

Sir Francis Drake High School

A New American High School—A California Distinguished School

Principal Don Drake
Assistant Principals Eric Saibel & Katy Foster



July 8, 2009

Dear Drake Students and Parents,

I hope you are enjoying your summer vacation and can squeeze some fun and relaxation out of the remaining weeks. Our Back to School information includes a great deal of important information for parents and students. Please review all information carefully to make sure you will be prepared for a smooth start to the school year.

To keep in step with Drake High School's continuing efforts to become "greener", the majority of our annual Back to School information is on our webpage – <http://drakehs.org>. You can review all documents by going to the Back to School Information section on the webpage.

If you do not have computer access or prefer to receive a complete packet through the mail, please call 458-3410 and leave your name, your student's name and grade and your mailing address. A packet will be mailed to you.

For Students

If you are new to Drake, don't miss the *Orientation* for all freshmen and new students on Friday, August 14th. The orientation activities will acquaint you with the school. New students will receive their class schedule and have mandatory ID photos and school pictures taken. Additional orientation information will be sent in a separate mailer. Your student will need to bring the completed emergency card which is enclosed with them in order to receive their class schedule.

All returning students must come to the Drake gym on Tuesday, August 18th, to have *school I.D. photos* taken and pick up their class schedule. If you are purchasing photos, be sure to bring your payment. Refer to the flyer enclosed with this mailing. Students should report at the following times:

12th graders—9:30 to 11:00 am 11th graders—11:15 to 12:45 am 10th graders—1:30 to 3:00 pm

All students must have their photos taken for school records and return the emergency card in this envelope before they will be given their class schedule.

NO SCHEDULE WILL BE GIVEN WITHOUT A COMPLETED EMERGENCY CARD BEING TURNED IN AND MANDATORY SCHOOL PHOTO TAKEN.

The first day of practice for all fall sports will be Monday, August 17th. For details, go to www.drakeathletics.org. Also refer to the Athletic Participation information on the webpage.

For Parents

Included in this envelope are student emergency card and picture information. The emergency card **MUST** be completed and turned in at school in order for your student to receive their class schedule. All students **MUST** have a photo taken for school identification purposes. If you wish to purchase school pictures of your student you need to complete the information on the picture envelope, enclose a check and have your student present the envelope to the photographer when their school I.D. picture is taken.

The *Pirate Package* offers a discounted package of a yearbook plus an activities sticker which provides free or reduced prices to many activities, including sports events and dances. More information on the webpage.

The *Student/Parent Handbook* provides information about people, procedures and activities at Drake and is available on line at <http://drake.marin.k12.ca.us/info/parenthandbook.pdf>.

Please review forms that need to be returned to the school, especially if any information has changed. Forms can be returned to the main office or students can turn them in when they pick up their schedules.

Please review the *Attendance Procedures* with your daughter/son as attendance is an important factor of academic success.

I invite you to be part of one or more of Drake's *supporting organizations*, such as Parent Club, Benchwarmers or The Drake Fund. Let us know if you would like to *volunteer* at Drake. Your involvement and support make Drake a great school!

For All

The first day of school for all students will be **Wednesday, August 19th, beginning at 8:00 a.m.** Students who did not pick up their schedule on August 18th may do so at 7:30 a.m. on August 19th in the Main Office.

We look forward to seeing you at Back-to-School Night on Thursday, September 17th. I hope the coming year at Drake is both successful and rewarding.

Sincerely,

Donald J. Drake

Principal

Enclosures



Sir Francis Drake High School

2009-10 Calendar



Month	M	TU	W	TH	F	IMPORTANT DATES TO NOTE	
AUG	10 {17}	11 <18>	12 19	13 20	14 21	Aug 17	SDD – District Opening Session (AM) / Sites
	24	25	26	27	28	Aug 18	Teacher Work Day
	31	1	2	3	4	Aug 19	First Day of School
SEPT	(7)	8	9	10	11	Sept 7	Labor Day
	14	15	16	17	18*	Sept 17	Back-to-School Night (Min. Day Sept 18-12:45 Dismissal)
	{21}	22	23	24	25	Sept 21	Staff Development Day (No School)
	28	29	30	1	2	Sept 25	End of Grading Period 1 (report cards October 2)
OCT	5	6	7*	8	9	Oct 7	Minimum Day (12:45 Dismissal)
	12	13	14	15	16	Oct 19	Staff Development Day (No School)
	{19}	20	21	22	23	Oct 30	End of Grading Period 2 (report cards November 6)
	26	27	28	29	30		
NOV	2	3	4	5	6		
	9	10	(11)	12	13	Nov 11	Veteran's Day
	16	17	18	19	20	Nov 26-27	Thanksgiving Recess
	23	24	25	(26)	[27]		
	30	1	2	3	4		
DEC	7	8	9	10	11	Dec 18	End of Grading Period 3 (report cards January 8)
	14	15*	16*	17*	18*	Dec 15-18	Final Exams / End of Fall Semester (82 student days)
	[21]	[22]	[23]	[24]	[25]	Dec 21-Jan 1	Winter Recess
	[28]	[29]	[30]	[31]	[1]	Jan 4	Teacher Work Day
JAN	<4>	5	6	7	8	Jan 18	Martin Luther King, Jr. Day
	11	12	13	14	15	Jan 25	Staff Development Day (No School)
	(18)	19	20	21	22		
	{25}	26	27	28	29	Feb 3	Minimum Day (12:45 Dismissal)
FEB	1	2	3*	4	5	Feb 12	End of Grading Period 4 (report cards February 26)
	8	9	10	11	12	Feb 15	Presidents Day
	(15)	[16]	[17]	[18]	(19)	Feb 16-18	Recess Days
	22	23	24	25	26	Feb 19	Lincoln's Day
MARCH	1	2	3	4	5		
	8	9	10	11	12	March 18	Open House (Minimum Day March 19 - 12:45 Dismissal)
	15	16	17	18	19*	March 22	Staff Development Day (No School)
	{22}	23	24	25	26		
	29	30	31	1	2	April 2	End of Grading Period 5 (report cards April 9)
APRIL	5	6	7	8	9		
	[12]	[13]	[14]	[15]	[16]	April 12-16	Spring Recess
	19	20	21	22	23		
	26	27	28	29	30		
MAY	3	4	5	6	7	May 17	Staff Development Day (No School)
	10	11	12	13	14	May 31	Memorial Day
	{17}	18	19	20	21		
	24	25	26	27	28	June 7-10	Final Exams / End of Spring Semester (98 student days)
	(31)	1	2	3	4		
JUNE	7*	8*	9*	10*	<11>	June 10	End of Grading Period 6 (report cards June 17)
						June 10	Last Day of School
						June 11	Teacher Work Day

- () Legal Holiday (school closed)
- [] Local Recess (no classes)
- { } Staff Development Day (no classes)
- <> Teacher Work Day (no classes)
- * Minimum Day or Final Exam Day

- 180 Days of Instruction
- <3> Contracted Teacher Work Days (8/18, 1/4, 6/11)
- {6} Staff Development Days (see dates below)
- SDD = (8/17, 9/21, 10/19, 1/25, 3/22, 5/17)
- 189 Total Staff Days of Work

Tam District Calendar adopted by BOT 5-8-07.
 Drake Calendar adopted by DLC 3-11-09.

Sir Francis Drake High School

Bell Schedules

<p style="text-align: center;">Schedule A (Monday)</p> <p>1st Period 8:00 to 8:48 2nd Period 8:53 to 9:41 Break 9:41 to 9:56 3rd Period 10:01 to 10:49 Advisory 10:54 to 11:08 * 4th Period 11:13 to 12:01 Lunch 12: 01 to 12:41 5th Period 12:46 to 1:34 6th Period 1:39 to 2:27 7th Period 2:32 to 3:20</p>	<p style="text-align: center;">Schedule B (Tuesday & Thursday)</p> <p>1st Period 8:00 to 9:30 Break 9:30 to 9:40 2nd Period 9:45 to 11:20 * Lunch 11:20 to 12:00 5th Period 12:05 to 1:35 Break 1:35 to 1:45 7th Period 1:50 to 3:20</p>
<p style="text-align: center;">Schedule C (Wednesday & Friday)</p> <p>3rd Period 8:00 to 9:30 Break 9:30 to 9:45 Advisory 9:50 to 10:00 * Act/Tutorial 10:00 to 10:50 4th Period 10:55 to 12:25 Lunch 2:25 to 1:05 6th Period 1:10 to 2:40</p>	<p style="text-align: center;">Schedule D (Minimum Day on a Wed. or Friday)</p> <p>3rd Period 8:00 to 9:25 * Break 9:25 to 9:40 4th Period 9:45 to 11:05 Break 11:05 to 11:20 6th Period 11:25 to 12:45</p>
<p style="text-align: center;">* Includes five minutes for reading the Daily Bulletin.</p>	

Sir Francis Drake High School
ATTENDANCE PROCEDURES
2008-09

Notifying the School about an Absence

Parents/guardians should call the Attendance Office on the day the student is absent. You may leave a message 24 hours a day at 458-3418. If Drake receives a call, the student may go directly to class when he/she returns to school. If the parent or guardian does not call, the student must bring to the Attendance Office a note, signed and dated by you, which explains the nature of her/his absence.

Clearing Absences

It is the responsibility of the parent or guardian and the student to clear all absences within 24 hours of the student's return to school. **If an absence is not cleared within the designated time, it will be considered unexcused regardless of the reason for the absence.**

Unexcused Absences

Teachers are given weekly lists of unexcused absences. If a student has a legitimate objection to the official status of a particular absence, he/she must promptly discuss the matter with the attendance clerk other than during class time. Make certain that you have called the school or provided your son/daughter with a note explaining each absence. If the parent/guardian does not notify the school within 24 hours of the student's return, the student's grade may be affected. Unexcused absences can result in the lowering of the student's grade.

Illness or Injury at School

If a student becomes ill or is injured at school, she/he must see the school nurse, who will notify the parent/guardian and issue a Permit to Leave School. Only then does the student have permission to leave campus. **Leaving campus without a Permit to Leave School will result in an unexcused absence in each of the classes missed that day.**

Appointments during School Hours

If a student has an appointment during school hours, the parent/guardian must send a note to the Attendance Office, and the student will be issued a Permit to Leave School.

Tardiness

- If a student arrives late for the first period of the day, he/she must check in at the Attendance Office with a note (or a call) from the parent/guardian stating the reason for the tardiness. The student will be issued an Admit Slip to class. All excused tardies must be cleared with the Attendance Office.
- For the first period of the day, ten minutes after the bell rings a tardy becomes an unexcused absence. For all other periods, five minutes after the bell rings a tardy becomes an unexcused absence.
- Tardies and unexcused absences *both count* toward lowered grades. For example, a student with 6 tardies *and* 2 unexcused absences in a class would have his/her grade in that class lowered by *two-thirds* (one-third for the tardies and one-third for the unexcused absences). Refer to the chart below.
- Tardies do NOT count toward *loss of credit* and may NOT result in a failing grade. Students whose tardies become an unexcused absence but who are present in class will receive credit for work completed during the period. No make-up work will be accepted from students who are unexcused and not present in class.

Unexcused Absence & Tardy Policy

A grade may be reduced to an F on the basis of *unexcused absences only* (tardies are not included), and only if the student has accumulated four or more unexcused absences. Otherwise, a grade may be reduced to no lower than a D-.

UNEXCUSED ABSENCES

	0	1	2	3	4	5
T	0	0	-1/3	-2/3	-1	-1*
A	1	0	-1/3	-2/3	-1	-1*
R	2	0	-1/3	-2/3	-1	-1*
D	3	0	-1/3	-2/3	-2/3	-1
I	4	0	-1/3	-2/3	-2/3	-1
E	5	0	-1/3	-2/3	-2/3	-1
S	6	-1/3	-2/3	-2/3	-2/3	-1
	7	-1/3	-2/3	-2/3	-2/3	-1
	8	-1/3	-2/3	-2/3	-2/3	-1
	9	-2/3	-2/3	-2/3	-2/3	-1

An unexcused absence is any absence from a class which has not been cleared by the Attendance Office within 24 hours.

Example of grade reduction:

A 1/3 grade reduction would reduce a B+ to a B.

* = Loss of one credit

COUNSELING CONNECTION - WELCOME – 2009-10 FROSH!

We would like to extend a warm welcome to the incoming ninth grade students. We hope that you are looking forward to the Drake experience and want you to know that we are here to support you throughout your next four years of high school.

In the fall, counselors will be visiting ninth grade classrooms to present information on the following:

- path to graduation
- grades, GPA's and credits
- UC/CSU eligibility requirements
- college/career center overview
- balancing school, studies, and extra curricular activities
- counseling and support services and opportunities
- student q&a

Counselors will be hosting a Frosh Parent Night on Thursday, October 1st at 5:30 p.m. in the Student Center. Please plan to join us for an orientation to services and question and answer session. You should be receiving an e-mail home prior to this evening which outlines the orientation program held with your student.

Counselors will also be hosting a Frosh Parent Tea on Wednesday, October 21st from 8:00 to 9:30 a.m. This is an informal opportunity for parents and counselors to engage in a dialogue about current issues and share ideas with other one another.

School Year 2009-10 Schedule Issues The first day of school this year is **August 19th**. Frosh and transfer students will be able to pick up their schedules in the gym on Friday, August 14th and returning students on Tuesday, August 18th.

How can students change their schedule? Counselors spend the first four days of school working with students to ensure that they are enrolled in the appropriate courses for their grade level and graduation requirements. If parents would like to talk with or meet your student—s counselor, please call after August 28th, and be patient if you leave a voice mail. Typically, we see in excess of 85 students per counselor per day during this busy week, and the school day allows little, if any, time to make return phone calls.

If your student has any concerns regarding her/his schedule, counselors will be happy to work with them in person as follows:

August 19th & 20th – students from any grade level with a **missing class or empty period only** should come in during the period of the day which has a conflict.

August 21st through August 24th – all students with schedule conflicts or requests may come in.

August 25th is the **LAST DAY FOR ANY SCHEDULE CHANGES**. Please make sure that your student sees his/her counselor in person by that date.

ALL CHANGES WILL BE MADE IN PERSON BY THE COUNSELOR AND THE STUDENT. By that, we mean that no changes will be made via telephone, so students must come to see their counselor in person. There is usually a line of students wanting to make changes, so please be patient and we will work as fast as possible to ensure your student has all the courses required for graduation.

If your student is in the 9th grade and has questions or concerns regarding math or foreign language placement, have her/him discuss this concern with her/his teacher **immediately**. If any change is necessary, have your student come to the counseling office on the 1st or 2nd day of school. If your student is in the 11th or 12th grade and wishes to drop an elective science, math or foreign language, please sign a note giving permission for this change which your student must bring with her/him when s/he meets with the counselor. Thank you for your patience and understanding as we work with students during this exciting and busy time of year.

Please visit the Drake website (<http://drake.marin.k12.ca.us/>) for general information, counseling services, phone numbers and e-mails to contact counselors. **Have a great summer! We look forward to seeing you in the fall!**



STUDENTS SHOULD VISIT

Shannon Johnson
(SCHOOL COORDINATOR)

(ROOM LOCATION)

TO OBTAIN A MARIN TRANSIT YOUTH PASS

2008-09 Marin Transit Youth Pass – With a Youth Pass, **registered Marin County students and youth under age 18** will be able to ride on local routes in Marin (excluding the Golden Gate corridor service and any regional or commute routes such as the 70/80 lines) without paying any additional fare during six-month periods.

Marin Transit offers the Youth Pass in six-month increments during the Fall/Winter and Spring/Summer periods. The 2008-09 Fall/Winter Pass will be valid from Monday, August 18, 2008 through Saturday, February 28, 2009. The 2009 Spring/Summer Pass will be valid from Sunday, February 1, 2009 through Monday, August 31, 2009.

The Youth Pass will cost \$175 per six-month period. Considering that the regular individual youth fare is \$1 per ride, the purchase of the Youth Transit Pass could amount to considerable cost savings as well as convenience for frequent youth riders. Students whose household incomes qualify them as low-income are eligible for free Youth Passes. Youth who wish to pay for both the Fall/Winter pass and the Spring/Summer pass at the beginning of the school year may do so for a discounted annual price of \$325.

How to use the Youth Pass:

School officials will affix a Youth Transit Pass sticker to the student's Photo ID card. Then students simply need to show it to the driver when they board a Marin local bus.

Who is eligible for the Youth Pass:

Students who attend a participating Marin County school are eligible for the Youth Pass. Marin County youth ages 18 and under who do not attend a participating school may contact Marin Transit (contact information below) to participate independently.

How students obtain a Youth Pass:

Students should obtain their Youth Pass sticker from a designated coordinator at their school. Information on who is the school coordinator for your school should be provided above. Schools will be responsible for the collection of money for the Youth Pass as well as the distribution of the stickers. Stickers will be distributed to schools by Marin Transit at the beginning of the academic year, and schools will forward funds collected from students back to Marin Transit twice per year.



Youth Pass Frequently Asked Questions (FAQ's)

Q. Which bus routes will accept the Youth Pass?

A. The Pass will be good on all Marin Transit routes including the local routes and Supplemental School Routes operated by Golden Gate Transit, the West Marin Stagecoach, and community shuttles such as the Twin Cities, Santa Venetia and Marinwood-Terra Linda Shuttles. The pass will not be accepted on any Golden Gate regional or commute routes such as the 70/80 routes.

Q. What if a student loses their ID with the Youth Pass sticker or it is stolen?

A. If a student ID is lost or stolen, they would first need to obtain a new student ID from their school. Once they have a new student ID card, they will have to request a new Youth Pass sticker from the designated school program coordinator. Students must be aware that there is a \$30 replacement fee for a lost Youth Pass sticker through the first half of the six month period (2008-09 Fall/Winter Pass: August 18, 2008 – November 30, 2008; 2009 Spring/Summer Pass: February 1, 2009 – May 31, 2009) and \$15 thereafter (2008-09 Fall/Winter Pass: December 1, 2008 - February 28, 2009; 2009 Spring/Summer Pass: June 1, 2009 - August 31, 2009). This fee may be waived for stolen student IDs when students are able to document the theft with a police or school security report. Please note that only one replacement sticker can be issued per student per six-month period.

Q. What if my Transit Pass sticker is damaged?

A. If a Transit Pass sticker is damaged due to wear (e.g., it went through the laundry by accident!), but it is still readily identifiable as a current sticker, students may be able to obtain a new sticker at no cost. Bring the damaged pass to your school program coordinator for a replacement.

Q. What happens at the beginning of the school year before a student is issued their student ID?

A. Schools may distribute temporary Youth Transit Passes which will be valid on Marin Transit buses for only the first 6-8 weeks of the school year after which time all student ID cards with photos should be available. For the 2008-09 academic year, temporary passes will expire on October 31, 2008 and drivers will know that after the date of expiration, students must show their student ID card with a valid sticker in order to ride free of charge.

Q. Who can I contact if I have suggestions, comments or other questions?

A. Send your suggestions, comments or questions about the Youth Transit Pass program to Suzanne Chen-Harding at Marin Transit (contact information below).

Suzanne Chen-Harding
Marin Transit, 750 Lindero Street, Suite 200, San Rafael, CA 94901
Tel: 415-226-0860 / Fax: 415-226-0856
SChen-Harding@co.marin.ca.us

CLASS OF 2010 – GRAD NITE

FOR SENIORS ONLY

CELEBRATE *ALL NIGHT* WITH YOUR PEERS

-----PROFESSIONAL ENTERTAINMENT-----
MUSIC – HYPNOTIST – MAGICIAN – HENNA – HAIRCUTS

FOOD – SWIMMING – & MUCH MORE

FOR PARENTS ONLY

Want to know where your kid is the night of graduation?

Want your grad at a SAFE and SOBER party?

9pm – 3:30am

Transportation provided to/from Drake

Friday, June 11th

ANNUAL DRAKE TRADITION

(over 95% of Drake grads attend)

Questions? Parent Volunteers? Email gradnite2010@gmail.com

Grad Nite info on Drake's website: <http://drake.marin.k12.ca.us/gradnight/index.html>