

Orange Glen High School

2200 Glenridge Road, Escondido CA 92027

STUDENT HANDBOOK

2009-2010

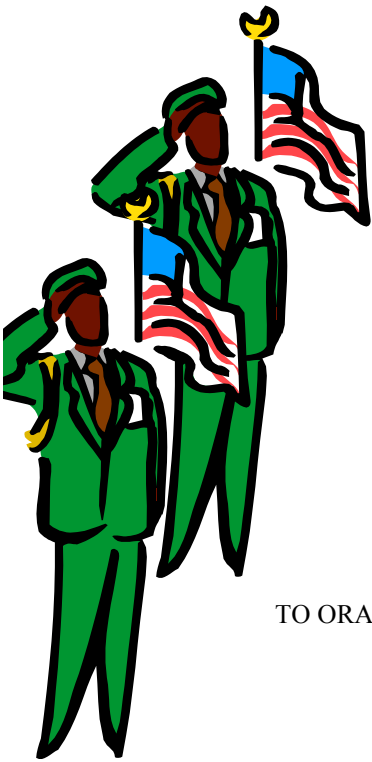


On the web at <http://oghs.euhd.k12.ca.us//>

FIGHT SONG

Raise your banners
red, white and blue
Orange Glen is cheering for you
and when we raise our voices
in loyalty

P-A-T-R-I-O-T-S
ever mighty
fight on to victory



ALMA MATER

HERE, WHERE PATRIOTS PROUD AND LOYAL
BECKON HEROES TO THE TASK
STANDS ORANGE GLEN ON NOBLE SOIL
TRUTH AND HONOR TO THE LAST.
SCHOOL OF GREATNESS, SCHOOL OF GLORY,
BOW IN REVERENCE; TELL THY STORY.
GUIDE OUR STEPS DEAR ALMA MATER.
MARCHING FORWARD EVER MORE
TO ORANGE GLEN OUR ALMA MATER,
PATRIOTS FOREVER MORE.

		M	T	W	TH	F	Student Holidays/Recesses
	Jul Jul Jul Jul Jul	6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23 30	3 10 17 24 31	7/6 Independence Day Holiday School offices open & partially staffed (District Service Center open) August 1 School offices open & staffed
1	Aug Aug Aug Aug Aug	3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	8/10 First Day of School
2	Sep Sep Sep Sep	7 14 21	1 8 15 22	2 9 16 23	3 10 17 24	4 11 18 25	Labor day 9/7 9/18 End of 1 st Grade Report Period 1 st semester
3	Sep/Oct Oct Oct Oct Oct	28 5 12 19 26	29 6 13 20 27	30 7 14 21 28	1 8 15 22 29	3 10 17 24 31	(10/30) End of 2 nd Grade Report Period 1 st semester
4	Nov Nov Nov Nov	2 9 16 23	3 10 17 24	4 11 18 25	5 12 19 26	7 14 21 28	11/11 Veterans' Day 11/23-28 Thanksgiving Recess 11/27 Thanksgiving Day 11/28 Day after Thanksgiving
5	Dec Dec Dec Dec Dec/Jan	30 7 14 21 28	1 8 15 22 29	2 9 16 23 30	3 10 17 24 31	4 11 18 25 2	12/18 End of first semester 12/21-1/1 Winter break 12/24 Christmas Eve holiday 12/25 Christmas Day holiday
6	Jan Jan Jan Jan	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	9 16 23 30	12/31 New Years Eve holiday 1/1 New Years Day holiday ¼ Day Between semesters non student day 1/18 Martin L. King Day
7	Feb Feb Feb Feb	1 8 15 22	2 9 16 23	3 10 17 24	4 11 18 25	6 13 20 27	2/8 Lincoln Day 2/12 End of 1 st Grade Period 2 nd semester 2/15 Presidents' Day
8	Mar Mar Mar Mar Mar/Apr	1 8 15 22 29	2 9 16 23 30	3 10 17 24 31	4 11 18 25 1	6 13 20 27 3	3/26 End of 2 nd Grade Period 2 nd semester
9	Apr Apr Apr Apr	5 12 19 26	6 13 20 27	7 14 21 28	8 15 22 29	10 17 24 1	3/29-4/2 Spring Break 4/2/Spring Holiday
10	May May May May	3 10 17 24	4 11 18 25	5 12 19 26	6 13 20 27	8 15 22 29	5/31 Memorial Day 5/27 Graduation Day 5/28 Half Day Teacher Check-out
	Jun Jun Jun Jun Jun	7 14 21 28	1 8 15 22 29	2 9 16 23 30	3 10 17 24	5 12 19 26	School offices open & partially staffed

ESCONDIDO UNION HIGH SCHOOL DISTRICT

BOARD OF EDUCATION

Mr. Jon Petersen - President
Dr. Kurt Marler – Vice President
Ms. Tina Pope - Clerk
Mr. George McClure – Member
TBA - Member

The Board of Education is the policy-making body of the high school district. Five school district members are elected by the public to serve four-year terms. The Board possesses powers assigned by constitutional and statutory laws and has discretionary powers. Most often the Board makes the final financial decisions that decide the scope of the education program and services of the district. The Board follows established procedures and policies in seeing that schools are run properly and in making sure the public's desire for a good school system is reached and maintained.

The Board of Education holds its regular meetings each month on the third Tuesday at 7:00 p.m. The meetings in open (public) session are held at the Escondido Union High School District Service Center, 302 North Midway Drive, Escondido, CA 92027. Special meetings are scheduled on an "as-needed" basis.

Communication with the Board may be in writing or by personal appearance at a regular meeting of the Board. Written communications should be addressed to the Board of Education, and delivered to the Superintendent at the District Office no later than ten days preceding the regular Board meeting. An individual may address the Board on any item on the agenda at a public meeting of the Board at the time the item is to be considered. An individual may request to appear before the Board and to be placed on the agenda by notifying the Superintendent in writing at least ten days preceding a regular Board meeting. An opportunity is also provided at the end of each regular meeting for individuals to address the Board on any matter pertaining to the District or its schools. However, the Board is not allowed by law to take any action on such a matter at that meeting.

DISTRICT ADMINISTRATION

Ed Nelson, Superintendent
Steve Boyle, Assistant Superintendent, Human Resources
Karen Rizzi, Assistant Superintendent, Educational Services
Barry Dragon, Assistant Superintendent, Business Services

ORANGE GLEN HIGH SCHOOL ADMINISTRATION

Tom Allison, Principal
Ronald Duke, Assistant Principal
Penny Parker, Assistant Principal
Allen Williams, Assistant Principal



TO: Parents and Students
FROM: The Escondido Union High School District
DATE: July 1, 2009

This handbook has been prepared to provide information about the Orange Glen High School and the Escondido Union High School District. You are encouraged to read the handbook and keep it for reference throughout the school year. Please do not hesitate to contact the principal of your school if you have any questions concerning the material contained in the handbook.

STATEMENT OF ASSURANCES TO STUDENTS AND PARENTS

STATE:

When 15% or more of the pupils enrolled in a public school that provides instruction in kindergarten or any of grades 1 through 12 speak a single primary language other than English, as determined from the census data submitted to the Department of Education pursuant to Section 52164 in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in such primary language, and may be responded to either in English or the primary language. (Amended by Stats. 1981, Ch. 219, Sec. 2.)

FEDERAL:

BP 0410

It is the policy of the Escondido Union High School District not to discriminate on the basis of race, color, age, sex, national origin, or handicapping conditions in its educational and vocational programs, activities or employment policies as required by Title VI of the Civil Rights Act of 1964, Title IC of the 1976 Education Amendments, and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with the aforementioned legislation may be directed to: Superintendent, Escondido Union High School District, 302 North Midway Drive, Escondido, CA 92027-2741, phone 760-291-3201, or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

BP 1312.3: Community Relations: Uniform Complaint Procedures

The Governing Board recognizes that the district has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnicity, religion, age, gender, sexual orientation, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0420.1 - School-Based Coordinated Programs)

(cf. 0420.2 - School Improvement Program)

(cf. 0430 - Comprehensive Local Plan for Special Education)

(cf. 3553 - Free and Reduced Lunch Program)

(cf. 6171 - Chapter I Programs)

(cf. 6174 - Education for English Language Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 - Vocational Education)

(cf. 6179 - Child Care and Development Programs)

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant. The Board encourages the early, informal resolution of complaints at the site level whenever possible. Upon receipt of a written complaint from an individual, public agency or organization, uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal compliance investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by

the Superintendent or designee on a case-by-case basis.

(cf. 4119.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 9124 - Attorney)

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. Whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal compliance investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Material)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 5141.4 - Child Abuse Reporting Procedures)

Legal Reference:

EC200-262.3 Prohibition of discrimination

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18179 School libraries

48431.6 Academic progress and counseling review program

48985 Notices in language other than English

49060-49079 Student records

49490-49590 Child nutrition programs

52000-52049.1 School improvement programs

52160-52178 Bilingual education programs

52300-52499.6 Vocational education

52500-52616.24 Adult schools

52800-52870 School-based coordinated programs

54000-54041 Economic impact aid programs

54100-54145 Miller-Unruh Basic Reading Act

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

56000-56885 Special education programs

59000-59300 Special schools and centers

62000-62005.5 Evaluation and sun setting of programs

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

3080 Application of section 4600-4671

4600-4671 Uniform complaint procedures



Welcome to Orange Glen High School

Principal's Message

July 2009

Administrator and Support Staff Message to All Students

Welcome to our school. As a student in our school you are following the path taken by the many thousands of former students who are proud to be Patriots. It has been 45 years since we first opened the doors of Orange Glen High School at what was then a new school out in the orange groves on the east side of Escondido. This year we have opened our doors again to continue that long and proud tradition of excellence with you and your fellow students. Our administration and staff will do the very best we can to ensure that your time at Orange Glen will be filled with fun, excitement and challenges. We expect that you will grow both intellectually and socially and gain the skills to assure you become a complex thinker, effective communicator, a healthy individual, and quality producer. These are some of our expected school-wide learning results.

Success comes from focusing and sustaining your efforts over time. Find a goal you want to **Achieve** and **Believe** in yourself as you **Commit** to achieving that goal. Those are the ABC's of success. As you accomplish this you will also establish habits that will help you go forward through school and successfully journey into young adulthood. We have learned that successful attitudes follow successful behavior. If you establish and practice effective ways of behaving in school you will in turn develop attitudes that support and protect your journey on the path to success.

This year our staff looks forward to the time we will share with you. We have attempted to include as much information as possible in this handbook but some information about school life may not be included. Legislation or changes in Board policy may occur during the school year that may influence or change some school policies. In addition to student information this handbook includes, Required Parent Notifications, Academic Testing Calendars, Student Conduct Codes, School Bus Schedules, Student Due Process Rights and Pull Out Forms for your convenience.

Our best wishes for a successful year at OGHS

Tom Allison, Principal

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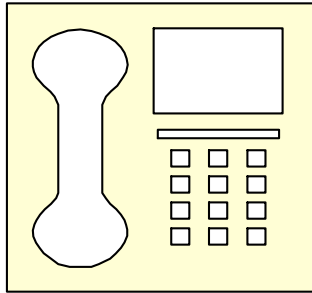
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Required Notifications & Pullout Forms

- Uniform Complaint Procedures
- Required Notifications General Information
- Required Notifications Reproduction Education
- Asbestos Information
- Family Involvement
- Health Education, Pupil Services, and Parents’ or Students’ Rights Requiring Annual Notification
- School Bus Rules, Regulations, and Schedules
- Home-To-School Student Transportation Fees
- Free Bus Transportation Application Form
- Computer Use Rules/Ethical Use Policy/Student-Parent Contract
- Anaphylaxis Treatment Annual Notification to Parents
- Healthy Families and Medical for Families
- Medi-Cal Billing Information
- Authorization for Medication Administration
- Request for Individual Pesticide Application Notification
- Letter to Parents about National Lunch Program

- Application for Free and Reduced Price Meals



IMPORTANT TELEPHONE NUMBERS:

Receptionist	291-5000
Principal.....	291-5001
Assistant Principal Attendance.....	291-5021
Assistant Principal Safety Issues	291-5020
Attendance Office.....	291-5010
Counseling	291-5040
Registrar	291-5059
Nurse	291-5080
Cashier	291-5015
Athletic Director.....	291-5030
Activities Director	291-5035



Mascot: The Patriots
School Colors:..... Red, White & Blue
School Paper: The Musket
Yearbook: The Torch

NOTICE TO PARENTS
PROCEDURES IN CASE OF SERIOUS EMERGENCY
August 2009

Dear Parents:

Orange Glen High School, as a part of the Escondido Union High School District, has developed an emergency plan for a number of situations that may occur. Each staff member is issued a disaster plan book and is given training in its implementation. Each year the entire school, many times in conjunction with local and regional emergency response agencies, practices the evacuation procedure. Fire drills are also practiced throughout the year. In case of disaster, please listen to the radio or TV for instructions.

Keep the Following In Mind:

Your students may even be safer at school than at home in a serious emergency because school buildings are earthquake safe and have been designed with safety in mind. Inspections are scheduled to remove possible hazards and the staff trained is trained in first aid. The safety and welfare of the students is our primary concern in the event of an emergency.

Your student should be instructed to follow the directions of the teacher at the school site and follow the directions of the bus driver on the way to and from school. If walking, riding bicycles, or driving cars, students should be told to continue toward their destination (to or from school) when an emergency situation develops.

Your cooperation is requested in the following areas:

- Do not telephone the school. *Telephone lines will be needed for emergency calls.*
- Do not drive to school. *Streets need to be as open as possible for emergency vehicles.*
- Do turn your radio to KKLQ 600 or KCBQ 1170 on the AM dial. *Information and directions will be given over the radio.*
- Find out where the family reunion area is located and go there to pick up your child.

In conjunction with the Escondido Union High School District Disaster Preparedness Plan, we urge every family to make home emergency plans and preparations.

If you have questions about our emergency preparedness program, please contact the assistant principal's office at 291-5020.

Sincerely,

Allen Williams

Assistant Principal

SCHOOL COMMUNITY MISSION STATEMENT

We demonstrate Patriot P.R.I.D.E. (Personal Responsibility In Developing Excellence) by equipping all students with the academic and social skills necessary to lead successful, compassionate, and fulfilling lives.



NONDISCRIMINATION STATEMENT: DISTRICT PROGRAMS AND ACTIVITIES

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall ensure that illegal discriminatory practices are eliminated in all district activities.

District programs and facilities, viewed in their entirety, shall be readily accessible to individuals with disabilities. The Superintendent or designee shall ensure that interested persons, including those with impaired vision and hearing, can obtain information about the programs, facilities and activities available to the

“MAP Your Future, Reach Your Destination”

A program Ensuring College Admission and Tuition Assistance

Are YOU willing to:

- ★ Attend high school in Escondido grades 9-12?
- ★ Aim for a 3.0 or higher GPA?
- ★ Do well on the ELM and EPT Exams?
- ★ Complete all A-G courses with a “C” or higher?
- ★ Maintain 98% attendance?
- ★ Take the SAT1 or ACT?

If you are, then you will be eligible for guaranteed tuition to California State University San Marcos AND tuition assistance.

During February 2006, in an effort to heighten the awareness as to the importance of attending school for both students and parents, the Escondido Union High School District embarked on a major campaign, **MAP Your Future, Reach Your Destination**. **MAP** is a simple acronym to help keep school success as a goal for all students and emphasizes these important messages: Maintain an academic focus, Attend school daily and Participate in school or community activities.

The Escondido Union High School District, along with the Escondido Union School District, San Pasqual Union School District and California State University San Marcos has created a community-wide partnership for academic reform and college admission. Joining these efforts are the Escondido Chamber of Commerce and the City of Escondido. With focus and commitment to the critical areas of **MAP**, students will now be able to gain automatic admission to CSUSM and benefit from tuition assistance.

Beginning with the class of 2011, students who complete all four years of high school on an Escondido Union High School District campus and achieve the following benchmarks will be eligible for guaranteed college admission to a California State University, San Marcos and will be eligible to receive tuition assistance.

M Maintain a rigorous course of study (completing A through G UC/CSU admission criteria with a 3.0 GPA)

A Attend school daily (maintaining a minimum of 98% attendance rate over 4 years)

P Participation in school and/or community activities (minimum total of 100 hours)

Parents are encouraged to support the student’s efforts and must complete the Free Application for Federal Student Aid (FAFSA) as required in order for the student to meet eligibility standards. For more information see your student’s counselor or call EUHSD at 760-291-3200.

As a community, we have created a road map to student success. We look forward to working together to inspire and guide the youth of Escondido to MAP their future and reach their destination.

BELL SCHEDULES

SCHOOL YEAR 2009-10



BLOCK SCHEDULE		
<u>Period</u>	<u>Start</u>	<u>End</u>
“O” Period	6:40	7:35
Block A	7:45	9:30
Passing	9:30	9:40
Tutorial	9:40	10:03
Nutrition	10:03	10:08
Passing	10:08	10:18
Block B	10:18	12:04
Lunch	12:04	12:34
Passing	12:34	12:44
Block C	12:44	2:30
Period 7	2:40	3:35

ASSEMBLY SCHEDULE		
<u>Period</u>	<u>Start</u>	<u>End</u>
“0” Period	6:40	7:35
Block A	7:45	9:31
Passing	9:31	9:41
Block B	9:41	11:31
Passing	11:31	11:41
Assembly	11:41	12:10
Lunch	12:10	12:40
Passing	12:40	12:50
Block C	12:50	2:37
Period 7	2:42	3:37

EXAM SCHEDULE		
<u>Period</u>	<u>Start</u>	<u>End</u>
Block A	7:45	9:40
Passing	9:40	9:50
Block B	9:50	11:45
Lunch	11:45	12:15

DISTRICT MINIMUM DAY SCHEDULE		
<u>Period</u>	<u>Start</u>	<u>End</u>
“0” Period	6:40	7:35
Block A	7:45	9:00
Passing	9:00	9:10
Block B	9:10	10:25
Passing	10:25	10:35
Block C	10:35	11:50
Lunch	11:50	12:20

EARLY RELEASE DAY SCHEDULE		
<u>Period</u>	<u>Start</u>	<u>End</u>
“0” Period	6:40	7:35
Block A	7:45	9:17
Passing	9:17	9:27
Block B	9:27	10:59
Lunch	10:59	11:29
Passing	11:29	11:39
Block C	11:39	1:13

Important Events (dates are subject to change)

Opening Day of School	August 10, 2009
Freshman Class Elections	August 2009
Club Rush	August 2009
Fall Fair	November, 2009
Homecoming	September, 2009
Homecoming Dance	TBA
Battle of the Bands	October, 2009
ASB Elections	Mid-April, 2010
Spring Fair	March, 2010
Academic Achievement Awards	May, 2010
Junior-Senior Prom	April, 2010
Class Officer Elections	May, 2010
Last Day of School; Graduation	May 27, 2010

ASSOCIATED STUDENT BODY (A.S.B.)

All Orange Glen students are encouraged to become a part of the Associated Student Body. By purchasing an A.S.B. card (a student ID card with the A.S.B. stamp) students help to support activities on campus including:

- Homecoming
- Assemblies
- Pep Rallies
- Air Band competition
- Lunch activities
- Spring Fair

The A.S.B. organization also supports clubs and organizations on campus. A.S.B. also works to assist clubs and organizations to achieve their goals. Students with a valid A.S.B. card receive discounts to dances, free admission to home basketball games and wrestling matches, and admission to home football games for \$1.00.

STUDENT GOVERNMENT

ASB Elections

The ASB President, Vice President, Secretary, and Treasurer are elected officials, chosen by plurality vote. Numerous Commissioner positions are chosen by the ASB cabinet and ASB advisor.

Class Officers

Each class will elect, by plurality vote, a President, Vice President, Secretary and Treasurer.

The class officer elections are conducted after the elections of the ASB.

Freshmen class officers are elected during their first fall semester.

Convention

The purpose of the convention "is to select two candidates for each office by plurality vote."

All candidates must meet requirements as stated in the ASB constitution.

Court Elections

Homecoming and Prom Court nominations are conducted through classes.

ASSOCIATED STUDENT BODY (ASB)

Executive Officers and Their Duties

President

- ❑ Acts to oversee everything that occurs within the jurisdiction of the ASB.
- ❑ Acts to act as a liaison between the student body and the administration.

Vice President

- ❑ Acts to assume all duties of the ASB President if he/she is unable to perform his/her duties.
- ❑ Organizes and executes Homecoming activities.

Secretary

- ❑ Acts to record the minutes of all meetings and to keep a permanent record of them.
- ❑ Acts to type, copy and distribute all letters.

Treasurer

- ❑ Acts to approve all disbursing orders and make sure that all ASB accounts are balanced.
- ❑ Acts to work with the cashier to determine how much revenue is made on ASB events.

Associated Student Body Class Officers and Their Duties

- ❑ Act as representatives of their class in all ASB activities.
- ❑ Act to follow the guidelines and responsibilities given by the ASB officers.
- ❑ Attend scheduled meetings.
- ❑ Coordinate class floats, and other activities associated with their class.
- ❑ Recruit members of their class to participate in the class competitions.
- ❑ Junior class officers are responsible for coordinating the Junior/Senior prom.

Student-School Board Representative

The duties of the School Board Representative are to represent the interests of all Orange Glen High School students at all Board meetings and to report all school board matters to the ASB Officers and Congress. A student chosen as the School Board Representative should review **all** issues confronting the School Board and determine their effects on Orange Glen High School students. This student is picked to serve as the representative of the Principal and to report to him/her on **all** matters.

ASB Cards

ASB Cards cost \$25.00 and:

- ❑ Reduce admission to football games.
- ❑ Permit free admission to basketball games and wrestling matches.
- ❑ Reduce costs for ASB dances/events.

ID Cards

ID Cards are free and are **required to be carried by all students, at all times.**

Every student must have an ID card to check out textbooks, library materials, conduct transactions at the Cashier's, and obtain re-admits or off campus passes. Replacement cards cost \$5.00.

RENAISSANCE: Pride of the Patriots

The attitude of excellence flourishes throughout our campus. Our commitment to excellence has helped students, staff and community members receive recognition through Renaissance: **POP (Pride of the Patriots)**. It will continue to touch thousands more in the future. The purpose of this program is to recognize those students, staff and community members who are the **Pride of the Patriots**. Our philosophy is one of academic achievement through the pursuit of excellence in education and we are committed to its growth.



This program began five years ago as a means to promote **academic excellence**. Renaissance takes the incentive programs from business and ties them to education. It is an attempt to motivate all students to strive for excellence with a new commitment to their academic endeavors. Renaissance / POP is more than a program; it is an attitude that **ALL STUDENTS WILL** achieve excellence.

Our goal is to make each student believe he/she can succeed in school and, therefore, life. Renaissance: POP is a partnership between the business community, teachers, students, parents, the administration, and the community at large. Working together to promote academic excellence will benefit the entire community. It is our commitment to make Orange Glen High School a center of academic excellence. Students earn significant individual privileges each semester as a result of attaining specific levels of achievement. The levels are based upon GPA's with no U's for effort or citizenship.

Gold Level (4.0 and above)

Renaissance Parking
3 Test Retakes*
3 Homework Passes*
3 Early Lunch Releases**

Discounts to some school events

*Restrictions apply; see participating teacher

**Early Lunch Releases are 5 minutes early at the discretion of the teacher.

Silver Level (3.5-3.99)

2 Test Retakes*
2 Homework Passes*
2 Early Lunch Releases**

Blue Level (3.0-3.49)

1 Test Retake*
1 Homework Pass*
1 Early Lunch Release**

OGHS VIP PROGRAM

Beginning with the 2007-2008 school year, Orange Glen High School will institute the **VIP** program, a new program for additional recognition of excellence in attendance and academics. The **VIP** program will provide incentives based on the following criteria:

Attendance-students maintaining 97% attendance (3 absences or less per semester) will receive:

- Free ASB sticker for free admittance to sporting events, and reduced prices on dances and yearbook purchases

CST scores-students showing 1 level of improvement in any CST score, or maintaining a score of "Proficient" or "Advanced" in Math and English will receive:

- Preferred lunch service EVERY DAY!
- AND choice of:**
- Priority school locker
 - Reserved parking spot
 - Student store coupons-yearbook, prom, clothing
 - 5 additional graduation tickets (Seniors)

CLUBS & ORGANIZATIONS:

ASIAN-PACIFIC ISLANDER CLUB: A.P.I. is open to all students at Orange Glen. This club meets to provide support to students of Asian-Pacific Islander heritage in addition to supporting a variety of school and community activities.

ASSOCIATED STUDENT BODY (A.S.B.) CABINET: The A.S.B. cabinet is comprised of elected and appointed school and class officers (see pg.8). The goal of this group is to effectively organize school activities such as assemblies, homecoming, and lunchtime entertainment. Students must meet academic eligibility requirements as detailed in the eligibility section.

ACADEMIC DECATHLON: Academic Decathlon is a **one-day**, countywide event for Juniors and Seniors. Students compete for individual and team honors in ten academic events -- economics, fine arts, language and literature, mathematics, science, social science, essay, speech and interview. The County winner continues on to a State competition. Academic Decathlon is not a competition reserved for "straight A" students. The team consists of nine competitors--three "A" students, three "B" students and three "C" students. The advisor selects participants in early June for the coming year.

ANIME CLUB: Dedicated to appreciation of graphic novels and anime of all forms.

ARTISTIC COMEDY CLUB: The A.C.C. seeks to broaden the high school culture by integrating influences from Dalí to Monty Python.

AVID: The AVID club is organized to expand the activities of the AVID program to more students.

AFRICAN-AMERICAN STUDENT UNION (A.A.S.U.): A.A.S.U. is open to all students at Orange Glen. This club meets to provide support to African-American students in addition to supporting a variety of school and community activities.

BEST BUDDIES: Pairs up regular and special education students for companionship and fun.

CALIFORNIA SCHOLARSHIP FEDERATION (C.S.F.): is a statewide organization to honor outstanding high school students with a 3.5 or higher grade point average. C.S.F. also promotes service to the community.

CHEERLEADING: The O.G.H.S. cheerleading squad is considered one of the best in California. The cheerleaders' goal is to promote school spirit. Academic performance, citizenship, and athletic ability are determining factors at tryouts. Tryouts for cheerleaders are held in the spring. Students must meet *academic eligibility* requirements as detailed in the eligibility section.

CHESS CLUB: This group exists to provide an opportunity for Orange Glen students to practice their moves from opening to endgame.

DRAMA: The purpose of this group is to promote support and interest in the performing arts at Orange Glen High School. The club members work on stage and backstage for productions and participate in the American High School Theater Festival.

FRENCH CLUB: The French club is designed to learn about French culture through speaking the language, attending plays and dining at various restaurants.

FRESHMAN CLASS: All members of the Freshman Class are members! Activities include float building for homecoming and participating in school activities. Class Officers plan socials and activities for the entire class.

FUTURE FARMERS OF AMERICA (F.F.A.): The goal of FFA is to develop leadership through agricultural projects and to prepare students for college. The Orange Glen FFA is a frequent winner at the Del Mar Fair and in judging competitions throughout California.

GERMAN CLUB: Any student enrolled in a German class is welcome to join the German Club. Activities include field trips.

HELPING HANDS: Helping Hands provides an opportunity for students to make a difference through community service.

HULA CLUB: Aloha! The hula club brings a little of the islands to Orange Glen – mahalo!

INTER-CLUB COUNCIL: The A.S.B. Commissioner of Clubs meets with representatives from each club at a monthly meeting. This group coordinates the Fall Club Rush and Fall, Spring, and Summer Fairs.

JUNIOR CLASS: Any member of the Junior Class is welcome to participate in planning and attending activities such as Prom, building of the Homecoming float, and class socials.

KEY CLUB: Key Club is a service organization designed for those willing to go out into the community and make a difference. Key Club raises money for different causes, participate in fundraisers, and lend a helping hand wherever they go.

ME.C.H.A.: The main purpose of the club is to provide services to Latino students on campus and the surrounding community. The club promotes multi-cultural understanding to the campus population.

MUSKET: The award winning Musket staff writes and produces the Orange Glen Student newspaper that is distributed at no charge to students at Orange Glen.

N.J.R.O.T.C.: The Naval Junior Reserve Officer Training Corps. has the goal of promoting citizenship, patriotism, the development of self-esteem and personal image. O.G.H.S. offers the only NJROTC program in Escondido.

NORTH COUNTY ACADEMIC LEAGUE (NCAL): NCAL promotes academics through countywide college bowl-style competition. North County Academic League was formed ten years ago to encourage, acknowledge and reward academic excellence. Orange Glen has NCAL teams at the Freshman, Junior Varsity and Varsity levels. All grade levels are welcome. NCAL teams are chosen in the late fall and competitions begin in the spring.

PATRIOT PRODUCTIONS: This is a club for any interested student in the area of video production. Students create short films and show them on the Patriot Broadcasting Network at the Final Cut film festival in May.

PATRIOT MUSICAL GROUPS: No audition is required to join the band if a student was in band and/or flags during the 8th grade. The class meets every day and has after school practices 3 or 4 times a week. There is also one evening practice each week. Students must also meet *academic eligibility* requirements as detailed in the eligibility section.

- ❑ **Patriot Marching Band:** is an advanced performance ensemble open to any interested student. The competitive success of the Patriot Band spans nearly thirty years. This year the band participated in the prestigious Southern California Tournament of Champions as well as a number of other parades and field show tournaments throughout the region. The band also plays at all home football games, pep assemblies and other school functions.
- ❑ **Patriot Color Guard:** members are selected by audition. Candidates must demonstrate dance ability and marching technique. Numerous performance opportunities include participation with the Patriot Marching Band and individual competitions during the winter season.
- ❑ **Concert Band:** is an intermediate level performance ensemble open primarily to underclassmen and students who wish to learn to play a second instrument.
- ❑ **Jazz Ensemble:** is a program designed to allow students the opportunity to discover and explore music from 'Jazz' to 'Rock'? Students perform in concert and at festivals.
- ❑ **Pageantry Corps:** Includes flags, banners and the Dance Team.
- ❑ **Vocal Groups:** include the **Concert Chorus**, which does not require auditions, and **Opus One**, which is an advanced choral group selected by audition only.

PEER MEDIATION: Students are trained, in teams of two, in the fall, to mediate conflicts between students. Students can be referred to peer mediation by teachers, counselors, administrators, other staff, or by friends. Students can also request Peer Mediation assistance by going to the Counseling office.

RENAISSANCE: The Renaissance club organizes and implements the Renaissance program at Orange Glen.

ROCK YOUR SOCKS OFF CLUB: As you can tell from the name, this club is dedicated to the enjoyment of rock in its many incarnations.

STUDENT AMBASSADORS: Student ambassadors work behind the scenes to confront and diffuse potentially destructive and inappropriate conduct on campus working to positively influence student decision-making.

STUDENTS AGAINST DESTRUCTIVE DECISIONS (S.A.D.D.): Students Against Destructive Decisions is a school-based organization dedicated to addressing the issues of underage drinking, impaired driving, drug use, and other destructive decisions and killers of young people. The mission of this club is to provide students with the best prevention and intervention tools possible to deal with the serious issues young adults are facing today. Empowerment is the foundation of SADD. The idea of empowerment is to build students' confidence and ability to create changes and manage behavior in a way that results in healthy choices. **SADD** promotes a "no use" message of alcohol and other drugs and encourages students not to participate in activities with destructive consequences

SENIOR CLASS: The entire Senior Class is welcome to work with its officers to construct the senior homecoming float, plan senior activities and make decisions regarding graduation.

SOPHOMORE CLASS: The Sophomore Class plans social activities for the class and participates in class activities, including Homecoming.

SPANISH CLUB: The members of the Spanish Club meet in a variety of restaurants in which they can practice the Spanish language.

TORCH: The yearbook class produces the Orange Glen High School yearbook "The Torch"

WAY CLUB: This club is open to all students to discuss and promote Christianity.

New clubs are formed every school year, so if you have a particular interest that you would like to pursue, pick up a club charter application from the A.S.B. room!

OGHS ATHLETICS:

Athletic Director: Sam Kristensen
Office: Main Office adjacent to the Cashier
Telephone: 291-5030

Our athletic program consists of the following sports:

<u>FALL (August)</u>		<u>WINTER (November)</u>		<u>SPRING (February)</u>	
Cross Country	M/F	Basketball	M/F	Baseball	M
Field Hockey	F	Soccer	M/F	Golf	M
Football	Coed	Wrestling	Coed	Softball	F
Tennis	F	Water Polo	F	Swimming	M/F
Volleyball	F			Tennis	M
Water Polo	M			Track	M/F
Golf	F			Volleyball	M

PRE-SPORT PREPARATION

- Contact a coach or the Athletic Director **one** month prior to the season of the sport in which you want to participate.
- A physical examination is MANDATORY.
- Medical insurance is MANDATORY.

The school district does not provide medical, dental and/or hospital services insurance for students who are injured while participating in school sponsored athletics. For this reason, the school district is making available student accident coverage. Present law provides that school boards shall require each member of an athletic team to have insurance which provides an accidental death benefit of at least \$1,500.00 and at least \$1,500.00 insurance protection for medical and hospital expenses resulting from accidental bodily injury while participating in, or practicing for inter-school athletic events, or while being transported to and from such athletic events. (The Escondido Union High School District provides insurance to meet only the transportation requirement). In order to participate in interscholastic athletics, your school will require proof of insurance.

Each student must obtain the following to be cleared for participation on any OGHS athletic team. (See the cashier for the Athletic Clearance Application).

- Emergency information forms: which includes proof of insurance coverage, a
- Physical performed by a medical Doctor, and parental consent to participate.
- A signed CIF Ethics Code for sports.
- A signed Orange Glen High School Athletic Contract.
- A minimum 2.00 GPA and passing four classes.
- CIF Sports Injury Warning Agreement.
- Students falling below the 2.0 level will be placed on probation for six weeks only. (Academic eligibility also applies to participation in A.S.B., and the Cheerleading Squad.)
- Please refer to "Debts Owed to School" section regarding athletic participation and money owed to the school.

ATHLETIC ELIGIBILITY:

Per CIF Administrative Regulation 6145, students become eligible or ineligible the next calendar day following the official notification of grades at the end the grading period. Students will become eligible or ineligible on the second Monday following the end of grading periods. These dates are **9/28/09, 11/9/09, 1/4/10, 2/22/10 and 4/5/10**. Students involved in team sports may be required to leave school early one or more times a week to compete at other schools. Most families try to minimize the impact of a missed 5th or 6th period class by scheduling the student's PE class or the least academic class during one of these periods. Speak to the counseling staff on how best to schedule classes.

NCAA FRESHMAN-ELIGIBILITY STANDARDS QUICK REFERENCE SHEET

KNOW THE RULES:

Core Courses

- **Starting August 1, 2008, 16 core courses** will be required for **NCAA Division I only**. This rule applies to any student first entering any Division I college or university on or after August 1, 2008. See the chart below for the breakdown of this 16 core-course requirement.
- **14 core courses are required in NCAA Division II**. See the breakdown of core-course requirements below.

Test Scores

- **Division I** has a sliding scale for test score and grade-point average. The sliding scale for those requirements is shown on page two of this sheet. **Division II** has a minimum SAT score requirement of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a **sum** of the four sections on the ACT: English, math, reading and science.
- **All SAT and ACT scores must be reported directly to the NCAA Initial-Eligibility Clearinghouse by the testing agency. Test scores that appear on transcripts will no longer be used. When registering for the SAT or ACT, use the clearinghouse code of 9999 to make sure the score is reported to the clearinghouse.**

Grade-Point Average

- Only core courses are used in the calculation of the grade-point average.
- **Be sure** to look at your high school's list of NCAA-approved core courses on the clearinghouse Web site to make certain that the courses being taken have been approved as core courses. The Web site is www.ncaaclearinghouse.net.
- **Division I** grade-point-average requirements are listed on page two of this sheet.
- **The Division II** grade-point-average requirement is a minimum 2.000.
- **PLEASE NOTE:** For students first entering any NCAA college or university on or after August 1, 2005, **computer science** courses may only be used for initial-eligibility purposes if the course receives graduation credit in mathematics or natural/physical science and is listed as such on the high school's list of NCAA-approved core courses.

DIVISION I 16 Core-Course Rule

16 Core Courses:

- 4 years of English.
- 3 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

DIVISION II 14 Core-Course Rule

14 Core Courses:

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 2 years of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 3 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

For more information regarding the rules, please go to www.ncaa.org. Click on "Academics and Athletes" then "Eligibility and Recruiting." Or visit the clearinghouse Web site at www.ncaaclearinghouse.net. Please call the NCAA Eligibility Center if you have questions: Toll-free number: 877/622-2321

COUNSELING CENTER:

Location: East End of the Administration Building

Telephone: 291-5040

The counselors at OGHS provide necessary services for students and parents. Services are provided that develop and support educational plans and goals including awareness of various potential careers for all students. As an integral part of the educational process, counselors seek to help each student to develop positive attitudes and personal dignity, and to accept the responsibilities and challenges required in a changing and complex society.

COUNSELORS

Tiffany Young	291-5045	Rita Guerra	291-5044
Michelle Weise	291-5043	Vilma Everette	291-5051
Sara Steadry	291-5046		

SCHEDULE CHANGES

Changes may be made in the first five (five) days of the semester. Changes **after** the first five (5) day period will only be made with the approval of an administrator. Any changes made after the first four weeks of any semester will result in a Withdraw/Fail (W/F) and a W/F will be posted on the student's transcript.

COUNSELING APPOINTMENTS

Parents may make an appointment to see their student's counselor by calling 291-5040. Students may make an appointment to see their counselor in the counseling office. Counselors are also available during nutrition break, lunch, and after school until 3:00 p.m.

LETTERS OF RECOMMENDATION

Counselors are available to write letters of recommendation regarding college admission and scholarships. Please allow 15 days to pick up your letter from the counselor. Request forms for letters of recommendation are available in the counseling office.

CLASS REPEATS

Most classes cannot be taken for credit more than one time. Make an appointment to see a counselor if you plan to repeat a class to improve your grade.

VALEDICTORIAN AND SALUTATORIAN

Any student with an overall "weighted" cumulative grade-point average (excluding P.E.) in grades 9-12 places him/her among the top ten (10) students in the graduating class, will qualify to be included in the pool from which the valedictorian and salutatorian will be selected.

The student who has taken the most rigorous academic program as defined in the accompanying administrative procedures shall be designated the valedictorian. The student with the second most rigorous program shall be designated the salutatorian. Refer to EUHSD Board Policy for details regarding selection criteria for Valedictorian and Salutatorian.

REPORT CARDS

GRADES: Progress report cards are issued every six weeks. The final semester grades and corresponding credits are listed on the transcript, a permanent record.

Recommended Procedure for Resolving Problems with Grades

Several courses of action are open to the parent or guardian of a student who is having difficulty with a class.

- ❑ **Discuss the problem with the teacher.** Call the main office at 291-5000. Leave your name, student's name, the name of the teacher, your work or office phone number, and whether you want a phone call or an in-person appointment. If you are unable to reach the teacher after several attempts, call an Assistant Principal. If you still need assistance after you talk with the teacher; then call the counselor.
- ❑ **Talk to your student's counselor.** The counselor will suggest various strategies for you and your student.
- ❑ **Weekly Progress Reports** are available to let you know how your student is doing in between report cards. Students may pick up their blank progress report on **Thursday mornings before school**. The student then takes the progress report to each of their teachers and then home to the parent/guardian.

MOVING OR TRANSFERRING TO ANOTHER SCHOOL?

- ❑ Parents are requested to give at least **one** day's notice, verbal or written, to the school registrar prior to requesting their child be checked out of school.
- ❑ Students checking out to go to another comprehensive school in the district, or Center City High School (Independent Study) and Valley Continuation High School, should make an appointment to meet with their counselor prior to their completing the checkout process to ensure continuity in their class schedule.



STEPS FOR CHECKING OUT

- ❑ Pick up a drop slip from the Registrar's Office.
- ❑ Students take the drop slip, to each teacher in order to obtain final grades.
- ❑ Ask for a copy of the student's transcript and immunization records.
- ❑ Turn in all books.
- ❑ Pay all fines.
- ❑ Failure to take care of any financial obligation at OGHS may delay the release of your records to your new school.
- ❑ California schools and many other states require immunization records before they will Admit new students. Make sure you take a copy of your transcript, checkout grades and immunization records to your new school of enrollment. Moving may affect athletic eligibility. See your coach or the athletic director to check your eligibility and/or file the appropriate paperwork with CIF.

CHANGE OF ADDRESS WITHIN THE DISTRICT ATTENDANCE BOUNDARIES:

- ❑ If you are moving to another school's attendance boundary **within** the Escondido Union High School District and you wish to remain as a **continuing student** at Orange Glen High School, please inform the registrar (291-5059) as soon as possible. You will be required to complete an Intra-district Attendance form.
- ❑ If you wish to attend the school serving your new residence then check out of OGHS on your last day of attendance and report the next school day to the registrar at your new school.
- ❑ All Intra-district transfers are subject to approval by the Director, Pupil Services, 760-291-3261.

CHANGE OF ADDRESS OUTSIDE THE DISTRICT ATTENDANCE BOUNDARIES:

If you move **outside** the attendance boundaries of the Escondido Union High School District **and** you wish to continue as a student at Orange Glen High School, advise the registrar (291-5059) immediately.

- ❑ If you live outside the district you are required to obtain an Inter district Attendance Permit signed by both your new school/ district of residence and the Director of Pupil Services, Escondido Union High School District Office.
- ❑ Go to your new district of residence and complete an Inter-district Transfer form.
- ❑ Mark on the form that you are requesting to be considered as a continuing student at OGHS. The district will mail the completed form to the Director, Education Services, Escondido Union High School District.

Directory Information:

The Superintendent or designee may authorize the release of student directory information to representatives of the news media, prospective employers or other organizations including colleges and universities as provided by law. Unless prohibited by the parent guardian in accordance with law, directory information which school officials may disclose consists of the following: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent previous school attended.

Directory information contained within records of the Escondido Union High School District may be released to the following organizations:

- Military Service Recruiters
- News Media
- District approved vendors for senior graduation products
- Parent Institutes

Directory information shall not be released regarding any student whose parent/guardian notifies the district in writing that such information may not be disclosed. (Education Code 49073) See following Parent Disclaimer.

✂-----

PARENT(S) PLEASE READ CAREFULLY BEFORE SIGNING

This is a request NOT TO RELEASE directory information on your child.

If you want the school to release your child's information to the above-mentioned agencies **do not** complete this release of directory information form.

I, as parent / guardian of student _____, do not authorize my child's directory information to be released to any of the above entities including colleges and universities.

Student # _____ Student Date of Birth _____/_____/_____

Parent Signature _____ Date _____

Please return this form to:

The Registrar, Orange Glen High School, 3300 Bear Valley Parkway, Escondido, CA 92025

STUDENT RECORDS:

Types of Pupil Records and Information Maintained by the School

Please note that the student record does not include informal notes about a student that a school employee keeps for private use and are not revealed to any other person except a substitute.

Mandatory Permanent Student Records, which shall be kept indefinitely, include:

- ❑ Legal name of student
- ❑ Date and place of birth
- ❑ Method of verification of birth date
- ❑ Sex of student
- ❑ Name and address of parent of minor student and address of minor student if different from the above and annual verification of parent's name and address and student's residence
- ❑ Entering and leaving date of each school year and for any summer session or other extra session
- ❑ Subjects taken during each year, half-year, summer session or quarter and marks or grades given
- ❑ Verification of required immunizations or waiver
- ❑ Date of high school graduation or equivalent

Mandatory interim student records, which may be destroyed after a stipulated length of time, include:

- ❑ A log identifying persons or agencies who request or receive information from the student record
- ❑ Health information, including Child Health Development Disabilities Prevention Program verification or waiver
- ❑ Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge
- ❑ Language training records
- ❑ Progress slips/notices required by EC 49066 and 49067
- ❑ Parental stipulations regarding access to directory information
- ❑ Parent or adult student rejoinders to challenged records and to disciplinary action
- ❑ Parental authorization or denial of student participation in specific programs
- ❑ Results of standardized tests given within the past three years

Permitted records, kept only as currently useful for appropriate educational purposes, may include:

- ❑ Objective counselor/teacher ratings
- ❑ Disciplinary notices and data
- ❑ Verified reports of relevant behavior patterns
- ❑ Standardized test results older than three years
- ❑ Supplementary attendance records

Parent Rights to Access Student Records:

- ❑ Parent means a natural parent, adoptive parent, or legal guardian.
- ❑ If parents are divorced or legally separated, only a parent having legal custody of the student may challenge the content of a record, offer a written response to a record or consent to release records to others. Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made.
- ❑ Adult student means a person who is or was enrolled in school and who is at least 18 years of age. Once a student reaches the age of 18 or attends a post secondary school, he/she alone shall exercise rights related to his/her student records and grant consent for the release of records. (EC 49061)
- ❑ Eligible student means a person 16 years or older or who has completed grade 10.

- Access means a personal inspection and review of a record, an accurate copy of a record or receipt of an accurate copy of a record, an oral description or communication of a record and a request to release a copy of any record. (EC 49061)

Location of the Log

For each student's record, the school custodian of records (registrar) shall keep a log identifying all persons, agencies or organizations requesting or receiving information from the record. The log does not have to be signed by parents or adult students.

- Students 16 years of age or older who have completed the 10th grade
- Parties obtaining district-approved directory information
- Parties who provide written parental consent. In this case, the consent notice shall be filed with the record
- School officials or employees who have legitimate educational interest
- The log shall be accessible only to the legal parent or guardian, eligible student, adult student, dependent adult student, custodian of records and certain state/federal officials. (EC 49064, Title 5, Section 432)

Retention and Destruction of Student Records

- No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent or adult student.
- Mandatory permanent student records shall be kept in perpetuity. Unless forwarded to another district, mandatory interim student records may be destroyed three years after determining that their usefulness has ceased or that the student has left the district.
- Permitted student records may be destroyed when their usefulness ceases. They may be destroyed six months after the student completes or withdraws from the educational program.
- Records are destroyed in a way that guarantees the public cannot view them.

Cost of Reproducing Records

To provide copies of any student record, the district charges a fee not to exceed the actual cost of furnishing copies. No charge shall be made for providing up to **two** transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record.

Access Rights:

A legitimate educational interest is one held by officials or employees whose duties and responsibilities to the district require that they have access to student records. The custodian of records (registrar) is responsible for the security of student records and restricts access to authorized persons.

Access to parents shall be provided within five days, during school hours. (EC 49069). Access to student records and information shall **not** be denied to a parent because he/she is not the child's custodial parent. (Family Code 3025). Persons, agencies or organizations specifically granted access rights pursuant to state law should have access without written parental consent or judicial order. (EC 49076) Persons, agencies or organizations not afforded access rights may be granted access only through written permission of the adult student or the parent. (EC 49075) Those granted access are prohibited from releasing information to another person or agency without written permission from the parent or adult student. (EC 49076)

Mandatory Access

The following persons or agencies shall have access to student records within **five days** following the date of request:

- ❑ Natural parents, adoptive parents, or legal guardians of students younger than age 18. (EC 49069)
- ❑ Adult students. (EC 49061)
- ❑ Those so authorized in compliance with a court order or lawfully issued subpoena. (EC 49077) If lawfully possible, the district shall first give the parent or adult student **three days' notice**, telling who is requesting what records. (Code of Regulations, Title 5, Section 435)

The following shall have access (EC 49076)

- ❑ Natural parents, adoptive parents or legal guardians of a dependent student age 18 or older
- ❑ Students 16 or older or who have completed the 10th grade
- ❑ School officials and employees
- ❑ School Attendance Review Board members
- ❑ Officials or employees of other public schools or school systems where educational programs leading to high school graduation are provided
- ❑ Federal, state and local officials, as needed for program audits or compliance with law
- ❑ Any district attorney who is participating in or conducting a truancy mediation program
- ❑ A prosecuting agency for consideration against a parent/guardian for failure to comply with compulsory education laws
- ❑ Any probation officer or district attorney for the purposes of conducting a criminal investigation or an investigation in regards to declaring a person a ward of the court or involving a violation of a condition of probation
- ❑ County child welfare services workers responsible for the case plan of a minor who is being placed in foster care. (Welfare and Institutions Code 16010)
- ❑ Upon written request, peace officers designated by their law enforcement agency shall receive information about the transfer of a student's records to another district or private school within the state, or to a district within another state, when authorized by law to assist in suspected kidnapping investigations. (EC 49076.5)

Permitted Access

Parental consent is not required when information is shared with other persons within educational institutions, agencies or organizations obtaining access, so long as those persons have a legitimate interest in the information. (EC49076). The district may release information from student records to the following:

- ❑ Appropriate persons in an emergency if health and safety are at stake, agencies or organizations in connection with student's application for financial aid, accrediting associations.
- ❑ Organizations conducting studies on behalf of educational institutions or agencies, as limited by EC49076.
- ❑ Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the parental rights in EC 49068.
- ❑ County elections officials may have access to information for the purpose of identifying students eligible to register to vote and offering such students an opportunity to register. (EC 49076)

Procedures for Challenging the Content of Pupil Records:

The parent/guardian of any student may submit to the Superintendent or designee a written request to correct or remove from his/her child's records any information concerning the child which he/she alleges to be: (EC 49070)

- ❑ Inaccurate, an unsubstantiated personal conclusion or inference, a conclusion or inference outside of the observer's area of competence, not based on the personal observation of a named person with the time and place of the observation noted.
- ❑ Within 30 days of receiving the request, the Superintendent or designee shall meet with the parent/guardian and with the employee (if still employed) who recorded the information in question. The Superintendent shall then sustain or deny the allegations. If the allegations are sustained, the Superintendent shall order the correction or removal and destruction of the information. (EC 49070)
- ❑ If the Superintendent denies the allegations, the parent/guardian may write within 30 days to appeal the decision to the Governing Board. Within 30 days of receiving the written appeal, the Board shall meet in closed session with the parent/guardian and the employee (if still employed) who recorded the information in question. The Board shall then decide whether or not to sustain or deny the allegations. If it sustains any or all of the allegations, the Superintendent shall immediately correct or remove and destroy the information from the student's records. (EC 49070)
- ❑ Before any student grade is changed either by the Superintendent or at the decision of the Board, the teacher who gave the grade shall be given an opportunity to say why the grade was given. Insofar as practicable, the teacher shall be included in all discussions related to the grade change. (EC 49070)
- ❑ The decision of the Board shall be final. If the decision of the Superintendent or Board is unfavorable to the parent/guardian, the parent/guardian shall have the right to submit a written statement of objections. This statement shall become a part of the student's record until such time as the information in question is removed. (EC 49070)
- ❑ Both the Superintendent and the Board have the option of appointing a hearing panel to assist in making the decision. The hearing panel may be used at the discretion of the Superintendent or the Board provided that the parent/guardian consents to releasing record information to panel members. (EC 49070, 49071)
- ❑ The right to challenge becomes the sole right of the student when the student becomes 18 or attends a post secondary institution. (EC 49061)

SUMMER SCHOOL:

A number of classes are offered each summer to assist students who have failed a class, need to repeat a class for a better grade, or need extra help to be successful in the required school curriculum. There are consecutive sessions in summer school. To enroll in summer school

- ❑ Make an appointment to see your counselor if you are falling behind in school. Your counselor may contact you to advise you to take classes that you need to help you catch up if you are behind in school.
- ❑ Counselors will recommend summer school classes to students during the Spring registration, however a summer school registration form needs to be completed for enrollment to be considered.
- ❑ Placement in Summer School is based on need and availability of classes and there are usually more students requesting classes than there are spaces available. Sign up early.
- ❑ Classes typically start the week after the school year ends.

Because there are only 60 hours of class time in the summer compared to 90 hours during the regular school year the attendance guidelines are very strict.

GRADUATION REQUIREMENTS

- ❑ All students must follow a program of studies that has been approved by a counselor.
- ❑ All students must enroll in a minimum of six class periods (30 semester credits) during each semester, ten (10) of which may be taken in alternative programs such as ROP, Adult Education, community college courses, or other similar courses approved by the principal.
- ❑ The minimum credit requirement is 230. The minimum number of credits must include the following course requirements and the student must pass the California High School Exit Exam (CHSEE).



- ❑ Graduation requirements are as follows:

<u>COURSE NAME</u>	<u>Credits</u>	<u>COURSE NAME</u>	<u>Credits</u>
American Government	5	Physical Education	25
Economics	5	Science:	20
		Physical Science*	10
English*	35	Biological Science*	10
Fine Arts or Foreign Language*	10	U.S. History	10
Health/Safety Education	5	World Cultures	10
Mathematics*	20	Practical Arts	5
		Electives	80

*Students planning to attend a four-year college or university should consult their counselor to determine which course work will be acceptable for admission purposes.

Note: No more than 10 credits earned as a teacher's aide and/or office training may be applied to the total number of credits required for graduation.

***No more than 10 credits of alternative P.E. credit may be used toward the 25 P.E. credits required for graduation.**

* Students completing Naval Science I and II satisfy the district's graduation requirement for World Cultures. Naval Science I and II (ROTC) do not meet the CSU/UC social science requirements for freshman college admission.

All students will be required to pass the California High School Exit Exam (CAHSEE) in order to receive a high school diploma.

COURSE CODING:

The following codes are used to designate course level:

G ---Graduation Program (not immediately bound to a 4-year college)

P ---College Prep

HP--Honors

AP--Advanced Placement

Credits Required for Promotion: 10th Grade – 55 11th Grade – 110 12th Grade –170

Graduation - 230

GRADING POLICY:

The school year is divided into two semesters. Each semester is divided into three six-weeks grading reporting periods. Each grading period, teachers will issue report cards showing subject grades and citizenship grades to parents/guardians. Typically report cards are mailed home one (1) week after the close of the last six week reporting period.

STUDENT GRADE REPORTING PERIODS:

First Semester 2009-2010

First Report Period	August 10-September 18, 2009
Second Report Period.	September 21 – October 30, 2009
Third Report Period	November 2 – December 18, 2009

Second Semester 2009-2010

First Report Period	January 5 - February 12, 2010
Second Report Period.	February 15 – March 26, 2010
Third Report Period	April 5 – May 27, 2010

If you are not getting report cards for your student(s), it is your responsibility as the parent to please call the school. Tel: 291-5040

Grades issued at the end of six-week sessions indicate progress during that period of time and are not recorded on students' permanent records (transcripts). Semester grades indicate progress for the full semester and are recorded on students' permanent records (transcripts).

PROGRESS REPORTS:

Student academic progress reports are used to warn the pupil and his/her parents/guardians long enough before the end of the semester so that the pupil has adequate time to achieve a passing grade in the course.

If the pupil's grade has dropped to an "F," or if the pupil is danger of failing a course during the last six weeks grading period, it is the teacher's responsibility to notify the pupil, his/her parents/guardians of this circumstance as soon as possible. A failing course grade for the semester may NOT be issued without a timely prior parent notification.

WEEKLY PROGRESS REPORTS:

These reports may be used at any time when requested by the teacher, administrator, counselor or parents. These reports indicate the student's academic and citizenship grades during a specific period of time. We encourage parents to request such reports (weekly) when the student is not making satisfactory progress.



ESCONDIDO UNION HIGH SCHOOL DISTRICT
ASSESSMENT CALENDAR
2009-2010



TEST	OTHER INFO (Registration details, etc.)			TEST DATE(S)
CELDT (California English Language Development Test)				August – November 2009
	Regular Reg.	Late Reg. (w/late fee)	Results mailed	
CHSPE (California High School Proficiency Exam)	Sep. 18, 2009	Oct. 2, 2009	Nov. 20, 2009	October 17, 2009 (Sat.)
	Feb. 19, 2010	Mar. 5, 2010	Apr. 23, 2010	March 20, 2010 (Sat.)
	May 21, 2010	Jun. 4, 2010	Jul. 23, 2010	June 19, 2010 (Sat.)
PSAT				October 17, 2009 (Sat.)
	Regular Reg.	Late Reg. (w/late fee)		
SAT	Sep. 9, 2009	Sep. 23, 2009		October 10, 2009 (Sat.)
	Oct. 1, 2009	Oct. 15, 2009		November 7, 2009 (Sat.)
	Oct. 30, 2009	Nov. 12, 2009		December 5, 2009 (Sat.)
	Dec. 15, 2009	Dec. 30, 2009		January 23, 2010 (Sat.)
	Feb. 4, 2010	Feb. 18, 2010		March 13, 2010 (Sat.)
	Mar. 25, 2010	Apr. 8, 2010		May 1, 2010 (Sat.)
	Apr. 29, 2010	May 13, 2010		Jun. 5, 2010 (Sat.)
	Regular Reg.	Late Reg. (w/late fee)		
ACT	<i>Aug. 7, 2009</i>	Aug. 21, 2009		September 12, 2009 (Sat.)
	Sep. 18, 2009	Oct. 2, 2009		October 24, 2009 (Sat.)
	Nov. 6, 2009	Nov. 20, 2009		December 12, 2008 (Sat.)
	Jan. 5, 2010	Jan. 15, 2010		February 6, 2010 (Sat.)
	Mar. 5, 2010	Mar. 19, 2010		April 10, 2010 (Sat.)
	May 7, 2010	May 21, 2010		June 12, 2010 (Sat.)
AP (Advanced Placement)	Registration dates for 2009-10 AP not yet released			May 3 – May 14, 2010
CAHSEE 10th grade Practice Tests				January – February window
	Students to test	English Language Arts Test Dates	Mathematics Test Dates	
CAHSEE (California High School Exit Exam)	12 th grade and Adult Education	July 28, 2009 (Tue.)	July 29, 2009 (Wed.)	
	12 th grade	October 6, 2009 (Tue.)	October 7, 2009 (Wed.)	
	11 th grade and Adult Education	November 3, 2009 (Tue.)	November 4, 2009 (Wed.)	
	12 th grade and Adult Education	February 2, 2010 (Tue.)	February 3, 2010 (Wed.)	
	All 10 th graders (census)	March 16, 2010 (Tue.)	March 17, 2010 (Wed.)	
	10 th grade make-ups, 11 th , 12 th , and Adult Education	May 11, 2010 (Tue.)	May 12, 2010 (Wed.)	
Physical Fitness		10 th grade students	February	
		9 th grade students	March	
STAR Program		Entire program	end of March – early May window	
		CST		
		CST Make-ups		
		CAPA		

	STS Testing & Make-ups	
	EAP/CSU (11 th grade only)	
	EAP – essays only	Est. March window
	All CST / CAPA boxes to warehouse	TBD

Note: Spring Break is March 29 - April 2, 2010

Revised: June 2009

CALIFORNIA HIGH SCHOOL EXIT EXAMINATION

2009-2010

Notice to Parents and Guardians of Students Grades 9 – 12

Beginning with the 2005-2006 school year, all California public school students are required to pass the California High School Exit Examination (CAHSEE) to receive a high school diploma. This graduation requirement is mandated by state law. All students, including English learners and students with disabilities, must first take the CAHSEE in the tenth grade. Students do not need to pass both parts of the CAHSEE at the same administration in order to pass the CAHSEE. Students who do not pass the exam in grade ten will have additional opportunities in grades eleven and twelve to retake the part(s) not passed.

What the CAHSEE Covers

The exam is divided into two parts: (1) English-language arts (reading and writing) and (2) mathematics. All questions are aligned to California academic content standards adopted by the State Board of Education. Academic content standards describe what students should know and be able to do at each grade level from kindergarten through grade twelve. Your school can provide you with information on the academic content standards assessed by the CAHSEE, or you can download the CAHSEE test blueprints and Student Study Guides located on the internet at <http://www.cde.ca.gov/ta/tg/hs/admin.asp>. All 10th grade students will receive copies of the English Language Arts (ELA) and Math Study Guides in late August or early September.

Requirements for Passing the CAHSEE

Students must earn a score of 350 or higher on each part of the CAHSEE (English-language arts and mathematics) to pass the exam. Students are permitted to take the test with accommodations or modifications specified in the student's IEP or Section 504 Plan. Students who take the test with modifications will not receive valid scores. However, a principal may submit a request for a waiver to the District's Board of Trustees to accept the passing scores (350+) earned by a student who use modifications on one or both parts of the CAHSEE.

Graduation Requirements

Beginning with the 2005-06 school year, all California public school students must pass the CAHSEE in addition to meeting all other state and local requirements to receive their high school diploma. Students with disabilities and English learners must also meet the CAHSEE requirement. SB517 provides an exemption for qualified Special Education or 504 students until December 31st 2007. Contact your student's Counselor for details if you believe your student may qualify for the exemption.

Testing Dates

The CAHSEE will be administered at the school site during regular school hours on the dates specified in the table below. All students in grade ten will take the CAHSEE during the March census administration. For students who are absent, a make-up administration will be offered in May. Grade eleven, twelve, and Adult Education students who have not passed one or both parts of the CAHSEE can take the CAHSEE as indicated in the chart below. Students will receive additional instruction, if needed, to ensure success on this exam.

When do parents receive the test results?

Schools receive the student reports about ten weeks after each administration and will mail results home to students.

What happens if students do not pass one or both parts?

Students will need to contact their counselor about enrolling in CAHSEE Prep classes during the regular school year, summer school, or after school tutoring sessions.

For the latest information regarding the CAHSEE, please visit the California Department of Education's CAHSEE website at <http://www.cde.ca.gov/ta/tg/hs>.

If you have any further questions about the CAHSEE, please contact our school office during regular school hours and ask for the Testing Coordinator or for your student's counselor.

2009-10 Designated EUHSD CAHSEE Testing Dates		
English-Language Arts	Mathematics	Students to test
October 6, 2009 (Tue.)	October 7, 2009 (Wed.)	12 th grade
November 3, 2009 (Tue.)	November 4, 2009 (Wed.)	11 th grade and Adult Education
February 2, 2010 (Tue.)	February 3, 2010 (Wed.)	12 th grade and Adult Education
March 16, 2010 (Tue.)	March 17, 2010 (Wed.)	All 10 th graders (census)
May 12, 2009 (Tue.)	May 13, 2009 (Wed.)	10 th grade make-ups, 11 th , 12 th , and Adult Education

STUDENT EVALUATION

Teachers will issue report cards showing the academic and citizenship grades, absences and number of referrals for tardiness for pupils at the end of each six-week grading period

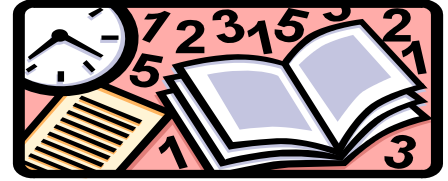
The following symbols will be used to record pupil's academic grades:

A	Superior	4 grade points
B	Better than Average	3 grade points
C	Average	2 grade points
D	Below Average	1 grade point
F	Failure	0 grade points
I	Incomplete, without final mark to be replaced by a final mark A-F.	
NM	No Mark	0 grade points
P/F	Pass/Fail	0 grade points

All incompletes will become F's if the grades are not replaced within two (2) weeks from the end of the grading period.

Citizenship grades will be determined on the pupil's responsibility, effort, class conduct, and courtesy. The following symbols will be used to record pupil's citizenship grades:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory



GRADE MARKING:

The following percentages will normally be followed for marking grade cards and also represent the Escondido Union High School District standard for English, Mathematics and Reading Proficiency Tests:

A	90% to 100%
B	80% to 89%
C	70% to 79%
D	60% to 69%
F	Below 60%

WEIGHTED CLASSES:

California schools are under new legislation (Assembly Bill 458) that came into effect on January 1, 2002. The new legislation may alter the previous policies and practices of the Escondido Union High School District concerning weighted grades. At print time for this document many questions still remain unanswered regarding the actual implementation of the new legislation.

Under this new law only those courses that the University of California (UC) system designates as meeting their academically rigorous criteria will receive 5.0 weighting. The current recommendation from the California Department of education is to begin implementation with the graduating class of 2006. Parents and students should consider the new legislation when registering for all honors classes that do not appear on the UC list. Your student's counselor can be contacted for further information.

SARC: PARENT'S GUIDE TO THE SCHOOL ACCOUNTABILITY REPORT CARD

Since November 1988, state law has required all public schools receiving state funding to prepare and distribute a School Accountability Report Card (SARC). A similar requirement is also contained in the federal No Child Left Behind Act (NCLB). The purpose of the report card is to provide parents and the community with important information about each public school. The SARC can be an effective way for a school to report on its progress in achieving goals. State law requires that the SARC contain all of the following:

Demographic data

- ❑ School safety and climate for learning information
- ❑ Academic data
- ❑ School completion rates
- ❑ Class sizes
- ❑ Teacher and staff information
- ❑ Curriculum and instruction descriptions
- ❑ Postsecondary preparation information

Fiscal and expenditure data

In addition, NCLB requires that SARC's contain reports concerning the "adequate yearly progress" of students in achieving state academic achievement standards; Title 1 Program Improvement; graduation rates at the secondary level; and, starting with the SARC's to be published in 2004-05, the extent to which "highly qualified" teachers are teaching core academic subjects.

School report cards must be updated annually. Specifically, schools are required to notify all parents about the availability of the SARC and to provide parents with instructions about how the SARC can be obtained. Our School's SARC is available on the Internet at the district website: www.euhdsd.k12.ca.us. Paper copies are also available upon request through the Principal's Office. Parents can go to [Find a School Report Card](#) on the California Department of Education's Web site. www.cde.ca.gov. If you have questions or need information, please call our school or the district office.

LEARNING CENTER:

Location: Adjacent to administration building
 Telephone: 291-5054
 Learning Center Coordinator: Gail Cavanaugh

Provides Independent study on campus and credit recovery for currently enrolled students. To gain entry into the program see your counselor. Services to students are provided through the student's counselor. Additional and immediate support is provided through the Counselor of the Day. Administrative oversight is through Allen Williams 291-5026.

CAREER CENTER

Location: Learning Center Building
 Telephone: 291-5054
 Career Technician: Charlene Marie

Each high school has a career center staffed by a career technician. These centers offer a wide variety of resource information to students on career options. Information on jobs and colleges as well as scholarship information can be found at the career centers. Students can obtain work permits from the Career Center. Also, a Career Awareness unit is offered as part of the 9TH Grade Career Technology course. Parents are encouraged to participate in the career counseling of their son/daughter and to contact the counselors whenever assistance is needed.

EC 221.5 (d) No school counselor, teacher, instructor, administrator, or aide shall, on the basis of the sex of a pupil, offer vocational or school program guidance to pupils of one sex that is different from that offered to pupils of the opposite sex or, in counseling pupils, differentiate career, vocational, or higher education opportunities on the basis of the sex of the pupil counseled. Any school personnel acting in a career counseling or course selection capacity to any pupil shall affirmatively explore with the pupil the possibility of careers, or courses leading to careers, that are non-traditional for that pupil's sex. The parents or legal guardian of the pupil shall be notified in a general manner at least once in the

manner prescribed by Section 48980, in advance of career counseling and course selection commencing with course selection for grade 7 so that they may participate in the counseling sessions and decisions. The Career Center is of vital importance and plays a significant role in preparing all students for a productive career. The Career Center Technician will assist all students who visit the Career Center. Students are encouraged to attend the periodic career seminars, which are held in the Career Center. The Career Technician arranges guest speakers from a variety of occupations and career paths to speak to students. These seminars are announced and sign ups to attend are in the Career Center.

Career and Technical Education: Program Description

The Escondido Union High School District affirms the importance of providing students with quality career and technical education programs. The Career and Technical Education courses and programs are offered to all students in accordance with our nondiscrimination policy. The programs are designed to teach life skills, demonstrate the value of work, and when possible provide training that leads to entry-level employment. The courses provide meaningful ways to reinforce academic skills. The District has developed a sequential program that affords students the opportunity to develop skills and knowledge in a variety of career clusters:

- Agriculture
- Arts and Communications
- Business and Marketing
- Health Careers
- Home Economics Careers and Technology
- Industrial Technology

Program offerings include services provided by the San Diego Workforce Partnership, Escondido Compact, ROP and Palomar College. These partnerships enhanced the opportunities to make relevant connections to the workplace and future career options.

- Job Shadow experiences
- Youth Opportunity Day
- Guest speakers from career cluster businesses
- School-Business Partnerships

For further information on courses available, please refer to the Course Catalog or contact the Counseling Office at your school.

The Governing Board designates the following compliance officer to receive and investigate complaints and ensure district compliance with the law.

Steve Boyle

Steve Boyle

Assistant Superintendent, Human Resources

Escondido Union High School District

302 North Midway Drive

Escondido, CA 92027 Tel 760-291-3280

Health Education, Human Reproduction & Venereal Disease Education

The California EC, Sections 51550, 51240 and 58120, requires that no school district governing board shall require students to attend a course in which human reproduction, family life education, health education or venereal disease education is taught and parents/guardians must be notified prior to instruction in any of these topics. Please consider this section of the brochure as a statement of notification. Listed below are brief descriptions of the courses in which the above topics are taught:

Biology and Physiology

These courses include instruction in the functions and processes of the human reproductive organs.

Health Education

Topics in the Family Life Education Unit may include: self-esteem, decision-making, communication skills, sex roles, friendships/relationships, sexually transmitted diseases, contagious disease prevention (AIDS), reproductive anatomy and physiology, pregnancy, birth, adoption, abortion, parenting, child abuse, contraception, and sexual assault.

Consumer/Homemaking Education Department

Some of the courses offered in the department include units of instruction in: (1) Understanding Self; (2) Personal Responsibility; (3) Human Relationships; (4) Boy-Girl Relationships; (5) Preparation For Marriage; (6) Family Functions and Responsibilities; (7) Child Care; (8) Nutrition and Foods Needs of the Family, and (9) Family and Social Relationships.

Psychology and Sociology

These courses include instruction in: (1) Understanding Self; (2) Personal Responsibility; (3) Human Relationship; (4) Boy-Girl Relationships; (5) Preparation For Marriage; (6) Family Functions and Responsibilities; and (7) Family and Social Relationships.

The written and audiovisual materials used in these courses are available for your inspection at the schools.

If your child is enrolled in one or more of the above courses and you desire that he/she not participate in those phases of the instruction enumerated above, please send a written request to the school counselor. Such requests shall be valid for the school year in which they are submitted and may be withdrawn by the parent or guardian at any time. Other activities will be scheduled for students excused from this instruction. Please feel free to contact the school principal if you have any questions on the above information. Students planning to attend a California State University should consult their counselor to determine which visual and performing arts classes will be acceptable for admission purposes.

Pupils' Right to Refrain From the Harmful or Destructive Use of Animals

Any pupil with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection, upon notification by the school of his or her rights pursuant to Section 32255.4. If the pupil chooses to refrain from participation in an education project involving the harmful or destructive use of animals, and if the teacher believes that an adequate alternative education project is possible, then the teacher may work with the pupil to develop and agree upon an alternate education project for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information, or experience required by the course of study in question. The alternative education project shall require a comparable time and effort investment by the pupil. It shall not, as a means of penalizing the pupil, be more arduous than the original education project. The pupil shall not be discriminated against based upon his or her decision to exercise his or her rights pursuant to this chapter. Pupils choosing an alternative educational project shall pass all examinations of the respective course of study in order to receive credit for that course of study. However, if tests require the harmful or destructive use of animals, a pupil may, similarly, seek alternative tests pursuant to this chapter. A pupil's objection to participating in an educational project pursuant to this section shall be substantiated by a note from his or her parent or guardian.

LIBRARY/MEDIA CENTER

Library Media Technician: Kerri Silverwood 291-5070
Hours: 6:45 a.m. – 4:00 p.m. **Computer Lab:** 7:00 a.m. – 3:30 p.m.
ID Cards must be presented to check out textbooks and library books.

We welcome you to come in to study or read. The collection of resources is being expanded to include contemporary works as well as classics, so there will be something available for recreational reading as well as for class assignments and research. Magazines and newspapers are also available. There are computers available in the library for your technological needs. After-school staff meetings and other irregular events may occasionally force us to close partial days or early (usually when classes are over). We welcome you to come in to study or read before school, during break, during lunch and after school. Students who come to the Media Center during class time (including Tutorial) must present a written pass from a teacher, a counselor, or an administrator to Media Center staff and sign in at the Circulation Desk. Students remaining on campus during an unscheduled period must obtain a Library Contract from the Assistant Principal's secretary and sign in at the Circulation Desk. The contract will be kept on file in the Media Center.

Textbooks:

Students are issued uniquely numbered textbooks. Any time you check out a book, it is your responsibility to take a few minutes to look through the entire book for any markings, water wrinkling, or other kinds of damage. Report any damages you find to Media Center staff within one week of the date you checked it out. Any damage found after the one-week "grace period" will result in your being fined for the damage. Students must return that same numbered book in person in order to receive credit for the return. You must wait to watch your book checked in and listen for your name read off the screen out loud, so you are certain that you are cleared for each book.

Library Books:

Library books are checked out for a period of two weeks and may be renewed once. Fines of ten cents per day (maximum of \$3.00) are charged for overdue books. Library books must be paid for if lost or damaged; there is a minimum charge of \$10.00. The book return is inside the main door to the library.

Due Dates:

Please return any and all textbooks **in person** as soon as you no longer need them. If you drop or change a class, the book used for that class is due immediately. Books used for first-semester courses must be returned in exchange for a second-semester textbook (e.g., Economics for Government and Tech Ed for Health).

All textbooks are due by 3:00 p.m. on the last day of school (although seniors must return books by the last day they are required to attend class—usually the day before the graduation ceremony). A fine of \$3.00 is charged for textbooks turned in after the last day of school.

Fines:

Up to the full new price is charged for lost books or books damaged while they are checked out to you. If a book becomes damaged, you should report the damage to Media Center staff the same day or as soon as possible. If you pay full-price for a damaged book, then you may have it as soon as you have paid for it. We cannot store damaged books indefinitely and will discard them within one week of payment. Fines may be assessed on books that are left on the grounds or in classrooms during the school year.

Lost Books:

It is your responsibility to try to locate a missing or lost textbook by first checking with Media Center staff to determine whether or not the book was found and returned. If it has not been returned, we will give you the book's unique barcode number. Ask your teachers, classmates and friends if they have found your textbook. If, after looking for your book, you have determined it is lost, you will be issued a replacement textbook. A bill will be sent home to your parent or guardian showing the title, barcode

number and cost of the book. You or your parent or guardian should take the printout to the Cashier's Office and pay the cashier. We will enter your payment in our database so that you are no longer responsible for that copy. The copy is tagged in the computer so that if it is returned in good condition (by anyone) and checked in, the computer will notify us of your having paid for it and we will have a refund mailed to you (it could take as long as two months from the time your book is checked in for you to receive your refund check). If you lose a second textbook and have not paid in full for a previously lost book or book fine, you will be required to see an Assistant Principal to arrange for payment of fines before a replacement textbook is issued. Keep your receipts for paid books as long as you are enrolled at Orange Glen High School.

Second Copies:

Parent or guardian must speak with an administrator to request a second set of textbooks for home use for medical or other reasons.

Library Materials:

During the first 2-3 weeks and the last 2-3 weeks of the regular school year the print collection of library materials may not be accessible while the Media Center staff collects or distributes textbooks. Most library books are loaned for a period of 4 weeks and may be renewed once. Fines are charged for books not returned on time. Up to the full new price is charged for books that are lost or damaged while checked out to you. Checkouts, return, and renew books at the Circulation Desk.

OGHS Computer Lab Use Rules: (see also EUHSD District Computer Use Agreement)

During the regular school year the computer lab is opened from 7:00 a.m. until 3:30 p.m. In order to use a computer, a student must show their current OGHS student ID card (received by turning in a completed Ethical Use Contract to Media Center staff.), with a computer clearance "C" sticker attached. Students using the computers must have a specific assignment to work on and may be turned away for space considerations. Computer programs available to students include Microsoft Office (Word, PowerPoint, Excel, and Access), Internet, and subscription databases. Media Center staff is available to help students to use and navigate the computer programs and databases.

The use of the computer is a privilege for which all users accept responsibility. The computers are intended to support your learning and provide additional resources for your research. Every student and his/her parent/guardian must complete an Ethical Use Policy Contract (see preceding pages) before students may use school technology computer systems on campus. Computers will be available in the library for student use.

Requires student ID with sticker, restricted to academic use only and check in with staff and sign clipboard and:

- No food, gum, or drinks including water**
- No use of chat rooms**
- No use of personal e-mail or personal websites**
- No vandalism or theft of equipment**
- No theft, piracy or altering of software**
- No altering of the desktop settings**
- No downloading software without permission**
- No games, no shopping, no gambling**
- No using floppy disks, compact disks, or attaching zip drives**
- No disks from home.**
- Not allowed into other areas on the hard drive that are not listed on the main menu**
- Go into an unauthorized area, you will lose their computer privilege for the rest of the school year**
- Parents of students who damage computers, equipment or software programs may be required to pay restitution to the school in the amount of the damages.**

SERVICES FOR STUDENTS:

VISITORS:

- ❑ Classroom visits by parents are encouraged and should be scheduled through the Principal's Office **prior** to the visit.
- ❑ Students may not bring acquaintances or relatives to school. Questions concerning visitors should be directed to the Assistant Principals Office.

DANCE REGULATIONS:

Several dances are scheduled throughout the year. Only O.G.H.S. students may attend O.G.H.S. dances, except for formal dances, Homecoming and Senior Prom, where guest passes will be made available. A current OGHS ID card must be presented for admission to the dances. Dress that is acceptable for school is appropriate for most dances. Special dress requirements for certain dances will be announced in advance. All school rules apply at the dances. Once students leave the dance, they will not be allowed to return, and will be expected to leave campus. Tickets for all dances will be sold in advance only. No tickets will be sold at the door. Students not purchasing tickets prior to the dance will not be admitted.

Guidelines for Dances

The purpose for these guidelines is to promote a safe, clean, and fun environment at dances. The style of dancing must reflect proper behavior between students. All students and their guests must have proper I.D. in order to attend any dance. Be prepared to show I.D. when buying tickets and/or entering the dance.

1. Inappropriate Dancing:
 - a. Dancing too closely to one another, groping, etc.
 - b. Dance moves that are sexually provocative, i.e. dancing that simulates sexual activity
 - c. Freaking or dirty dancing
 - d. Front to back dancing
2. Dress Attire:
 - a. Clothing cannot be revealing and/or see-through
 - b. Plunging necklines are not acceptable
 - c. Must follow standard school dress code policies

Any student who comes to the dance, who does not follow the guidelines listed above will be asked to leave and/or receive consequences.

DANCE GUEST PASSES:

- ❑ Each student may bring one (1) guest to Homecoming and Senior Prom providing the student fills out a guest pass with the Assistant Principal prior to the day of the dance.
- ❑ All dance guests are required to show picture ID at the door when requested. No person may attend any school function that is under expulsion or suspension by any school.
- ❑ All guests at dances must be at least in the 9th grade and 20 years old or younger.
- ❑ All school rules will apply to all students and their guests.
- ❑ Prom guests only may be over 21 years of age but must abide by all school regulations.
- ❑ District students may only attend prom at the school they are currently enrolled unless they attend as a guest of a student who is enrolled at that other school.
- ❑ The AP's office reserves the right to review all requests for guests to attend and notify students if their guest has been denied attendance.

LUNCH:

The Escondido Union High School District maintains a **CLOSED CAMPUS** at all times. Students may bring their lunch or buy it at the food service area. Students leaving campus without an off-campus pass will be subject to disciplinary action.

HALL PASS:

Students are required to have an approved O.G.H.S. hall pass in their possession any time they are outside the classroom during class periods. **Only one student per pass is allowed.** Students out of class without benefit of any approved hall pass will be subject to 1 hour of detention. Verbal authorization to be out of class without a pass will not be accepted. Vending machines are off-limits during class time. Students using vending machines during class time will be assigned detention.

DAILY BULLETIN:

The DAILY BULLETIN is printed and distributed to each teacher to be read second block each day. After reading, the BULLETIN is posted in the classroom. A copy of the BULLETIN can also be found on the bulletin board outside the Counseling Center and in the Marquee near the Library. Students should make it a practice to find out what is in the BULLETIN. Sometimes it is the only source of information on testing, school activities and scheduled evening events for the student's family.

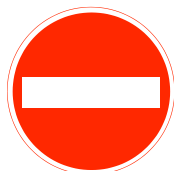
LOST AND FOUND:

Do not bring valuable items to school. Lost and found PE clothes/equipment is to be returned to the PE department. Items, such as cell phones, wallets and jewelry, are to be turned in to the Cashier. All other lost and found items go to the library. The librarian and Cashier will keep lost and found items only through the end of each semester before they will be donated to charity. Announcements will be placed in the bulletin prior to taking the items to charity. Please pay close attention to the bulletin announcements.

LOCKERS:

The Attendance office issues street lockers and locks to students at no charge. Lockers are school property and may be searched from time to time for health, safety or maintenance reasons. Street lockers are available until the first week of school. Locks must be returned at the end of the school year. A \$7.25 fee will be charged for lost locks. Only locks issued by the school may be used. Your lock combination is **confidential**; do not share it with anyone. **Do not allow friends to share your locker.** Students sharing lockers will lose locker privileges. If your locker becomes damaged, broken or jammed, report it immediately to the Assistant Principal's Office.

SECURITY OF PERSONAL BELONGINGS:



Be advised:

- Do not store valuable items in your street or gym locker.
- Orange Glen High School will not be held responsible for the loss of items or to investigate contraband items reported as lost.
- Do not leave items in your locker overnight, over weekends or during vacations. Street lockers/bike racks are for day use only.
- Bicycles, skateboards, skates or "razor scooters" are not allowed on campus and must be secured in designated storage areas.
- Students must provide their own locks, and remove them from the bike racks and skateboard lockers daily.

PHYSICAL EDUCATION INFORMATION:

Girls PE: 291-5920

Boys PE: 291-5917

Required Uniforms:

- Royal blue shorts or sweats and royal blue shirts.
- Athletic shoes are required.
- Dress on rainy days.
- You may supply your own PE clothes.
- Shorts and shirts are available at school.
- Lock your belongings AT ALL TIMES.
- Do NOT share your locker combination, or your locker.
- Only locks issued by the PE Department may be used on PE lockers.
- Unauthorized locks will be removed from lockers without notice.



CASHIER:

Telephone: 291-5015

School Cashier: Magdalena Zumaya

Location: First 2 windows on Northwest side of the Main Office Building

Office Hours

- From 7:15 am – 7:40 am (before school),
- From 10:05 am – 10:17 am (during Nutrition break),
- From 12:06 pm – 12:42 pm (during lunch),
- From 2:32 pm – 3:00 pm (after school).

The Cashier is available to parents at any time not specifically set aside for the students. Parents should access the Cashier's office through the main office and may be served at the inside door. It is advised that parents call before coming in to be sure that the Cashier will be available. The Cashier can not process any financial transactions after 3:00 pm. The Cashier is available for the purchase of ASB Stickers, tickets for student activities, school spirit wear, and school spirit supplies. All fines for lost or stolen books, locks, athletic equipment or clothing will also be paid to the Cashier's office. All money turned in for any fundraising items will be turned in to the Cashier's office. **Under no circumstances should you turn in money to your teachers, coaches, a team parent, or another student.** The Cashier can accept cash, checks, money orders, or cashier's checks. ATM / Debit Cards and major credit cards are **not** accepted. Checks should be made payable to **Orange Glen High School, or OGHS.** Checks are accepted for the amount of purchase only. The Cashier cannot cash checks or give change from a check that is written for an amount that is over the amount of purchase. **Students must retain their receipts.** There is a \$10.00 charge for any check returned by the bank unpaid. There is a \$3.00 charge for duplicate receipts.

ALL STUDENTS MUST SHOW THEIR CURRENT STUDENT I.D. CARD IN ORDER TO CONDUCT BUSINESS AT THE CASHIER'S OFFICE.

In the event that an ID card is lost, there is a \$5.00 charge for a replacement ID.

The Cashier issues all athletic clearances. The paperwork is available at the Reception desk or at the Cashier's office. All paperwork must be completed and turned in to the Cashier's office before a student can try out for any sport.

Any wallet, money, or purse that is brought to the school for a student must be left with the Cashier. Any lunch money left after 10:30 am may not reach the student prior to lunch. We will make every effort to notify the student without disrupting the classroom instruction.

DEBTS TO THE SCHOOL:

Students, you are issued schoolbooks and equipment for the proper use in the classes in which you are enrolled and for athletic and activity participation. Normal wear and tear is expected. Lost, stolen, destroyed or misused (i.e. writing in or on your book) items, for whatever reason, are your financial responsibility. Students may not be able to conduct certain purchases until book and equipment debts to the school are cleared. Seniors will not be allowed to participate in graduation ceremonies, or receive their diplomas until these debts are cleared. Library privileges can be denied due to excessive overdue fines or the misuse of library books or material. An Athletic Clearance sticker cannot be obtained until outstanding debts to the Athletic Department are cleared.

STUDENT HEALTH OFFICE:

Telephone: 291-5080
Student Healthcare Specialist: Patricia Hatfield

The Escondido Union High School District does not carry medical, dental or hospital services insurance to cover students injured while under school jurisdiction, on school premises, or while participating in school sponsored activities away from school premises, or while participating in school sponsored activities away from school premises. For your convenience, we are making student insurance available. Information regarding cost, coverage, and application forms are enclosed.

HEALTH OFFICE/SCHOOL NURSE:

All injuries on campus must be reported to the Health Office. Injured and ill students must report to the Health Office before leaving campus. Students who are excused from P.E. for two or more days need to bring a note from a parent/guardian or doctor to the Health Office. Students are encouraged to discuss any medical problems with Health Office personnel.

MEDICATION:

Students are not allowed to bring or carry any medication with them, except for those allowed by law. The school nurse may assist any pupil who needs to take medication during the school day if the school receives:

1. A written statement from the doctor detailing the method, amount, and time the medication is to be taken (form available from the school).
2. A written, signed statement from the parent/guardian asking the school to assist the student.

After the required forms are brought to school, the prescribed medication should be brought to school in a labeled prescription container by a parent/guardian. School personnel without the written authorization of the student's physician and parent or guardian can dispense no medication of any kind. Authorization for medication forms are available from the school nurse and on the school website: <http://sphs.euhdsd.k12.ca.us/admin/health/index.htm> . Click on health center link.

Please contact the school nurse about any changes in your students' health status that may affect her/his school day. If students are diagnosed by physicians as having an infectious disease, please contact the school nurse. Students requiring home instruction due to long term illness or disability must pick up home instruction forms from the school nurse.

Asbestos Information

On October 22, 1986, the President signed into law the Asbestos Hazard Emergency Response Act, AHERA, to CFR 763, which required that we inform employees, building occupants, or their legal guardians, and outside vendors about the results of our compliance with AHERA. This includes building inspections, re-inspections, response actions, and post-response action activities, including periodic surveillance and re-inspection activities that are planned or are in progress. During the course of the inspection it was found that asbestos-containing building materials were used in some school buildings in the form of Surfacing, and Miscellaneous Material. The specific

type of material and the location are further identified in the Inspection Report. This report is on file in the Principal's office. For further information contact Business Support Services at 291-3238, or you may go to the District Service Center at 302 N. Midway Drive in Escondido to review or obtain a copy of the Inspection Report and Management Plan for the District. If you request a copy of the material, there will be a fee of \$.10 per page for duplication. All requests for copies must be in writing.

STUDENT PARKING:

If you wish to park on campus please note:

- Applications are available in the Cashier's Office.
- The Cashier must approve the request for a permit.
- You can register more than one vehicle.
- A separate permit is required for each vehicle.

- Student parking is provided on a limited basis and is provided as a convenience to students. The school is not responsible for theft or damage to vehicles parked on school grounds.
- All motor vehicles must be registered with the Cashier's Office. Each driver will be required to present a valid California driver's license, Department of Motor Vehicle registration and proof of insurance. All vehicles may be subject to random canine searches from time to time. Students are reminded that they are responsible for the contents of their vehicles.
- Vehicles parked on campus must display a valid parking permit. Parking permits are provided without cost. All cars parked in the student parking lot must have a valid permit posted at all times, beginning the third week of school.
- The student parking lot will be closed during school hours. Students arriving after 7:45 will need to park elsewhere.
- For the students' protection, it is advised that all students keep their vehicles locked. All vehicles parked in the lot may be subject to search.
- Speed limit in the parking lot is 5 m.p.h.
- Vehicles parking in unauthorized areas or vehicles not displaying the approved permit will be subject to a parking violation citation.
- The parking lot is **off limits** to all students during regular school hours. Students may not loiter in their cars at any time.
- Students parked on the public streets adjacent to the campus are not permitted to go to their cars during school hours. Autos are not to serve as school lockers.
- The fine for unauthorized parking in any lot is \$20.00 payable to Orange Glen High School. If the fine is not paid within 10 days, the account is referred to the Dept. of Motor Vehicles. If this fine remains unpaid, the D.M.V. will deny future registration of the vehicle.
- Students are not allowed to park in the faculty parking lot at any time.

- Senior Parking- Seniors with a valid EUHSD/Orange Glen parking permit may receive ONE senior parking sticker. Only one sticker will be issued; do not lose your sticker. Only seniors with Senior parking stickers **and** OGHS parking stickers displayed may park in the area of the student lot marked "Seniors".
- Renaissance Parking: Parking places in the student lot labeled "Renaissance" are reserved for those students with a parking permit **and** an all "A's" Renaissance Card parking permit.

TEMPORARY PARKING PERMITS:

If students have temporary use of another vehicle, and would like to apply for the privilege of a temporary parking permit, they must obtain a temporary permit before 7:30 am from parking lot security. It must be placed in the front window of the vehicle before the opening of school.

All vehicles parked not displaying a valid permit will be issued parking citations.

ATTENDANCE:

Telephone: 291-5010
Location: Main office, adjacent to Cashier's Window
Attendance Supervisor: Gail Cavanaugh

EXCUSED ABSENCES:

These are reasons for being absent: illness, serious illness or death in the family, medical or dental appointments that cannot be scheduled after school, absences approved in advance by the principal, and religious holidays.

The following are details from the Education Code concerning absence from school (EC 48205)

- Excused due to his or her illness or
- Due to quarantine under the direction of a county or city health officer or
- For the purpose of having medical, dental, optometric, or chiropractic services rendered or
- For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California
- For the purpose of jury duty in the manner provided for by law
- Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent
- For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board
- A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- Attendance is an important factor in being successful in any school program. Parents/guardians are encouraged to phone the school when a student is absent. Upon returning to school, a student must have a note from a parent/guardian giving the reason for absence and the date.

UNEXCUSED ABSENCES:

These include truancy, missing the bus, oversleeping, suspension from school, shopping, gainful employment, baby-sitting, and a trip or excursion without the prior approval of the principal. All students returning from an absence or needing to leave during the day must report to the attendance office. One of the most serious problems in education is student absenteeism, since an absent student is a student who does not have the opportunity to learn. Whenever a student is absent, he/she loses detailed instruction and class interaction that cannot be adequately recovered. A student may have excessive absences and still "get by", but getting by is not getting a good education. Excessive absence may result in a lower level of achievement that will be reflected in the student's grade. The key to improved test scores is improving school attendance.

TARDY; TRUANCY:

Any student who is absent from school, without valid excuse, more than three days or tardy in excess of thirty (30) minutes on each of more than **three days in one school year is a truant** (E.C. 48260). It is the parents'/guardians' responsibility to determine whether or not there is a compelling reason for a student to be absent from school. An absence from school without the parents'/guardians' or school's permission constitutes a truant. The student who is truant will be subject to one or more of the following disciplinary consequences: after school detention, Saturday School; parent conference; drop/removal from class; referral to the North County School Attendance Review Board.

TEACHER MANAGEMENT OF TRUANCY/ TARDY TO CLASS:

The following procedure is recommended for teaching staff to discourage tardiness and truancy:

- ❑ On the **THIRD** (3rd) tardy, truancy, or combination of both from a class, the teacher will confer with the student and notify the parents/guardians of the problem.
- ❑ On the **FIFTH** (5th) tardy, truancy, or combination of both from a class, the teacher will confer with the student and refer the matter to the student's counselor. The counselor will contact the student and the parents.
- ❑ On the **SEVENTH** (7th) tardy, truancy, or combination of both from a class, the teacher will confer with the student and refer the matter to the assistant principal. The assistant principal will contact the student and the parents.
- ❑ On the **EIGHTH** (8th) tardy, truancy, or combination of both from a class, the student will be dropped from the class with loss of all credit for the course. The student will be considered defiant of school rules.

HABITUAL TRUANCY:

Students who fail to meet the EC 48260 requirements may be declared habitually truant from school. Parents who excuse absence from school for more than ten days in a school year may be warned in writing that no further excused absence will be accepted by the attendance office without an accompanying doctors note.

EC 48260 Article 5. Truants. Truancy

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

EC 48260.5

Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian, by first-class mail or other reasonable means, of the following:

- (a) That the pupil is truant
- (b) That the parent or guardian is obligated to compel the attendance of the pupil at school
- (c) That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 of Part 2
- (d) That alternative educational programs are available in the district
- (e) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy
- (f) That the pupil may be subject to prosecution under Section 48264
- (g) That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code
- (h) That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day

LEAVING CAMPUS WITHOUT PERMISSION:

The Escondido Union High School District maintains a **CLOSED CAMPUS** at all times. Whenever a student needs to leave school, during school hours, he/she must first obtain an off-campus pass from the health office, the attendance office, or an administrator. All students leaving campus without prior permission are subject to disciplinary consequences, which may include being searched for contraband. There is no excuse for being off campus without both administrative and parental permission.

CLEARING ABSENCES:

- ❑ Parents or guardians may call the attendance office on the day the student is absent:
- ❑ If the call is received prior to 1:00 p.m. the school will not call home and the student's name will be placed on the excused list. If the student is on the excused list they will not be required to check in at the attendance office. If a telephone call is not made, students are to report to the Attendance Office with a note from a parent or guardian indicating the date or dates the student was absent and the reason for the absence.
- ❑ The student's first and last name should be included in the note. **All excuses must be received within 72 hours of the student returning to school.** ALL students are to report to the Attendance Office to pick up re-admit slips or check to determine if their name is on the excused list prior to the first bell.
- ❑ If a student returns to school without a phone call or signed note, he or she will be assigned a Saturday School. Students must show their O.G.H.S. student ID card to receive a re-admit slip. A detention may be assigned if a student does not present his/her ID card.
- ❑ Any student in the re-admit line after the bell rings, or in line during class time (with or without permission from the teacher), will receive a detention.
- ❑ Students are to get readmits between 7:00 a.m. and 7:40 a.m., at nutrition break, lunch, and after school.
- ❑ Students are required to show their readmit slip to each teacher whose class was missed and get the readmit initialed by the teacher. Parents and students should know that excessive absences including excused absences, would adversely affect a student's grades.
- ❑ An unexcused absence is one that occurs with the permission of the student's parent or legal guardian for reasons other than illness, quarantine, funeral, or medical.
- ❑ Examples of unexcused absences are: trips, inclement weather, transportation problems, baby-sitting, work, truancy, and suspension.
- ❑ If parents or guardians will be out of town or otherwise unavailable, send written instructions to the attendance office containing the names, addresses and phone numbers of those persons authorized to excuse your child from school or provide medical care in the event of an emergency, prior to leaving town.
- ❑ Parents should notify the school if their student is diagnosed as having a communicable disease such as strep throat, chicken pox, measles, head lice, hepatitis, etc.
- ❑ If a student does not attend assigned tutorial, the teacher may assign a detention to be served within 48 hours.

FIELD TRIPS OR SCHOOL SPONSORED ABSENCES:

Teachers will be notified in advance of all school-sponsored activities to release participating students. If a teacher feels improper student performance warrants non-attendance, teachers may recommend that a student not attend. Teachers must clear students in order for that student to attend a field trip. Students attending a field trip without permission from all teachers will be considered truant, and will be subject to disciplinary action. For regularly scheduled events, (i.e.) athletics and band, a roster is given to teachers in advance of the season, identifying participating students.

ABSENCE FOR RELIGIOUS INSTRUCTION:

Pupils, with the written consent of their parents or guardians (EC 46014), may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at their respective places of worship or at other suitable place or places away from school property designated by the religious group, church, or denomination, which shall be in addition and supplementary to the instruction in manners and morals required elsewhere in this code. Such absence shall not be deemed absence in computing average daily attendance, if all of the following conditions are complied with:

- ❑ The governing board of the district of attendance, in its discretion, shall first adopt a resolution permitting pupils to be absent from school for such exercises or instruction.
- ❑ Each pupil so excused shall attend school at least the minimum school day as provided by the relevant provisions of the rules and regulations of the State Board of Education for secondary schools.
- ❑ No pupil shall be excused from school for such purpose on more than four days per school month.
- ❑ A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. As the teacher of any class from which a pupil is absent shall

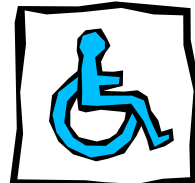
determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

- ❑ For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

TEMPORARY DISABILITY:

EC 48980(a) Except for those pupils receiving individual instruction provided pursuant to Section 48206.5, a pupil with a temporary disability which makes attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive individual instruction provided by the district in which the pupil is deemed to reside.

- ❑ "Temporary disability" means a physical, mental, or emotional disability incurred while a pupil is enrolled in regular day classes or an alternative education program, and after which the pupil can reasonably be expected to return to regular day classes or the alternative education program without special intervention. A temporary disability shall not include a disability for which a pupil is identified as an individual with exceptional needs pursuant to Section 56026.
- ❑ Each clock hour of teaching time devoted to individual instruction shall count as one day of attendance.
- ❑ No pupil shall be credited with more than five days of attendance per calendar week, or more than the total number of calendar days that regular classes are maintained by the district in any fiscal year.



EC 48207 and EC 48208 A pupil with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent or guardian resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. If a student has a temporary disability and is in a hospital or other residential health facility, excluding a state hospital, which is located outside the district in which the student's parent or legal guardian resides, it shall be the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district in which the pupil is deemed to reside pursuant to Section 48207 of the pupil's presence in a qualifying hospital. The student will be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

PARENTS ATTENDING CLASS WITH SUSPENDED STUDENTS:

Teachers may require that the parent or guardian of a pupil who has been suspended by a teacher, for reasons specified in subdivision (i) or (k) of Section 48900, attend a portion of a school day in his or her child's or ward's classroom. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended.

NOTICE ORDERED BY THE FEDERAL COURT:

No student who lives in California can be kept out of school (from kindergarten through 12th grade) just because of his/her citizenship or immigration status.

No school employee may ask any student, parent or guardian about his/her citizenship or immigration status.

No school employee may report or give information about the citizenship or immigration status of a student, parent, or guardian to the Immigration and Naturalization Service, the Attorney General, or any government agency.

SARB (SCHOOL ATTENDANCE REVIEW BOARD)

California EC 48260 states that a student who is absent without valid excuse for three days or tardy more than 30 minutes on each of at least three occasions is deemed "truant". A student deemed habitually truant might be referred to SARB for appropriate action. The SARB process reviews overall attendance, not just trancies.

- ❑ SARB I - (Three trancies, tardiness, etc) A letter is sent home.
- ❑ SARB II - (Six trancies, trades, etc) A second letter is sent home. An OGHS School Counselor/Administrator will contact the parent.
- ❑ SARB III - (Nine trancies, trades, etc., or more) A SARB hearing is then scheduled for the parent and student to attend at the Escondido Police Station.

- ❑ An OGHS Administrator will present the SARB panel with information regarding your child's attendance history. The panel will then decide to have the student sign a contract, or may send the case to juvenile court in San Diego and cite the parent and student to appear in court.

HOMEWORK FOR ABSENCE FROM SCHOOL:

On the morning of the third consecutive day a student is absent you may call the attendance office and request homework. It can be picked up after school by a parent or friend.

MESSAGES TO STUDENTS:

It is impossible to deliver messages, flowers, balloons and other gifts to the classroom. However, in the case of an emergency, a note may be sent to the student. Please call the attendance office.

OFF CAMPUS PASSES:

- ❑ **Orange Glen is a closed campus** per School Board Policy. Once a student arrives on the campus (0 period included), he or she may NOT leave before 2:32 p.m. without an off campus pass. Passes are available for medical or dental appointments or family emergencies. **They will not be issued for lunch.** Parents/Guardians are to call the Attendance Office a day ahead, if possible, for doctor/dental appointments. Students will be required to pick up their OCP before school, during break or lunchtime to be able to leave at the time of the OCP. They will not be delivered to the classroom except in a true, viable emergency. Failure to get an authorized OCP will result in the absence being considered a truancy and one hour of detention will be assigned for each class hour missed.
- ❑ When returning to school, student should follow the same procedures as with a regular absence.
- ❑ It is mandatory that students leave campus at the time indicated on the pass.
- ❑ Failure to do so will result in disciplinary procedure.

PERMANENT OFF CAMPUS PASSES:

Students who have approved short schedules must obtain permanent off campus passes from the Assistant Principals' Office. Students must leave campus at the time indicated on the pass. Failure to do so will result in disciplinary action.

LONG TERM ABSENCES:

Circumstances may arise that require students to be absent from school for more than three school days. Please contact the Attendance Office for a Long Term Absence Form to be completed prior to the absence.

OGHS SCHOOL RULES & REGULATIONS

Absence & Saturday School:

Any unexcused absence from class is considered truancy. The student will be assigned a Saturday School and receive written notice of the time, date and place that he/she must serve. All truanancies must be made up.

Searches and Seizures (CA Ed Code and Board Policy 5145.12)

The law provides school officials with wide latitude to search students, their possessions, and automobiles, in the ongoing effort to maintain a safe and secure campus. When a school official has a "reasonable suspicion" that a student may be in possession of contraband or dangerous objects, the student will be asked to empty all pockets and provide the official access to other personal items (backpacks, lockers, cars) which may contain contraband or dangerous objects. Where possible, metal detectors are used when searching an individual for weapons. It is expected that all students will be cooperative, and the school official will make every attempt to be unobtrusive and respectful of privacy. Students should be aware that a ground for suspicion commonly includes being "out-of-bounds" without permission or a report by another student, parent or staff member of possession of

contraband or dangerous objects. (Students should also be aware that any contraband or dangerous objects found in their possession would be assumed to belong to them.)

If a student should discover contraband or dangerous objects on campus, he or she should go directly to an Assistant Principal or other staff member and turn it over without delay. Parents are notified by phone if/when their student is searched.

Use of Trained Dogs (Board Policy 5145.12(b))

In order to provide a safe school environment, the Escondido Union High School District has approved the use of trained dogs which are used to detect the presence of substances prohibited by law or district policy and gunpowder-related weapons. Dogs may be brought onto campus without notification to students and parents.

Use of Metal Detectors (Board Policy 5145(a))

Where possible, staff will use a metal detector in searching a student for weapons. The Board finds that the growing presence of weapons in the schools threatens the district's ability to provide a safe and orderly learning environment. Metal searches may be conducted in a random fashion that excludes individual discretion regarding who will be searched.

Dress Code:

- All students must wear clothing which is clean, and safe and in good repair.
- The clothing should promote the health and welfare of the wearer.
- Student dress, personal appearance, and conduct are expected to be of such character and decency as not to disrupt or distract from the instructional process, nor diminish the disciplinary control of the teacher.
- The two standards of the Dress Code are modesty and safety.
- The Dress Code is a dynamic document. Changes may be made at any time during the school year. Discretion may be used to determine appropriate attire for the classroom by administration. Students and parents will be notified of any changes through a parent newsletter and / or a letter mailed home.

Dress Code Implementation Guidelines & Administrative Regulations

California Education Code EC35183 states: Both students and staff of the senior high school campuses have the constitutional right to be safe and secure in their persons at school. "Gang-related apparel" is hazardous to the health and safety of the school environment. Students often conceal weapons by wearing clothing, such as jumpsuits and overcoats, and by carrying large bags.

The Escondido Union High School District has adopted a reasonable dress code policy that prohibits pupils from wearing "gang-related apparel". All students must wear clothing which is clean, and safe and in good repair.

Referrals for dress code violations accumulate. Violations are not cleared from student discipline records at the end of each year.

Administrative Regulation #1 **Clothing must be modest and provide adequate coverage.**

Garments that are see-through, low cut or expose midriff are not acceptable.
Prohibited tops to include any top with scooped arms that show undergarments.
Sleeveless blouse/shell is OK if no undergarments are visible.
Sleeveless undershirts in any color are prohibited as outerwear.
Low or revealing neckline is a violation of dress code.
No bare midriffs or bathing suits.
No spaghetti straps or sundresses with spaghetti straps are allowed without an appropriate shirt underneath.
No open back tops, halter-tops, tube tops, or strapless tops.
Certain clothing will not be allowed if it is determined by administration to interfere with the learning environment.

Administrative Regulation #2 **No clothing, accessories, belts, jewelry displaying alcohol, tobacco or other drugs or look-alikes, sex, illegal substance or messages promoting violence, unsafe or illegal activity.**

Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous, that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability, that promote alcohol or drug use or violence, or that are otherwise contrary to the school's educational mission. This includes look-alike advertising, tobacco messages/ advertising, slogans or any text promoting unsafe or illegal activity.

Administrative Regulation #3 **Size appropriate clothing only.**

Guidelines Students may not dress in brief or revealing clothing.
Pants must fit at waist, buttocks, crotch and legs.
Dress code criteria are for student safety. If the pant fit is baggy enough to conceal contraband and/or weapons the pant does not meet the dress code requirement for safety.
If the waist size is loose enough for student pant/short to sag, the pant/short does not meet the requirement for appropriateness for school.
No pant may be worn that has a waist or a cut that shows underwear or is cut to be worn below the waist level. Pants must be fastened.

**Administrative No see through clothing.
Regulation #4**

Garments that are see through, cut low or expose the midriff are not acceptable.
Bib top overalls worn without appropriate top are prohibited.
Undergarments must not be visible.
See through clothing is permitted only if worn with opaque clothing underneath.
If underneath clothing is underwear or otherwise violates the dress code then see through clothing item is also contraband.

**Administrative Headgear dress code compliant.
Regulation #5**

No addition of name written or otherwise sewn attachment to headgear
Student given name written under the brim for purposes of identification is okay.
Sun protective headgear is okay.
Sun protective is a fully brimmed hat. -
No headgear, head covering, or hoods to be worn indoors.
All headgear must meet Dress Code Administrative Regulations 2,6,7,8 and 9.
Headgear will not be allowed if it is determined by administration to have a negative impact or gang affiliation. Examples - Detroit Tigers or Washington Nationals baseball hat.
No Rags, bandannas, do-rags, hairnets, or skull caps. Scarf-style bandanas, currently a female fashion trend, are acceptable.

**Administrative Clothing promoting/representing a professional athletic team.
Regulation #6**

Professional or college sports attire is allowed as long as it is not determined by the administration to have a negative impact or gang affiliation. Examples - #23 Jersey (Westside) , #4 Jersey (Diablo's), #88 Jersey (Hile Hilter). No professional sports hats with D (Detroit) or W (Washington)

Administrative Regulation #7 **No clothing with altered logos/emblems.**

No clothing with logos that are altered and may violate dress codes in areas such as vulgarity, by representing gang affiliation or other regulations. See gang or gang like behavior following this section.

Administrative Regulation #8 **No chains or spiked clothing.**

No heavy gauge chain to be worn as jewelry.
Wallet chains okay if light gauge and less than 6".
No clothing, rings or other attire with spikes that present a possible danger to the wearer or other.
No clothing rings or other attire that may be used as a weapon or otherwise qualify as dangerous objects.

Administrative Regulation #9 **No Gang related clothing or apparel.**

No Plaid or Pendleton style shirts buttoned to the neck.
No "Wife Beater" tank tops
No Long shorts and pulled up white socks as not to expose skin on legs.
No Nazi or confederate symbols, patches on piece of clothing or hat.
Gloves or mittens are permitted during inclement weather only.
Certain clothing will not be allowed if it is determined by administration to have a negative impact or gang affiliation.

Progressive Discipline for Dress Code Violations:

FIRST INFRACTION:

Warning and Referral

SECOND INFRACTION:

Detention

THIRD INFRACTION:

Saturday School

FOURTH INFRACTIONS & BEYOND:

After the third violation the administration may assign progressive days of suspension starting at 1 day out on the 4th dress code violation. Parent may be asked to bring appropriate clothing to school or agree to an alternative school provided substitute. On 7th infraction student to be placed on a **Level 1 Behavior Contract** and the student may be suspended up to 5 days and may be involuntarily transferred to the continuation school for continued defiance on the 8th violation of the Dress Code.

Gang & Gang-Like Behavior:

The Escondido Union High School District desires to keep district schools and students free from the threats or harmful influence of any groups or gangs that advocate disruptive behavior. A “gang,” as defined in this policy is “any group of persons who use illegal acts, willful disobedience and/or the disruption of school activities.” Any attire that is worn in such a way as to identify students with a “gang,” or distracts from the educational process, is not allowed. Any attire or accessory such as bandannas, do-rags, or hairnets is prohibited attire if the school administration believes the attire or accessory is worn as a display of gang association, affiliation, or sympathy. The school district and the site administration by this notice reserves the right to contact the Escondido Police or other local law enforcement agencies to determine what is considered to be gang attire or a display of affiliation, association or sympathy. Any such object so identified by the law enforcement agency will immediately become prohibited on any district campus or at any school activity until such time as the district is noticed otherwise by this same agency.

Code of Conduct Infractions & Consequences:

Recommendations: Zero tolerance	Consequence: Mandatory Expulsion
Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal.	Immediate suspension from school 1-5 days. Extension of Suspension for cause to accommodate Administrative Hearing Panel timeline. Board of Education to expel for 1 calendar year if found guilty. Notification of Escondido Police Report to the State Department of Education
Brandishing a knife at another person.	As above
Unlawfully selling a controlled substance.	As above
Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.	As above
Possession of an explosive	As above
Possession of any type of firearm, including an imitation firearm at school, at a school activity on or off school grounds or in a vehicle parked on school property.	Immediate suspension from school 1-5 days. Extension of Suspension for cause to accommodate Administrative Hearing Panel timeline. Maximum expulsion term is the remainder of the semester and semester following the violation. Notification of Escondido Police
Possession of any knife or other dangerous object of no reasonable use to the pupil at a school activity on or off school grounds or in a vehicle parked on school property.	As above
Unlawful possession of any controlled substance except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.	As above
Robbery or extortion.	As above
Assault/ battery upon any school employee.	As above

Group I Violations	Maximum Consequence	Minimum Consequence
Aiding and abetting the inflicting or attempted inflicting of physical injury on another. This includes any student who uses a camera phone or other video recording device that may further disseminate the action and abet additional campus disruption	Five days suspension. Possible recommendation for expulsion. Recommended for anger management counseling Involuntary Transfer to continuation school	1 day suspension May be placed on Safe Schools Contract May be required to participate in student mediation. Possible Involuntary Transfer to continuation school Confiscation of camera phone/video recording device and removal of inflammatory content
Causing serious physical injury to another person, except in self-defense (battery).	Five-days suspension. Possible recommendation for expulsion Recommended for anger management counseling Involuntary Transfer to continuation school or court school	Three days suspension Safe Schools Contract May be required to participate in student mediation. Possible Involuntary Transfer to continuation school
Harassing threatening or intimidating a student who is a complaining witness in a school disciplinary hearing for either retaliation or to prevent that witness from complaining	Five days suspension. Possible recommendation for expulsion. Recommended for anger management counseling Involuntary Transfer to continuation school	One-day suspension. Safe Schools Contract May be recommended for anger management counseling Possible Involuntary Transfer to continuation school
Hate Violence	Five days suspension. Threat assessment. Possible recommendation for expulsion. Recommended for appropriate counseling Involuntary Transfer to continuation school	Three days suspension. Safe Schools Contract May be recommended for decision making counseling Possible Involuntary Transfer to continuation school
Hazing	One to five days' suspension. Recommended for anger management counseling Possible recommendation for expulsion Involuntary Transfer to continuation school	One-day suspension. Safe Schools Contract May be recommended for anger management counseling Possible Involuntary Transfer to continuation school
Possession, use of or being under the influence of a controlled substance, as defined in Section 11007 in the Health and Safety Code.	Five-day suspension. Mandatory alcohol or drug counseling. Possible recommendation for expulsion Possible Involuntary Transfer to continuation school	Three days suspension Safe Schools Contract Mandatory alcohol or drug counseling.

Group I Violations	Maximum Consequence	Minimum Consequence
Creating a hostile and intimidating environment by engaging in sexual harassment or harassment in any form including cyber bullying. * (see notes following this section)	Five days suspension. Possible recommendation for expulsion. Required for appropriate counseling Involuntary Transfer to continuation school	One-day suspension. Safe Schools Contract May be considered for additional appropriate counseling
Offering for sale, arranging to sell, furnishing a look-a-like drug, alcoholic beverage or controlled substance.	Five-day suspension. Mandatory alcohol or drug counseling. Possible recommendation for expulsion for repeated violations. Involuntary Transfer to continuation school	One-day suspension. Safe Schools Contract Possible Involuntary Transfer to continuation school for repeated violations
Fighting. Mutual Combat	Five days suspension. Possible recommendation for expulsion Repeated fighting Recommended for anger management counseling Involuntary Transfer to continuation school or court school.	1 day suspension May be placed on Safe Schools Contract May be required to participate in student mediation. Possible Involuntary Transfer to continuation school
Possessing a replica firearm	Five-day suspension. Threat assessment. Possible recommendation for expulsion May be recommended for appropriate decision making counseling	One-day suspension. Safe Schools Contract Possible Involuntary Transfer to continuation school.
Terrorist Threats.	One to five day suspension. Threat assessment. Possible recommendation for expulsion. May be recommended for appropriate counseling Involuntary Transfer to continuation school	One-day suspension. Safe Schools Contract Possible Involuntary Transfer to continuation school.
Engaging in gang activity or gang like behavior.	Five-days suspension, Possible recommendation for expulsion, and/or police intervention. Require gang diversion counseling.	Warning One-day suspension Safe School Contract May require gang diversion counseling Parent conference
Creating a hostile and intimidating environment by harassing or intimidating other students, complaining witnesses.	Five days suspension. Possible recommendation for expulsion. Required for appropriate counseling Involuntary Transfer to continuation school	One-day suspension. Safe Schools Contract May be required for appropriate counseling Possible Involuntary Transfer to continuation school

Group II Violations	Maximum Consequence	Minimum Consequence
Aiding and abetting students leaving campus without permission	5 days suspension for repeated violations. Up to 3 days for first offense Possible involuntary transfer to continuation school for persistent violations	Warning Saturday School 1 day suspension Parent conference
Computer Violations: include, but are not limited to examples found in the document "Technology Infractions"	Five days suspension. Drop fail from class Possible recommendation for expulsion. Involuntary Transfer to continuation school	Warning, Loss of computer privileges. Restitution for cost of repair Parent conference,
Forgery of a note Unauthorized use of school forms or misrepresentation to secure release or excusing absence	5 days suspension for repeated violations. Up to 3 days for first offense	Warning Saturday School 1 day suspension Parent conference
First time possession/ use or under the influence of alcohol, drugs or intoxicants of any kind	5 days suspension	3 day suspension Mandatory substance Parent conference Education/diversion counseling
Gambling	5 days suspension repeated violations Up to 3 days suspension for 1 st offense Possible involuntary transfer to continuation school for persistent violations	1 day suspension Parent conference Warning Saturday School
Parking lot violations that include unsafe driving or parking in staff parking lot and aiding or abetting students leaving campus	5 days suspension for repeated violations. Possible involuntary transfer to continuation school for persistent violations	Warning and Saturday School Up to 3 days for first offense Parent conference
Possessing or igniting firecrackers.	Five-day suspension. May be recommended for appropriate counseling. Possible Involuntary Transfer to continuation school for repeated violations	One-day suspension. Safe Schools Contract
Possession of a graffiti marker, graffiti tools or possession of materials with graffiti writing or monikers	5 days suspension for repeated violations. Possible involuntary transfer to continuation school for persistent violations	Warning and Saturday School Up to 3 days suspension for 1 st offense if serious damages Parent conference

Group II Violations	Maximum Consequence	Minimum Consequence
Possession, offering for sale or negotiating to sell any drug paraphernalia	5 days suspension Possible recommendation for expulsion for repeated violations	3 day suspension Mandatory non-school substance education/diversion counseling Parent conference
Possession/ use of any tobacco or nicotine products except for prescription products with prior notice to school authorities	Up to 5 days suspension for repeated violations. Possible involuntary transfer to continuation school for persistent violations	Warning 1 st offense & Tobacco Education Program. 1 day suspension repeated offense Parent conference Police may issue ticket
Possession of vulgar or obscene print material, includes computer generated images	Restriction/ Loss of computer privilege. Up to 3 days for first offense 5 days suspension for repeated violations.	Warning Saturday School 1 day suspension Parent conference
Throwing water balloons or other objects. Possession or release of any noxious fluid or gas (stink bomb)	Up to 5 days for first offense Involuntary transfer to continuation school for persistent violations	Warning Saturday School 1 day suspension Parent conference
Destruction of School property, vandalism, theft or possession of school or private property.	Up to 5 days for first offense Possible police contact. Restitution of damages Involuntary transfer to continuation school for persistent violations. Damages totaling more than \$400 may be considered as a Group I violation.	Warning Saturday School 1 day suspension Parent conference
Willful defiance of authority or disruption of academic, athletic, or activity programs or willful defiance of school personnel engaged in performing their duties to include initiating false emergencies such as 911 calls, fire alarm pulls, etc.	Five day suspension Possible Involuntary Transfer to continuation school. Possible recommendation for expulsion if repetitive.	Warning Behavior contract. Recommendation for decision making or anger management counseling if behavior repetitive

Group III Violations	Maximum Consequence	Minimum Consequence
Bicycles, skateboards, scooters, in-line skates or other means of human powered transportation will not be ridden or brought on campus without being placed in school. secured storage. (Not student locker)	Confiscation of item Parent pick-up for repeated violations. Suspension 1-5 days for further infractions. School personnel not responsible to investigate lost or stolen contraband items..	Warning Parent conference/notification
Cheating.	See Academic Honesty 2 strike process	See Academic Honesty
Possession of the following items on campus, lighters, electronic games, or devices, MP3 players, squirt guns, laser pens, game boys, walkmans, CD players and other similar electronic devices.	1 st Offense: Confiscation of item 2 nd Offense: Parent pick-up. 3 rd or repeated violations: Suspension School personnel not responsible to investigate lost or stolen contraband items..	Warning only for 1 st offense Parent conference/notification If MP3 or text messaging or cell phone is used for cheating on any assessment/test the consequences for Academic Honesty will also apply.
Littering.	Detention Community-service. Saturday School for repeated violations.	Warning Parent conference/notification
Leaving class during the period without a pass and teacher permission.	2 x detentions Saturday School.	Warning Parent conference/notification
Leaving campus or on campus in designated out of bounds areas.	Student may be subjected to search on Re-entry subject to administrator Suspicions. Suspension for repeated violations.	Referral Saturday School. Parent conference/notification
Misbehaving on the bus.	Loss of bus privileges for repeated violations. 3 day suspension	Detention, 1 day suspension.
Use or activation of electronic signaling device during class time such as cell phone	Referral and confiscation of item 2 nd offense. Referral and confiscation and parent pick-up for 3 rd offense. Suspension up to 5 days for continued infractions.	Warning for 1 st offense
Using profanity or obscene language, and/or committing vulgar or obscene acts or making inappropriate displays of affection.	Suspension for repeated violations.	Warning & detention Student referral to counselor and parent notification

Group III: Other Violations:

May result in referral to assistant principal or counselor. Possible consequences include After School Detention, Saturday School, parent conference, community service, requirement for weekly reporting of grades to parents, or possible in-school or out-of-school suspension.

- ✦ Defying authority or disobeying school personnel.
- ✦ Wearing a hood on campus including the classroom
 - Being rude or discourteous to school staff.
 - Use of vulgarity, profanity, or obscene language.
 - Truancy.
 - Being habitually tardy to class.
 - Play fighting, rough play, wrestling or other disruptive behaviors.
 - Failing to comply with school rules regarding radios, walkmans, laser pointers, tape recorders, CD players, cell phones, beepers etc.
 - **See below:** Possession or misuse of a laser pointer may result in suspension for using a dangerous object.
 - Riding bikes or skateboards on campus.
 - Forgery or misrepresentation of self to excuse attendance from class.
 - Unauthorized possession and/or use of school forms.
 - Misbehaving on the bus. May result in loss of privilege for the remainder of the semester.
 - Parking lot violations. May result in fine and/or loss of parking privilege.

Please note the new Education Code EC48900-r

School officials may expel or suspend any student who has been found to have engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

Assembly Bill No. 86-Chapter 646

Approved by Governor September 30, 2008 and filed with Secretary of State September 30, 2008.

This bill specifies that bullying, as used in these provisions, means one or more acts by a pupil or a group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act, as defined.

**This bill, in addition, gives school officials grounds to suspend a pupil or recommend a pupil for expulsion for bullying, including, but not limited to, bullying by electronic act.
EC 32261.**

(a) The Legislature hereby recognizes that all pupils enrolled in the state public schools have the inalienable right to attend classes on school campuses that are safe, secure, and peaceful. The Legislature also recognizes that pupils cannot fully benefit from an educational program unless they attend school on a regular basis. In addition, the Legislature further recognizes that school crime, vandalism, truancy, and excessive absenteeism are significant problems on far too many school campuses in the state.

(b) The Legislature hereby finds and declares that the establishment of an interagency coordination system is the most efficient and long-lasting means of resolving school and community problems of truancy and crime, including vandalism, drug and alcohol abuse, gang membership, gang violence, and hate crimes.

(c) It is the intent of the Legislature in enacting this chapter to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses, and that address the safety concerns of local law enforcement agencies, community leaders,

parents, pupils, teachers, administration, school police, and other school employees interested in the prevention of school crime and violence.

(d) It is the intent of the Legislature in enacting this chapter to encourage school districts, county offices of education, law enforcement agencies, and agencies serving youth to develop and implement interagency strategies, in-service training programs, and activities that will improve school attendance and reduce school crime and violence, including vandalism, drug and alcohol abuse, gang membership, gang violence, hate crimes, bullying, including bullying committed personally or by means of an electronic act, teen relationship violence, and discrimination and harassment, including, but not limited to, sexual harassment.

(e) It is the intent of the Legislature in enacting this chapter that the School/Law Enforcement Partnership shall not duplicate any existing gang or drug and alcohol abuse program currently provided for schools.

(f) As used in this chapter, “bullying” means one or more acts by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4.

(g) As used in this chapter, an “electronic act” means the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or other electronic device



Standards of Pupil Behavior: Dangerous Drugs, Narcotics & Look-A-Likes:

PURPOSE AND SCOPE



- ❑ This procedure outlines the policy regarding action to be taken by district and school officials when students possess, use, sell, attempt to sell, otherwise furnish, or are under the influence of drugs, narcotics, or look-a-likes.
- ❑ The provisions of this procedure do not apply in those cases where drugs are administered to students under the supervision of competent medical personnel.
- ❑ The provisions of this procedure apply to all students of the Escondido Union High School District under the following conditions:
 - If the violation occurs on/or about campus during school hours and/or at a school sponsored activity or is related to school activity.

GENERAL INFORMATION

- ❑ This policy and procedure statement was developed as a result of an increasing number of narcotics cases involving students of the Escondido Union High School District and to give added emphasis to the efforts made by local citizens in this matter.
- ❑ Students apprehended by either school or police authorities for the possession, use, sale, attempted sale, otherwise furnishing, or being under the influence of dangerous drugs, narcotics, and look-a-likes may be referred by the Superintendent to the Board of Trustees for possible expulsion or other recommended action. The terms used in this procedure are defined as follows:
 - ❑ Dangerous Drugs and Narcotics – These shall include marijuana, LSD, volatile barbiturates, amphetamines, or any dangerous drug not administered under the direction of a physician.
 - ❑ Expulsion – The act whereby a student is denied the right of attending any of the educational institutions under the responsibility of the Escondido Union High School District Governing Board.
- ❑ The general functions and responsibilities of the various organizational levels are as follows:
 - ❑ The Principal, or duly authorized assistant determines that a violation has occurred, investigates the circumstances surrounding the case and prepares materials for the Superintendent.
 - ❑ The Principal, or duly authorized assistant has the responsibility for presenting the contents of this policy and procedures statement to all parents and students of the school each year.

This is your Official Notification



Laser Pointers:

Penal Code 4127.27

- ❑ No student shall possess a laser pointer on any elementary or secondary school premises unless possession of a laser pointer on the elementary or secondary school premises is for a valid instructional or other school-related purpose, including employment.
- ❑ No person shall direct the beam from a laser pointer directly or indirectly into the eye or eyes of another person or into a moving vehicle with the intent to harass or annoy the other person or the occupants of the moving vehicle.
- ❑ No person shall direct the beam from a laser pointer directly or indirectly into the eye or eyes of a guide dog, signal dog, service dog, or dog being used by a peace officer with the intent to harass or annoy the animal.

Weapons, Explosives, Related Devices:

Any student proved to be in possession of firecrackers or any other explosive device will be subject to suspension with possible consideration for expulsion.

- ❑ Any student found guilty of setting off an explosive device will result in a suspension pending consideration of being recommended for expulsion.
- ❑ Any student in possession of any instrument or object that could be construed as a weapon is consideration of being recommended for expulsion. This includes look alike firearms.
- ❑ Pellet guns, B.B. guns and Paint Ball guns on a school campus are considered firearms and are considered to be an expellable offense. Students bringing such weapons will be arrested, suspended and recommended for expulsion.
- ❑ Any weapons or simulated weapons brought on campus will be confiscated. The result could be possible arrest, prosecution, and expulsion.
- ❑ All types of knives are considered weapons.
- ❑ Any person except a police officer, who brings or possesses on school grounds, of or within, any public school, any dirk, dagger, ice pick, knife with blade 2'' long or folding knife with locking-blade, razor with unguarded blade, taser or stun gun is in violation of the law.

Parent Responsibility for Damages:

California *Education Code (EC)* Section 48904(a)(1) provides that the parent or guardian of a minor is liable for all damages caused by the willful misconduct of the minor that results in the injury or death of any pupil, school district or private school employee, or school volunteer. The parent or guardian is also liable for damages to real or personal property belonging to the school district or private school, or personal property belonging to a school employee, resulting from the willful misconduct of the minor. The liability of the parent or guardian shall not exceed \$10,000. *EC* Section 48904(a)(1) also specifies that the parent or guardian of a minor is liable for any reward offered by a local agency for information leading to the identification and apprehension of any person who willfully damages or destroys property, or whose willful misconduct results in injury or death to any person. This liability also shall not exceed \$10,000 pursuant to *Government Code* Section 53069.5.

The State Superintendent of Public Instruction is required to annually adjust both of the above \$10,000 liability limits specified in *EC* Section 48904(a)(1) to reflect the percentage change in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services for the United States, as published by the United States Department of Commerce for the 12-month period ending in the third quarter of the prior fiscal year.

The adjustment amount is calculated by dividing the third quarter index for the prior fiscal year by the third quarter index for the second prior fiscal year. Shown below are the inflation adjusted liability limits for the prior fiscal years.

Fiscal Year	Liability Limit	Percentage Change
2007-08	\$15,693	5.21%

Smoking or Use of Tobacco Products on Campus:

State law prohibits the smoking, possession or use of tobacco, or any product containing tobacco, by students or adults while on campus or while attending school sponsored activities.

No Smoking Rule:

- ❑ This includes before and after school and is prohibited in the parking lot, in or out of cars, outside school entrances and areas adjacent to and around school property. This applies to both students and adults.
- ❑ Chewing tobacco is not permitted on campus. Students using or in possession of tobacco products on campus will be subject to disciplinary action and will be required to attend mandatory tobacco education on Saturdays.

Sexual Harassment:

Definition: Any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. This is defined as uninvited behavior that makes being in school offensive, negative, unfriendly or intimidating and leads to a hostile environment that makes learning difficult.



Conditions:

- ❑ Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, progress, or promotion.
- ❑ Submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual.
- ❑ The conduct has the effect of having a negative impact upon the individual's work or academic performance or of creating an intimidating, hostile, or offensive work or educational environment.
- ❑ Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Flirting Vs. Sexual Harassment

FLIRTING

Welcomed behavior
Leaves you feeling positive
Respectful
Fun
Wanted
Flattering
Enjoyable

SEXUAL HARASSMENT

Unwelcome behavior
Leaves you feeling negative
Disrespectful
No fun
Unwanted
Unpleasant
Illegal

What Can Be Done?

- ❑ **ASSERT YOURSELF:** Tell the harasser to stop the behavior. Tell him or her aloud or in writing what behaviors you find offensive.
- ❑ **CALL FOR HELP:** Ask for the help of someone you trust - your friends, parents or a person in authority. Tell them of your problem. Enlist friends as witnesses.
- ❑ **TAKE NOTES:** Keep a detailed, written record of what was said and done to share with the person who investigates your complaint.
- ❑ **INFORM AUTHORITIES:** Report the offensive behaviors to a teacher, counselor or principal. Give details and provide witnesses. This action may stop the behavior.
- ❑ **OPEN A CASE:** File a complaint against the person who is harassing you.
- ❑ **NEVER GIVE IN:** If you are not satisfied with the results of your complaint, continue to take action and get help.

Sexual harassment is based upon the impact on the victim. It is not based on the intentions of the perpetrator.

Sexual Battery:

Sexual Battery is a crime and will be reported to and investigated by the Escondido Police Department. The school will follow the definitions as described in California Penal Code Section 243.4. An abstract of this follows.

Definition:

Any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery.

Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse

As used in this subdivision, "touches" means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim.

Intimate part means the sexual organ, anus, groin, or buttocks of any person, and the breast of a female.

What Can Be Done?

- ❑ **ASSERT YOURSELF:** Tell the perpetrator to stop the assault or battery. Fight back to escape and flee the scene.
- ❑ **CALL FOR HELP:** Immediately call loudly for help. Report this yourself, or through your friends, parents to a person in authority.
- ❑ **OPEN A CASE:** File a complaint with the police against the person who assaulted you.

OGHS School Ethics Policy:

Academic Honesty: Academic honesty is a strict expectation of all students enrolled in the Escondido Union High School District. Students are to do their own work on **all** school assignments and tests (unless otherwise directed by the teacher). Acts of academic dishonesty, which will not be tolerated, are listed and defined below:

- ❑ **Cheating on Tests:** Any intentional giving or use of external assistance relating to an examination, test or quiz, without express permission of the teacher. No cell phones will be permitted to be out during testing.
- ❑ **Fabrication:** Any intentional falsification or invention of data, citation, or other authority in an academic exercise.
- ❑ **Unauthorized Collaboration:** Intentional collaboration on an assignment between a student and another person, if the teacher does not expressly permit such collaboration.
- ❑ **Plagiarism:** Any intentional use of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published material and the work of other students.
- ❑ **Theft or Alteration of Materials:** Any intentional and unauthorized taking, concealment, or alteration of student, teacher, or library materials, this includes the use of cameras and cell phones.

Failure to observe the rules relating to academic honesty will result in consequences to be determined by site administrator(s) and the instructor. At Escondido High School, we believe in strong ethical decisions and behavior. In order to promote growth in ethical areas, the following policy is enforced.

Students who cheat or plagiarize on any test, quiz, report, computer disk, homework, in-class assignment or any school-related test (PSAT, SAT, CAHSEE, ACT, etc.) are subject to Escondido High School Ethics Policy, which is listed below. Helping another student on an exam or assignment is also a violation of the Ethics Policy if the instructor designates students are to work on their own. Violations on a national exam (PSAT, SAT, etc.) will result in removal from any leadership position for the rest of the year.

1st Offense

- ❑ Teacher contacts parent.
- ❑ "Information Only" referral to Assistant Principal.
- ❑ Parent conference with Assistant Principal, if necessary.
- ❑ Automatic "0"/failure on assignment or test.
- ❑ "U" in citizenship.
- ❑ Placed on probation in the class of infraction for the remainder of the year.
- ❑ Student aides will be dropped from the class with W/F (Withdraw/Fail) grade.
- ❑ Other disciplinary consequences may apply.

2nd Offense

- ❑ Teacher contacts parent.
- ❑ Referral to Assistant Principal.
- ❑ Parent conference with Assistant Principal and teacher.
- ❑ "U" in citizenship and work habits for the semester.
- ❑ Placement on probation for all classes for remainder of semester, plus the entire next semester.
- ❑ Student removed from any and all elected or appointed leadership positions for the remainder of the school year. If in same class as first offense: "F" grade in class and removal from the class.
- ❑ Other disciplinary consequences may apply.

3rd Offense by Student while on Probation: W/F (withdraw/fail) in any class in which the violation occurs.

NOTE: First Time Offense. Violations on a national exam (PSAT, SAT, GSE, AP, etc.) will result in removal from any leadership position for the rest of the year. Students may appeal to the Principal within 10 days from date of infraction.

Student Disciplinary Interventions:

Warning:

Student meets with an Assistant Principal and the A/P conferences with parent over the student conduct. This is usually for minor infractions of the student conduct code. A warning is made to the student and this is entered into the student's disciplinary record. A recommendation may be made by the assistant principal for the student to be referred to the school Student Support Team (SST) or for outside counseling.

Loss of Privileges:

Failure to comply with school rules and regulations may result in a loss of privileges which may include; club/athletic participation, work permit, parking permit, early receipt of yearbook, as well as extra-curricular and other school activities.

After School Detention:

After School Detention (A.S.D.) is held Monday through Friday from 2:30 p.m. to 3:15 p.m. Students assigned to A.S.D. shall be prompt, bring study materials and follow directions of the A.S.D. Supervisor at all times. No food, drink, toys, games, walkmans, etc. will be permitted in the room. Students who need to change the date of their assignment must present valid written reason to the Assistant Principals' Secretary or the A.S.D. Supervisor. This is entirely the responsibility of the student. Failure to attend A.S.D. shall result in further disciplinary action: additional A.S.D., in-house Suspension, referrals, or suspension from school. Students may be assigned community service in lieu of detention.

Attendance & Behavior Contracts:

Any infraction of the Student Handbook can result in a student being placed on a Behavior Contract for as long as he/she is a student at OGHS. Students failing to serve their After School Detentions and/or Saturday Schools may be placed on an Attendance Contract, which is signed by the student, parent and administrator.

Classroom Strike System:

- ❑ **First Referral** - Student is referred by a teacher or staff member to the Assistant Principal or Counselor due to a serious or continued violation of school or classroom rules. The inappropriate behavior is discussed with the student and the parents are notified by phone and in writing of the incident. Strike I may be issued by Assistant Principal.
- ❑ **Second Referral** - Student is referred by a teacher or staff member to the Assistant Principal. A parent contact is made by the teacher or assistant principal in an attempt to resolve the issue. A behavior contract may be drawn up. Strike II may be issued by Assistant Principal.
- ❑ **Third Referral** - Student is referred by a teacher or staff member. Strike III may be issued, in which case student will be drop-failed from the class with a permanent grade of F.

STRIKES DO NOT CARRY OVER FROM PREVIOUS SEMESTER

Safe Schools Contract:

Level I: Students who disrupt school activities and/or take away from the educational process may be placed on a Safe Schools Contract, Level I. This contract is comprehensive and will stay in the student's discipline file for all four years.

Level II: The second occurrence of a violation of school rules that disrupts school activities and/or takes away from the educational process will result in issuance of a Safe Schools Contract, Level II. Administrators may issue additional disciplinary action at this time.

Removal from Class:

Students may be removed from a class for one or more days or for the semester for serious discipline infractions. When removed for a day or two, the student is expected to make up all the work missed. If the student is removed from the class for the semester, a grade of W/F (withdraw/fail) will be recorded on the student's permanent record.

Student Transfers:

- ❑ **Involuntary Transfer:** Students who are chronically behind in credit, habitually tardy or truant and /or violate the school conduct code may be involuntarily transferred to Valley High School.
- ❑ **Inter District Transfer (Inter):** Students who want to attend a school outside the EUHSD attendance boundaries may request inter-district transfers. Inters **must be renewed each year** through the Student Services Office at the District Service Center or requested if you move during the school. If you live or move outside the school district's boundaries and wishes to attend or continue to attend an Escondido Union High School District school you must first obtain the written release from your current district of residence. Call the district office of your district of residence and make arrangements to pick up a signed Inter District Transfer Request Form.
- ❑ **Intra-district Transfer (IDT):** The location of your home in the city determines which high school your student will attend. If you want to request that your student attend a different high school.
 - Complete an Intra-District Transfer Form (IDT Form). These are available as follows:
 - From the counseling offices at all three district high schools.
 - From the front desk of the District Office between 7AM and 5PM.
 - Students who request to enroll in Naval Junior ROTC at Orange Glen will be granted an IDT subject to satisfactory credit accumulations.
 - Students with siblings already at school of choice qualify for an IDT.
 - Students who wish to continue at their school of attendance will be given an Intra-district transfer if they are making satisfactory progress towards graduation.
 - Students who are not making satisfactory progress may be required to meet with a counselor, get the approval of an assistant principal or submit an academic plan to catch up credits before an IDT is granted.
 - Intra-District transfers are issued **one time** for the duration of a student's stay in school and may not be revoked other than to transfer a student to alternative placement.
 - Send the completed form to the Student Services Office at the District Service Center.
- ❑ **Learning Center Independent Study:** Students or their parents may request to attend the OGHS Learning Center Independent Study Program as an alternative to full time attendance at a comprehensive high school. This is an independent study placement in which students meet several times a week to review completed work and pick up new assignments. Students typically select one class at a time but must have demonstrated an ability to work successfully in a lower structured placement. Students must complete the equivalent of 30 hours of class work each week to remain eligible to continue in this placement. This is a voluntary placement only. Referrals to OGHS

Learning Center through the school counselor and subject to site administrative approval before being placed.

- ❑ **Home Hospital Instruction:** Students who are unable to attend a school placement may request home hospital instruction. In this setting a teacher will meet with a homebound student who receives instruction in their home. Acceptance into and length of stay in this program are subject to specific criteria and require authorization of a medical doctor. For further information call the Office of the Director, Special programs, 291-3257.

Suspension Procedure:

For serious disciplinary infractions, students may be suspended from school. Such home suspension means the student must remain at home during school hours and may not attend any school-sponsored activities such as sporting events, dances, or plays, maximum of five days at any one time.

DEFINITION: A suspension is a temporary removal from school or regular classroom by the principal for violation of school rules.

- ❑ A student may not be suspended for more than five days at a time nor for more than twenty days in a school year, unless the Superintendent extends the suspension.. Special Education students may be suspended for up to ten days to allow for assessments if they are being considered for a recommendation to expel.
- ❑ A teacher may allow a suspended student to complete all work and tests missed during the suspension. When the makeup work is completed, it will be graded. If it is satisfactory, the student will receive full credit.

Authority to Suspend:

- ❑ A teacher may suspend any student from the teacher's class for the day of the suspension and the day following. (Education Code 48910)
- ❑ A superintendent, principal, or principal's designee may suspend a student from a school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)
- ❑ A student found possessing, selling or otherwise furnishing a firearm or; brandishing a knife as defined pursuant to Education Code Section 48915 (g) or; selling a controlled substance while at school or at a school activity , committing or attempting to commit a sexual assault or a sexual battery, possessing an explosive shall be immediately suspended and recommended for expulsion. (Education Code 48915, 48915.7)
- ❑ Suspension may be imposed upon a first offense if the superintendent, principal or designee determines that the student violated items (a) - (e) listed in the "Grounds for Suspension and Expulsion" or for any other offense listed under "Grounds for Suspension and Expulsion if the student's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- ❑ A student may be suspended from school for not more than 20 school days in any school year, unless for purposes of adjustment a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903, 48912)

Student Suspension Hearing:

Except for emergency circumstances, the principal or designees appointed by the principal shall meet with a student prior to suspension to:

- ❑ Present oral or written notice of the charges against the student;
- ❑ Explain the evidence;
- ❑ Give the student a chance to present the student's side of the story.

If it is decided the student has violated school rules, the student may be suspended for no more than five consecutive school days.

Parent Conference for Student Suspension:

When a student is suspended, a school employee will try to contact the parent or guardian in order to explain what has happened. No student will be sent home during the day without the parent or guardian being advised. Within one school day of the beginning of the suspension, the parent or guardian will be sent a notice with the following information:

- ❑ A statement of the facts leading to the decision to suspend.
- ❑ The date and time when the student will be allowed to return to school.
- ❑ A statement that the pupil or parent has the right to request a meeting with the Superintendent or the Superintendent's designee.
- ❑ A statement of the right of the parent or the student to have a chance to see the student's record.
- ❑ A request that the parent or guardian attend a conference to discuss the student's behavior.
- ❑ A statement informing the student to remain away from school and school-sponsored activities during the period of suspension unless given written authorization by the principal to be present.

Suspension: Right of Appeal:

The parent may first appeal the suspension of their child to the school principal. If the student or parent wants a further review of the case, a meeting with the Superintendent designee will be scheduled.

The Superintendent or designee will review the evidence, listen to the student or parent, and decide if there is sufficient evidence to determine that the violation occurred and whether an appropriate penalty was imposed.

Expulsion:

An expulsion means that the student is removed from the Escondido Union High School District and must seek an education in another school district. Only the Board of Education may expel a student.

Due Process for Expulsion: Recommendation

All recommendations for expulsion are made by the principal to the Board of Education, when a student has been suspended for a serious violation of school rules. The principal also recommends to the Superintendent whether or not the student should be allowed to return to school pending the decision by the Board. The student and parent or guardian will be invited to participate in making this decision.

Expulsion Panel Hearing:

- ❑ The student is entitled to a formal hearing before a district-appointed Administrative Panel. The student and parent or guardian will receive written notice of the hearing which will include:
 - ❑ The date, times and place of the hearing;
 - ❑ The specific charges upon which the proposed expulsion is based;
 - ❑ Copies of all relevant disciplinary rules
 - ❑ The student's rights to be represented by counsel, obtain copies of all documents to be used at the hearing, question witnesses, and present evidence on his/her own behalf.. The Administrative Panel will make a finding of fact and recommendation to the Board of Education.

Board Of Education Notice of Expulsion Decision:

The student and parent will receive written notice of the Board's decision and, if expelled, information regarding the student's right of appeal to the County Board of Education and procedures to be followed in requesting readmission to the district.

Expulsion Procedures:

The following outlines the steps to be taken by district and local level administrators when a student is referred for a violation of this policy.

Principal or Duly Authorized Assistant:

- ❑ Receives report of violation of this policy by student from either law enforcement officials or other sources within the school.
- ❑ Notifies the police department if the report did not originate with that source.
- ❑ Notifies Superintendent as well as the parents or guardian of student.
- ❑ Requests and receives appropriate written reports from the law enforcement agencies or juvenile authorities.
- ❑ Determines if violation falls within provisions of policy.
- ❑ Arranges student/parent conference and, if appropriate, suspends student. The purpose of said conference is to review the information concerning the specific case. This initial suspension shall be no more than five days duration, during which time a decision will be made regarding the student's attendance in school.

The Extension of Suspension: Will Result In One Of The Following:

- ❑ Upon principal and superintendent agreement, the student would be allowed to remain in school of attendance until a legal disposition of the case has been made.
- ❑ Upon principal and superintendent agreement, the student would be assigned to continuation school or another comprehensive high school until a legal disposition of the case has been made.
- ❑ Upon principal and superintendent agreement, the student would be recommended to the Board of Education for expulsion. This might result in the extension of the student's suspension until such time as the Board or Administrative Hearing Panel renders its final decision in the case.
- ❑ In all cases, administrative recommendations would be based on the type of offense and the degree of involvement by the student.

Expulsion: Notice of Hearing and Decision:

After legal authorities have made final disposition of a case, the student may be referred to the Board of Education for possible expulsion or other recommended action. Parents or guardian shall be notified by registered mail of action to be considered by the Board of Education and of the date, time and place of meeting. The Superintendent or his designee will notify parent by registered letter of the action taken by the Board of Education.

Board of Education: Actions to Expel:

If referred to Board, the Board will schedule a closed session to consider disciplinary action, but official action concerning an expulsion will be taken in the open Board meeting.

Grounds for Suspension & Expulsion:

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.; or (2) Willfully used force or violence upon the person of another, except in self-defense. (Education Code 48900 (a)(1) and (2))
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b)) (cf. 5131.7 - Weapons and Dangerous Instruments)
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code 11053 et seq., alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c)) (cf. 5131.6 - Alcohol and Other Drugs)
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053 et seq., alcoholic beverage, or intoxicant of any kind. (Education Code 48900(d))
- e. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))
- f. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))
- g. Stolen or attempted to steal school property or private property. (Education Code 48900(g))

- h. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))
- i. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))
- j. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug Paraphernalia, as defined in Section 11014.5 of the Health and Safety Code. (Education Code 48900(j))
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))
- l. Knowingly received stolen school property or private property. (Education Code 48900(l))
- m. Possessed an imitation firearm. "Imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))
- n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code. (Education Code 48900(n))
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. (Education Code 48900(o))
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in or attempted to engage in hazing as defined in section 32050
- r. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 1. While on school grounds.
 2. While going to or coming from school.
 3. During the lunch period whether on or off the campus.
 4. During, or while going to or coming from, a school activity.
- s. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline per subdivision (a).
- t. As used in this section, "school property" includes, but is not limited to, electronic files and databases.

48900.2 Sexual Harassment: Students are subject to suspension or recommendation for expulsion if they have committed sexual harassment as defined in Education Code 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile or offensive educational environment. This ground for suspension/expulsion shall not apply to students enrolled in kindergarten or grades one through three. (Education Code 48900.2)

48900.3 Hate Violence: Students may also be subject to suspension and/or expulsion for an act of hate violence or for conduct of harassment, making threats or intimidating any other student or group of students. (EC48900.3 & 48900.4).

48900.4 Harassment: In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class-work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

48900.7 Terroristic Threat: In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, 48900.4, a pupil may be suspended from school or recommended for expulsion if the principal determines that the pupil has made terroristic threats against school officials or school property or both. For the purposes of this document a terroristic threat shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in the death, great bodily harm to another, or property damage in excess of \$1000.00. (Education Code 48900.7)



E.U.H.S.D. CHAMPIONS CIRCLE AWARDS PROGRAM

PERFECT ATTENDANCE AWARD

QUALIFICATIONS: All students in Grade 12 with perfect attendance for four (4) school years. (No absences of any kind except school related).

AWARDS: Plaque Grade 12

SELECTION: Those students who have perfect attendance for the school year as determined by at least one counselor and attendance clerk.

PRINCIPAL'S "ABOVE SELF" STUDENT AWARD

QUALIFICATIONS: A student in Grade 12 who has performed exemplary service to school and to the community.

AWARDS: Plaque Grade 12

SELECTION: Principals award to a student who has shown that they have put others ahead of themselves for the betterment of the school and community.

COMMUNITY SERVICE AWARD

QUALIFICATIONS: A student from Grade 12 who has demonstrated a pattern of involvement in and service to the community during four years of high school. The student will have shown a willingness to assume responsibility and leadership in extracurricular community activities.

NOMINATION: School or community members recommendation.

AWARDS: Plaque Grade 12

SELECTION: The A.S.B. will select the student who they determine has provided outstanding service to the community.

OUTSTANDING CITIZENSHIP AWARD

QUALIFICATIONS: A student from Grade 12 who has demonstrated "Outstanding Citizenship in all classes during the academic year.

AWARDS: Plaque Grade 12

SELECTION: Staff, both certificated and classified, will nominate and elect the student who they feel exemplifies the characteristics of an outstanding citizen.

ASSISTANT PRINCIPAL'S "MOST IMPROVED" STUDENT AWARD

QUALIFICATIONS: A student from Grade 12 who has demonstrated improvement in academics or social/behavior skills.

AWARDS: Plaque Grade 12

SELECTION: The assistant principals will select the student they determine has shown the most growth in academic or social/behavior skill.

SCHOOL SERVICE AWARD

QUALIFICATIONS: A student from Grade 12 who has made an outstanding contribution to school.

AWARDS: Plaque Grade 12

SELECTION: The A.S.B. will nominate and elect the student who they determine has made the most outstanding contribution to the school during the past year.



ESCONDIDO UNION HIGH SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Community Relations: AR 1312.3

UNIFORM COMPLAINT PROCEDURES

Compliance Officer

The Governing Board designates the following compliance officer(s) to receive and investigate complaints and ensure district compliance with law:

Steve Boyle
Assistant Superintendent, Human Resources
Escondido Union High School District
302 North Midway Drive
Escondido, CA 92027

Notifications

The Superintendent or designee shall meet the notification requirements of the Code of Regulations, Title 5, Section 4622, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies, and conditions under which a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies. Remedies may include court orders, preliminary injunctions and/or restraining orders.

(cf. 5145.6 - Parental Notifications)

Procedures

The following procedures shall be used to address all complaints, which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Code of Regulations, Title 5, Section 4632.

The district will use its uniform complaint procedures when addressing all complaints regarding sex equity.

Investigations of discrimination complaints shall be conducted in a manner that protects confidentiality of the parties and the facts. (Title 5, Section 4630)

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance.

The complaint shall be presented to the Superintendent or designee, who will then give it to the appropriate compliance officer. The Superintendent or designee will maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, district staff shall help him/her to file the complaint. (Title 5, Section 4600). A person

who alleges that he/she personally suffered unlawful discrimination or a person who believes that has subjected an individual or any specific class of individuals to unlawful discrimination may file complaints alleging unlawful discrimination. The complaint must be initiated no later six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (Title 5, Section 4630)

Step 2: Investigation of Complaint

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (Title 5, Section 4631)

The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (Title 5, Section 4631)

To ensure that all pertinent facts are made available, the compliance officer and the complainant may ask other individuals to attend this meeting and provide additional information.

Step 3: Response

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step 5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Governing Board. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant.

Step 4: Final Written Decision

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district will arrange a meeting at which a community member will interpret it for the complainant.

(cf. 5145.6 - Notifications Required by Law)

This report shall include:

1. The complaint.
2. The findings and disposition of the complaint, including corrective actions, if any.
3. The rationale for the above disposition.
4. Notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such an appeal.
5. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals.

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision. (Title 5, Section 4652)

FAMILY INVOLVEMENT

The following has been developed by the California Department of Education in response to California law that specifies the legal rights of parents to participate in their children's education (Chapter 864, Statutes of 1998). In a democracy parents and guardians are encouraged and welcomed to become involved in the formal education of their children enrolled in public schools. This early and consistent parental involvement helps children to do well academically. When this involvement is combined with a partnership between home and school, the student, the school, and the community benefit.

Parents and guardians of enrolled students have the right to be included in the educational process and to have access to the system on behalf of their children. These rights are outlined in Chapter 864, Statutes of 1998:

EC Section 51101(c) notes: "This section may not be construed so as to authorize a school to inform a parent or guardian, or to permit participation by a parent or guardian in the education of a child, if it conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction." (Chapter 864, Statutes of 1998, EC Sections 51100 - 51102)

Classroom Observing

Parents have the right to visit their child's classroom to observe activities. The time and date of the visitation must be arranged in advance with the school.

Teacher Conferencing

Parents have the right to request a conference with their child's teacher(s) or the principal. Parents should contact the school to schedule a date and time convenient to all participants.

Volunteering

Parents have the right to volunteer their time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service.

Student Testing

Parents have the right to be notified of their child's performance on standardized and statewide tests and the school's ranking on these tests. (Parents may request that their child not participate in the statewide tests.)

Curriculum Materials

Parents have the right to examine the curriculum materials of the class or classes in which their child is enrolled.

Standards

Parents have the right to receive information regarding the academic standards their child is expected to meet.

Councils and Committees

Parents have the right to participate as a member of a parent advisory committee, school-site council, or site-based management leadership team in accordance with established rules and regulations for membership.

Parents also have the right to attend at least two meetings per year scheduled by the school to get information on school issues and activities.

Policy Development

Parents and guardians have the right and should be given the opportunity to work in a mutually supportive and respectful partnership with the school to help their child succeed. The governing board of each school district shall adopt a jointly created policy that outlines how parents and guardians, school staff, and students may share the responsibility for the intellectual, physical, emotional, social development, and well-being of their students. This policy shall include, but is not limited to:

1. How parents/guardians and the school will help students to achieve academic and other standards.
2. How the school will provide high-quality curriculum and instruction in a supportive learning environment to all students enrolled.
3. What parents and guardians can do to support their child's learning environment, including but not limited to:
 - a. Monitoring school attendance
 - b. Monitoring homework completion
 - c. Encouraging participation in extracurricular activities
 - d. Monitoring and regulating television viewing
 - e. Planning and participating in activities at home supportive of classroom activities
 - f. Volunteering at school
 - g. Participating in decision-making processes at school

Beyond High School

In addition to the rights described in EC Sections 51100-51102, students and parents have the right to be informed of college entrance requirements. It is critically important to know how to assist those students who choose to pursue a college education.

Students and parents need to know the series of college preparatory classes to take in high school. The minimum requirements vary, depending on the selected college or university. The a-g requirements noted below are submitted by the Regents of the University of California and are, generally, the most rigorous:

- a. An English class every semester of every year for four years.
- b. A mathematics class every semester of every year for three years, including algebra and geometry. Four years are recommended.
- c. Two years of a laboratory science beyond the ninth grade. An additional year is recommended.
- d. Two years of history-social science, which are to include U.S. government, world history, culture, and geography.
- e. Two years of the same language other than English.
- f. Two years of college preparatory electives in addition to those required in "a-e" above.
- g. One year of visual and performing arts, effective for the entering class of 2003.

To gain admission to college, students must also take and submit scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Your child's high school counseling office can provide the testing dates and locations.



HEALTH EDUCATION, PUPIL SERVICES, AND PARENTS' OR STUDENTS' RIGHTS REQUIRING ANNUAL NOTIFICATION

DEAR PARENT/GUARDIAN:

State and federal laws require school districts to notify parents and guardians of minor pupils of parental rights. The law requires the parents or guardians to sign a notification form and return it to school. The signature is an acknowledgment that the parents or guardians have been informed of their rights but does not indicate that consent to participate in any particular program has been either given or withheld.

Some legislation requires additional notification to the parents or guardians during the school term or at least 15 days prior to a specific activity. (A separate letter will be sent to parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents or guardians file with the principal of the school a statement in writing requesting that their child not participate.) Other legislation grants certain rights that are spelled out in this form.

The following rights, responsibilities, and protections are provided (when used in this notification "parent" includes a parent or legal guardian):

RULES AND PROCEDURES ON SCHOOL DISCIPLINE (EC§ 35291): Rules pertaining to student discipline, including those that govern suspension or expulsion, are outlined in EC§ 48900 and are available from the building principal. They are also communicated to all students every year. In addition the following disciplinary information is to be provided to parents:

Hazing Prohibition (EC§ 32051): Prohibits pupils or other persons in attendance from conspiring to engage in hazing.

Sexual Harassment Policy (EC§ 231.5; 5CCR§ 4917): Each district shall have a written policy on sexual harassment. Districts are also required to display the policy in a prominent location and include in orientation for employees and students.

Dress Code/Gang Apparel (EC§ 35183): Authorizes district to adopt reasonable dress code.

Sun Protective Clothing/Use of Sunscreen (EC§ 35183.5): Requires school sites to allow for outdoor use of sun-protective clothing. Further provides for the use of sunscreen by students during school day and authorizes sites to establish policy.

Duty Concerning Conduct of Pupils (EC§ 44807): Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on the playground.

Laser Pointers (PC§ 417.27): Prohibits possession of laser pointer for any student, unless possession is for valid instructional or other school related purpose.

Duties of Pupils (5CCR §300): Requires pupils to conform to school regulations; obey all directions; be diligent in study and respectful of teachers and others in authority; and refrain from profane and vulgar language.

SEX EQUITY IN CAREER PLANNING (EC§ 221.5(d)): Requires district to notify parents in advance of career counseling and course selection commencing with course selection for Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions.

SCHOOL ACCOUNTABILITY REPORT CARD (EC§ 35256): Districts are to make a concerted effort to notify parents of purpose of school accountability report cards, ensure that all parents receive a copy of the report cards.

INSTRUCTION ON AIDS AND PREVENTION (EC§ 51201.5): Parents are to be notified in writing prior to any instruction or class on AIDS and AIDS Prevention. The student shall be excused from such instruction upon written parental request.

INSTRUCTION ON AIDS AND PREVENTION (EC§ 51550): Parents are notified in writing prior to any instruction or class in which human reproductive organs and their function or processes are described, illustrated, or discussed. Materials to be used may be reviewed prior to instruction.

HEALTH, FAMILY LIFE, AND SEX EDUCATION: CONFLICT WITH RELIGIOUS BELIEFS (EC§ 51240): Whenever any part of the instruction in health, family life, or sex education conflicts with religious training and beliefs or personal moral convictions of the parent or guardian, the student shall be excused from that part of the instruction upon written parental request. The Education Code requires all public schools that teach sex education courses that discuss sexual intercourse to include the provisions of Section 1255.7 of the Health and Safety Code and Section 271.5 of the Penal Code.

SEX EDUCATION INSTRUCTION: Requires district to notify parents, in writing, prior to any instruction in which human reproductive organs and their functions and processes are described, illustrated, or discussed, and the right of parents to inspect and review materials to be used. Opportunity for parent to request, in writing, that child not attend instruction should also be included.

PUPIL NUTRITION (EC§ 49520): Reduced Price Lunches: Needy pupils may be eligible for free or reduced priced meals. Details are available at your child's school site.

STATE FUNDED ADVANCED PLACEMENT EXAMINATIONS (EC§ 48980(m)): Requires annual notification to advise parents of the availability of state funds to cover costs of advanced placement examination fees pursuant to EC§ 52244.

RIGHT TO REFRAIN FROM HARMFUL USE OF ANIMALS (EC§ 32255-32255.6): Pupils may choose to refrain from participating in educational projects involving the harmful or destructive use of animals.

CONTINUING MEDICATION REGIMEN (EC§ 49480): The parent or legal guardian of any public school pupil on a continuing medication regimen for a non episodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

PRESENCE OF PUPIL WITH TEMPORARY DISABILITY IN HOSPITAL (EC§ 48207- 48208): The parent or guardian of a pupil hospitalized or with a temporary disability shall notify the school district where the pupil is receiving care and if an individual instruction program is desired.

SPECIAL EDUCATION; CHILD FIND SYSTEM (EC§ 56301): Any parent suspecting a child has exceptional needs (handicapped) may request an assessment for eligibility for special education services through the school principal. Policy and procedure to include written notification to all parents of their rights pursuant to EC§ 56300.

SPECIAL EDUCATION COMPLAINTS (SCCR§ 3080): State regulations require the district to establish procedures to deal with complaints regarding special education. If you believe that the district is in violation of federal or state law governing the identification or placement of special education students, or similar issues, you may file a written complaint with the district. State regulations require the district forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your building principal.

PHYSICAL EXAMINATION; PARENT REFUSAL TO CONSENT (EC§ 49451): *A child may be exempt from physical examination whenever the parents file a written statement with the school principal stating that they will not consent to routine physical examination of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious disease, the child will be excluded from school attendance.*

ATTENDANCE OF SUSPENDED PUPIL'S PARENT OR GUARDIAN (EC§ 48900.1): *If a teacher suspends a pupil, the teacher may require the child's parent to attend a portion of the school day in his or her child's classes. Employers may not discriminate against parents who are required to comply with this requirement.*

ASBESTOS (40CFR 763.93): *The district has a plan for eliminating health risks that are created by the presence of asbestos in school buildings. It may be reviewed at the district office.*

USE OF PESTICIDES (EC§ 48980.3): *School districts shall inform parents or guardians about the use of pesticides on school grounds as part of the annual parent notice (see attached).*

COMPREHENSIVE SCHOOL SAFETY PLAN (EC§ 35294.6): *Each school is required to report on the status of its school safety plan, including a description of its key elements, in the annual school accountability report card. A new mandatory component of the school safety plan is a discrimination and harassment policy.*

COMPLAINTS CONCERNING DEFICIENCIES RELATED TO INSTRUCTIONAL MATERIALS (EC§ 35186 (Amended by AB 831, Ch. 118, Statutes of 2005)) *Requires that notice be given to a parent regarding school deficiencies to contain a statement informing parents and guardians of teacher vacancies or misassignments. See Attachment No. 3 (a) Mandatory Notification Summary.*

SUPERINTENDENT'S ROLE IN AIDING PARENTS IN DUE PROCESS HEARINGS. EC§ 56502 (Added by AB 1662, Ch. 653, Statutes of 2005) *Includes new timeline for notices regarding due process hearings, and requires Superintendent to develop a model form to assist parents and guardians in filing requests for due process. See Attachment No. 3(a) Mandatory Notification Summary.*

UNSAFE SCHOOL CHOICE OPTION. 5 CCR 11993(k) *"Any firearms violations" is an event which must be considered in determining whether a school site is at risk of being classified as persistently dangerous. See attachment No. 3(a) Mandatory Notification Summary.*

NOTICE OF ALTERNATIVE SCHOOLS (EC§ 58501): *California State law authorizes all school districts to provide for alternative schools. The Education Code defines alternative school as a school or separate class group within a school, which is operated in a manner designed to:*

- (a) *Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.*
- (b) *Recognize that the best learning takes place when the student learns because of his desire to learn.*
- (c) *Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may result in whole or in part from a presentation by his teachers of choices of learning projects.*
- (d) *Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.*
- (e) *Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.*

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the County Superintendent of Schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

STATEMENT OF NONDISCRIMINATION (Title VI CRA '64): *The district is required to have a policy of nondiscrimination on the basis of race, color, national origin, sex, or handicap. This policy requires notification in native language if service area contains a community of minority persons with limited English language skills. Notification must state that district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent.*

NOTIFICATION OF PRIVACY RIGHTS OF PARENTS AND STUDENTS (EC§ 49073): *Federal and State laws grant certain rights of privacy and right of access to students and to their parents. (Release of Pupil Directory Information)
Full access to all personally identifiable written records maintained by the school district must be granted to:*

- 1) Parents of students age 17 and younger,
- 2) Parents of students age 18 and older if the student is a dependent for tax purposes,
- 3) Students age 18 and older, or students who are enrolled in an institution of postsecondary instruction (called "eligible students").

Parents, or an eligible student, may review individual records by making a request to the principal. The principal will see that explanation and interpretations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page. District policies and procedures relating to: location of, and types of, records; kinds of information retained; persons responsible for records; directory information; access by other persons; review; and challenge of records are available through the principal in each school. When a student moves to a new district, records will be forwarded upon the request of the new school district. At the time of transfer the parent (or eligible student) may review, receive a copy (at a reasonable fee), and/or challenge the records.

If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Secretary of Education.

The district also makes student directory information available in accordance with state and federal laws. This means that each student's name, birth date, birthplace, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and previous school attendance may be released in accordance with board policy. In addition, height and weight of athletes may be made available. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers, or news media). Names and addresses of seniors or terminating students may be given to public or private schools and colleges, parents and eligible students will be notified prior to the destruction of any special education records.

Upon written request from the parent of a student age 17 or younger, the district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of postsecondary instruction and makes written request, the pupil's request to deny access to directory information will be honored. Requests must be submitted within 30 calendar days of the receipt of this notification.

SCHOOL SAFETY PLAN (EC§ 35294.8): Planning committee is required to hold a public meeting to allow members of the public the opportunity to express an opinion about the school plan. Planning committee to notify in writing specified persons and entities.

Notice of Compliance (EC§ 35294(c)): District to notify State Department of Education by October 15th of schools that are not in compliance with safety plans.

School Buses: Passenger Safety (EC§ 39831.5): Requires safety regulations to be provided to all new students.
ATTENDANCE – Sections pertaining to school attendance:

Intradistrict Choice Policy (EC§ 35160.5(b)): Requires districts to adopt rules and regulations establishing a policy on Intradistrict/open enrollment within the district for residents of the district.

Interdistrict Attendance (EC§ 46600): Authorizes two or more districts to enter into agreement up to five years.

Residency Based on Parent Employment (EC§ 48204(f)): Authorizes districts to allow elementary pupils to establish residency if parent or guardian is employed within boundary of district.

Excused Absence (EC§ 48205): State law permits students to be absent for justifiable reasons. Allow for completion of missed assignments.

Absence for Confidential Medical Services (EC§ 46010.1): Requires district to notify pupils in grades 7 to 12, and their parents, that law permits school to excuse pupils for purpose of obtaining confidential medical services without consent of parent. While Section 46010.1 is required notification, district implementation is permissive. For clarification, districts choosing not to release pupils may wish to include such a statement with the notification

Absence for Religious Instruction (EC§ 46014): Authorizes districts to adopt resolution and regulations to allow pupils with parent consent to be excused to participate in religious exercises/instruction.

Attendance Options (EC§ 48980(f)): Required to advise parents of all current statutory attendance options.

Notification of Minimum Days and Pupil Free Staff Development Day (EC§ 48980(c)): Requires annual notification to advise parents of schedule of minimum days and pupil-free staff development days at beginning of year or as early as possible/no later than one month prior.

CONFIDENTIAL MEDICAL SERVICES (EC§ 46010): The district may excuse grades 7 – 12 pupils for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

COMMUNICABLE DISEASES (EC§ 49403): Authorizes district to administer immunizing agent to pupils, whose parents have consented in writing, to the administration of such immunizing agent.

MEDICATION (EC§ 49423): Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician and a parental request for assistance in administering the medications.

MEDICAL AND HOSPITAL SERVICES FOR PUPILS (EC§ 49472): Authorizes districts to provide medical or hospital services through non-profit membership corporations or insurance policies for pupil injuries arising out of school-related activities.

INVESTING FOR FUTURE EDUCATION (EC§ 48980(D)): May advise parents of importance of investing for higher education.

ACCESS TO INTERNET AND ONLINE SITES (EC§ 48980(I)): Requires districts to provide a copy of written policy regarding Internet access.

AVAILABILITY OF INDIVIDUALIZED INSTRUCTIONS/FREE AND REDUCED MEALS (EC§ 48980(B)): Requires parents to be advised of individualized instruction as prescribed by Section 48206.3, and programs of free and reduced meals prescribed by Section 49510.

HIGH SCHOOL EXIT EXAM (EC§ 48980(E)): Commencing with 2003-2004 school year, pupils completing 12th grade will be required to successfully complete the high school exit exam. Also, prohibits administering exam to pupil not receiving adequate notice (EC 60850).

GRADE REDUCTION / LOSS OF ACADEMIC CREDIT (EC§ 48980(1)): No pupil shall have his/her grade reduced or lose academic credit for any excused absence pursuant to EC§ 48205 for missed assignments / tests that can reasonably be provided / completed. Requires full text of 48205 to be included with the annual notification to parents.

PUPIL NUTRITION: NOTICE OF FREE AND REDUCED-PRICED MEALS (EC§ 49520): Requires districts to inform parents of needy children of free or reduced-priced meals.

PUPILS WITH TEMPORARY DISABILITIES; INDIVIDUAL INSTRUCTION (EC§ 48206.3): Requires districts to notify parents of availability of individualized instruction for students with temporary disabilities. Also, to inform parents of responsibility to notify district where hospital is located (EC 48208) where the temporary disabled student is receiving adequate notice.

CHILDREN IN HOMELESS SITUATIONS: Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. Parental Notification requires districts that receive Title I funds to notify parents of the following requirements under "No Child Left Behind." **Program Improvements-** Parent/Guardian shall be notified when their children's school is identified a "program improvement" and the opportunities for school choice and / or supplemental instruction **Teacher Qualifications-**Parent/Guardian shall be notified that they may request specified professional qualifications of the student's classroom teacher(s) and assigned paraprofessional(s).

PERSISTENTLY DANGEROUS SCHOOLS – Parents/guardians shall be notified of elementary and/or secondary schools considered to be "persistently dangerous" pursuant to California Department of Education guidelines and of available options.

INSTRUCTION: SEXUALLY TRANSMITTED DISEASES; AIDS (EC§ 51554): Parents to be properly notified of proposed instruction on AIDS, sexually transmitted diseases, human sexuality or family life. No instruction without notification. Instruction: Sexually Transmitted diseases: (Kindergarten, Grades 1-6) Requires district to notify parents, in writing prior to instruction.

CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM (HSC§ 124085): Requires parents of kindergarten and first grade pupils of requirement of physical examination for first grade enrollment and availability of free health screening through local health department. Requires up to five days of exclusion for failure to comply or sign a waiver.

UNIFORM COMPLAINT PROCEDURES (5CCR§ 4622): Requires annual written notification to pupils, employees, parents, district advisory committee, school advisory committees, and other interested parties of district Uniform Complaint Procedures.

PUPIL RECORDS; NOTIFICATION OF RIGHTS (FERPA EC§ 49063): Requires district to annually inform parents or "eligible" pupils of their rights concerning pupil records.

SPECIAL EDUCATION (IDEA): Requires district to inform parents of federal law requirement that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years.

REHABILITATION ACT HANDICAPPED PUPILS (Section 504 of Rehabilitation Act): Requires district to annually notify handicapped pupils and their parents of district's non-discriminatory policy and duty under Section 504 of the Rehabilitation Act.

DRUG FREE CAMPUS (Alcohol and Other Drug Use Prevention Education): Possession, use or sale of narcotics, alcohol or other controlled substances is prohibited and strictly enforced at all school activities. Records will be forwarded to local law enforcement, and district sanctions will result from violations.

SEXUAL HEALTH EDUCATION and HIV/AIDS PREVENTION. (Added by SB 71, Ch.650, Statutes of 2003) EC § 51938. Districts must, at the beginning of the school year or at a new enrollment, notify parents about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on pupil health behaviors and risks. Mandatory Notification Summary.

SCHOOL ACCOUNTABILITY REPORT CARD. (EC) Section (§)33126 (Added by SB 550, Ch. 900. Statues of 2004.) Districts must provide parents and guardians with a copy of the school accountability report card and make a concerted effort to notify parents of the purpose of the school accountability report cards. See Attachment No. 3(a). Mandatory Notification Summary.

PARENT ATTENDANCE OF SUSPENDED STUDENT SCHOOLDAY. EC § 48900.1 (Added by AB2855, Ch. 895, Statutes of 2004.) Parents or guardians must be provided with notice prior to a school district adopting a policy authorizing teachers to require the parent or guardian of a suspended pupil to attend a portion of a schoolday in the class of the suspended pupil. See Attachment No. 5, Specific Circumstance Notification Summary to Parents or Guardians.

SELF-ADMINISTRATION OF MEDICATION. EC § 49423 (Amended by SB 1912, Ch. 846, Statutes of 2004.) Students may carry and self-administer prescription auto-injectable epinephrine if certain requirements are met. See Attachment No. 3(a), Mandatory Notification Summary.

SEXUAL HEALTH EDUCATION AND HIV/AIDS PREVENTION. EC § 51938 (Amended by AB 1925, Ch. 323, Statutes of 2004.) If a school district elects to provide comprehensive sexual health education or HIV/AIDS prevention education through outside consultants and/or an assembly. Notice must be provided outside consultants and/or assembly, notice must be provided to parents that includes the date of instruction, the name of the organization or affiliation of each guest speaker and information stating that the parent/guardian has the right to request a copy of Education Code sections 51933 and 51934. See Attachment No. 3(a), Mandatory Notification Summary.

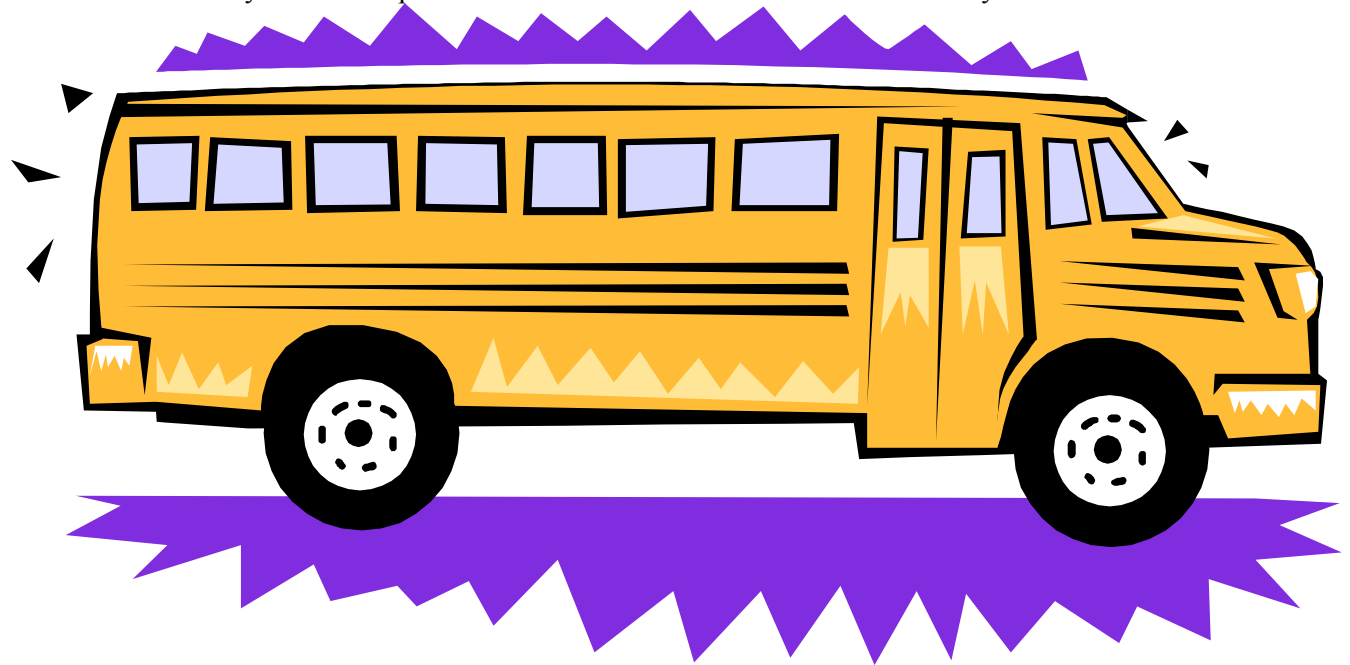


SCHOOL BUS RULES, REGULATIONS, AND ROUTES, 2009-2010

Transportation tickets will be sold by the School Cashier only as semester passes that may be purchased for \$80.00. Students from households with incomes at or below income levels stated in the income eligibility guidelines for free and reduced-price lunches may be exempted from transportation fees. Completed applications for free transportation are to be given to the School Cashier.

Transportation for students is not required by the State. The school district policy provides transportation only to those students who reside outside a three-mile radius of their high school campus.

Students transported in a school bus are under the authority of, and responsible directly to, the bus driver. Continued disorderly conduct or persistent refusal to submit to the driver's authority is sufficient reason for a



student to be denied transportation privileges, in accordance with school district rules. When students board the bus, they are on school property and subject to all rules and regulations of the school.

Students are authorized to ride only their regularly scheduled bus, to and from their assigned stops, except when written permission for the student's parent/guardian is presented to the bus driver.

School bus stops and times are subject to change depending upon occupancy.

There is no transportation provided for students during summer sessions.

During summer, transportation for Special Education students is scheduled through the Special Education Office.

DO NOT CROSS THE STREET WITHOUT READING THIS

California State law requires that the top red “crossover” lights on the front and rear of the bus be flashing and all traffic stopped both ways before the student steps off the curb to cross the street, and that the student must cross in front of the bus. Failure to do so will result in losing busing privileges.



ROUTE 3-Morning Schedule Bus 21 (Capacity 32)

9th Ave	at Quince	6:25
<input type="checkbox"/> Old Ranch	at Fern Creek (NE Corner)	7:18
<input type="checkbox"/> NE Corner, Old Ranch	at Wild Oak	7:20
<input type="checkbox"/> Arrive OGHS		7:35

ROUTE 3-After School Schedule Bus 21 (Capacity 32)

<input type="checkbox"/> Arrive OGHS	at 2200 Glenridge Rd, Esc	14:15
<input type="checkbox"/> Old Ranch Rd	at Hidden Oak/Fern Creek	14:48
<input type="checkbox"/> Old Ranch Rd	at Wild Oak	14:50
<input type="checkbox"/> San Pasqual Rd	at 14004	14:55
9 th Ave	at Quince	16:00

ESCONDIDO UNION HIGH SCHOOL DISTRICT APPLICATION: FREE SCHOOL BUS TRANSPORTATION



Date ____/____/2010



To apply for free school bus transportation due to income status, you must return this completed and signed application. Incomplete information may delay processing; incorrect information may result in loss of benefits.

I. HOUSEHOLD MEMBERS:

A. ADULT MEMBERS

NAME (Last, First)	SOCIAL SECURITY NUMBER
1.	
2.	
3.	
4.	

B. CHILDREN FOR WHOM APPLICATION IS MADE (List Name, School, Grade)

NAME (Last, First)	SCHOOL	GRADE
1.		
2.		
3.		
4.		

C. OTHER CHILDREN (List the names of all other children who live in your household)

1.	3.
2.	4.

II. INCOME:

Income is the money (not food stamps) received by all members of your economic family household. It includes salary or wages; earnings from self-employment, including farming; welfare and unemployment; child support and alimony; strike benefits; social security, pensions, retirement and disability payments; dividends, interest, rent, or other income from stocks, bonds, deposits, real estate, or other investments; and any other fiscal income received, deposited to your account, or withdrawn from any source that would be available for payment of transportation.

*A household of one means a foster child, an institutionalized child, or a pupil who is his/her sole support.

A. SOURCES OF INCOME:

List by source, the total monies received by all household members BEFORE DEDUCTIONS (Weekly incomes must be multiplied by 4.2, biweekly incomes must be multiplied by 2.1, and incomes must be divided by 12).

NAME AND ADDRESS OF EMPLOYER	EMPLOYERS' PHONE	MONTHLY INCOME
1.		
2.		
3.		
4.		

B. TOTAL MONTHLY INCOME OF ALL HOUSEHOLD MEMBERS _____

C. TOTAL NUMBER OF MEMBERS IN HOUSEHOLD _____

III. SIGNATURE:

I hereby certify that all of the above information is true and correct and that all income is reported. I understand that school officials may verify the information on the application; that the social security numbers furnished on this application may be used to verify the information on this application. Further, I certify that all adult household members have been informed that Social Security numbers may be utilized to verify income.

Signature of Parent or Guardian Address

Name (PLEASE PRINT) Date Phone Number During Day

FOR SCHOOL USE ONLY (Do not write below this line)

Determination: _____ Approved _____ Denied

Reason or Comments:

**Attention ALL parents! Savings for families of students
qualifying for free or reduced food through NSLP!**

Please read this information very carefully. The application for the National School Lunch Program (NSLP) may determine not only if your student will receive breakfast and lunch at a great savings to you, but whether or not your student will also receive savings related to college entrance test fees, Advanced Placement exam fees, and college applications.

**Savings with
approved app.**

Cost without

Item	Cost without approved application	Savings with approved app.
<i>Breakfast</i>	<i>\$2.00/day</i>	<i>\$360/year (if free)</i>
<i>Lunch</i>	<i>\$3.00/day</i>	<i>\$540/year (if free)</i>
<i>SAT Reasoning Test*</i> <i>(each student is eligible for 2 waivers)</i>	<i>\$45.00+ each</i>	<i>Free w/waiver Up to \$90.00</i>
<i>SAT II Subject Tests**</i> <i>Languages</i> <i>All other subjects</i> <i>(each student is eligible for 2 waivers)</i>	<i>\$20.00 for registration add \$20.00 each add \$9.00 each</i>	<i>Free w/waiver Up to \$60.00</i>
<i>ACT ***</i> <i>Basic Test</i> <i>Basic Plus Optional Writing Test</i>	<i>\$31.00 \$46.00</i>	<i>Free w/waiver Up to \$46.00</i>
<i>Up to 4 college application fee waivers (if student uses SAT waiver)</i>	<i>\$60 (& up) each</i>	<i>Free w/waiver \$240.00 (& up)</i>
<i>AP Exam****</i> <i>(If student's family income does not exceed 200% of nation's poverty income level, student pays \$5.00 based on AP eligibility chart)</i>	<i>\$86.00 each</i>	<i>Only \$5.00 each w/waiver \$81.00/test</i>

Total potential savings:

- *SAT College Board's Scholastic Aptitude Test, a national college entrance exam, accepted by most colleges, taken in 11th and/or 12th grades*
- **SAT II College Board's subject area tests often required by many colleges and universities.*
- ***ACT A national college entrance exam, accepted by most colleges, taken in the 11th and/or 12th grades.*
- ****AP College Board's Advanced Placement exams, taken at the end of all AP courses. Scores of 3, 4 or 5 on these exams may qualify students for college course credits, saving the families additional money.*



Computer / Network / On-line Services Technology Use and Responsibilities

Every student and his/her parent/guardian must complete an ETHICAL USE POLICY CONTRACT before students can use school technology computer systems on campus. Contracts are located in the Media Center. A contract is in the back of this handbook.

ETHICAL USE POLICY and STUDENT / PARENT/GUARDIAN CONTRACT

Before using computer / network / on-line services, the student and parent/guardian shall sign the district's user contract indicating that the student understands and agrees to abide by specified user obligations and responsibilities. Please read this document carefully. When signed/initialed by you and your parent/guardian, it becomes legally binding.

- 1. Personal Responsibility:** The student in whose name an account is issued is responsible for its proper use at all times. Users shall maintain privacy of account names/numbers, passwords, and personal information. They shall use the system only under the assigned account.
- 2. Acceptable Use:** The use of the account must be in support of education and research and consistent with the educational objectives of the Escondido Union High School District.
 - Users shall not publish, display, transmit, or receive any material which they know or have reason to know is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, potentially offensive to others, or disrupts the educational process.
 - Use of other organizations' networks or computing resources must comply with the rules appropriate to that network.
 - Transmission, receiving, or downloading of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
 - Use for product advertisement, political lobbying, or partisan political activities, except as an approved part of a course to teach students about the American political system in accordance with EUHSD-approved curriculum, is also prohibited.
- 3. Privileges:** The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Staff will determine whether a use is inappropriate under this Ethical Use Policy and Contract and the decision is final. The administration has the authority to deny, revoke, or suspend specific user accounts for violation of this Ethical Use Policy and Contract. An administrator may close an account at any time and for any duration as deemed necessary for violation of this Ethical Use Policy and Contract.
- 4. Network Etiquette:** You are expected to abide by accepted rules of network etiquette. These rules include (but are not limited to) the following:
 - Be polite. Never send or encourage others to send abusive messages.
 - Use appropriate language. Never swear; never use vulgarities or any other inappropriate language.
 - Do not reveal your or any other person's home address, phone number, or similar information of a personal nature.
 - Electronic mail is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to school authorities, or law enforcement agencies.
 - All activities may be monitored. The network is not private; there is no confidentiality.
 - Do not use the network in any way that would disrupt the use of the network by others.
- 5. Security:** Security on any computer system is a high priority, especially when the system involves many users. If you identify a security problem notify, immediately, the teacher or adult in charge. Never

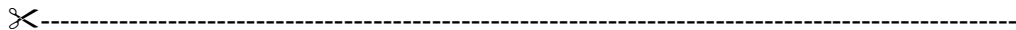
demonstrate the problem to other users. Never use someone else's account and never give out your password to anyone. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network system.

6. **Services:** Escondido Union High School District will not be responsible for any damages consequential, incidental, or otherwise that you may suffer arising from use of the information system, including damages arising as a result of the negligent or intentional action of EUHSD. This includes loss of data for any reason. Use of any information obtained via the network is at your own risk. Students and parents of students who are minors understand that EUHSD does not have control of the information content that resides on the network and on-line services. Some systems may contain inaccurate, defamatory, abusive, obscene, profane, sexually oriented, or illegal material, and EUHSD does not condone or permit the use of such material in the school environment. EUHSD specifically denies any responsibility for the accuracy or quality of information obtained through the network and on-line services.
7. **Vandalism:** Users, or parents of users who are minors, will be held responsible for damage to hardware and/or software, pursuant to State law. Vandalism includes, but is not limited to, damage to or theft of system hardware or software; the altering of system software; the placing of unlawful information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. **Escondido Union High School District reserves the right to remove files, limit or deny access, or to pursue legal remedies for loss sustained, including but not limited to, replacement of hardware and/or software and related labor charges (currently billed at \$95.00 per hour), fines, or imprisonment, as applicable.**
8. **Materials:** Escondido Union High School District reserves right of access to any material stored in files that are accessible by others and may in accordance with law, remove any material that is obscene, defamatory or otherwise unlawful. Users will not use their account or access privileges to obtain, view, download, or otherwise gain access to such materials.
9. **Account/Password:** The Escondido Union High School District network system is intended for the exclusive use of its registered users, who are responsible for the use of their account/password. Any problems that arise from the user's account are the responsibility of the account holder. Misuse of the account or use of the account by someone other than the registered holder will be grounds for loss of privilege.
10. **Updating:** Escondido Union High School District may occasionally require new registration and account information from you to continue the service. You must notify the teacher or adult in charge of any changes in your account information. Please be aware that the above rules and regulations may change as deemed necessary. The account holder will be informed about subsequent changes.
11. **Discipline:** Students found to be in violation of the computer Ethical Use Policy are subject to school disciplinary measures. Refer to document: "Technology Infractions" in the student handbook.



Examples of Technology Infractions 2009-2010 School Year

- Improper use of the network
 - Unauthorized downloading
 - MP3s
 - Movies
 - Applications
 - IM or “chatting”
 - Peer to peer applications
- Hacking
 - Stealing of passwords
 - Building backdoors
 - Launching DOS attacks
 - Intentional spread of viruses
 - Attacking external sites
 - Accessing network equipment
 - Intentionally bypassing network software or hardware configuration
 - Deleting or modifying items or aspects of the network
- Any form of Harassment / Threats / Slander
 - Using district property to view or disseminate inappropriate material (i.e. hate crimes, violent material, etc.)
- Unauthorized use of (other) student accounts
- Unauthorized and / or unsupervised use of teacher computer station
- Physical Theft / Vandalism
- Attaching unauthorized devices to the network
- Using school computers after privileges have been suspended
- Negligence
- Virus distribution
- Distribution of passwords
- Installing unauthorized software



EUHSD Computer / Network / On-Line Services: Computer Ethical Use Policy Student / Parent/Guardian Contract

STUDENT NAME _____ School _____
(Print) Last Name First Name

Student Signature _____

I.D. Number _____ Grade _____ Date _____

Parent Name _____
(Print) Last Name First Name

Parent Signature _____



ESCONDIDO UNION HIGH SCHOOL DISTRICT

Anaphylaxis Treatment: Annual Notification to Parents

California Education Code 49414 authorizes school districts to provide epinephrine auto-injectors to trained personnel to use to provide emergency medical aid to persons suffering from an anaphylactic reaction.

Anaphylaxis is a rapid, severe allergic response triggered by insect bites, foods, medications, latex materials, exercise or rare cases by unknown causes. This is a life-threatening allergic condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to insure the student's health and safety at school. Therefore, Escondido Union High School District has adopted a policy for giving life-saving epinephrine to students in need of such treatment.

This policy states that a credentialed, licensed school nurse, unlicensed school staff, under the direct or indirect supervision of the credentialed school nurse (or supervisor of health), may administer epinephrine in the form of an EpiPen during a severe, life-threatening allergic reaction. The EpiPen rapidly delivers a pre-measured, sterile, single dose of epinephrine by direct injection through the skin.



Escondido Union High School District Authorization for Medication Administration

(Education Code Section 49423)

302 North Midway Drive • Escondido, CA 92027-2741

The procedure covering prescription and non-prescription medication listed on this form will be expedited under the following conditions:

Only medication prescribed by the pupil's physician, as being necessary to be taken by the pupil in the manner listed on this form should be brought to school. (Written parent permission also required.)

Such medication should be taken by the pupil in accordance with instructions from the physician as listed on this form.

Medication brought to school to be given to the pupil according to the provisions listed on this form should be in the prescription containers which are clearly labeled by pharmacist with the name of the pupil; the name of the prescribing physician; the druggist who dispensed the medication or the manufacturer; and the amount of medication to be taken at specified times or in specific situations, etc. (Parents may want to ask the physician for a prescription for a duplicate supply, one for home and one for school.)

All medication will be kept in a secure place. Any special instructions for storage or security measures of any medication should be written by the physician and given to school personnel so that such instructions can be followed.

Parent only shall deliver the medication and the completed form to the school health office.

A new medication authorization must be renewed for each school year if a continuance of medication is necessary.

I, the undersigned, as legal parent/guardian of (*Student Name*) _____ (*Birth date*) _____ attending (*School*) _____ request that the following medicine(s) _____ be made available to my child at the times prescribed _____

I understand that only designated personnel will assist my child in taking the medicine(s) as directed by my physician. I will provide a written statement from a physician detailing the method, amount and time medication is to be taken.

I will provide the medicine(s) in the prescription container(s), which is labeled with the name of my child, the prescribing physician name, and amount of medication prescribed.

If any of the conditions in the Physician's Statement change, a new form must be signed by the parent/guardian and the physician.



Medi-CAL BILLING INFORMATION

Dear Parent or Guardian:

Procedures have been established by the California Department of Education and the State Department of Health Services that allow school districts to bill Medi-Cal and/or private insurance for some of the health services now being provided to eligible students. Any new revenue the district receives will be used for additional services for students. In accordance with the regulations of this program to receive the federal dollars, the district must make an attempt to bill for services through private health insurance companies by asking Parents/Guardians for consent to bill.

Health services currently provided to students will not be changed regardless of whether or not you complete this form.

Students will not be denied services they require to attend school, and parents will not be billed for services now being given free of charge.

Your insurance will not be billed unless you complete this form.

Complete the form ONLY if your student is eligible for benefits from private health insurance or a managed care plan and you will allow us to submit claims. If the form is not returned we will bill Medi-Cal for health services provided to your student during the school day if he/she is eligible. Your student's current Medi-Cal coverage will not be affected by this program.

If your student has an Individualized Education Plan (IEP) or an Individualized Family Services Plan (IFSP) the district will not bill private insurance when the service rendered is in accordance with the IEP or IFSP.

STUDENT INSURANCE INFORMATION

Student Name _____

Social Security Number _____ Date of Birth _____

Parent/Guardian (person who holds policy) _____

Student Address _____

Student's health insurance is provided by _____

Student's health insurance policy number and group number are _____

I consent to submission of claims to my insurance carrier for payment of fees for services provided to my child. I authorize my insurance carrier to communicate directly with, receive information from, and make payments to my school district.

Parent/Guardian Signature _____ Date _____

Please return completed form to your child's school nurse.

OGHS

EXPECTED SCHOOL-WIDE LEARNING RESULTS

ESLR'S

The Orange Glen staff established the following Expected School-Wide Learning Results (ESLRS) that describe what all students should know and be able to do upon graduation from Orange Glen High School. The ESLR's listed below will be incorporated into the curriculum during the school year.

Effective Communicators:

Every student will be able to read, write, speak and listen effectively.

Complex Thinkers:

Every student will be able to solve problems by applying analytical, technological, and critical-thinking skills.

Every student will plan, organize and create a product that meets specific criteria.

Quality Producers:

Every student will plan, organize, and create a product, which meets specified criteria.

Collaborative Workers:

Every student will demonstrate the ability to collaborate with peers and adults.

Self-Directed Learners:

Every student will display responsibility and accountability.

Every student will demonstrate motivation, organization, and discipline in the acquisition and use of information.

Community Contributors:

Every student will demonstrate responsibility within diverse communities.

Healthy Individuals:

Every student will examine and apply practices of healthful living.

Technology Users:

Every student will use current technology to access information and complete tasks.