear, or otherwise witness such actions must, and parents/district visitors are encouraged to report the behaviors to a staff member. At each school, the principal or principal's designee is responsible for receiving and promptly investigating complaints alleging violations of this policy. Any form of retaliation in response to a report of such acts is prohibited.

Any student or parent who feels that discrimination, harassment, or bullying has occurred should immediately contact a teacher or the principal for resolution at the site. If the issue cannot be resolved, the student or parent should contact the district at (619) 725- 8000.

To file a discrimination, sexual harassment, or bullying complaint:

1. Filing a complaint: Obtain a copy of the Uniform Complaint Form and procedure from the school or the district's legal office. Remedies available outside of the district are listed in this procedure.
2. Investigation: San Diego Unified School District will immediately undertake an effective, thorough, and objective investigation of the harassment allegations and provide a written report within 60 days of when the complaint was filed.
3. Action: If the district determines that its policies prohibiting sexual harassment have been violated, disciplinary action, up to and including expulsion, will be taken.

The person filing the complaint may also pursue action in civil courts. Complaints will be kept confidential.

The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly, and in a way that respects the privacy of all parties concerned.

13. Athletic Participation Information

Students who wish to participate in athletics or cheerleading must follow the "Steps for Athletic Eligibility" and complete the "Athletic Participation Form" available on-line at <http://www.ljhs.sandi.net> under "Athletics." Failure to follow all steps and complete all forms may prevent a student from participating in these activities. Some important points to remember:

1. Students must have and maintain a 2.0 GPA in scholarship and citizenship to participate in athletics/cheerleading.
2. Athletes/cheerleader who quit or act in a manner which results in removal from a team/squad, will complete the semester in a regular PE class [cheerleaders will complete the balance of the school year in PE] and receive an academic grade in PE of not higher than a "C."
3. Athletes/cheerleader will be held to the principles described in the "Student-Athlete's Agreement" found on the school website and the "La Jolla High School Athletic Program Expectations" page of the "Athletic Participation Form."

14. Free Speech Policy

This policy is adopted pursuant to SDUSD Administrative Procedure (AP) 6210 ¶ (C)(6). Students may display messages on the bulletin board immediately southwest of the Senior Benches [east side of the administration building] and/or the "Senior Benches," consistent with AP 6210. All postings on the bulletin board must display the date of posting and may be removed after two weeks from that date.

Since the messages on the Senior Benches are student-controlled, there is no time limit within which messages must be removed or painted over. Disputes over timing of use will be referred to the principal who will mediate between competing students. Students are not required to ask the administration to review messages they intend to post on the bulletin board and/or paint on the Senior Benches. If students have questions about whether their intended messages comply with AP 6210, they may seek administrative review as provided in AP 6210 ¶¶ (C)(6)(a)(2), (D)(2)(b)-(c) if they choose. For additional information or clarification, please see AP 6210.

15. Voluntary Attendance After Age 18

California law mandates compulsory education until age eighteen [18]. Students who choose to remain at La Jolla High School after age eighteen voluntarily agree to follow all school rules and regulations.

Failure to comply with school rules and regulations may, in addition to other disciplinary consequences, result in a transfer to adult school.

16. Media Release Information

In the school district's Facts for Parents, there is a section called Photography/Video/Media Release, which is reproduced here:

During the school year, schools will have events the news media and the district may want to feature. A representative may be on campus to gather photographs and/or video footage. In addition, parents and students may take photos of events in classrooms or around schools. These photos may be posted on the internet or otherwise distributed without the permission of the school. Your child's participation in these events is valued, and parent permission is needed to include him or her in events where photography may take place. Parents/guardians who prefer that their child not be photographed or videotaped must notify their school. Schools make every effort to ensure the wishes of the parent/guardian. Please be aware that photographing and videotaping by a device such as a cell phone may take place without the knowledge of the teacher, principal, or district staff. On the Student and Parent Acknowledgement page, a parent/guardian may give permission for a child to participate, which includes the permissions: to be interviewed and photographed/videotaped by news media, to be photographed by the district/school where photographs may be used on district/school website, brochure, yearbook, etc., and to be videotaped by the district or school where such videos may be viewed by district staff or the public. The district/school can provide credit to the student if his/her work is highlighted. To opt out, a parent must fill out the form provided in the Facts for Parents district brochure and deliver it to the school office to be put on file.

17. LJHS Student Guide to Issue Resolution (approved May 2015)

At times, issues arise and it is our intention to work together, in a student-centered approach, to resolve issues quickly. Learning to solve problems *independently* is an important part of a student's maturing process and needs to be learned before leaving high school.

In case of emergency contact the office or an adult immediately.

Issues related to a specific classroom i.e. grades, homework, projects, etc.:

1. A student should attempt to resolve the issue with his/her classroom teacher **first** by requesting an appointment to speak to the teacher. At the beginning of the year each teacher will explain to their students the best way to communicate with them. Click [here](#) for teacher contact information.
2. If the issue isn't resolved, the student should contact their counselor for assistance. Please make an appointment by calling or emailing the counselor directly. Click [here](#) for counselor contact information.
3. If, after the first two steps have been taken the student's issue has still not been resolved, the student should contact their Vice-Principal. Click [here](#) for Vice-Principal contact information.
4. After steps one through three have been taken and the student still hasn't found a resolution to their issue, they are encouraged to make an appointment with the Principal. To set up an appointment with the Principal contact the Principal's secretary at RMcgee-Bastani@sandi.net or 858-454-3081 extension 2200.
5. The very **last** resort is for the student to contact the Quality Assurance Office at qualityassurance@sandi.net or 619-725-7211.

Concerns about another student's wellbeing or unresolved issues with another student:

1. The student is encouraged to contact their counselor. Click [here](#) for counselor contact information.

It is always our intent to resolve issues at the lowest level possible and with the student taking the lead. We understand that at times parents need to help their child resolve an issue and we welcome that, BUT first parents should empower their child to individually navigate the steps outlined above. Every effort will be made to respond to a student within three *school* days and most issues should take no longer than 30 days to be resolved. *It is important to remember that a resolution may not always mean the student gets what he or she wants but it will mean they have been heard, respected and will better understand and appreciate the situation and its limitations.* It is the student's responsibility to keep documentation of this process such as times and dates of meetings, notes of what was discussed and who attended the meeting. This could be as simple as writing it into their school planner.