



Crawford High School Student/Parent Handbook 2023-24

4191 Colts Way, San Diego, CA 92115
Main Office Telephone: (619) 362-3700
Fax: (619) 362-3749
<https://crawford.sandiegounified.org/>

Alma Mater

All Hail Crawford High School
Crimson, White and Blue
Loyalty and Honor
We will pledge to you. (Forever)

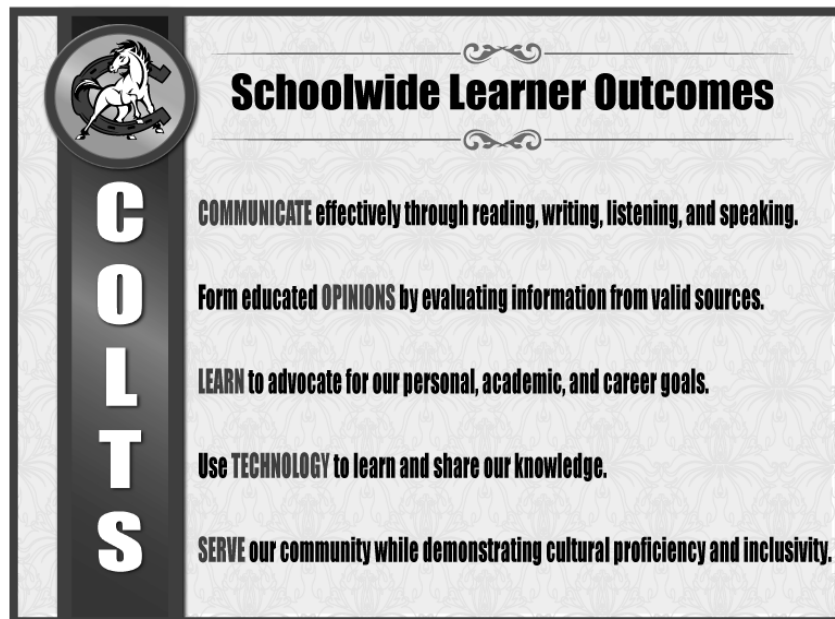
Our banners always waving
Crowned with Victory (Victory!)
All Hail Crawford High School
We will be true to thee.

Crawford High School Mission

Students of Will C. Crawford High School will complete a college-preparatory course of study with opportunities to engage in career pathways. We are an inclusive community of learners who think critically, embrace diversity, and enter the world prepared to succeed in a global society.

Crawford High School Vision

The vision of Crawford High School is to inspire intellectual curiosity, ethical leadership, and life-long passion for learning through transformative experiences.



Crawford Website

www.sandi.net/crawford

Table of Contents

<u>Alma Mater</u>	2
<u>Crawford High School Mission</u>	2
<u>Crawford High School Vision</u>	2
<u>Crawford Website</u>	2
<u>School Administration</u>	4
<u>Where to Go For Answers</u>	4
<u>2023-24 Bell Schedules</u>	5
<u>2023-24 Holidays</u>	6
<u>Associated Student Body (ASB)</u>	6
<u>Student Information</u>	7
<u>Athletics/Physical Education</u>	8
<u>Senior Expectations/Contract</u>	8
<u>PowerSchool – Student/Parent Portal</u>	9
<u>Health Office</u>	9
<u>Campus Visits</u>	10
<u>Ideas for Student Success</u>	11
<u>Graduation Requirements</u>	11
<u>Career Pathways at Crawford</u>	12
<u>Standards-Based Grading Policy</u>	12
<u>Citizenship Policy</u>	13
<u>Academic Honesty Policy</u>	13
<u>Anti-Bullying, Harassment, Intimidation Statement</u>	14
<u>Dress Code</u>	15
<u>Technology Policy</u>	15
<u>Attendance Policy</u>	16
<u>Early Release from Campus (Blue Slips)</u>	17
<u>Independent Study Contracts</u>	17
<u>Core Academy</u> (formerly Saturday School)	18
<u>Religious Observances</u>	18
<u>Restorative Discipline Policy</u>	19
<u>Non-discrimination Statement</u>	22

School Administration

Reashon Villery, Principal

rvillery@sandi.net

Lindsay Abbott, Associate Principal

labbott@sandi.net

Joel Flores, Associate Principal

jflores6@sandi.net

Where to Go For Answers

Main Office Phone # 619-362-3700

Departments	Person Responsible	Ext.
Athletics	Kelcie Butcher - kbutcher@sandi.net	2603
Attendance	Adrienne Randle - arandle@sandi.net	2100
Cafeteria	crawcafe@sandi.net	3060
Clubs (to join or start)	Kelcie Butcher - kbutcher@sandi.net	2603
Community Liaison	Jawahir Mohamed - jmohamed@sandi.net	3023
Counselors* <ul style="list-style-type: none"> - College Information, Financial Aid, Scholarships and Career Information - Schedule Changes - Work permits 	Dan Dadmun - ddadmun@sandi.net last names A-De	3058
	Jaime Chavez - jchavez@sandi.net last names Di-Li	2191
	Timothy Shaw - tshaw@sandi.net last names Ll-Ph	3057
	Anna Vasquez - avasquez@sandi.net last names Pi-Z	3059
	Heather Rains - hrains@sandi.net Intervention	3077
Enrollment	Adrienne Randle - arandle@sandi.net	2100
Facilities/Rentals	Malena Douglass - mdouglass@sandi.net	3024
Finance Office	Adrian Amante - aamante@sandi.net	3029
Independent Study Contracts	Lindsay Abbott - labbott@sandi.net	3003
Nurse	Sarah Ng - sng1@sandi.net	3051
Off-campus permission (blue slips)	Adrienne Randle - arandle@sandi.net	2100
Library	Irene Quinata - iquinata@sandi.net	3070
Lost and Found	Main Office	3023
Transcripts/Records	MaryCruz Guzman - mguzman2@sandi.net	2110
Work Permits	Contact assigned counselor	*



Bell Schedules

Advisory Days (Mondays & Fridays)

1	8:35 - 9:55
Grab & Go Nutrition Break	9:55 - 10:05
Advisory	10:05 - 10:43
2	10:49 - 12:09
Lunch	12:14 - 12:44
3	12:49 - 2:09
4	2:15 - 3:35

Modified Tuesday

(EXCEPT 9/5, 1/16, 2/20, 5/28 - Advisory Days instead)

1	8:35 - 9:44
Grab & Go Nutrition Break	9:44 - 9:54
2	9:54 - 11:03
3	11:09 - 12:18
Lunch	12:23 - 12:53
4	12:58 - 2:07

No Advisory (Wednesdays and Thursdays)

1	8:35 - 10:06
Grab & Go Nutrition Break	10:06 - 10:16
2	10:16 - 11:47
Lunch	11:52 - 12:22
3	12:27 - 1:58
4	2:04 - 3:35

Minimum Days

(10/20, 12/15, 1/19, 3/29, 6/6)

1	8:35 - 9:33
Grab & Go Nutrition Break	9:33 - 9:46
2	9:46 - 10:44
3	10:49 - 11:47
Lunch	11:52 - 12:22
4	12:27 - 1:25



2023-24 Holidays

Labor Day	September 4
District Holiday	October 6
Veteran's Day	November 10
Thanksgiving Vacation	November 20 - 24
Winter Vacation	December 18 - January 2
Martin Luther King Jr. Day	January 15
Presidents' Days Weekend	February 16 - 19
Spring Vacation	April 1 - 5
Memorial Day	May 27

Associated Student Body (ASB)

ASB Stickers

ASB Stickers can be purchased at the Finance Office for \$25.00. Stickers are placed on your student ID and allow you access to all home football and basketball games. You must show your ID with the ASB sticker upon arrival at the games. Additionally, you will be provided a Crawford COLT pride t-shirt with your purchase and free entry to the homecoming dance (must complete dance contract by deadline).

Student Recognition Assemblies

Several times during the school year, Crawford will hold student recognition assemblies. Students will be recognized for responsible attendance, grades, and academic improvement.

Club Rush

Club Rush is an event that promotes our diverse clubs and sports teams on campus. Joining a club can help make high school memorable and is a great way to make new friends.

Spirit Days

Every Friday, students show their pride by wearing Crawford colors (red, white, and blue). Crawford gear is available for purchase in the Finance Office.

Spirit Week

Spirit Week is a time for students and staff to show unity through various themes and lunchtime activities. For an entire week, students and staff participate in fun activities and themed dress-up days. Details will be announced.

College Wear Wednesday

Help us promote Crawford's college-bound culture by sporting your college gear every Wednesday.

School Dances

Homecoming and other school-sponsored dances are a fun part of the high school experience. We want students to be able to attend these dances and we want each dance to be safe and an enjoyable event for all.



Before purchasing tickets, students are required to complete dance contracts. Our Homecoming Dance is scheduled for Saturday September 9. Details will be announced.

PEP Rallies

Pep Rallies are a way for students and staff to show their Crawford spirit. Several times a year, students and staff gather together during the school day to celebrate upcoming games, events and students.

Blood Drives

As a way to encourage our students and community to give back, Peer Helping sponsors five on-campus blood drives per year in cooperation with the San Diego Blood Bank. Students who are 17 years old must have written parental permission to donate. Students who are 18 do not need a permission slip. All need photo IDs.

Stay Informed!

Information about student life is available through social media. Follow @CrawfordHighASB on Instagram and join your class group on Instagram and Facebook (Crawford HS Class of 2024, 2025, 2026, 2027).

Student Information

ID Cards

Student photos will be taken early in September during the school day. Students who lose their ID and need a replacement can purchase a replacement in the library during lunch or after school. The cost for a replacement ID is \$5.00. The student will pay for their ID in the Finance Office and show their receipt to the librarian who will issue a replacement ID.

Students are required to carry their school ID when on campus. ID cards are required to check out books, pay for items in the Finance Office and admission to school events.

School Meals

All students receive free breakfast, nutrition snacks, and lunch daily. See the Schedule for lunch times.

Student Parking

Students who drive to school must park on the street. **There is no student parking on campus.** Crawford High School is not liable for vandalism or theft of personal property.

Skateboards and Bicycles

By state law, students using skateboards or bicycles as a mode of transportation to and from school must wear helmets. Bicycle racks are located in front of the gymnasium (students must provide their own locks). Skateboards and bicycles are not to be ridden on campus during the school day and are subject to confiscation. Crawford High School is not liable for skateboards or bicycles stored on campus.



Athletics/Physical Education

Information including team schedules, rosters, coaches' information and forms regarding the Crawford Athletics Program can be found on our website at <http://www.chscolts.org>. If you have specific questions, please contact our Athletic Director, Kelcie Butcher, at kbutcher@sandi.net.

In order to participate in any sport, a student must maintain a 2.0 GPA in both academics and citizenship. An annual physical is required and forms can be obtained on the website or in the Main Office.

ATHLETIC SEASONS		
<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
Cross Country – boys & girls	Basketball – boys	Badminton – boys & girls
Football	Basketball – girls	Baseball
Flag Football - girls	Soccer – boys	Softball
Tennis – girls	Soccer – girls	Golf – boys
Volleyball – girls	Wrestling – boys & girls	Tennis – boys
Golf – girls		Track & Field – boys & girls
		Volleyball – boys

Lockers are located in the Physical Education (PE) dressing rooms and will be issued only to students in PE classes. Combination locks will be issued to students and uniforms (optional) are available for students who would like to purchase them in the Finance Office. Students should not store valuable items in PE lockers. We do our best to ensure locker room security; however, the school is not liable for the cost or replacement of items lost through theft or negligence.

School administration reserves the right to enter school lockers at any time to ensure a safe and secure school climate. Students involved with any locker room thefts are subject to the Restorative Discipline Policy. In addition, criminal charges may be filed.

FitnessGram

The physical fitness test for students in California is the FITNESSGRAM®. The main goal of the test is to help students establish life-long habits of regular physical activity.

- All 9th grade students must be enrolled in a physical education class. Four physical education credits must be earned to graduate from high school.
- Students must be enrolled in physical education until they are 16 years of age per state law, regardless of how many credits have been earned.
- Students failing the FITNESSGRAM® in 9th grade will attempt to take the test in the 10th grade and every year until they are successful in meeting the requirement.
- Passing the FITNESSGRAM® is NOT a graduation requirement. However, passing the physical fitness test IS required for students to be exempt from physical education in grades 11 and 12.

Senior Expectations/Contract

Senior year is a time to celebrate. All seniors are encouraged to participate in senior activities such as prom and commencement ceremonies. These activities are privileges that require students to accept and abide by school rules and regulations. Students in violation of the Restorative Discipline Policy may be prohibited from



participating. Rules and regulations will be outlined in the Senior Contract, which will be distributed in September. Seniors and their parents must sign and return the contract to the Main Office before they may participate in activities. Parents interested in helping to plan senior activities should contact Class of 2024 Advisor, Autumn Ferrugia at aferrugia@sandi.net.

Senior Activities (dates TBA)

- Prom
- Senior Awards
- Commencement at Crawford High School

*Note that Grad Night is NOT a school-sponsored event.

PowerSchool – Student/Parent Portal

PowerSchool Student/Parent Portal provides parents and students access to their grades, attendance, assignments and more. We encourage ALL parents and students to sign up for a portal. Parents can contact David Barajas for assistance with creating a Parent Portal at dbarajas@sandi.net or 619-362-3700 x3035.

Students should check PowerSchool regularly to monitor their grades and assignments.

Grade-Level Classification

Students are expected to make regular progress in their classes, pass all courses and earn a high school diploma in four years. In order to move from one grade level to the next, all students are required to earn the appropriate number of credits:

- 10 semester credits to be a sophomore (10th)
- 21 semester credits to be a junior (11th)
- 31 or more to be a senior (12th)

Transcripts are available in PowerSchool for student review. If you have additional questions about credits or graduation requirements, please speak with your counselor.

Health Office

The Health Office is located in the Main Office in room 101R. It is open Monday through Friday. Parents can contact the school nurse, Mrs. Sarah Ng, RN (Nurse Sarah) at 619-362-3700 x3051 or email at sng1@sandi.net for more information or concerns.

Health Information Exchange Consent (Goldenrod) forms must be completed annually. Permission for over-the-counter (OTC) medication to be given during school hours is included on this form. OTC medications may only be administered two times each school year. If there is need of medication on a regular basis Physicians permission must be obtained. Forms are available in the health office or district website.

Immunizations are required by state law. All students attending public high school in California must have 5 DTap + 1 Tdap, 4 Polio, 3 Hep B, 2 MMR, 2 Varicella. If a student does not have these immunizations they can be obtained at a public health clinic. Students who are not fully immunized will be enrolled conditionally when immunizations are up-to-date. Please see the school nurse or Shots for Schools



<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/School/shotsforschool.aspx> for greater explanation.

Passes: Students are required to get a pass from their teacher to go to the Health Office during the school day. The Health Office may be accessed before and after school and during lunch for health questions and assistance.

Going home: Students who need to leave campus for illness, must come to the Health Office and Staff will contact the parent/guardian, issue a Blue Slip and release the student to go home.

Medications:

- All medications including Tylenol, Motrin, Albuterol Inhalers (asthma medications), and EpiPens must be stored and administered in the Health Office and must include a physician's order and parent's written consent to be administered at school.
- With written physician permission and a School Nurse assessment, students may self-carry Albuterol Inhalers or EpiPens.

COVID-19

During the 2023-24 school year, Crawford will follow the district/state guidelines regarding masks and other COVID-related concerns. For updated information, see the [district website](#).

Campus Visits

When visiting the Crawford Campus:

- Sign-in at the Main Office
- Pick up a visitor/guest badge and wear it at all times while on campus during school hours.
- Main Office staff will direct you to where you need to go.
- Sign out at the Main Office.

Reminders about Campus Visits

- Student safety is our top priority.
- School tours for prospective students must be pre-arranged with counselors.
- We welcome parents/guardians on campus. Parents wishing to meet with teachers must make an appointment.
- Student conferences may be arranged outside of class time by contacting the teacher or counselor.

Food Delivery

Food and other non-essential items may not be delivered to students during the school day. Food delivery services of any kind such as UberEats, Grubhub, etc. are not permitted. All students have access to free meals on campus. All deliveries will be turned away or discarded.

Closed Campus

Crawford High School is a closed campus. Students may not leave school at any time without prior authorization from a parent/guardian to the Attendance Office. Students may not go to their cars during school hours.



Ideas for for Student Success

Parents/guardians can do their part to help support their students by doing the following:

- Ensure that your student comes to school on time daily. Clear absences with attendance right away.
- Make sure that students bring their district issued computers and chargers to school every day.
- Check PowerSchool frequently and ask students about missing assignments. Monitor your student's Canvas and Google Classroom accounts. Sign up for parental notifications.
- Use parental controls and monitor use of electronics. Collect devices at night and charge them in a common area.
- Encourage students to take advantage of IRC, IMIN, UCAN, and other tutoring services to complete homework on campus.
- Provide a quiet study area.
- Allow students to complete assignments on their own.
- Contact your student's teacher(s) with any questions.
- Attend athletic events, Back-to-School Night, Coffee with the Principal Meetings, Spring Showcase, Cluster Meetings, and other parent-education programs. Check the [Crawford website](#) for updates.
- Check Email for updates from the principal, teachers, and district. Do not block the school's phone number so that you receive important updates.
- See the district's [Family Engagement](#) website for more resources.

Graduation Requirements

Students must earn 44 credits and have a 2.0 or higher grade point average (GPA) in order to earn a high school diploma. In addition, seniors must maintain a 2.0 average for citizenship their senior year in order to participate in commencement ceremonies. Graduation requirements are available on the [District Website](#).

	SDUSD Graduation Requirements	UC/CSU A-G Requirements
Social Science	<ul style="list-style-type: none"> ● Power & Identity Around the World (10th) ● Identity & Agency US History (11th) ● US Government/ Economics (12th) 	4 quarters (2 years)
English	<ul style="list-style-type: none"> ● Identity and Relationships 1-2 (9th) ● English 3-4 (10th) ● American Literature or AP English Language (11th) ● Senior English 	8 quarters (4 years)
Mathematics	<ul style="list-style-type: none"> ● Integrated Math I, II, III 	6 quarters (3 years) 8 quarters recommended
Science	<ul style="list-style-type: none"> ● Biology (9th) ● Chemistry (10th) ● Physics (11th) 	4 quarters (2 years) 6 or more recommended
World Language	<ul style="list-style-type: none"> ● 4 quarters of the SAME LANGUAGE (2 years) OR ● LOTE Exam showing proficiency in home language 	4 quarters (2 years) 6 quarters recommended
Visual and Performing Arts	<ul style="list-style-type: none"> ● 2 quarters of the SAME COURSE ● (includes art, ceramics, music) 	2 quarters (1 year)
Electives	<ul style="list-style-type: none"> ● 8 quarters (CCTE Pathways encouraged) 	2 quarters (1 year)
Physical Education	<ul style="list-style-type: none"> ● 4 quarters 	N/A



Career Pathways at Crawford

Career Pathways provide an opportunity for students to learn about a career from individuals who have worked in that industry. Career Technical courses provide up-to-date information and training which may lead to internships and/or employment opportunities.

Automotive Engineering Pathway	Arts, Media, and Entertainment Pathway
<ul style="list-style-type: none"> Knowing My Ride, STEM Automotive (BASIC) STEM Automotive Technology (INTERMEDIATE) Automotive Engineering (ADVANCED) Automotive Technology (Internship) <p>Courses include all eight Automotive Service Excellence (ASE) content areas: engines, automatic and manual transmissions, drive train, suspension, steering, brakes, and alignment as well as electrical, HVAC, and advanced engine performance. To prepare students for the ASE Certification Exams. Auto has specific requirements for dress to be able to work in the shop area.</p>	<ul style="list-style-type: none"> Computerized Graphic Design 1-2 Graphic Design 3-4 Video Production 1-2 <p>AP/Computer Science Principles has articulated credit for students who score a 3, 4, or 5 on the AP Exam. Cyber Security Linked Learning 1,2 has articulated credit for students who earn their CompTIA A+ Certification.</p>
Biomedical Pathway	Academy of Law
<ul style="list-style-type: none"> Principles of Biomedical Sciences Human Body Systems Medical Interventions Biomedical Innovations <p>FACES is a two-year academic and career preparation program in partnership with Rady's Children's Hospital. Crawford High provides core academics and, in partnership with CCTE, Project Lead the Way Biomedical Sciences courses. Students need to be registered in PLTW Biomedical Sciences classes.</p>	<ul style="list-style-type: none"> Introduction to Law (10th Grade) Criminal Justice (10th Grade) Foundations of Legal Practices 1,2 (11th Grade) Foundations of Legal Practices 5,6 (12th Grade) <p>Additional activities include STAR/PAL program, Peer Mediation and Community Circle training/certification, Attorney Mentor program, Mock Trial team and projects involving Community and Police Relations and California Innocence Project.</p>

Standards-Based Grading Policy

The purpose of academic grades is to communicate student progress towards mastery of the standards. Grades are important to support and encourage student learning, to advise the teaching process, and to inform students and families of student progress and achievement. At Crawford High School, all students are consistently held to high expectations, through grading practices that are fair, specific, and timely. Teachers exercise professional judgment, within the parameters of these required procedures, in their grading practices, which yield grades that are understandable, meaningful, and reflective of student learning. Grades are based on multiple and varied tasks and assessments, over time, and procedures for grading supported, monitored, and supervised.

Academic grades shall be based solely on students' current level of mastery of the Board-adopted standards



and shall not be influenced by behaviors or nonacademic factors.

Students have multiple opportunities to show mastery of standards.

- Students will have opportunities to revise major assignments such as tests, papers, and projects to demonstrate mastery of standards. To ensure these opportunities, *teachers will provide feedback in a timely manner* with actionable strategies for improvement.
- Teachers may provide an alternate assignment for the student to prove mastery.
- Students may be required to attend tutoring or provide written explanations of their mistakes before retaking tests or submitting revisions.
- Each teacher will clearly outline expectations in their course syllabus.

Citizenship Policy

Exceeds (E)	Meets (M)	Inconsistent (I)	Unsatisfactory (U)
Consistently exceeds expectations: <ul style="list-style-type: none"> • attends school daily/on time • clears all absences/tardies • completes all work by due date • comes to class prepared • participates appropriately • demonstrates leadership in building a positive learning community • no Level 1-4 behaviors 	Consistently meets expectations: <ul style="list-style-type: none"> • attends school regularly/on time • clears absences/tardies, • completes all work by deadline (work is frequently late) • comes to class prepared • participates regularly • contributes to building a positive community • resolved Level 1 behaviors (see Restorative Discipline Policy) 	Inconsistently meets expectations: <ul style="list-style-type: none"> • attends inconsistently/is tardy to class • occasionally misses assignment deadlines • not always prepared to learn • participates inconsistently or inappropriately • may not work well with others/ occasionally disrupts the learning environment • unresolved Level 1 behaviors (see Restorative Discipline Policy) 	Does not meet expectations: <ul style="list-style-type: none"> • habitually absent/tardy, • little/no attempt to clear • frequent missed absences/tardies, assignment deadlines • not prepared to learn • disruptive in class/ does not work well with others • Level 2-4 behaviors (see Restorative Discipline Policy)

Academic Honesty Policy

Doing one's own work is essential to the academic and personal integrity of each student. To falsely take credit for work that belongs to another student or source is not acceptable behavior.

Plagiarism is using/modifying someone else's work and taking personal credit for it. The use of AI-generated work from sources is also considered plagiarism.

Cheating is taking an examination/quiz in a dishonest way, as by having improper access to answers. Use of a cell phone in class during a test is deemed to be cheating.

*Both the student providing the material/test answers and the student receiving the information are equally subject to all consequences.



Consequences

On the first offense all of the following may occur:

1. An initial grade of "0" on the assignment.
2. Parent notification.
3. Referral to a counselor for intervention and documentation in Incidents in PowerSchool.
4. Restorative conference with teacher before a make-up is offered.

On subsequent offenses, all of the following may occur:

1. A grade of "0" on the assignment or test with no make-up opportunity.
2. A citizenship grade of "U" for the grading period.
3. If the offense occurs during the final grading period of the semester, the student may receive an "F" as the semester grade.
4. Parent, student, teacher and administrator restorative conference.

Anti-Bullying, Harassment, Intimidation Statement

Bullying 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, 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 cyberbullying, 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 recurrence 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.

To learn more, see SDUSD's [Bullying and intimidation Prohibition Policy](#).

Department of Youth Advocacy

4100 Normal Street, Annex 8A
San Diego CA 92103

Main office: 619-725-8000

Mick Rabin (he/him/his) mrabin@sandi.net
Bullying Prevention & Intervention
Resource Teacher



Dress Code

At Crawford, we celebrate the diverse cultures of our students and the variety of attire. There are guidelines we follow so that we maintain a focus on our ultimate goal: learning. These guidelines below will support students in developing a professional, college and career- ready mindset.

Dress for Success:

- Messaging: Any clothing, jewelry, or accessories with decorations, advertisements, or symbols that may be considered obscene, offensive, discriminatory, drug/alcohol-related or gang-affiliated are not to be worn to school or school events.
- Tops: Must cover chest and torso and must not be see-through.
- Bottoms (shorts, skirts, etc.): Undergarments must not be visible.
- Shoes: Must be safe and made for outdoor use. Some classes have specific shoe requirements for safety purposes. Students must comply with these requirements.

Students violating the dress code will be required to wear a loaner item and the inappropriate item will be confiscated. Once the loaner item is washed and returned, the confiscated item(s) will be returned to the student. The incident will be documented. Repeat offenders will be referred for a restorative conference (see [Restorative Discipline Policy](#)).

Technology Policy

We recognize that technology can be a powerful tool for learning but can also be a distraction. Students must follow school policies. Phones/earbuds/headphones must not be used during instructional time without permission from their teacher. Unauthorized use of technology (such as social media, video streaming, shopping, etc.) is grounds for confiscation of the device by school officials, including classroom teachers. Staff members may confiscate electronic devices and have them picked up by Campus Security. Confiscated items will be held in the Main Office. Parents/guardians may be called to pick up items for repeated offenses.

Crawford High School personnel will not be held liable for items that are stolen when brought to school. It is the sole responsibility of the individual student to safeguard any electronic device.

Similar misuse or abuse of school equipment may result in being denied the use of that equipment. Students must comply with the [District Acceptable Use Policy \(AUP\)](#).

Violations of the technology policy will follow the [Restorative Discipline Policy](#).



Attendance Policy

At Crawford High School, attendance matters. Data shows that consistent attendance is key for student success. Students with responsible attendance are able to participate in extracurricular activities. Attendance impacts citizenship grades.

To report an absence email crawfordattendance@sandi.net (preferred method) or call the Attendance Office at 619-362-3700 x3021 and leave a detailed message which includes the reason for the absence. A call/email must be made on EACH day of an absence.

Responsible Attendance

- Absences are minimal and have been excused.
- Three or fewer tardies.
- Students who demonstrate responsible attendance will be invited to attend all student activities.

Excused Absences

- Illness: Absences due to illness for 3 or more consecutive days require a note from your doctor to be excused.
- Medical or dental appointments: A note from the doctor or dentist is required.
- Death in the Family
- Court Appearances
- Religious Observances
- Extreme family emergency (please be specific)

Unexcused Absences

- Transportation problems
- Oversleeping
- Family activities
- Out of town for vacation or trips
- Personal matters

Tardies

- The first bell rings at 8:30 am indicating for you to go to your class. The tardy bell rings at 8:35 am. Students are expected to be in their seats and ready for instruction. Any student not in their assigned seat at the time of the bell is considered tardy. *These absences are marked "T" in PowerSchool and are unexcused.*
- Medical appointments are the only excused reasons for lateness. *These are marked "L" in PowerSchool and are excused.* Students with excessive tardiness due to medical reasons will be referred to our school nurse for additional support.
- Students arriving more than 30 minutes late for any class incur a period absence. Teachers will report these tardies to the main office for documentation. *These are marked "W" in PowerSchool and CANNOT BE CLEARED through Core Academy or detention.*

NOTE: If a student has been marked absent or tardy from a class in error, the student is responsible for having the teacher make the correction. The teacher will notify the attendance office of the change. If you receive a call that your child was absent and you believe it to be an error, please check PowerSchool or contact the office.



Early Release from Campus (Blue Slips)

Blue Slips will be given for students who need to leave school for medical, dental, court appointment, funerals or extreme family emergencies and must be obtained from the Attendance Office BEFORE leaving campus. A parent or guardian must:

- Notify the Attendance Office in advance.
- Students are to remain in class until they have been excused by an office staff member. They may not leave campus without the blue slip and will be released only to contacts in PowerSchool. Parents/guardians will be required to show ID and sign out before leaving campus.
- Students will be allowed to walk home with parent permission and it will be indicated on the blue slip.

Notes should include ALL of the following:

- Student's legal first and last name.
- Student's date of birth
- Reason for early release
- Time to be released
- Parent/guardian phone number
- Signature of parent/guardian

If a student becomes ill during the school day, they are to obtain a pass to the Health Office for evaluation. They are not to call or text parents for an early release blue slip. Students who do so will be returned to class or sent to the nurse.

NOTE: Students leaving early will receive an unexcused absence until a written verification from the medical, dental or court office is returned to the Attendance Office. If verification is not received within 5 days of the return, the absence will remain "unexcused".

Independent Study Contract

Independent Study Contracts may be granted to students who are going to miss 5-21 days of school. These requests must be approved by the administration and must follow strict guidelines in order for the student to receive appropriate attendance and academic credit. A 10-day notice prior to a student leaving is required. If you have further questions, please contact your student's counselor.

Ways to Make Up Absences and Tardies

Students are responsible for making up missed assignments after being absent. Students should check Canvas/Google Classroom and communicate with teachers.

Making up for lost instructional time is critical to a student's academic success. Therefore, students are expected to make up ALL unexcused and unverified absences and tardies with the Attendance Clerk within 5 days. Students may make up unexcused absences by attending Core Academy.



Core Academy (formerly Saturday School)

Core Academy is an enrichment opportunity and a chance for students to receive extra help with homework, seek tutoring, engage in projects /workshops and make up attendance.

It operates from September through May on selected Saturday mornings. Students may be assigned Core Academy for excessive absences and tardies, but it is ultimately the STUDENT'S responsibility to attend and keep track of their own attendance and the accuracy of their records.

Each session clears one full-day absence or 8 tardies. Once all full-day absences and tardies are cleared, attending Core Academy will clear period absences. Seniors must clear absences, tardies and truancies in order to participate in school events and senior activities including but not limited to dances, commencement and prom, in accordance with the senior contract. Underclassmen and their guests who would like to participate in school events like dances are subject to the same requirements. Students are encouraged to be proactive in clearing their attendance record before receiving notices and/or calls from the school. The dates for Core Academy are posted on the Crawford High School website.

EXPECTATIONS:

1. Core Academy is held from 8:30 AM – 12:30 PM. Students are admitted through the front gate, which will lock promptly at 8:30 AM. Late students will not be admitted.
2. Students are required to bring enough academic work to last the entire four hours or they may be turned away. Students should also bring a book to read in case they finish their academic work early.
3. A ten-minute nutrition break will be given during the four-hour session. Snacks will be provided. Failure to return on time will result in dismissal from Core Academy without receiving credit for attendance.
4. If students leave at any time during the session or are asked to leave by a staff member, the student will not receive credit for attending Core Academy.

Religious Observances

Students who are absent from school because of their religious beliefs will be given an equivalent opportunity to make up any examination, study, or work requirements they may have missed because of such absences on any particular day or days. These absences will be excused.

Students may not leave class time to pray. This is in line with district policy and the Ed Code. Prayer is allowed on campus at lunch time only.



Restorative Discipline Policy

Crawford follows San Diego Unified School District's Restorative Discipline Policy. This policy establishes a framework for developing, refining, and implementing a culture of discipline conducive to learning. It is built on school-wide positive behavior support, a culture of positive discipline techniques, and the systemic development of carefully identified rules with the necessary structure for their firm, fair, and consistent implementation.

The importance of a school-wide positive behavior support and discipline plan is consistent with the principles of safety, responsibility, respectfulness, appreciation of differences, honesty, and life-long learning.

Because learning to manage emotions and behavior are important tasks for adolescents, the following guide is provided to address potential issues:

Restorative Response Matrix

Level 1

Defining the Behavior - A Level 1 behavior is one which requires low level interventions that can be provided by the classroom teacher or support staff member. Behaviors are typically addressed at the time that they occur, and do not require documentation in PowerSchool. Classroom documentation and parent/guardian communication by a certificated staff member involved in the event is recommended.

Student Behavior Incident	Supportive Practices and Response
<ul style="list-style-type: none"> ● Academic dishonesty ● Disruption ● Inappropriate cell phone use ● Inappropriate use of technology ● Lack of understanding of physical boundaries ● Lying ● Minor conflict ● Minor interruptions/distractions ● Misuse of school property or equipment ● Not following classroom agreements/procedures ● Not having classroom materials ● Off task behavior ● Tardiness ● Use of profanity, not directed at individual 	<ul style="list-style-type: none"> ● Check in/Checkout ● Correction techniques: <ul style="list-style-type: none"> ○ Prompt ○ Redirect ○ Reteach ○ Provide choice ● Mindfulness strategies or MindUp curriculum ● Peer mentors ● Restorative conferencing ● Role-play ● Seat change ● Student and parent/guardian interviews ● Social Stories ● Teaching of self-regulation strategies: <ul style="list-style-type: none"> ○ Breathing ○ Individual reflective time ○ Journaling ○ Peer support ○ Problem solving strategies ○ Speaking to an adult ○ Taking a break ○ Thinking of alternative solutions ● Use of affective statements by educator and/or student ● When-then strategies



Restorative Response Matrix

Level 2

Defining the Behavior - A Level 2 behavior is one which requires more intensive interventions than a Level 1 Behavior, and which may or may not require administrator involvement. Formal documentation should be utilized through site referral procedures and parent/guardian communication is required to ensure students receive the support needed to understand and correct behavior. The reporting staff member may:

- 1) Request a correction that involves other staff members OR
- 2) Request administrative input on the incident OR
- 3) Notify the administrator and/or have a record of the situation

Student Behavior Incident	Supportive Practices and Response
<ul style="list-style-type: none"> ● Attempted to cause property damage^ ● Caused minor injury, except in self-defense^ ● Caused or attempted to cause damage to school property or private property^ ● Committed an obscene act or engaged in habitual profanity or vulgarity^ ● Committed sexual harassment (1st offense)*^ ● Engaged in an act of bullying (1st offense)^ ● Habitual disruption ● Habitual inappropriate use of technology ● Harassed, threatened or intimidated peers^ ● Harassed, intimidated, or threatened pupil or district personnel^ ● Knowingly received stolen school property or private property^ ● Possessed or used tobacco, or products containing tobacco or nicotine (1st & 2nd offense)^ ● Stolen or attempted to steal school or private property^ ● Under the influence of a controlled substance or an alcoholic beverage, or an intoxicant of any kind (1st offense)^ <p>^Requires administrator involvement and [NS] incident code in PowerSchool</p> <p>*Must be addressed through the District's Title IX process</p>	<ul style="list-style-type: none"> ● Any lower-level interventions from Level 1 ● After school counseling or support group ● Classroom suspension - 1 to 2 days <ul style="list-style-type: none"> ○ Administrator-assigned intervention ● Change in schedule/class ● Create a safety plan ● Daily report card on behavior ● Loss of privilege ● Mini-course/training (e.g., conflict resolution, anger management) ● Modification of IEP, if applicable <ul style="list-style-type: none"> ○ Create a behavior intervention plan (BIP) ● No contact agreement ● Parent/guardian outreach ● Participation in mentoring program ● Peer mediation ● Referral to after-school program ● Referral to community-based services ● Referral to school-based health/mental health clinics ● Referral to support staff (e.g. counselor, psychologist, nurse) ● Saturday school program ● Self-charting of behaviors ● Short-term behavioral progress reports ● Social skills training ● Student/teacher/parent or guardian conference ● Substance-use intervention group or module ● Teacher/student Conference ● Written apology



Restorative Response Matrix

Level 3

Defining the Behavior - A Level 3 Behavior is one which requires immediate administrative involvement and incident log in PowerSchool. Level 3 Behaviors violate municipal codes and/or laws, are severe, or pose a threat to the physical safety of the individual student and/or others. Written formal documentation describing interventions initiated, conducted or attempted, and parent/guardian communication is required.

Student Behavior Incident	Supportive Practices and Response
<ul style="list-style-type: none"> • Aids or abets infliction or attempted infliction of physical injury • Assault/battery on a school employee^ • Caused, attempted to cause, threatened or participated in an act of, hate violence • Caused, attempted to cause, or threatened to cause physical injury to another person, except in self-defense (non-deadly force) • Caused major property damage • Committed or attempted to commit robbery or extortion^ • Committed sexual harassment (2nd or continuing offense)* • Engaged in, or attempted to engage in, hazing • Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding • Made terroristic threats against school officials or school property, or both • Possessed/sold/furnished a knife/dangerous object ^ • Possessed an imitation firearm • Possessed or used tobacco, or products containing tobacco or nicotine (3rd offense) • Under the influence of a controlled substance or an alcoholic beverage, or an intoxicant of any kind • Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished an imitation of it • Unlawfully possessed or unlawfully offered, vapes, arranged, or negotiated to sell drug paraphernalia • Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma • Willfully caused serious injury, except in cases of demonstrated self-defense (no-lethal force) 	<ul style="list-style-type: none"> • Any lower-level interventions from Level 1 or 2 • Community service • Functional behavioral assessment, if applicable • Implementation of restorative conferencing with student champion • In-school counseling • Increase access to mentor • Re-entry practices • Substance-use intervention group <p>When Level 3 behaviors occur and alternative-to-suspension programs or other lower level interventions have been utilized, an out-of-school suspension can be assigned:</p> <ul style="list-style-type: none"> • Out-of-School Suspension—1 to 3 days <p>^Indicted Level 3 behaviors can be recommended for permissive expulsion or change of placement as defined in Section 3</p> <p>*Must be addressed through the District’s Title IX process</p>



Restorative Response Matrix

Level 4

Defining the Behavior - A Level 4 Behavior is one which requires immediate intervention and administrative involvement with written documentation of interventions previously in place. Level 4 Behaviors require a mandatory recommendation for expulsion. Formal documentation in PowerSchool and parent/guardian communication is required. A staff member observing or being informed of a level 4 incident will notify administration immediately to start a process that compiles all interventions provided to the student and initiates investigation.

Student Behavior Incident	Supportive Practices and Response
<ul style="list-style-type: none"> ○ Committed or attempted to commit a sexual assault* ○ Possessed/sold/furnished a firearm ○ Possessed/sold/furnished an explosive ○ Brandished a knife to another person ○ Unlawful possession or sale a controlled substance <p>*Should also be reported to the District's Title IX office</p>	<ul style="list-style-type: none"> ○ Conference with student, parent and administrator to explain options for student ○ Intervention program ○ Outside counseling and services ○ Recommendation to alternative educational placement ○ Referral to School Police supports <p>When students have been provided with information on the expulsion process, supports available, and information on alternative instructional options, the following shall take place:</p> <ul style="list-style-type: none"> ○ Mandatory 5-day suspension and ○ Recommendation for expulsion

For more information, [view the entire Restorative Discipline Policy \(PDF - 16 pgs\)](#)

Non-discrimination Statement

The San Diego Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, ethnicity, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, immigration status, association with a group with one or more actual or perceived characteristics or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The Title IX Coordinator's contact information is lryan@sandi.net, 619.725.8000, or by mail, 4100 Normal Street, San Diego, CA 92103. The Title II Coordinator's contact information is wranck-buhr@sandi.net 619.725.5678 or by mail, 4100 Normal Street Room 3126, San Diego, CA 92103. The 504 Coordinator's contact information is enall@sandi.net at 619.344.6420 or by mail, 5465 El Cajon Blvd. Room B-2, San Diego, CA 92115 It is the policy of the San Diego Unified School District to maintain a drug-free workplace. If needed, individuals protected by the Americans with Disabilities Act (ADA) may request an accommodation.

