



Torrey Pines High School

Policies & Procedures Packet

Please take the time to read through the entire packet and use the steps below so that we can confirm your student's class schedule prior to the start of school:

SDUHSD Data Confirmation: All families received an emailed letter from the San Dieguito Union High School District instructing them to review important policy information and confirm the information in Aeries is up-to-date for each student. This confirmation process is required and if not done in a timely manner, **will result in not being able to access your student's class schedule on the first day of school.** Please log in to your [Aeries Portal](#) account to complete the [Data Confirmation and Annual Notification process](#).

Review Policies Related to Students:

- [Attendance Procedures and Definitions](#)
- [Academic Honesty Policy and Definitions](#)
- [Behavior Expectations and Discipline Policies](#)
- [School Event Rules & Expectations](#)
- [Counseling and Course Change Requests](#)

Additional Information:

- [TPHS Website](#)
- [SDUHSD Website](#)
- [Aeries Portal](#)
- [Aeries Help](#)

Attendance Procedures & Definitions

Attendance Office Hours 8:00 a.m. – 4:00 p.m.
Location: West Entrance of the B-Building

Email: tpattendance@sduhsd.net
Attendance Office Phone: 858-481-0950
Press 1 for absences or Press 2 for Off-Campus Pass

Torrey Pines High School is committed to cultivating exemplary attendance habits as students who attend school regularly are more successful, more connected, and develop invaluable life-long healthy habits. Therefore, in support of student success, the San Dieguito Union High School District and Torrey Pines High School follow California's governing policies for compulsory attendance, which includes daily notification of absences and tardies as well as meetings in support of re-engagement with academics.

We understand that there are occasions when a student may need to be absent from school. To ensure we are aware and have accurately coded the absence, please review the types of absences and the procedures for reporting it, in advance when possible, to our Attendance Office.

TYPES OF ABSENCES include:

- **Full-Day Absence** - The student is not present at all during the school day.
- **Period Absence** - A student is absent when he/she is not present during the entire scheduled class period
- **Tardies** - A student is absent when he/she is not present during any part of the first 30 minutes of a scheduled class period (if a student is more than 30 minutes late to class they are considered absent)

REPORTING: Our attendance office can serve you through email or by phone. It is important to understand absences/tardies need to be reported within 48 hours by contacting the attendance office. After 48 hours, absences or tardies that are not excused by a parent are coded as truancy and we cannot change it. Please include the following information in your email or phone call:

1. Type of absence (in the subject line of your email - i.e., Off-Campus Pass, Tardy, Absence, etc.)
2. In the body of the email include your student's full name (spell if leaving a voicemail), student ID number, the reason for the absence as well as the date and time of the absence.

OFF-CAMPUS PASS PROCEDURES:

1. Please submit a request for an off-campus pass in advance either by email or phone. Giving ample time for the attendance office to process the information is helpful in getting your student out of class in a timely manner. If you are unable to request an Off-Campus Pass 24 hours in advance, a parent/guardian may need to check out their students in-person at the attendance office.
2. If your student will be driving or walking off-campus to their appointment, please include that in your email communication as this needs to be a written record.
3. Students who feel unwell are required to check out through the health office before leaving campus.

Please note: *If a student returns to school after an appointment, they must check-in at the Attendance Office before going to class.*

AERIES PORTAL ACCOUNTS: Attendance information for students is in the Aeries student and parent portals and we recommend monitoring it regularly. For support on how to login to this program, please visit my.sduhsd.net.

LATE ARRIVAL TO SCHOOL: Students arriving late to school will need to check-in with the attendance office to obtain a re-admit slip before going to their class. Students who check-in and do not attend class will be marked truant and are subject to progressive disciplinary action.

EXCUSED ABSENCES: San Dieguito Union High School District observes and adheres to California Education Code 48205 when excusing student absences. Student's absences that meet the criteria for the [SDUHSD School Board Policy](#) will be marked as excused. Please make every effort to schedule medical and dental appointments during non-school hours. After a student has accrued 20 periods of illness or medically excused absences during the school year, Administration may request documentation for any or all illnesses and/or medical appointments.

PERSONAL/UNEXCUSED ABSENCES: A student absence can only be excused if the reason for the absence, as reported by the parent/guardian, meets the criteria specified in SDUHSD's School Board Policy. All other reported absences will be marked as "personal" absences and are considered truanancies by the State of CA. A truancy letter will be issued after 12 periods of personal and/or unexcused absences.

ATTENDANCE DISCREPANCIES: If you believe your student was marked absent in error by a teacher, please communicate with that teacher to make the correction. The teacher will email attendance for a correction. If the error is not by the teacher, please communicate with the Attendance Office to notify them of the discrepancy within 48 hours of its posting.

MISSING INSTRUCTION & MAKE-UP WORK: Regular attendance is a critical part of academic success and wellness. Classroom instruction cannot be replicated after an absence, so attending class consistently is the best way for a student to succeed. Given the difficulty in making-up missed work, we highly recommend avoiding unnecessary absences. Missing labs, presentations, and tests can cause heavy stress for students. After an absence, please remember:

- Students will be given a reasonable amount of time to make-up missed work after an excused absence with a date and time.
- Make-up work for personal/unexcused absences is decided by each teacher. Many will NOT allow make up work, but if allotted, the teacher(s) shall determine the make-up work and time allowed.
- If absences become excessive (whether excused or unexcused) students will need to meet with their counselor and administrator to discuss interventions and support.

STUDENTS WHO ARE 18: Students who are 18 years of age and older may sign notes to excuse their absences or leave campus; all attendance procedures and [SDUHSD Board Policies apply](#). Medical documentation may be requested at any time to support absences due to illness or medical appointments. Students who are unable to provide documentation for an absence when requested will have their absence marked as personal. Students who are self reporting absences are subject to review by an Assistant Principal to ensure the privilege is not overused.

COLLEGE VISITS: Students in grades 11 and 12 are allotted 3 days of college visitations per school year (AR 5113). [SDUHSD's College Visitation Form](#) will need to be completed and submitted **one week before** the absence to ensure approval by an Assistant Principal. To officially excuse this absence, proof of college visitation will need to be submitted to the attendance office within 48 hours upon completion of the visit.

For more information regarding SDUHSD attendance policies, visit the [SDUHSD website](#).

Academic Honesty Definitions & Policy

Honest behavior is an expectation for all students at Torrey Pines High School. The purpose of this regulation is to create and maintain an ethical academic atmosphere for our students. To help students understand what violates our honesty policy, defined acts are provided below.

Dishonesty Defined: Specific types of academic dishonesty which will not be tolerated are defined below:

- **Cheating on Tests** - Any intention of giving, or use of external assistance, relating to an examination, test, or quiz without express permission of the teacher. This includes looking on another student's paper, sharing answers, or copying another student's paper.
- **Fabrication** - Any intentional falsification or invention of data citation, other authority in an academic exercise.
- **Unauthorized Collaboration** - While collaboration is often encouraged, unauthorized collaboration is not permitted.
- **Plagiarism** - Any intentional representation of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another to copy, without the permission of the teacher, is also engaged in plagiarism.
- **Alteration of Materials** - Any intentional and unauthorized alteration of student, teacher, or library materials.
- **Forgery** - Any unauthorized signing of another person's name to school related documents.
- **Theft** - Any theft of materials.

Potential Consequences: Any alleged violation of this policy will be investigated thoroughly and appropriate disciplinary measures will be taken consistent with our school board policy. Depending on the severity of the offense one or more of the following consequences may occur:

- Referral to the assistant principal and parent/guardian will be contacted
- Loss of all credit for the assignment or test with no make-up permitted
- Placement on a contract for the remainder of the school year
- Violation on a school administered national or state examination will result in a district code of conduct violation (suspension)
- Referral to the Intervention Team for supportive purposes
- Dropped from the class with no credit.
- Suspension from a class period or school day
- Removal from all elected or appointed leadership positions for the remainder of the school year, including athletic positions like Team Captain.

Behavior Expectations and Discipline Policies

The Torrey Pines High School Discipline Policy complies with SDUHSD Board Policy and State Education Code to maintain a safe and orderly learning environment for all our students. Please review our policies to ensure you and your student are informed of our school rules and possible disciplinary actions for violations. The entire [SDUHSD Board Policy](#) (BP) is accessible on the SDUHSD web site.

Students Expectations:

- Arrive to class in a timely manner, seated before the second bell, and ready to learn.
- Students should be active learners who participate in their education positively, contributing to classroom discussions and respecting the classroom room environment and teacher expectations.
- Behave appropriately during instructional time in order to positively impact the classroom environment.
- Freshmen (Grade 9) and Sophomores (Grade 10) must remain on campus during the lunch break.
- Juniors (Grade 11) and Seniors (Grade 12) have the privilege of leaving campus at lunch, however they are welcomed to stay on campus too.
- Students who have an unscheduled period are expected to be off campus during the time of that class.
- When leaving a classroom, students are expected to have a teacher or staff member issue them a pass. Students without a pass during class time are subject to progressive discipline and may be marked as truant.
- All students are expected to exercise good judgment regarding their dress and grooming. The TPHS [Dress Code Expectations](#) are intended to ensure our students can express themselves appropriately and that the attire does not interfere with the health or safety of any member of our campus community.

Important Discipline Practices:

- Teachers regularly utilize strategies for re-engagement, re-direction and support for student learning. If the behavior of a student is impeding the learning of others, and the student is not responsive to a teacher's strategies, a request for support from administration will occur.
- Assistant Principals who handle violations of school rules and regulations will operate at their discretion, utilizing progressive discipline where appropriate to help redirect student behaviors.
- Inappropriate use of electronic devices may result in confiscation and disciplinary action. All devices are the sole responsibility of the student. **SDUHSD is not responsible for lost or stolen items.**
- Suspensions of two (2) calendar days, or more, are accompanied with a 30-day extracurricular activity suspension. This includes suspension from all participation in school-related sports.
- A student with multiple major infractions that result in multi-day suspensions could result in major disciplinary action like a transfer, expulsion, or similar. A student with this level of discipline will have interacted with administration and communications will have taken place.
- Parents/guardians are liable for any willful student misconduct which results in any injury to persons, defacement and/or loss of property belonging to the district or to a school employee. For more info, please review [SDUHSD BP5131](#).

School Event Rules and Expectations

During Torrey Pines HS activities, including dances, games, and off-campus events, student and community members who attend agree to the following:

- In order to ensure all school activities are safe and successful, appropriate behavior is required at all times on campus and at school sponsored events.
- SDUHSD students will abide by all rules and regulations of the SDUHSD as posted throughout campus and in this packet.
- All guests, visitors, and family members will be held to the same standards as TPHS students during all school activities.
- Fan conduct is governed by school rules, SDUHSD District policies, and CIF guidelines. All fans in attendance at games are expected to act appropriately, safely, and respectfully. Fans not adhering to conduct expectations will be instructed to leave the event and additional discipline may be enforced.
- Tickets for school activities are non-refundable.
- Students must bring their TPHS school ID card when purchasing tickets AND when attending school activities. If a student doesn't have an ID card, they may be denied entry to an event.
- Students must be dressed appropriately for all school events. For details please refer to the [TPHS Dress Code Expectations](#)
- School events require that visitor who are admitted may not leave and return. Once a visitor leaves an event, they are not allowed to return. ***This applies to all guests at all sporting events.***
- TPHS administration will be enforcing all of the rules and regulations of the SDUHSD at all events.
- Smoking, vaping, or use of alcohol or drugs either before or during an activity is prohibited. NON-ADMITTANCE or removal from the dance will be enforced if students are found under the influence and/or in possession of alcohol and/or drugs. As with all school events, students may be assessed for drug and alcohol use. Breathalyzers and other assessment devices may be administered both randomly and in the event a student is suspected of being under the influence. All bags and purses will be inspected upon admittance. SDUHSD is not responsible for personal items.

Counseling and Course Change Requests

To request a schedule change, students need to complete the [Schedule Change Request Google Form](#). To ensure that requests are handled in a timely manner, ***schedule changes can only be made through the Schedule Change Request Google Form***. Your counselor will review the request and respond. In order for course changes to be approved, they must meet one of the following criteria:

- Space is available
- To drop a class for an unscheduled period (indicate AM or PM)
- To change a level (AP/Honors to College Prep or College Prep to AP/Honors)
- To adjust a class based on completion of pre-approved summer coursework
- To repeat a course for remediation (improve your grade)

Please note: We are unable to make elective changes in August. This is why making a good choice during course selection is emphasized. In August we are prioritizing other necessary schedule change requests at this time. If your counselor needs more information on the request, she will contact you for next steps. Final schedules will be available on Aeries for students to view on the Friday evening before the first week of school.

For additional information visit [TPHS Counseling](#)