



August 2, 2010

Dear Parents/Guardians and Students,

Get excited . . . it is here . . . welcome to the 2010-2011 academic year at Gunn High School! I hope you had a great summer full of fun, rest, and new experiences. I would like to offer a special Titan Welcome to our incoming freshmen—the Class of 2014—remember to start stocking up on red and black apparel! The Gunn community cannot wait to meet and welcome our newest Titans. Furthermore, we look forward to getting to know you and working with you. I hope to see all the incoming 9th Graders at **Freshman Orientation which will be held from 8:30 AM until 3:00 PM on August 18, 2010**. I also hope to see all the parents at our Incoming Freshmen Parent Meeting that will be held in Spangenberg Theatre on the evening of August 17 from 7:00-9:00 PM.

This mailing is the only mailing you will receive from Gunn this summer. Please read this letter carefully to be sure you are properly prepared for the first day of school. The Gunn Student Handbook can be viewed on line at www.gunn.pausd.org. We will not be mailing a hard copy to you. If you do NOT have access to the Internet, you are welcome to pick up a hard copy of the Student Handbook from the Main Office at your convenience. The Handbook is a great reference for both students and parents/guardians to get many of your questions answered.

REGISTRATION:

In an effort to alleviate pressure and stress at the start of this school year we again plan to make schedules available to students before school opens. On the following dates students in the grade levels indicated may pick up their schedules in the Quad **between 8:30-11:00AM ONLY**.

Monday, August 16	Tuesday, August 17	Wednesday, August 18	Friday, August 20
12 th Grade Registration & Schedules	11 th Grade Registration & Schedules	10 th Grade Registration & Schedules	9 th Grade Registration & Schedules

- *A student may only come on the day and at the time allotted for his/her grade level. If they cannot come on the scheduled day they must come on the first day of school, Tuesday, August 24, at 7:30AM in front of Spangenberg. Schedules may only be picked up by the student concerned, not by friends, siblings, or parents. Before a schedule will be given to a student the following is necessary:*
 1. **The parent/guardian must have completed the online District Registration.** Call the District Attendance Office if you have questions (329-3707).
 2. **Clear any outstanding obligation fees.** This can be done on the mornings that schedules are made available. If you have an obligation there will be a notice in this mailing instructing you what must be returned or paid for before you can receive a schedule. If your obligations are textbooks—BRING THEM—WE NEED THEM. REMEMBER: IF YOUR OBLIGATION IS NOT CLEARED YOU WILL NOT BE ABLE TO RECEIVE YOUR SCHEDULE.
 3. **Hand in a completed Gunn Student Handbook Declaration of Understanding Form** (Handbook Agreement Form). This is included in this mailing. The Student Handbook can be accessed on line via the Gunn website.
 4. **Other Registration Forms:** we would also like students to bring in all the other papers (Student Activities purchases, volunteer form, donations, Booster support, etc.) at the time they pick up their schedules beginning on August 16.

SCHEDULES:

The Guidance Staff have worked hard to make sure that your class schedule reflects your needed graduation requirements, academic/career plans discussed with your counselor, and elective choices. However, we do recognize that best laid plans change. On the day of your scheduled “Registration & Schedule Distribution Day,” please review your schedule carefully—before you request a possible “change of schedule” please READ the following parameters that have to be met before you request a change:

1. Schedule has an error (e.g., same class listed twice, class omitted, or class requested not included).
2. Schedule has a class which has been taken over the summer and needs to be dropped.

3. Schedule has class level which needs to be changed [see below].
- **NO schedule changes that involve a “change of level” will be made before school begins since these require input from the Instructional Supervisors who will not be available at this time. Instructional Supervisors will be available Wednesday, August 25 from 2:30-4:30PM on the Quad.**
 - Students who are unable to pick up schedules before school begins will be able to pick them up in front of Spangenberg Theatre at 7:30 AM on the first day of school, August 24. Classes begin at 8:15 AM that day. Students are required to attend ALL classes shown on their schedules unless there are obvious errors (two classes in one period, a required class is missing, the same class appears twice). Teachers' attendance rosters reflect the classes shown on students' original schedules and failure to attend these classes will result in unexcused absences being recorded.
 - Photos for Student Gunn ID cards will be taken, and ID cards issued, on the first day of school. It is therefore very important that students attend all the classes on their schedules so that they do not miss out on this. Textbooks will be distributed the following day, August 25, and students will need to have their Gunn ID cards in hand to check out and receive textbooks.
 - Thursday, August 26, will be the last day for student-initiated schedule changes. All schedule changes after school starts require a petition and parent signature. The time allowed for a schedule change is short because our numbers mean almost all classes are full and there is very little chance of students being able to change their schedules. Only changes recommended by teachers or counselors will be made after August 27.

FIRST WEEK OF SCHOOL:

Tuesday, August 24	Wednesday, August 25	Thursday, August 26	Friday, August 27
>First Day of School >7 Period Day >Start Time: 8:15AM >End Time: 3:10PM >Picture/IDs Taken**	>7 Period Day >Start Time: 7:55AM >End Time: 3:10PM >Textbook Distribution will need Gunn ID Card**	>Regular Thursday Schedule (7:55AM-2:03PM) >Last Day for Student Initiated Schedule Changes	>Regular Friday Schedule (7:55AM-3:10PM) >Football Scrimmage @ Menlo (5:00PM) >Welcome-Back Dance on Quad (7:30-10:30PM)

***ALL STUDENTS ARE REQUIRED to take a picture & have a valid Gunn ID Card (FREE); however, students may opt to BUY the Lightning Pass, which comes with privileges and discounts*

REMINDERS:

- BEING ON TIME & ATTENDING CLASS...yes you know how important this is. It is KEY that students learn the importance of attendance & being on time now—so these habits become part of their school/career behavior after they leave Gunn. To quote Shakespeare, “Better three hours too soon than one minute too late.”
- Due to construction, the BELL SCHEDULE HAS CHANGED—please go to the website to familiarize yourselves with the new schedule, which includes nine-minute passing times. Furthermore, the T & Village Portables have moved east of the gym, and HAVE BEEN RE-NUMBERED V-1 THRU V-26. The campus map is also on our website.
- **BACK TO SCHOOL NIGHT** is a wonderful opportunity to meet teachers. This year it will be on **Thursday, September 2, from 7:00 PM to 9:10 PM [Friday, September 3 is a Minimum Day for Students & Staff]**. After short introductions and a brief welcome from the Principal and the PTSA President in the Amphitheatre at the back of Spangenberg Theatre, you will be able to meet your student’s teachers and learn about individual teachers' plans and expectations. **Remember to bring a flashlight with you!** Our campus is quite dark in places.

Finally, I am eager and excited to begin my first year as principal and I look forward to meeting ALL of you over the course of the school year—don’t be shy to say HI. Enjoy these last few days of summer; go for a walk, catch a movie, go to a museum, read a good book, eat ice cream, spend some time with your family preferably while eating some great BBQ, or better yet, lie on the grass, look up at the sky and ponder.

Sincerely and take care,

Katya Y. Villalobos