

Orange Glen High School  
Parent and Student Handbook  
2017-2018  
*English*



2200 Glenridge Road  
Escondido, CA 92027  
760-291-5000  
[www.orangeglenhigh.org](http://www.orangeglenhigh.org)

# BELL SCHEDULES SCHOOL YEAR 2017-2018

## Block Schedule

Period	Start Time	End Time
<i>Period 0*</i>	<i>6:40 a.m.</i>	<i>7:35 a.m.</i>
Block A	7:45 a.m.	9:30 a.m.
Passing	9:30 a.m.	9:40 a.m.
Tutorial	9:40 a.m.	10:10 a.m.
Nutrition	10:10 a.m.	10:25 a.m.
Passing	10:25 a.m.	10:35 a.m.
Block B	10:35 a.m.	12:20 p.m.
Lunch	12:20 p.m.	12:50 p.m.
Passing	12:50 p.m.	1:00 p.m.
Block C	1:00 p.m.	2:45 p.m.
<i>Period 7*</i>	<i>2:55 p.m.</i>	<i>4:05 p.m.</i>
<i>Period 9 (LC)*</i>	<i>4:15 p.m.</i>	<i>5:25 p.m.</i>
<i>Period 10 (LC)*</i>	<i>5:30 p.m.</i>	<i>7:00 p.m.</i>

## Rally or Assembly Schedule

Period	Start Time	End Time
<i>Period 0*</i>	<i>6:40 a.m.</i>	<i>7:35 a.m.</i>
Block A	7:45 a.m.	9:30 a.m.
Passing	9:30 a.m.	9:40 a.m.
Nutrition	9:40 a.m.	9:55 a.m.
Block B	9:55 a.m.	11:40 a.m.
Passing	11:40 a.m.	11:50 a.m.
Assembly	11:50 a.m.	12:20 p.m.
Lunch	12:20 p.m.	12:50 p.m.
Passing	12:50 p.m.	1:00 p.m.
Block C	1:00 p.m.	2:45 p.m.
<i>Period 7*</i>	<i>2:55 p.m.</i>	<i>4:05 p.m.</i>
<i>Period 9 (LC)*</i>	<i>4:15 p.m.</i>	<i>5:25 p.m.</i>
<i>Period 10 (LC)*</i>	<i>5:30 p.m.</i>	<i>7:00 p.m.</i>

## District Minimum Day Schedule

Period	Start Time	End Time
<i>Period 0*</i>	<i>6:40 a.m.</i>	<i>7:35 a.m.</i>
Block A	7:45 a.m.	8:55 a.m.
Passing	8:55 a.m.	9:05 a.m.
Tutorial	9:05 a.m.	9:25 a.m.
Passing	9:25 a.m.	9:35 a.m.
Block B	9:35 a.m.	10:45 a.m.
Passing	10:45 a.m.	10:55 a.m.
Block C	10:55 a.m.	12:05 p.m.
<i>Period 7*</i>	<i>None</i>	<i>None</i>

## Staff Collaboration Schedule

Period	Start Time	End Time
<i>Period 0*</i>	<i>6:40 a.m.</i>	<i>7:35 a.m.</i>
Block A	7:45 a.m.	9:05 a.m.
Passing	9:05 a.m.	9:15 a.m.
Tutorial	9:15 a.m.	9:40 a.m.
Nutrition	9:40 a.m.	9:55 a.m.
Passing	9:55 a.m.	10:05 a.m.
Block B	10:05	11:25 a.m.
Lunch	11:25 a.m.	11:55 a.m.
Passing	11:55 a.m.	12:05 p.m.
Block C	12:05 p.m.	1:25 p.m.
Teacher Collaboration	1:40 p.m.	2:45 p.m.
<i>Period 7*</i>	<i>2:55 p.m.</i>	<i>4:05 p.m.</i>
<i>Period 9 (LC)*</i>	<i>4:15 p.m.</i>	<i>5:25 p.m.</i>
<i>Period 10 (LC)*</i>	<i>5:30 p.m.</i>	<i>7:00 p.m.</i>

## Final Exam Schedule

Period	Start Time	End Time
Tutorial	7:45 a.m.	8:05 a.m.
Passing	8:05 a.m.	8:15 a.m.
Block A	8:15 a.m.	10:20 a.m.
Passing	10:20 a.m.	10:30 a.m.
Nutrition	10:30 a.m.	10:45 a.m.
Tutorial	10:45 a.m.	11:05 a.m.
Passing	11:05 a.m.	11:15 a.m.
Block B	11:15 a.m.	1:20 p.m.
Lunch	1:20 p.m.	1:50 p.m.

*\*Extended Periods: Credit recovery or Credit advancement*

**Watch and listen for announcements, weekly bulletins, or check the website for up-to-date schedule of events.**

**[www.orangeglenhigh.org](http://www.orangeglenhigh.org)**

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# WELCOME TO ORANGE GLEN HIGH SCHOOL

## Principal's Message August 2017

Administrator and Support Staff Message to All Students:

Welcome to Orange Glen High 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 55 years since we first opened the doors of Orange Glen 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 ensure you leave high school ready for a wide range of college and career opportunities.

One of our first priorities is to create a MAP to success for you. This will serve as a plan to focus your energies towards a positive outcome while at Orange Glen. MAP is a simple acronym representing three essential components to success. The "M" stands for maintaining a rigorous course of study; the "A" stands for attending school daily and the "P" stands for participating in school and community activities. As you focus on success in these three areas, you will also establish habits that will move you forward through high school and into young adulthood.

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: Academic Testing Calendars, Student Conduct Codes, School Bell Schedules, and Student Due Process Rights for your convenience. You can also access all of this information on our website at [www.orangehigh.org](http://www.orangehigh.org).

Our best wishes for a successful year at OGHS.

Stacey Adame  
Principal  
OGHS

# 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 all forever more.

# 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



Mascot: "Grumpy"  
Nickname: The Patriots  
Colors: Red, White and Royal Blue  
Newspaper: The Musket  
Yearbook: The Torch

# ORANGE GLEN VISION, MISSION, GOALS, AND EXPECTED SCHOOL-WIDE LEARNING RESULTS

## *Vision*

The Orange Glen community creates a productive, innovative, and supportive environment which develops academic and personal excellence for all.

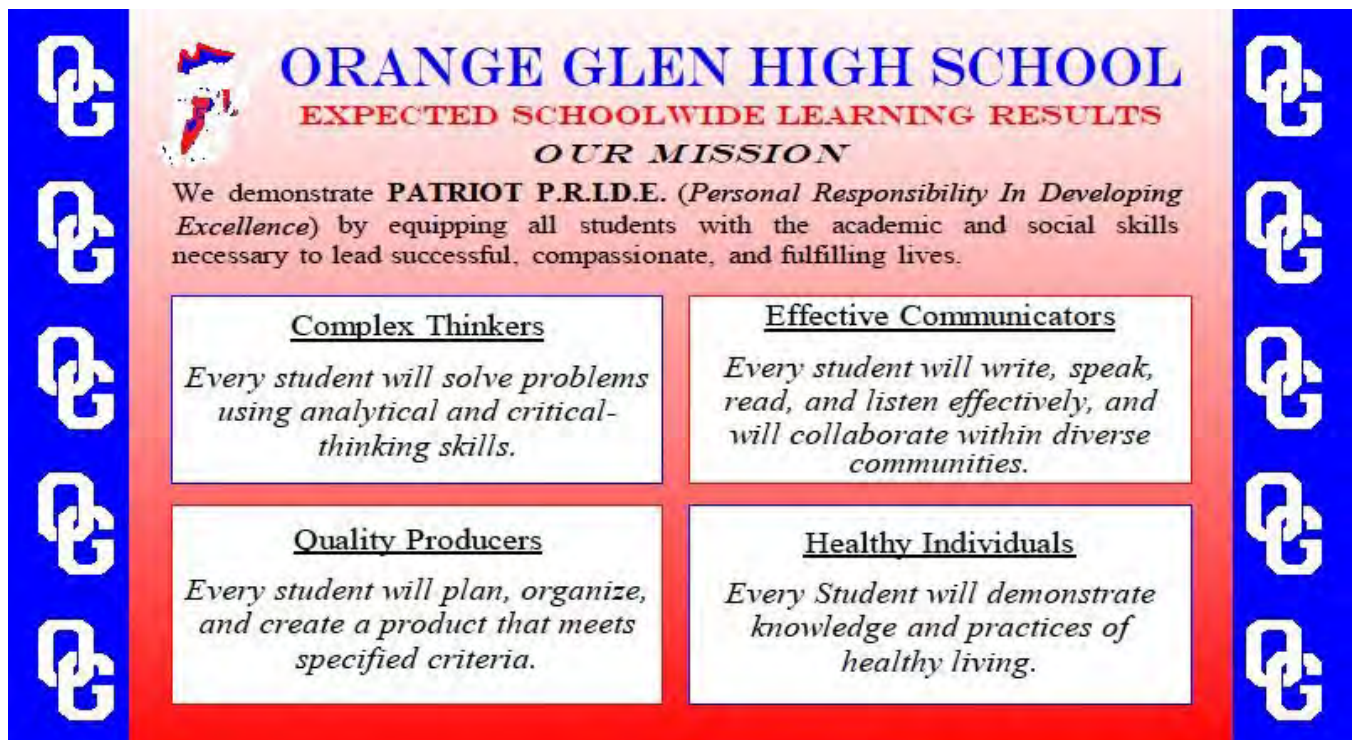
## *Mission*

Our mission is to provide a supportive environment for students, parents, and staff by treating every individual with respect and dignity. To prepare students to live in and contribute to an ever changing world, OGHS provides an innovative, rigorous curriculum that meets the academic, cultural, and social needs of all students. We face emerging challenges as a team, creating an environment where collaboration and success is celebrated.

## *Goals Aligned with Local Control Accountability Plan (LCAP)*

- Goal 1: Academic Achievement
- Goal 2: Effective Instruction and Leadership
- Goal 3: Support to Students
- Goal 4: Engaged Parents
- Goal 5: Safe and Respectful Environments

## *Expected School-Wide Learning Results*

The graphic is a poster for Orange Glen High School. It has a red background with a blue border on the left and right sides. The border features a repeating pattern of the school's logo, which is a stylized 'OG' in white. At the top left, there is a small American flag. The main title 'ORANGE GLEN HIGH SCHOOL' is in large, bold, blue capital letters. Below it, 'EXPECTED SCHOOLWIDE LEARNING RESULTS' is in smaller, bold, red capital letters. Underneath that, 'OUR MISSION' is in bold, black capital letters. The mission statement follows: '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.' Below the mission statement, there are four white boxes arranged in a 2x2 grid. Each box has a title in bold, black text and a description in italicized black text. The titles are 'Complex Thinkers', 'Effective Communicators', 'Quality Producers', and 'Healthy Individuals'. The descriptions are: 'Every student will solve problems using analytical and critical-thinking skills.', 'Every student will write, speak, read, and listen effectively, and will collaborate within diverse communities.', 'Every student will plan, organize, and create a product that meets specified criteria.', and 'Every Student will demonstrate knowledge and practices of healthy living.'

**ORANGE GLEN HIGH SCHOOL**  
**EXPECTED SCHOOLWIDE LEARNING RESULTS**  
**OUR MISSION**

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.

<b><u>Complex Thinkers</u></b> <i>Every student will solve problems using analytical and critical-thinking skills.</i>	<b><u>Effective Communicators</u></b> <i>Every student will write, speak, read, and listen effectively, and will collaborate within diverse communities.</i>
<b><u>Quality Producers</u></b> <i>Every student will plan, organize, and create a product that meets specified criteria.</i>	<b><u>Healthy Individuals</u></b> <i>Every Student will demonstrate knowledge and practices of healthy living.</i>

## IMPORTANT CONTACT INFORMATION

2200 Glenridge Road  
Escondido, CA 92027  
(760) 291-5000 (Phone)  
(760) 739-7314 (Fax)  
[www.orangeglenhigh.org](http://www.orangeglenhigh.org)

### **ORANGE GLEN HIGH SCHOOL ADMINISTRATION**

**Stacey Adame**, Principal  
**Dave Mussatti**, Assistant Principal  
**Jamie Lee**, Assistant Principal  
**Nathan Reinking**, Assistant Principal  
**Vacant**, Academic Dean

<b>Name</b>	<b>Position</b>	<b>Extension</b>
Stacey Adame	Principal	5002
Teresa Ruelas	Principal Secretary	5001
Dave Mussatti (A-Go)	Assistant Principal	5025
Jamie Lee (Gp-O)	Assistant Principal	5027
Nate Reinking (P-Z)	Assistant Principal	5026
Vacant	Academic Dean	5037
Sandy Paollela	Asst Principal Secretary	5020
Saryta Valdez	Asst Principal Secretary	5021
Nelitza Morales	Counseling Secretary	5040
Sara Steadry	Counselor (A-De)	5046
Freddy Delgado	Counselor (Df-Gr, ELD 1-3)	5043
Tiffany Wilson	Counselor (Gs-Mc)	5045
Melissa Allen	Counselor (Md-Roc)	5044
Michelle Ferrer	Counselor (Rod-Z)	5051
Ryan Chesire	Counselor (AVID)	5085
Diane Landreth	Registrar	5059
Lupe Sanchez	Attendance	5010
Leticia Gonzalez	Nurse	5080
Brenda Hernandez	Cashier	5015
Brian Gallo	ASB Director	5710
Gail Cavanaugh	Online Learning Center	5050
Jason Patterson	Athletic Director	5052
Pam Whiting	AVID Coordinator	5214
Laura Gardiner / Kristi Sovacool	CTE Culinary	5602
Marco Gamez	CTE Automotive	5819
Wayne Fravel	CTE Print and Graphics	5745
Carlos Tirado	District Print Shop	5741
Rachael Richards	English Department Co-Chair / ELD Department Chair	5510
Maureen Smith	English Department Co-Chair	5512
Valerie Rea	Math Department Chair	5703
James Munson	Science Department Chair	5215
Bill Turek	Social Science Department Chair	5407
Candi Carrasco	World Language Department Co-Chair	5453
Ben Cruz	World Language Department Co-Chair	5452
Jessica Young	VAPA Department Chair, Musket, and Yearbook	5516
Ted Meyer	Band Director	5740
Lea Heredia	Testing Coordinator	5402
Kerry Silverwood	Library Media Center	5070
Gerardo Garcia	Technology	5075



# ESCONDIDO UNION HIGH SCHOOL DISTRICT BOARD OF EDUCATION

*District Office Service Center (DSC)*

*302 N. Midway Ave*

*Escondido, CA 92027*



## **BOARD OF EDUCATION MEMBERS**

**Tina Pope**, President

**Christi Knight**, Vice-President

**Jon Petersen**, Clerk

**Bill Durney**, Member

**Dane White**, 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.

## **NON-DISCRIMINATION 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.

## **DISTRICT ADMINISTRATION**

**Steve Boyle**, Superintendent

**Dr. April Moore**, Assistant Superintendent, Educational Services

**Michael Simonson**, Assistant Superintendent, Business Services

**Dr. Olga West**, Assistant Superintendent, Human Resources



## **District and School-to-Home Mass Notification Disclosure**

Dear Parent/Guardian,

The Escondido Union High School District seeks to keep parents informed of district and school information in a timely and efficient manner. Current laws permit districts and schools to use automatic dialing services to notify parents/guardians of emergency situations that impact the health and safety of students and faculty. Emergency notifications may be sent using an automatic dialing service and may be delivered via email, voice recording or text message to your cellular/wireless mobile device (if a wireless number is provided at the time of student registration), as well as your home landline telephone number. Emergency notifications include messages relating to unexcused student absences, weather closures, incidents of threats and/or imminent danger to the school due to fire, dangerous persons or health risks.

The district and its schools also use automatic dialing services to send mass notifications to parents/guardians regarding non-emergency matters closely related to the educational mission of the district. Examples of non-emergency notifications may include messages regarding school-sponsored events, college applications, back-to-school night, testing schedules, bell schedules, course selection night, school registration, etc.

The Escondido Union High School District will never send you commercial, marketing or political messages. When using automatic dialing services, our goal is to keep parents/guardians informed of district and school-related information that serves the educational interest and well-being of students.

If you have any questions regarding the district's use of automatic dialing services, please contact the attendance office at your student's school below:

Del Lago Academy	(760) 291-2511
Escondido High School	(760) 291-4011
Orange Glen High School	(760) 291-5011
San Pasqual High School	(760) 291-6011
Valley High School	(760) 291-2244



TO: Parents and Students  
FROM: The Escondido Union High School District  
DATE: July 1, 2017

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



## EMERGENCY PROCEDURES

August 2017

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 practices the Evacuation procedure many times in conjunction with local and regional emergency response agencies. 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 be safer at school than at home in a serious emergency because school buildings are earthquake safe, there is fire-fighting equipment on campus, and the school has plans and specific procedures for dealing with all types of serious emergencies. The safety and welfare of the students is our primary concern in the event of an emergency.

**In the event of an emergency, your student should be prepared to follow the directions of teachers or staff at the school site, or the bus driver if he or she is on the way to or from school.** If your student is traveling by other means when an emergency occurs, they should proceed to school, as this will be the safest place for them to be. Also, this way you will know where they are if communications or travel is disrupted by an emergency.

### **Your cooperation is requested in the following areas:**

1. Do not telephone the school. *Telephone lines and cell phone capacity will be needed for emergency responders.*
2. Do not drive to school. *Streets need to be as open as possible for emergency vehicles.*
3. Do turn your radio to KKLQ 600 or KCBQ 1170 on the AM dial. *Information and directions will be given over the radio.*
4. The family reunion area is located at the Orange Glen High School Stadium.

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 760-291-5025 or 5026.

Sincerely,  
Administration

# ATTENDANCE

## ATTENDANCE

**Attendance Hotline:** (760) 291-5010

**Attendance Office Personnel:** (760) 291-5013

**Fax:** (760) 739-7314

**[www.orangeglenhigh.org](http://www.orangeglenhigh.org) > Parent Info > Attendance**

## EXCUSED ABSENCES

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

- Excused due to his or her illness. *Parents should notify the school if their student is diagnosed as having a communicable disease such as strep throat, chicken pox, measles, head lice, or hepatitis.*
- Due to quarantine under the direction of a county or city health officer,
- For the purpose of having medical, dental, optometric, or chiropractic services rendered,
- 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, and
- 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 ditching, missing the bus, oversleeping, 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. 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.

- Examples of unexcused absences are: trips, inclement weather, transportation problems, baby-sitting, work, truancy, and suspension.

## UNEXCUSED ABSENCE AND 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 truanies must be made up. Students who fail to attend an assigned Saturday School will be subject to suspension from school.

## 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 doctor's note.

### Truancy (Education Code 48260 Article 5.)

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:

- That the pupil is truant
- That the parent or guardian is obligated to compel the attendance of the pupil at school
- 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
- That alternative educational programs are available in the district
- That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy
- That the pupil may be subject to prosecution under Section 48264
- 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
- That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day

## TARDIES AND TRUANCIES

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' and 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 parent's/guardian's or school's permission constitutes a truancy.

*The student who is truant will be subject to one or more of the following disciplinary consequences:* After-school detention; Lunch detention; Saturday School; Parent conference; School Attendance Review Team contract; Behavior contract; Community service; Referral to the North County School Attendance Review Board (SARB).

### 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 truancies.

- **SARB I: Attendance Letter of Warning** - (Three truancies, excessive tardy) A letter is sent home.
- **SARB II: School Attendance Review Team Meeting; 2<sup>nd</sup> Attendance Letter of Warning** - (Six truancies, excessive tardy) A second letter is sent home. An OGHS School Counselor or Administrator will contact the parent.
- **SARB III: School Attendance Review Board Meeting; 3<sup>rd</sup> Attendance Letter of Warning** - (Nine truancies, excessive tardy) 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.

## 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 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.

- ⊖ 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 OGHS student ID card to receive a re-admit slip.
- 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 provide the following information:
  - 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.
  - Students are to get re-admit slips between 7:00 a.m. and 7:40 a.m., nutrition break, lunch, and after school.
  - Students are required to show the re-admit slip to each teacher whose class was missed and get the re-admit initialed by the teacher. Parents and students should know that excessive absences including excused absences, would adversely affect a student's grades.

### **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 or she must 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.

### **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 2:45 p.m. without an Off Campus Pass (OCP). Passes are available for medical or dental appointments or family emergencies. They should be requested with discretion.

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 at lunch 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 is subject to disciplinary consequences.*

- 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.

### **PERMENANT 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.

### **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 identifying participating students is given to teachers in advance of the season.

### **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 excused 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.
- 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.

### **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.

- "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 and receives services through the IEP.
- 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; therefore, the student may receive educational services from the school district in which the hospital resides.

### **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, 760-291-3257.

### **HOMEWORK FOR ABSENCE FROM SCHOOL**

Parent may call the attendance office and request homework for illnesses that exceed three (3) days. The homework can be picked up after school by a parent or friend.

### **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.

### **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**



Directions have been issued from the federal court regarding the role of the school regarding students' immigration status.

- No student who lives in California can be kept out of school (from kindergarten through 12th grade) just because of his or her citizenship or immigration status.
- No school employee may ask any student, parent or guardian about his or 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.

## AWARDS

### ACHIEVEMENT AWARDS

**Scholarships.** Seniors are encouraged to apply for a variety of scholarships. Winners will be honored at awards banquet.

**Golden State Seal.** Seniors who have scored proficient on six (6) standardized tests will earn this award.

**California State Seal of Biliteracy.** Students earn the award for demonstrating proficiency in two (2) or more languages. See red Biliteracy Seal posters for more information.

**Department Awards and Plaque Winner.** Each department selects approximately two or three students per teacher to award with the certificate of outstanding performance in that department for the school year. Each department will select one or two students who earn a plaque to represent the entire department.

**Student-of-the-Month.** One student is selected each month to become the school-wide Student-of-the-Month. The winner will be rewarded with a certificate and prize. The winner will be featured on the homepage of the OG website.

**Most Improved Student.** One student will be selected per department each month as the most improved student regarding academics, behavior, character, or service.

**Principal's Highest Honor Roll.** Students with above a 4.0 will receive this honor and be recognized with a certificate each semester.

**High Honor Roll.** Students with a 3.75-3.99 will receive this honor. Their names will be posted in the library for parents and students to see.

**Honor Roll.** Students with a 3.5-3.74 will receive this honor. Their names will be posted in the library.

**EL Redesignation.** Students who meet the Reading, Writing, Speaking, and Listening minimum scores will be redesignated in April or May. These students will earn a certificate and participate in an ice cream party.

### ATTENDANCE AWARDS

**Perfect Attendance.** Students who have *zero (0)* period excused tardies, period excused absences, excused early departures, or excused full day absences will be awarded with perfect attendance. Field trips and school events are not considered absences.

**Outstanding Attendance.** Students who have *less than five (5)* period excused tardies or excused period absences will be awarded with near perfect attendance. Field trips and school events are not considered absences.

**Perfectly Prompt Award.** Students who have no tardies throughout the entire school year will receive the perfectly prompt award.

**Classroom Tardy-Free Month.** One classroom and period will be selected each month for having zero (0) tardies from any of the students. Winners will get a prize that may change each month (e.g. pizza party, candy, gift certificates).

### ATHLETIC AWARDS

**Athlete-of-the-Week.** One athlete is selected each week as athlete-of-the-week for outstanding academic performance.

# COLLEGE AND CAREER COUNSELING

## COUNSELING

**Counseling Office Secretaries:** Nelitza Morales and Anna Lopez-Alcayde (760) 291-5040

**College and Career Technician:** Karen Mendiaz (760) 291-5055

**Fax:** (760) 739-7314

**[www.orangeglenhigh.org](http://www.orangeglenhigh.org) > Departments > Counseling**

## COUNSELORS

Sara Steadry (A-De)	(760) 291-5046
Freddy Delgado-Wong (Df-Gr, ELD 1-3)	(760) 291-5043
Tiffany Wilson (Gs-Mc)	(760) 291-5045
Melissa Allen (Md-Roc)	(760) 291-5044
Michelle Ferrer (Rod-Z)	(760) 291-5051
Ryan Chesire (AVID)	(760) 291-5085

The counselors at OGHS provide necessary services for students and parents. Services are provided that develop and support educational plans and goals. 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. Parents may make an appointment to see their student's counselor by calling the Counseling Secretary. Students may make an appointment to see their counselor in the counseling office by filling out a Counselor Request Form. Forms are located by the Counseling Secretary. Counselors are also available during nutrition break, lunch, and after school until 3:15 p.m.

## COLLEGE AND CAREER CENTER

Located in the Learning Center Building, College and Career Technician, Karen Mendiaz is available at (760) 291-5055. 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.

The College and Career Center offer a wide variety of resource information to students on college and career options. The College and Career Center provides resources for the following:

- Summer internships,
- Career seminars and information sessions,
- Military guest speakers,
- Part-time employment opportunities,
- Work permits,
- Job shadowing,
- College admissions information and guest speakers,
- College application support and assistance
- Financial aid, and
- Scholarship information and up-to-date news.

Parents are encouraged to participate in the career counseling of their son or daughter and to contact the counselors whenever assistance is needed. The College and Career Center is outlining a comprehensive career exploration program and tiered work experience and internship program for students. Please visit or contact the College and Career Center for current news and information.

## SCHEDULE CHANGES

Changes may ONLY be made in the first five (5) days of the semester and only if an error has occurred. Changes after the five (5) day period, may only be made with the approval of an administrator. Any changes made after the first four (4) weeks of any semester may result in a Withdraw/Fail (W/F) and will be posted on the student's transcript.

## CLASS REPEATS

Only classes with a D or F may be repeated. Student's GPA will be recalculated using the higher grade so long as the retaken course is the exact same course number and title as the previously taken course. Make an appointment to see a counselor if you have any questions regarding repeating a class to improve your grade or satisfy a requirement.

## VALEDICTORIAN AND SALUTATORIAN

Any student with an overall “weighted” cumulative grade-point average in grades 9-12 places him or 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.

## FOUR-YEAR PLANNING

Each counselor will meet with all 9<sup>th</sup> grade students to make a four-year plan for course selection based on the student and parent’s preferred post-secondary goals.

Students planning to attend a CSU or UC should consult their counselor to determine which visual and performing arts classes will be acceptable for admission purposes. Students may apply for no more than 10 credits of the physical education requirement for their participation in interscholastic athletics, marching band / auxiliary units / cheerleading / dance / NJROTC or other programs / courses approved by the Superintendent or designee. Students failing the PFT will be required to continue to take standard P.E. course every year, regardless of completion of minimum requirements for graduation, until they pass the PFT.

## 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.

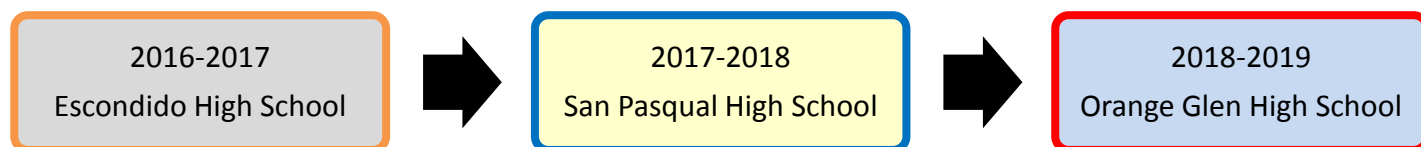
## SUMMER SCHOOL

A number of classes **may** be offered each summer to assist students who have failed a class, or need extra help to be successful in the required school curriculum. Summer School is not guaranteed for all students.

### 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 usually start the week after the school year ends and may include online courses.

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. Summer school rotates between San Pasqual High School, Escondido High School, and Orange Glen High School each year.



## GRADUATION AND A-G 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. **The minimum credit requirement for graduation is 230; however, students should strive to also meet their A-G requirements within their graduation requirements.**

### Graduation Requirements



#### English

- 40 credits required
- Advanced Placement encouraged
- English 9/9H, English 10/10H, English 11, AP Lang and Comp, ERWC, AP Literature



#### Mathematics

- 20 credits required
- 30+ credits preferred
- Math 1, Math 2, Math 3 Stats, Math 3 Pre-Calc, AP Calculus AB, AP Statistics, AP Computer Science



#### Science

- Physical Science: 10 credits required
- Life Science (Lab): 10 credits required
- Biology, Chemistry, Earth Science, Oceanography, Physics, AP Environmental Science, AP Biology, AP Chemistry, AP Physics



#### Social Science

- 30 credits required
- World History or AP European History or two (2) years ROTC
- U.S. History or AP U.S. History
- Economics (Semester) or AP Macroeconomics (Year)
- Government (Semester) or AP Government and Politics (Year)



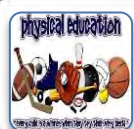
#### World Language

- 10 credits optional\*
- Seal of Biliteracy earned for 4 years of World Language or AP exam completion of 3 or better



#### Health

- 10 credits required
- Parents may opt out of specific sections of the curriculum based on personal beliefs



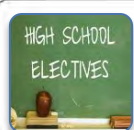
#### Physical Education

- 20 credits required
- 10 credits of 9th grade PE required for all students
- Additional 10 credits can be earned with two (2) varsity or junior varsity sports in one school year
- Students must pass the PFT, preferably in 9th grade PE



#### College Prep Elective

- 10+ credits required
- Students can earn their college prep elective through any of the following courses: AVID 11, AVID 12, CTE higher level courses, various VAPA offerings, AP courses (i.e. Human Geography, Computer Science, Spanish Literature, Psychology)



#### Electives

- 55 additional credits required
- Students can take any higher level Math, Science, Social Science, VAPA, AVID, or CTE courses to meet these elective credits
- Each Pathway contains three (3) courses to complete certificate

### A-G Requirements



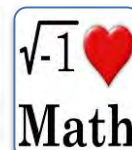
#### (A) Social Science

- 30 credits required
- World History or AP European History
- U.S. History or AP U.S. History
- Economics (Semester) or AP Macroeconomics (Year)
- Government (Semester) or AP Government and Politics (Year)



#### (B) English

- 40 credits required
- Advanced Placement encouraged
- English 9/9H, English 10/10H, English 11, AP Lang and Comp, ERWC, AP Literature



#### (C) Mathematics

- 20 credits required
- 30+ credits preferred
- Math 1, Math 2, Math 3 Stats, Math 3 Pre-Calc, AP Calculus AB, AP Statistics, AP Computer Science



#### (D) Science

- Physical Science: 10 credits required
- Life Science (Lab): 10 credits required
- Biology, Chemistry, Earth Science, Oceanography, Physics, AP Environmental Science, AP Biology, AP Chemistry, AP Physics



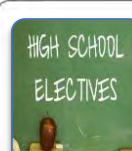
#### (E) World Language

- 20 credits required
- 30+ credits preferred
- Spanish 1, Spanish 2, Spanish 3, Spanish for Speakers 1, Spanish for Speakers 2, AP Spanish Lang and Comp, AP Spanish Literature, French 1, French 2, French 3
- Seal of Biliteracy earned for 4 years of World Language or AP exam completion of 3 or better



#### (F) Visual and Performing Arts

- 10 credits required
- Dance, Drama, Band, Choir, Photography, Art, Ceramics



#### (G) College Prep Elective

- 10 credits required
- Students can earn their (G) elective through any of the following courses: AVID 11, AVID 12, CTE higher level courses, various VAPA offerings, AP courses (i.e. Human Geography, Computer Science, Spanish Literature, Psychology)

See your personal college and career counselor for more information about what courses are best for you.

# **“MAP Your Future, Reach Your Destination”**

*A program ensuring automatic CSU-San Marcos admissions and tuition assistance*

**Are YOU willing to:**

- Attend high school in Escondido Union High School District grades 9-12?
- Aim for a 3.0 or higher GPA?
- Do well on the Entry Level Mathematics (ELM) and English Placement Test (EPT) Exams?
- Complete all college approved A-G courses with a “C” or higher?
- Maintain 98% attendance?
- Complete community service and participate in community activities?
- Take the SAT or ACT?

If you are, then you will be eligible for guaranteed admission to California State University San Marcos and may be provided with 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.*

**“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 over 4 years)**

The Escondido Union High School District, along with the Escondido Union School District, San Pasqual Union School District and California State University San Marcos have 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.

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 California State University, San Marcos and will be eligible to receive tuition assistance.

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 at Orange Glen High School 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.





# STUDENT EVALUATION AND RECORDS

## REPORT CARDS AND GRADES

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

## 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

All progress reporting periods are approximately six (6) weeks of instructional time.

<b>First Semester</b> <b>2017-2018</b>	First Report Period	<b>August 16 to September 22, 2017</b>
	Second Report Period	<b>September 25 to November 3, 2017</b>
	Third Report Period	<b>November 6 to December 22, 2017</b>

<b>Second Semester</b> <b>2017-2018</b>	First Report Period	<b>January 10 to February 23, 2018</b>
	Second Report Period	<b>February 26 to April 13, 2018</b>
	Third Report Period	<b>April 16 to June 1, 2018</b>

If you do not receive your mailed student report card, contact the Counseling Office Secretary at (760) 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 record (transcript). Semester grades indicate progress for the full semester and are recorded on students' permanent records (transcript).

## PROGRESS REPORTS

Student academic progress reports are used to inform the student(s) and his/her parents/guardians of the students' progress his or her courses. Reports are provided with enough time for students to adjust their academic behavior in order to receive the desired grade for the course. If the pupil's grade has dropped to an "F," or if the pupil is in danger of failing a course during the last six weeks' grading period, it is the teacher's responsibility to make a timely effort 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. Although we encourage everyone to use Synergy Grades, parents may request progress reports (weekly) when the student is not making satisfactory progress.

## WEIGHTED CLASSES

Those courses that the University of California (UC) system designates as meeting their academically rigorous criteria will receive 5.0 weighting. Examples of courses that are eligible for the GPA weighted score are Honors English 9 and 10, Honors Anatomy and Physiology, and all Advanced Placement (AP) courses.

## 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:

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:

<b>A</b>	<b>90-100%</b>	<b>Superior</b>	<b>4 grade points</b>
<b>B</b>	<b>80-89%</b>	<b>Better than Average</b>	<b>3 grade points</b>
<b>C</b>	<b>70-79%</b>	<b>Average</b>	<b>2 grade points</b>
<b>D</b>	<b>60-69%</b>	<b>Below Average</b>	<b>1 grade point</b>
<b>F</b>	<b>Below 59%</b>	<b>Failure</b>	<b>0 grade points</b>
<b>I</b>	<b>Without final mark to be replaced by a final mark A-F</b>	<b>Incomplete</b>	<b>NA</b>
<b>NM</b>		<b>No Mark</b>	<b>0 grade points</b>
<b>P/F</b>		<b>Pass/Fail</b>	<b>0 grade points</b>

All incompletes will become F's if the grades are not replaced within six (6) weeks. A "No Mark" (NM) shall be given only when circumstances have not allowed the student to be enrolled in class long enough to earn credit or the student has not yet completed the required work and will continue to complete. A student will have no longer than the subsequent semester/term and summer session to complete the work required (Summer session and Fall semester/term or Winter semester/term and Summer Session). If the work is not completed by that time, the "No Mark" will be replaced with an "F."

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:

<b>E</b>	<b>Excellent</b>
<b>S</b>	<b>Satisfactory</b>
<b>N</b>	<b>Needs Improvement</b>
<b>U</b>	<b>Unsatisfactory</b>

## SYNERGY GRADES - ONLINE GRADEBOOK

Orange Glen High School teachers use the Synergy online grade book program to communicate grades, assignments and class information with parents and students. Each student and parent has a unique login for Synergy Parent VUE, and can view up-to-the-minute grades using any computer with internet access. Typically, student grades are entered by teachers at least once per week. Parents and students can view missing assignments, as well as the impact of those assignments on student grades. Additionally, parents may choose to have e-mail updates sent to them whenever grades are updated. Students will be given their log in information during the first week of school in their English classes. Parents may get their log-in information during registration or at back to school night. Parents or students may also get log-in information from the counseling office or from any of their child's teachers.

## RECOMMENDED PROCEDURES FOR RESOLVING PROBLEMS WITH GRADES

Several courses of action are available to assist parent/guardian(s) of a student who is having difficulty with a class.

- Discuss the problem with the teacher.
- Call the main office at (760) 291-5000 and ask to speak with the teacher or a counselor (See Counseling section for specific counselor names and phone numbers). 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 to discuss your student's progress/grade.
- Talk to your student's counselor. The counselor will suggest various strategies/interventions that can be used to assist/support your student.
- Parents can enroll in one of the many successful parenting courses offered through the Parent Center.

# ACADEMIC TESTING

**Testing Coordinator:** Lea Heredia (760) 291-5402

See the website for up-to-date testing dates, see the Orange Glen High School Calendar of Events at [www.orangehigh.org/apps/events](http://www.orangehigh.org/apps/events).

Escondido Union High School District Local, State & National Assessments 2017-2018				
Tests	Dates – Registration – Other Information			
ELPAC	CELDT / ELPAC Initials – All Sites		ELPAC Annuals	
	Based on dates of enrollment		Feb 1 – May 31, 2018 Site Schedules TBD	
CHSPE	Test Dates	Registration	Late Registration (with fee)	Results Mailed
	Sat. Oct. 21, 2017	Fri. Sept. 22, 2017	Fri. Oct. 6, 2017	Fri. Nov. 20, 2017
	Sat. Mar. 17, 2018	Fri. Feb. 16, 2018	Tues. Mar. 13, 2018	Fri. Apr. 20, 2018
NAEP	TBD for 2017-2018			
PSAT	Wed. Oct. 11, 2017	10 <sup>th</sup> + 11 <sup>th</sup> grade students	Results available per College Board schedule	
SAT	Test Dates All dates on Saturday	Registration Ends	Late Registration End (with fee)	Estimated Dates for Online Score Release Multi-choice / Essay
	August 26, 2017	July 28, 2017	August 15, 2017	Sept 15 / Sept 18, 2017
	October 7, 2017	September 8, 2017	September 27, 2017	Oct 20-26 / Oct 31, 2017
	November 4, 2017	October 5, 2017	October 25, 2017	Nov 17-23 / Nov 28, 2017
	December 2, 2017	November 2, 2017	November 21, 2017	Dec 15-21 / Dec 26, 2017
	**March 10, 2018	February 9, 2018	February 28, 2018	March 23-29 / Apr 3, 2018
	May 5, 2018	April 6, 2018	April 25, 2018	May 18-24 / May 29, 2018
ACT	June 2, 2018	May 3, 2018	May 21, 2018	June 29 / Jul 11, 2018
	Test Dates All dates on Saturday	Registration Ends	Late Registration End (with fee)	Estimated Dates for Online Score Release Multi-choice / Essay
	September 9, 2017	August 4, 2017	August 5-18, 2017	Sept 19 / Sept 30, 2017
	October 21, 2017	September 22, 2017	Sept 23 – Oct 6, 2017	Nov 7 / Nov 18, 2017
	December 9, 2017	November 3, 2017	November 4-17, 2017	Dec 19 / Dec 30, 2017
	February 10, 2018	January 12, 2018	January 13-19, 2018	Feb 20 / Mar 3, 2018
	April 14, 2018	March 9, 2018	March 10-23, 2018	April 24 / May 5, 2018
June 9, 2018	May 4, 2018	May 5-18, 2018	June 19 / June 30, 2018	
July 14, 2018	June 15, 2018	June 16-22, 2018	July 24 / Aug 4, 2018	
Physical Fitness (PFT)	10 <sup>th</sup> – 12 <sup>th</sup> grade students		Nov / Dec & Feb / Mar as determined by site	
	9 <sup>th</sup> grade students		Feb / Mar as determined by site	
CAASPP-SBAC CAST CAA	Grade 11 ELA & Math Including EAP Science Grade level TBD Grade 11 Alternative Assessment		Open when 66% of instructional year is completed (2.27.18) through the last day of instruction March 20 through the last day of instruction of selected testing window March 20 through the last day of instruction of selected testing window	
Reading and / or Math	All Basic Reading System 44 Read 180	Tentative schedule →	#1: First 2 weeks of school #2: Early November	#3: March before spring break #4: Last 2 weeks of school
2018 AP Exam Dates	Morning 8:00 AM		Afternoon 12:00 PM	2:00 PM
Monday, May 7, 2018	Chemistry // Spanish Literature and Culture		Psychology	
Tuesday, May 8, 2018	Seminar // Spanish Language and Culture		Art History // Physics 1: Algebra-Based	
Wednesday, May 9, 2018	English Literature and Composition		Japanese Language and Culture // Physics 2: Algebra-Based	
Thursday, May 10, 2018	United States Gov't and Politics		Chinese Language and Culture // Environmental Science	
Friday, May 11, 2018	German Language and Culture // U.S. History		Computer Science Principles	
	Studio Art – Last day for Coordinators to submit digital portfolios (by 8:00 p.m. EST) & to gather 2-D Design and Drawing students for physical portfolio assembly. Teachers should have forwarded students' completed digital portfolios to Coordinators before this date.			
Monday, May 14, 2018	Biology // Music Theory		Physics C: Mechanics	2:00 PM Physics C: Electricity & Magnetism
Tuesday, May 15, 2018	Calculus AB // Calculus BC		French Language and Culture // Computer Science A	
Wednesday, May 16, 2018	English Language and Composition		Italian Language and Culture // Macroeconomics	
Thursday, May 17, 2018	Comparative Gov't and Politics // World History		Statistics	
Friday, May 18, 2018	Human Geography // Microeconomics		European History // Latin	



## REGISTRAR

**School Registrar: Diane Landreth (760) 291-5059**  
**www.orangeglenhigh.org > Students > Enrollments and Registration**

### 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 to Valley High School (Continuation), 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

1. Pick up a drop slip from the Registrar's Office.
2. Students take the drop slip, to each teacher in order to obtain final grades.
3. Ask for a copy of the student's transcript and immunization records.
4. Turn in all books.
5. Pay all fines.
6. Failure to take care of any financial obligation at OGHS may delay the release of your records to your new school.
7. 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 EUHSD and you wish to remain as a continuing student at Orange Glen High School, please inform the registrar 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 of Pupil Services. For appointments please call Yuvia Suarez at (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 at (760) 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. This signed form should be returned to the Director of Pupil Services.

### 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, 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 if:

- Students 16 years of age or older 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 of their request, 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 (SARB) 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.
- 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

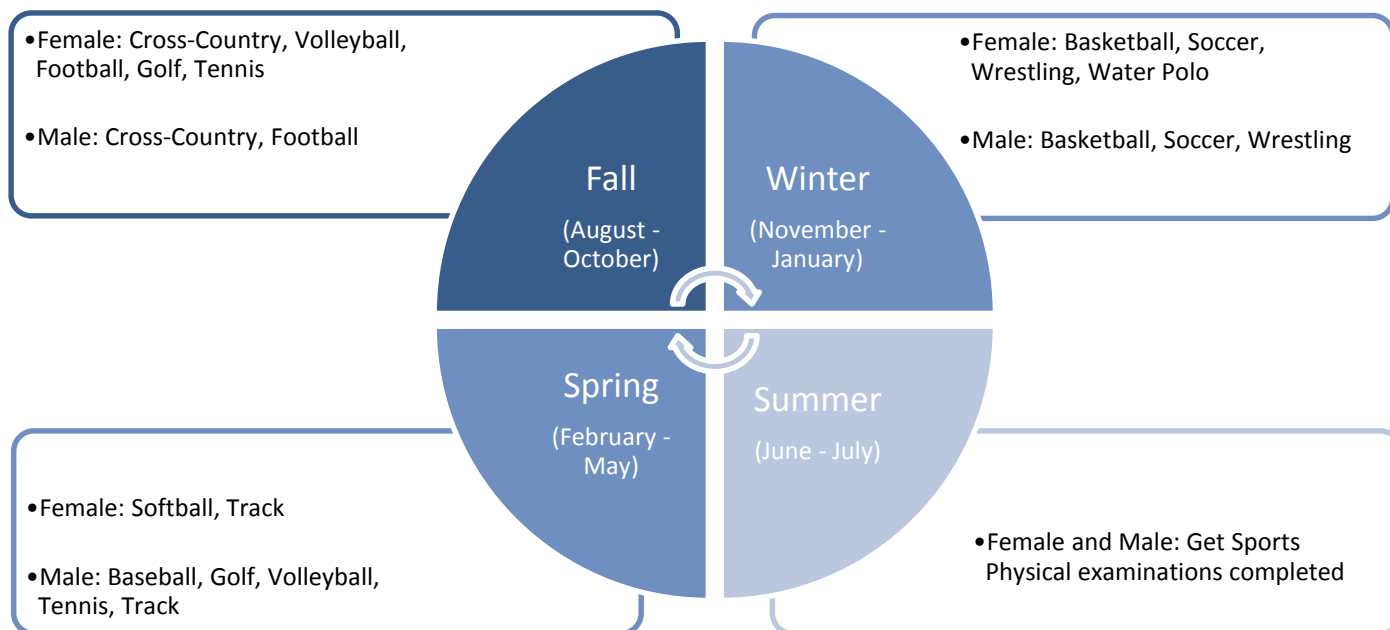
correct or remove from his/her student's records any information concerning the child which he/she alleges to be: (EC 49070)

- 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).

## STUDENT LIFE AND ACTIVITIES

### ATHLETICS

**Athletic Director:** Jason Patterson (760) 291-5030  
**[www.orangeglenhigh.org](http://www.orangeglenhigh.org) > Athletics**



## PRE-SPORT PREPARATION AND REQUIREMENTS

**Each student must obtain the following to be cleared for participation on any OGHs athletic team.** See the cashier for the Athletic Clearance Application. The clearance process has transitioned to an online process and can be started at <https://athleticclearance.com/>. The following forms are required:

- Emergency information forms: which includes proof of insurance coverage.
- Sports Physical performed by a Medical Doctor (M.D.) and parental consent to participate. \*
- A signed CIF Ethics Code of Conduct.
- A signed Orange Glen High School Athletic Contract.
- A minimum 2.00 GPA and passing four classes minimum (20 credits) for the six week grading period.
- CIF Sports Injury Warning Agreement

For 10<sup>th</sup>-12<sup>th</sup> graders, contact a coach or the Athletic Director one (1) month prior to the season of the sport in which you want to participate. For 9<sup>th</sup> graders, if you want to play fall sports, contact coach or AD two (2) months prior to your start of high school.

\*A physical examination is MANDATORY and is good for one year from the date of the exam. The school district does not provide medical, dental, and/or hospital services insurance for students who are injured while participating in school sponsored athletics. In order to participate in interscholastic athletics, you must provide proof of medical insurance. For this reason, the school district makes available *student accident coverage*. Present law provides that school boards shall require each member of an athletic team to have insurance, which provides 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 and an accidental death benefit of at least \$1,500.00. The Escondido Union High School District provides insurance to meet only the transportation requirement.

## 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 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 ELIGIBILITY STANDARDS

For students interested in pursuing NCAA-Division I athletics, they must graduate high school and meet **ALL** the following requirements:

- Complete **16 core courses**:
  - Four years of English
  - Three years of math (Algebra 1 or higher)
  - Two years of natural/physical science (including one year of lab science if your high school offers it)
  - One additional year of English, math or natural/physical science
  - Two years of social science
  - Four additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy
- Complete **10 core courses**, including seven in **English, math or natural/physical science**, before the seventh semester. Once students begin their seventh semester, they may not repeat or replace any of those 10 courses to improve their core-course GPA.
- Earn at least a **2.3 GPA** in their core courses.
- Earn an SAT combined score or ACT sum score matching their core-course GPA on the Division I sliding scale, which balances their test score and core-course GPA. If students have a low test score, they need a higher core-course GPA to be eligible. If they have a low core-course GPA, they need a higher test score to be eligible. If they have a low core-course GPA, they need a higher test score to be eligible.

For more information on minimum academic requirements for NCAA-Division II and NCAA-Division-III, they can be reviewed at: <http://www.euhdsd.org/Domain/212>.

## **ASSOCIATED STUDENT BODY (ASB) AND STUDENT GOVERNMENT**

**ASB Director:** Brian Gallo (760) 291-5710

**[www.orangehigh.org](http://www.orangehigh.org)**

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

- Homecoming, Mop, and Prom
- Assemblies and Pep Rallies
- Lunch Activities and Food Fairs
- Rowdy Crowd and All Sporting Events

The ASB class also supports all clubs and organizations on campus. ASB also works to assist clubs and organizations to achieve their goals. Students with a valid ASB card receive discounts to dances, free admission to home basketball games and wrestling matches, and free admission to home football games (excluding playoffs).

### **ASB EXECUTIVE OFFICERS AND DUTIES**

#### **President**

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

#### **Vice President**

- Acts to assume all duties of the A.S.B. 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 A.S.B. accounts are balanced.
- Acts to work with the cashier to determine how much revenue is made on A.S.B. events.

#### **Associated Student Body Class Officers and Their Duties**

- Act as representatives of their class in all A.S.B. activities.
- Act to follow the guidelines and responsibilities given by the A.S.B. 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.

#### **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.

#### **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.

#### **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.

### **ASB Cards**

ASB Cards cost \$25.00. With the ASB card, students will receive:

- Free admission to all home athletic events (excluding CIF playoffs and tournaments),
- Free admission to basketball games and wrestling matches,
- Reduced costs for ASB dances and 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 office, claim confiscated items, and obtain re-admits or off campus passes. Replacement cards cost \$5.00 and are available at the library; if you are required to purchase a new card but do not have the money, your account will be charged.

### **Dance Regulations**

Several dances are scheduled throughout the year. Only OGHS students may attend OGHS 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 exit 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.

- Inappropriate Dancing
  - Dancing too closely to one another, groping, etc.
  - Dance moves that are sexually provocative, i.e. dancing that simulates sexual activity
  - Freaking or dirty dancing
  - Front to back dancing
- Dress Attire
  - Clothing cannot be revealing and/or see-through
  - Plunging necklines are not acceptable
  - 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 disciplinary consequences.

### **Dance Guest Passes**

- Each student may bring one (1) guest to Homecoming, MORP and Senior Prom providing the student fills out a guest pass with the Assistant Principal prior to the day of the dance. Guest passes are due the Friday before the dance. If a pass is turned in after that Friday, a meeting with an Assistant Principal must be scheduled.
- 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 9<sup>th</sup> grade (no 8<sup>th</sup> graders allowed) and 20 years old or younger (no 21 year-olds allowed).
- 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.

## **ASB CLUBS & ORGANIZATIONS**

**ASIAN-PACIFIC ISLANDER CLUB:** API 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.

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

**ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID):** The AVID club is organized to expand the activities of the AVID program to more students.

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

**CHEERLEADING:** The cheerleader's goal is to promote school spirit. Cheerleading requires a tremendous amount of personal time for practice and games. 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.

**DRAMA/THEATRE:** 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 performing skits at the homecoming halftime show and participating in school activities. Class Officers plan socials and activities for the entire class.

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

**JUNIOR CLASS:** Any member of the Junior Class is welcome to participate in planning and attending activities such as planning prom, attending all dances, performing in the halftime skit at homecoming, participate in food fair, 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.

**MECHA:** 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.

**MULTI-CULTURAL CLUB:** MCC is open to all students at Orange Glen. This club meets to provide support to all students from diverse cultural backgrounds in addition to supporting a variety of school and community activities.

**MUSKET:** The award winning Musket staff writers write and produce the Orange Glen Student newspaper that is distributed at no charge to students at Orange Glen.

**NATIONAL HONOR SOCIETY (NHS):** National Honor Society is a community-service based club for 10-12th grade students with GPAs above 3.0. Join to learn more about Scholarship, Service, Leadership, and Character.

**NJROTC:** The Naval Junior Reserve Officer Training Corps has the goal of promoting citizenship, patriotism, the development of self-esteem and personal image. OGHS offers the only NJROTC program in Escondido.

**NORTH COUNTRY ACADEMIC LEAGUE (NCAL):** NCAL promotes academics through countywide college bowl- style competition for all grade levels. NCAL 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. NCAL teams are chosen



in the late fall and competitions begin in the spring.

**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.

**PAGAENTRY CORPS:** Includes flags, banners and the Dance Team.

**VOCAL GROUPS:** Includes the *Concert Chorus*, which does not require auditions, and *Opus One*, which is an advanced choral group selected by audition only.

**SENIOR CLASS:** The entire Senior Class is welcome to work with its officers to construct the senior homecoming skit, 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 the Homecoming skit.

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

**TORCH:** This class produces the school yearbook, *The Torch*.

**UPPER ROOM:** This club is open to all students who are interested in learning more about Christianity, discussing the Bible, and promoting Christianity to those who are interested.

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 ASB in Room 710!

## **SATURDAY SCHOLARS**

Saturday Scholars gives students an opportunity to work with their teachers to improve their academic skills by focusing on literacy and mathematical skills. Programs may include finishing projects, going over pre-test reviews, getting help with homework, and quiet reading time, in order to improve their grades and academic skills. Attending core academic programs on Saturdays also allows students to clear absences, which keeps them eligible for college admission. Saturdays Scholars run from 8:00 a.m. until 12:00 noon. Gates close at 8:05 a.m.

## **ABC PROGRAM**

EUHSD is recipient to a significant grant that allows the schools to run after school and weekend events and programs for students. These programs often run like clubs or classes and are open to all OGHS students. In addition to the clubs and classes offered, the ABC program provides extra activities and food before and during dances. An example schedule of events:

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Patriot Fit/ Workout Club</b> 6:30-7:30 AM Weight Room	<b>Patriot Fit/ Workout Club</b> 6:30-7:30 AM Weight Room	<b>Patriot Fit/ Workout Club</b> 6:30-7:30 AM Weight Room	<b>Patriot Fit/ Workout Club</b> 6:30-7:30 AM Weight Room	<b>Patriot Fit/ Workout Club</b> 6:30-7:30 AM Weight Room

<b>Study Zone AM</b> 6:30-7:45 AM Library	<b>Study Zone AM</b> 6:30-7:45 AM Library	<b>Study Zone AM</b> 6:30-7:45 AM Library	<b>Study Zone AM</b> 6:30-7:45 AM Library	<b>Study Zone AM</b> 6:30-7:45 AM Library
<b>Study Zone PM</b> 2:55-6:00 Library	<b>Study Zone PM</b> 2:55-6:00 Library	<b>Study Zone PM</b> 2:55-6:00 Library	<b>Study Zone PM</b> 2:55-6:00 Library	<b>Study Zone PM</b> 2:55-6:00 Library
<b>Online Study Zone</b> 2:55-4:00 - Room 202 4:00-5:10 - Learning Ctr.	<b>Online Study Zone</b> 2:55-4:00 - Room 202 4:00-5:10 - Learning Ctr.	<b>Online Study Zone</b> 2:55-4:00 - Room 202 4:00-5:10 - Learning Ctr.	<b>Online Study Zone</b> 2:55-4:00 - Room 202 4:00-5:10 - Learning Ctr.	<b>Online Study Zone</b> 2:55-4:00 - Room 202 4:00-5:10 - Learning Ctr.
<b>Weight Training</b> 2:55-3:55 Weight Room	<b>Weight Training</b> 2:55-3:55 Weight Room	<b>Weight Training</b> 2:55-3:55 Weight Room	<b>Weight Training</b> 2:55-3:55 Weight Room	<b>Weight Training</b> 2:55-3:55 Weight Room
<b>Handball</b> 2:55-3:55 Handball Courts	<b>Handball</b> 2:55-3:55 Handball Courts	<b>Handball</b> 2:55-3:55 Handball Courts	<b>Handball</b> 2:55-3:55 Handball Courts	<b>Handball</b> 2:55-3:55 Handball Courts
<b>Wrestling</b> 3:15-5:15 New Gym	<b>Calligraphy</b> 2:55-3:55 Ceramics Room 701	<b>Wrestling</b> 3:15-5:15 New Gym	<b>ABC/ASSETS Advisory</b> 2:55-3:55 Room 204	<b>ABC/ASSETS Advisory</b> 12:20-12:40 (Lunch) Room 204
Cool Graphic Art <b>RB</b> 2:55-4:55 Room 733	<b>Environmental Club</b> 2:55-3:55 Room 219	<b>Cool Graphic Art RB</b> 2:55-4:55 Room 733	<b>OG Arm Kings</b> 3:00-5:00 Patriot Plaza/Weight Rm	<b>Video Game Club</b> 2:55-3:55 Room 731
<b>Community Service RB</b> 2:55-3:55 Room 211	<b>Anime Art Fan Club</b> 2:55-3:55 Room 217	<b>Ballet Folklorico</b> 2:55-4:55 Old Dance Room	<b>Get Involved!</b>	<b>Hallyu Club</b> 3:00-4:00 Room 604
<b>First Aid/CPR RB</b> 2:55 - 5:30 Room 204 May 1 - 6 Pre-Register in 502	<b>First Aid/CPR RB</b> 2:55 - 5:30 Room 204 May 1 - 6 Pre-Register in 502	<b>First Aid/CPR RB</b> 2:55 - 5:30 Room 204 May 1 - 6 Pre-Register in 502	<b>First Aid/CPR RB</b> 2:55 - 5:30 Room 204 May 1 - 6 Pre-Register in 502	<b>First Aid/CPR RB</b> 2:55 - 5:30 Room 204 May 1 - 6 Pre-Register in 502
	<b>Boxing/MMA</b> 2:55-4:55 Old Dance Room	<b>Girls Inc - RB Computer Coding</b> 2:55-3:55 Room 731 <b>RB</b>	<b>Cultura Latina</b> 2:55-3:55 Room 739	<b>Boxing/MMA</b> 2:55-4:55 Patriot Plaza
	<b>CTE Criminal Justice</b> 5:00-7:30 5 Credits Room 601 <b>RB</b> Pre-register Room 502		<b>CTE Criminal Justice</b> 5:00-7:30 5 Credits Room 601 <b>RB</b> Pre-register Room 502	
<b>RB: Resume Building Program</b>				
Cafeteria - 3:50-4:20      Early Release Mondays - Programs Start 1:35, Cafeteria - 2:45-3:15				

## Join the Fun!

Calligraphy!  
NEW!

1st Aid/CPR  
Certification!

Weight Training  
Get in shape!

Arm Wrestling! Show  
Steve what's  
up!

Girls Inc  
Computer  
Coding!

Cultura Latina  
Celebrate  
Heritage!

# STUDENT SERVICES

## LEARNING CENTER

**Learning Center Coordinator:** Gail Cavanaugh (760) 291-5050

**Learning Center Office Assistant:** Cindy Barrett (760) 291-5054

**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. 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. The Learning Center provides a self-paced, Individualized Learning Program, which is based on student goals and unique needs. The Learning Center utilizes the E-2020 online learning platform for coursework for students. There are three (3) avenues through which a student can pursue a high school diploma, Recovery, Independent Study, and Acceleration:

**Independent Study** is for students who desire the flexibility of an alternative from the traditional high school program. Independent study students are afforded an opportunity to set a schedule for when they attend the Learning Center and when they work independently from home.

**Acceleration** allows highly motivated and disciplined students the opportunity to take a more rigorous course of study or move more quickly to achieve their academic goals. This can be achieved through a blended schedule in the Learning Center, on-campus, or through Independent Study.

**Credit Recovery** provides students an opportunity to create a blended schedule with courses in the Learning Center and on-campus to recover credits through oversight of qualified teachers. Students can take the online courses during the regularly scheduled school day (1<sup>st</sup> – 6<sup>th</sup> period) or during zero (0), seventh (7<sup>th</sup>), ninth (9<sup>th</sup>), or tenth (10<sup>th</sup>) periods.

To gain entry into any of these programs, you must see your counselor for more details and to determine the best course of action. Services to students are provided through the student's counselor or the Counselor of the Day if their counselor is not available.

## PHYSICAL EDUCATION

**Girls PE:** Karen Phillips and Kristin Merz (760) 291-5921

**Boys PE:** Jason Patterson (760) 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, that do not violate the school's dress code
- 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.
- Students will dress, even with a doctor's note.
- Loaner clothes may be issued in exchange for student's ID card.

## CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

**CTE Programs:** Sharon Von Maier (760) 291-3266

The Escondido Union High School District affirms the importance of providing students with quality career and technical education programs (CTE). 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 provide training that leads to entry-level employment. The courses provide meaningful ways to reinforce academic skills.

Program offerings include services provided by the San Diego Workforce Partnership, Escondido Compact, CTE 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

Orange Glen High School currently offers three (3) full CTE pathways for students to work on and complete by the time they graduate. In order to complete a pathway, students must take the first, second, and third tier courses within each pathway.



## Culinary Arts

- 1) Culinary Arts and Food Science
- 2) Advanced Baking and Pastry
- 3) Advanced Culinary Arts and Restaurant Mgmt
- 4) International Cuisine



## Automotive

- 1) Automotive I
- 2) Automotive II
- 3) Automotive III
- 4) Automotive IV



## Print and Graphics

- 1) Print and Graphics
- 2) Page Layout and Design
- 3) Screen Printing

For further information on courses available, please refer to the Course Catalog or contact the Counseling Office at (760) 291-5040 or the CTE Director at the EUHSD District Service Center at (760) 291-3217.

## HEALTH EDUCATION

**Health Teacher:** Tim Corliss (760) 291-5217

### CURRICULUM

*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. Listed below are brief descriptions of the courses in which the above topics are taught.*

### Health, Human Reproduction & Venereal Disease 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.

### Biology and Physiology

The course covers basic human biological makeup of males and females.

### Consumer Education

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**

Psychology is the study of mental process and behavior. A sampling of topics includes psychology-based professions; the connections between the brain, body and human behavior; the principles of learning and memory; human development across the lifespan; social influences in attitudes and beliefs; the cause and impact of stress; psychological disorders and their treatment. The class is recommended for upper classmen.

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 (CSU) 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.

## **STUDENT HEALTH OFFICE**

**Student Healthcare Specialist:** Leticia Gonzalez (760) 291-5080

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**

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 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 Health Office may assist any pupil who needs to take medication during the school day if the school receives:

- A EUHSD medication authorization form completed from the doctor detailing the method, amount, and time the medication is to be taken (form available from the Health Office).
- Parent signature on Medication authorization form asking the school to assist the student.
- After the required forms are brought to school, prescription medication brought to school will 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. If authorized medication is over-the-counter, it must be in the original unopened/sealed container and labeled with the student's name.

- School personnel without the written authorization of the student's physician and parent or guardian cannot dispense medication of any kind.

Please contact the Health Office 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 Health Office.

## CASHIER

**Cashier:** Brenda Hernandez (760) 291-5015

### Office Hours

7:30 am – 7:42 am (Before school),  
10:10 am – 10:35 am (Nutrition break),  
12:20 pm – 12:46 pm (Lunch),  
2:45 pm – 3:15 pm (After school).

**All students must show their current student I.D. card in order to conduct business at the cashier's office.** 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 cannot process any financial transactions after 3:15 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 \$15.00 charge for any check returned by the bank unpaid. There is a \$3.00 charge for duplicate receipts.

## SCHOOL DEBTS AND OUTSTANDING PAYMENTS

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; however, students should take every precaution to maintain the quality of their textbooks and school issued items (i.e. put covers over them that can withstand the normal wear and tear, safely lock and secure items, do not give items to other students that are in your name).** 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.
- Students may not attend paid events, such as dances (Homecoming, Morp, Prom, or another school dances), until their debt is paid at Orange Glen.

## STUDENT PARKING

Applications for student parking are available in the Cashier's Office. If you wish to park on campus, please note:

- The Cashier must approve the request for a permit.
- You can register more than one vehicle; however, 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. The parking lot is **off limits** during school hours. Students may not loiter in their cars at any time.
- 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. Violation of the speed limit can result in loss of driving privileges.
- Vehicles parking in unauthorized areas or vehicles not displaying the approved permit will be subject to a parking violation citation and towing.
- 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.
- 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."

## HALL PASSES

Students are required to have an approved OGHS hall pass in their possession any time they are outside the classroom during class periods. **Only one student per pass is allowed.** 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 subject to disciplinary consequences.

## DAILY BULLETIN

The DAILY BULLETIN is emailed to each teacher to be read during second block each day.

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. Specific activities will be announced during tutorial from the bulletin each day.

## LOST AND FOUND

**Do not bring valuable items to school.** Lost and found PE clothes/equipment is to be returned to the PE department. The librarian and Cashier will keep lost and found items only through the end of each grading period 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. Valuable items that must be turned into the Cashier include:

- Cell phones, Keys, Jewelry, Wallets, and Money

All other lost and found items go to the library, such as:

- Clothing, Books, and Cards

## 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. Lockers/bike racks/skateboard 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 racks daily.



# LIBRARY MEDIA CENTER INFORMATION

## 2017-2018 Library Media Center Information

School	Contact	Hours	Phone #	Email
Escondido High School	Monica Navarro	M-F 7:00 am – 3:30 pm	(760)291-4070	mnavarro@euhsd.org
Orange Glen High School	Kerri Silverwood	M-F 7:00 am – 3:30 pm	(760)291-5070	ksilverwood@euhsd.org
San Pasqual High School	Janett Roberts	M-F 7:00 am – 3:30 pm	(760)291-6071	jvroberts@euhsd.org
Del Lago Academy	Lora Beatty	M-F 8:00 am – 2:30 pm	(760)291-2570	lbeatty@euhsd.org

The Library is a great place to read, do homework, projects and get tutoring. Please don't hesitate to ask one of our staff members for assistance.

### ID CARDS

- Students should show their **current ID card** when checking out items from the Library. Lost ID cards and ID cards for new students are issued in the library. The replacement cost for a lost ID card is \$5.00 and is to be paid to the cashier.

### CHECKING OUT INSTRUCTIONAL MATERIALS

- Students may check out up to three (3) library books at a time. Checkout period is 3 weeks. At the end of the three weeks, students may renew their book for an additional 3 weeks.
- Students are responsible for examining all items issued to them, checking for any damage that is NOT stamped "Damage Noted." If student finds damage that has **not** been stamped, they have two weeks, from date of issue, to report it to library staff. If it is not reported within the two-week grace period, we will assume that the damage was done while the item was issued to the student and a fine will be assessed.
- Students are responsible for the proper care of all items checked out to them including items left in classrooms, on campus or other various places, stolen, damaged or lost.

### RETURNING INSTRUCTIONAL MATERIALS

- Each student or their parents/legal guardian is responsible for items not returned by the student.
- Students shall return all items issued to them at the time they leave the school, drop/change a class or at the end of the school year, whichever one occurs first. For one-semester courses, items are due back on or before the last day of the semester. Class novels should be returned as soon as the class has finished the book. A \$5.00 late fine will be assessed for each item not returned by the due date.
- If a student leaves the current school to attend another school, they **MUST** return all items on or before the last day at their current school before an official transcript will be released.
- Students are responsible for the exact item(s) issued to them (each item has its own unique barcode number). If a student returns an item with a barcode different from the one that was issued to them, they will still be responsible for the original item.
- Students will be held responsible for erasing any pencil markings in the book and removing all post-it notes prior to returning the book.

### REFUNDS

- If a lost item is paid for, then found, (in the same condition as when it was issued) a refund will be issued as long as there are no other outstanding library/textbook debts. Please allow 4-6 weeks to receive your refund by mail.

### EUHSD FINES

Fines will be assessed in accordance with BP 6161.2 and AR 5125.2 of the Escondido Union High School District and California State Educational Code Section 48904. Unresolved debts will be attached to the student's permanent record and the district may withhold grades, diploma or transcripts from the student and parent/guardian until reparation is made. Fine amounts for damage to instructional materials varies depending on the type and severity of the damage. Fines range from \$5.00 up to the full replacement cost of the item. **All Instructional Material replacements must be ordered through the library.**

Type of Damage	Library	Textbooks/Equipment
Lost	Full replacement cost (ranges from \$5 to \$50)	Full replacement cost (ranges from \$50 to \$305)
Damaged Beyond Repair (including, but not limited to: excessive liquid damage, mold, excessive writing in book, etc.)	Full replacement cost (ranges from \$5 to \$50)	Full replacement cost (ranges from \$50 to \$305)
Damage to Cover or Spine	\$16.85 Bindery cost or cost of book (whichever is less)	\$15.95-\$35.00 (Bindery cost)
Damaged: In House Repair (including, but not limited to: torn/missing pages, damage to binding, corner or edges of book, partial liquid damage, etc.)	\$5.00 Repair cost	\$5.00 Repair cost
Writing in Book	\$5.00 and referral to Assistant Principal's Office	\$5.00 and referral to Assistant Principal's Office
Overdue/Late	\$0.10 per day/\$5.00 max	\$5.00 <u>per</u> item



# STUDENT CODE OF CONDUCT

## SCHOOL RULES & REGULATIONS

All students at Orange Glen High School are expected to act appropriately and respectfully at all times and to all students and staff with whom they interact. As part of our responsibility to provide students with clear expectations and instruction regarding expected behaviors, Orange Glen is working toward a positive and inclusive culture for all students. Students who are unable to abide by the Student Code of Conduct are subject to consequences. The following sections will describe these expectations and consequences.



## SAFETY AND SECURITY

### 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. Whenever 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 detector searches may be conducted in a random fashion that excludes individual discretion regarding who will be searched.

### 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.

## POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

When we are at Orange Glen, we show everyone our Patriot PRIDE! When students attend Orange Glen High School, we expect them to adhere to the overall expectations, which are designed to guide students into living healthy and productive adult lives. The expectations are universal across the school campus, which includes classrooms, bathrooms, common areas, the gym, the blacktop, and any open areas.

## SCHOOL-WIDE BEHAVIOR EXPECTATIONS

<b>School-Wide Behavior Expectations</b>	
<b>P</b> <b>REPARED TO LEARN</b>	<b>Be on time</b> <b>Bring your materials</b> <b>Have a good attitude</b> <b>Complete classwork and homework</b>
<b>R</b> <b>ESPECT</b>	<b>Respect others</b> <b>Respect the campus</b> <b>Respect yourself</b> <b>Listen to others</b> <b>Use respectful language</b>
<b>I</b> <b>NTEGRITY</b>	<b>Complete your own work</b> <b>Clean up after yourself</b> <b>Wait your turn</b> <b>Be honest</b>
<b>D</b> <b>EDICATION</b>	<b>Set goals</b> <b>Aim high</b> <b>Achieve your goals</b> <b>Do your best</b> <b>Plan to succeed</b>
<b>E</b> <b>XCELLENCE</b>	<b>Make good choices</b> <b>Believe in yourself</b> <b>Seek help</b> <b>Assist others</b>

## STUDENT INTERVENTIONS

Students are provided with a broad range of interventions at Orange Glen High School for academics and behavior because we want all students to be successful in school, work, and life. Support personnel available to students are:

- |                             |                |                |
|-----------------------------|----------------|----------------|
| • School Social Worker      | Mayra Gonzalez | (760) 291-5204 |
| • Six (6) School Counselors | Sara Steadry   | (760) 291-5046 |
| • Academic Dean             | Vacant         | (760) 291-5037 |
| • Activities Director       | Brian Gallo    | (760) 291-5710 |
| • Tutors (Various Classes)  | Vacant         | (760) 291-5037 |

## **Academic Needs**

Meet with your teacher, counselor, or the academic dean for more information about how to improve your student's grades and school performance or to make a plan of action.

## **Behavioral Needs**

The EUHSD offers a wide range of intervention services for students who may be struggling social emotionally or behaviorally. There is a comprehensive set of mental and behavioral health, social services, and support personnel to help guide students to improved performance in school.

- |  |                |                |
|--|----------------|----------------|
| • *School Social Worker                | Mayra Gonzalez | (760) 291-5204 |
| • Six (6) School Counselors            | Sara Steadry   | (760) 291-5046 |
| • **PAD (Peer Assisted Diversion)      | Tara Anderson  | (760) 291-3292 |
| • **SOS (Safety Outreach for Students) | Dana Angell    | (760) 291-3001 |

\*School social worker may provide resources for outside counseling, therapy, or peer groups. Please contact her for more information about community resources.

\*\*These services are offered through the district office. They may be mandatory for students who become suspended for various reasons.

## **DISCIPLINARY INTERVENTIONS**

Our goal at Orange Glen is to help students learn how to be respectful and responsible students, citizens, and members of the community. We will guide students in making good choices through instruction, restorative practices, and remediation. Sometimes students need to learn through disciplinary consequences; therefore, listed below are various consequences that support decision-making.

### **After School Teacher Meeting**

Teachers may assign an individual after school detention to a student at their own discretion. When assigned, student is to report to the teacher's room after school. Students who need to change the date of their assignment must present valid written reason to the Teacher assigning ASD. This is entirely the responsibility of the student. Failure to attend ASD may result in further disciplinary action, such as additional ASD, period in-school suspension, community service, or suspension from school.

### **Behavior Contract**

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.

### **Peer Mediation**

When students have a direct conflict that interferes with their ability to concentrate in class, we may conduct a peer mediation with the students to try to resolve the conflict in order that all parties involved can regain their concentration in class. If this mediation does not improve the behavior within the conflict, then further measures may be utilized, such as schedule changes, parent meetings, or other forms of discipline.

### **Reflection Sheet**

Students who reflect on their experiences are most likely to improve their future behaviors in accordance with the school-wide behavior expectations. When students are sent to the office for a referral, they are required to complete a reflection survey regarding the incident and ways to improve their behavior when they return to class or have a similar situation.

### **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.

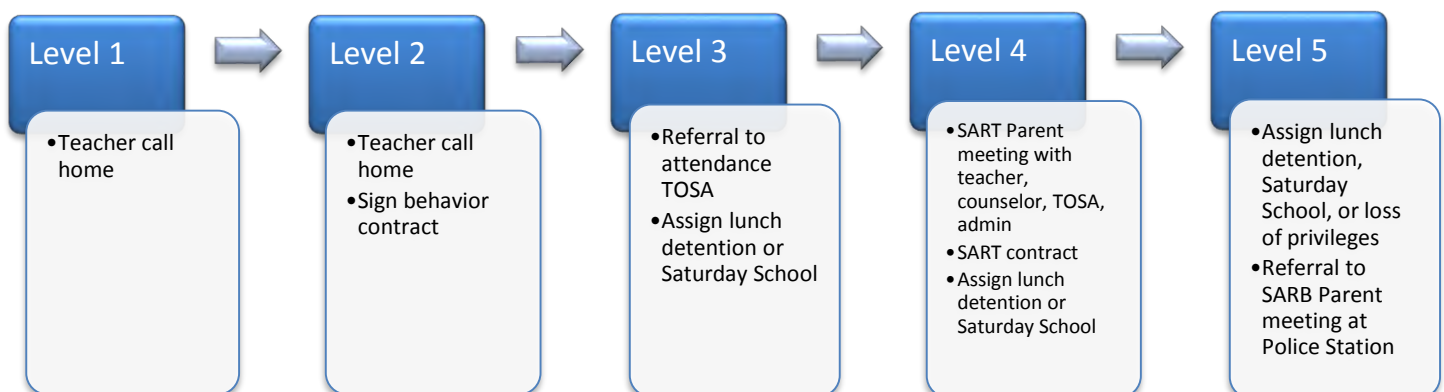
## CLASSROOM CORRECTIVE ACTIONS FOR DISRUPTIVE BEHAVIOR

It is best for students to remain in their classrooms during all instructional periods and time; however, there are times when a student needs to be removed from the classroom for misbehavior or safety concerns. Teachers will make various efforts to engage the students to correct their own behavior and comply with teacher requests; however, if they are unable to do so, teacher may have student removed from the classroom to speak with an Assistant Principal. Below is a list progressive discipline chart.

	Teacher Action	Corrective Action
<b>First Referral</b>	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 teacher/staff member must contact the parents to notify them that the referral has been issued. Corrective Action I may be issued.	<b>Corrective Action I</b> may involve the following: Warning; Behavior contract; Period in-school suspension; Community service assignment; Loss of privileges; Students will complete a Reflection Sheet and AP will provide restorative instruction to student.
<b>Second Referral</b>	Student is referred by a teacher or staff member to the Assistant Principal. The teacher/staff member must contact the parents to notify them that the referral has been issued. Corrective Action II may be issued by Assistant Principal.	<b>Corrective Action II</b> may involve the following: Saturday school assignment; Period in-school suspension; SOS attendance; Parent / Teacher / Student conference, up to two (2) day suspension from school; Loss of privileges; Restorative practices (e.g. Letter of apology, community service, mediation), Safe Schools Level I contract. Students will complete a Reflection Sheet and AP will provide restorative instruction to student.
<b>Third Referral</b>	Student is referred by a teacher or staff member to the Assistant Principal's office. The teacher/staff member must contact the parents to notify them that the referral has been issued. Corrective Action III may be issued.	<b>Corrective Action III</b> may involve the following: Community service assignment; Period in-school suspension; Saturday school assignment, SOS attendance, Parent / Teacher / Student conference, up to four (4) day suspension from school, Restorative practices (e.g. Letter of apology, community service, mediation), Safe Schools Level II contract. Students will complete a Reflection Sheet and AP will provide restorative instruction to student.

## TARDIES

At Orange Glen High School, we seek to demonstrate respect for staff, other students, and ourselves. Arriving to a scheduled class on time is an important way to demonstrate respect for your teachers and fellow students. It also will ensure you do not miss important learning and interactions.







## DRESS CODE

### Dress Code 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. The Escondido Union High School District has adopted a reasonable dress code policy. All students must wear clothing which is clean, safe and in good repair.

#### Progressive Discipline for Dress Code Violations:

<b>Administrative Regulation #1</b> <b>Clothing must be modest and provide adequate coverage.</b>	
<b>Guidelines</b> <ul style="list-style-type: none"><li>❖ Garments that are see-through, low cut or expose midriff</li><li>❖ Prohibited tops to include any top with scooped arms that show undergarments. Sleeveless blouse/shell is OK if no undergarments are visible.</li><li>❖ Sleeveless undershirts or spaghetti straps in any color are prohibited as outerwear.</li><li>❖ Low or revealing neckline.</li><li>❖ No open back tops, halter-tops, tube tops, or strapless tops.</li><li>❖ Certain clothing will not be allowed if it is determined by administration to interfere with the learning environment.</li></ul>	
<b>Administrative Regulation #2</b> <b>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.</b>	
<b>Guidelines</b> <ul style="list-style-type: none"><li>❖ 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.</li></ul>	
<b>Administration Regulation #3</b> <b>Size appropriate clothing only.</b>	
<b>Guidelines</b> <ul style="list-style-type: none"><li>❖ Students may not dress in brief or revealing clothing.</li><li>❖ Pants must fit at waist, buttocks, crotch and legs.</li><li>❖ Dress code criteria are for <u>student safety</u>. If the pant fit is baggy enough to conceal contraband and/or weapons the pant does not meet the dress code requirement for safety.</li><li>❖ 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.</li><li>❖ 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.</li></ul>	
<b>Administrative Regulation #4</b> <b>No see through clothing.</b>	
<b>Guidelines</b> <ul style="list-style-type: none"><li>❖ Garments that are see through, cut low or expose the midriff are not acceptable</li><li>❖ Undergarments must not be visible.</li><li>❖ See through clothing is permitted only if worn with opaque clothing underneath.</li></ul>	

*You can never be overdressed or overeducated"*

*Oscar Wilde*



## Administrative Regulation #5

### Dress code compliant headgear.

#### Guidelines

- ❖ 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 Regulation #6

### Clothing promoting / representing a professional athletic team.

#### Guidelines

- ❖ 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), or #88 Jersey (Heil Hitler).

## Administrative Regulation #7

### No clothing with altered logos / emblems.

#### Guidelines

- ❖ 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.

#### Guidelines

- ❖ 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.

#### Guidelines

- ❖ No Plaid or Pendleton style shirts buttoned to the neck.
- ❖ No long shorts with 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.

**Baseline casual** is appropriate for school and may vary based on your individual tastes. Your clothes must adhere to the dress code administrative regulations. Though our dress code does not require you to dress up formally, here are tips for dressing in different situations, such as interviews, banquets, or future jobs.



# THE 5 LEVELS OF BUSINESS ATTIRE

If you want to look professional, then you need to take your work wardrobe seriously. First determine which dress code level is appropriate for the position you currently have, and follow the "-1/-1 Rule." You can always dress one level higher, and it can even work to your advantage if you aspire to rise through the ranks. Jumping two levels higher, however, will just make you look overdressed. The only time you should dress one level down is on a casual Friday or other relaxed event.

LEVEL  
5

## BASELINE CASUAL



Nice T-shirts or casual collared shirts.

Dark and elegant denims.

Tasteful sneakers.



Tidy and fitted T-shirts, blouses, or sweaters.

Clean and crisp denims.

Elegant sandals.



LEVEL  
4

## MAINSTREAM CASUAL

Shirts and sweaters in a variety of colors and patterns.

Slacks or corduroy pants.

Relaxed but elegant shoes.



Short-sleeved tops, maybe with vests.

Fashionable combinations of tops, vests, and skirts.

Open toe shoes.



LEVEL  
3

## EXECUTIVE CASUAL

Brightly colored or patterned shirts and ties.

Sports coats and jackets.

Dressy slacks.

Loafers or monk-strap shoes.



Brightly colored shirts.

Bigger and unique jewelry and accessories.

Fashionable jacket and skirt.

Closed toe pumps.



LEVEL  
2

## TRADITIONAL BUSINESS ATTIRE

Traditionally patterned shirts and ties can be more brightly colored.

Dark and subtly patterned suits.

Dark brown or navy blue oxfords.



Professional tops without a deep neckline.

Suits can be more brightly colored.

Tights and closed toe heels.



## **SCHOOL JURISDICTION OVER STUDENT CONDUCT**

A pupil may be suspended or expelled for acts that are enumerated in EC 48900(a)-(s) and EC48915(a) and (c) and related to school activity or attendance that occur at any time, including, but not limited to, any of the following. Vehicles parked on school property or at school activities are considered within the jurisdiction of school officials for purposes of search and seizure with reasonable cause.

The principal shall recommend suspension or expulsion of a pupil that he or she determines had committed any of the 48900 or 48915 code violations in any of the following locations:

- *Anywhere on school property or campus grounds before, during, or after school,*
- *During transport to and from school, which includes off campus locations (e.g. park, street), or*
- *At a school activity off school grounds.*

## **SUSPENSION AND EXPULSION PROCEDURES**

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, for a 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 (5) days at a time nor for more than twenty (20) days in a school year, unless the Superintendent or Superintendent Designee extends the suspension.
- 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.

### **Class Suspension**

A teacher may suspend any student from the teacher's class for the day of the suspension and the day following. (Education Code 48910)

### **School Day Suspension**

A superintendent, principal, or principal's designee (i.e. Assistant Principal) may suspend a student from a school for not more than five (5) consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)

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 other means of correction are not feasible or have failed to bring about proper conduct.

A student may be suspended from school for not more than twenty (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. (Ed. Code 48903, 48912)

### **Suspension Procedure**

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 5 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 to 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 any other public school district and must receive education in another school setting provided by the county office of education. Only the Board of Education may expel a student.

The student possesses rights to be represented by counsel, obtain copies of all documents to be used at the hearing, question witnesses, and present evidence on his or her own behalf. The Administrative Panel will make a finding of fact and recommendation to the Board of Education on whether to expel the student or not based on the evidence.

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)

### **SUSPENDABLE OFFENSES: EDUCATION CODE, SECTION 48900(a) to 48900(r)**

For 48900(a) to 48900 (e), students may be suspended on a first time offense; however, for 48900(f) to 48900(r), students will be provided with an instructional intervention prior to suspension.

**A student who has committed the following acts is subject to discipline by suspension or expulsion:**

***(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person. (a)(2) Willfully used force or violence upon the person of another, except in self-defense.***

***(b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.***

***(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.***

***(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.***

***(e) Committed or attempted to commit robbery or extortion.***

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***(f) Caused or attempted to cause damage to school property or private property.***

***(g) Stole or attempted to steal school property or private property.***

***(h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.***



- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (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.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (2) Except as provided in Section 48910, a pupil enrolled in Kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in Kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (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.
- (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.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization of body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school- sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

#### **EXPULSION AUTOMATIC REFERRALS: EDUCATION CODE, SECTION 48915**

In order to keep California campuses safe, the Education Code outlines a variety of actions that will not be tolerated at school. According to EC 48915 (c), the following violations will result in an *immediate referral for expulsion* by the principal.

<b>Offense</b>	<b>Consequence</b>
<b>Recommendations: Must Expel</b> The principal shall recommend expulsion of a pupil that he or she determines had committed any of the following acts at school or at a school activity off school grounds.	<b>Mandatory Expulsion per Education Code 48915</b>
(a) <b>Possessing, selling, or otherwise furnishing a firearm.</b> 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.	<ol style="list-style-type: none"> <li>1. Immediate suspension from school five (5) days.</li> <li>2. Extension of Suspension for cause to accommodate Administrative Hearing Panel timeline.</li> <li>3. Board of Education to expel for one calendar year if found guilty.</li> <li>4. Notification to the Escondido Police Department.</li> <li>5. Report to the State Department of Education.</li> </ol>
(b) <b>Brandishing a knife at another person.</b>	
(c) <b>Unlawfully selling a controlled substance.</b>	
(d) <b>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.</b>	
(e) <b>Possession of an explosive</b>	

## GROUP I VIOLATIONS (48900): AUTOMATIC SUSPENSION

These offenses will result in suspension. An additional offense may result in referral for expulsion.

Group I Violations	Minimum Consequence	Maximum Consequence
<b>(a) Causing serious physical injury to another person, except in self-defense (battery).</b>	Three (3) day suspension from school. Parent conference. Safe Schools Contract. Mandatory anger management counseling. May be required to participate in student mediation.	Immediate five (5) day suspension. Safe Schools Contract. Possible expulsion or involuntary transfer to alternative school. Recommended for anger management counseling. Notification to the Escondido Police Department.
<b>(a) Fighting. Mutual Combat</b>	One (1) day suspension. Parent conference. Safe Schools Contract. Mandatory anger management counseling. May be required to participate in student mediation. Possible involuntary transfer to alternative school	Five (5) day suspension. Possible recommendation for expulsion or involuntary Transfer to alternative school for repeated violations.
<b>(a) Assault/ battery upon any school employee.</b>	Five (5) day suspension from school. Parent conference. Safe Schools Contract. Mandatory anger management counseling.	Immediate five (5) day suspension. Safe Schools Contract. Possible expulsion or involuntary transfer to alternative school. Mandatory anger management counseling. Notification to the Escondido Police Department.
<b>(b) Possession of any knife or other dangerous object of no reasonable use to the pupil.</b>	Five (5) day suspension from school. Safe Schools Contract. Possible expulsion or involuntary transfer to alternative school. Recommended for anger management counseling. Notification to the Escondido Police Department.	Immediate suspension from school five days. Safe Schools Contract. Possible expulsion or involuntary transfer to alternative school. Mandatory anger management counseling. Notification to the Escondido Police Department.
<b>(b) Possessing or igniting firecrackers.</b>	One (1) day suspension. Safe Schools Contract. Parent notification/conference.	Three (3) to five (5) days suspension. May be recommended for appropriate counseling. Possible involuntary transfer to alternative school for repeated violations
<b>(c) Possession, use of or being under the influence of a controlled substance.</b>	Five (5) day suspension from school. Parent conference. Safe Schools Contract. Mandatory alcohol or drug counseling. Possible notification to the Escondido Police Department.	Immediate five (5) day suspension. Safe Schools Contract. Possible expulsion or involuntary transfer to alternative school. Notification to the Escondido Police Department.
<b>(d) Negotiating to sell alcohol, drugs or intoxicants of any kind.</b>	Three (3) day suspension. Mandatory alcohol or drug counseling. Parent conference.	Five (5) day suspension. Mandatory alcohol or drug counseling. Possible recommendation for expulsion or involuntary transfer to alternative school for repeated violations.
<b>(e) Robbery or extortion.</b>	Three (3) day suspension from school. Parent conference. Safe Schools Contract. Mandatory anger management counseling.	Immediate five (5) day suspension. Safe Schools Contract. Possible expulsion or involuntary transfer to alternative school. Mandatory anger management counseling. Notification to the Escondido Police Department.

## GROUP II VIOLATIONS (48900): POSSIBLE SUSPENSION

Students who engage in these activities will be reprimanded, provided interventions, and may be suspended on a first offense. For a subsequent offense, students will be suspended and may be recommended for expulsion.

Group II Violations	Minimum Consequence	Maximum Consequence
<b>(a) or (i) Aiding and abetting - inflicting or attempted inflicting of physical injury on another.</b> This includes any student who video records an incident and disseminate via social media.	One (1) day suspension. Parent notification/conference. May be placed on Safe Schools Contract. May be required to participate in student mediation. Confiscation of camera phone/video recording device and removal of inflammatory content.	Five (5) day suspension. Recommended for anger management counseling. Involuntary transfer to alternative school.
<b>(f) Destruction of School property, vandalism, theft or possession of school or private property.</b>	Warning. Saturday School. One (1) day suspension. Parent conference.	Five (5) days suspension Possible police contact. Restitution of damages. Involuntary transfer to alternative school for persistent violations. Damages totaling more than \$400 may be considered as a Group I violation.
<b>(g) Stole or attempted to steal school or private property.</b>	Warning. One (1) day suspension. Parent conference.	Five (5) day suspension. Possible police contact. Restitution of property. Involuntary transfer to alternative schools.
<b>(h) Possession/ use of any tobacco or nicotine products, including nicotine delivery devices or other vapor emitting electronic devices, except for prescription products with prior notice to school authorities.</b>	Warning 1 <sup>st</sup> offense & mandatory Tobacco Education Program. One (1) day suspension repeated offense. Parent conference. Police may issue ticket.	Five (5) days suspension for repeated violations. Possible involuntary transfer to alternative school for persistent violations.
<b>(i) Using profanity or obscene language, and/or committing vulgar or obscene acts or making inappropriate displays of affection.</b>	Warning Detention. Student referral to counselor. Parent notification.	Three (3) day suspension for repeated violations.
<b>(j) Possession, offering for sale or negotiating to sell any drug paraphernalia.</b>	Three (3) day suspension. Mandatory substance abuse education/diversion counseling. Parent conference.	Five (5) days suspension. Possible recommendation for expulsion for repeated violations.
<b>(k) Willful defiance of authority or school personnel.</b>	Warning. Behavior contract. Saturday School. Parent conference/notification. Recommendation for decision making or anger management counseling for persistent violations.	Three (3) to five (5) day suspension for persistent violations. Possible involuntary transfer to alternative school.

<b>(l) Knowingly received stolen school or private property.</b>	Warning. One (1) day suspension. Parent conference.	Five (5) day suspension. Possible police contact. Restitution of property.
<b>(m) Possessing a replica firearm.</b>	One (1) day suspension. Parent conference/notification. Safe Schools Contract. Possible involuntary transfer to alternative school.	Five (5) day suspension. Threat assessment. Possible recommendation for expulsion. May be recommended for appropriate decision making counseling.
<b>(n) Committed or attempted to commit sexual assault or battery.</b>	One (1) day suspension. Parent conference. Safe Schools Contract.	Five (5) day suspension. Mandatory SOS counseling. Possible recommendation for expulsion.
<b>(o) 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 testifying</b>	One (1) day suspension. Parent notification/conference. Safe Schools Contract. May be recommended for anger management counseling.	Five (5) day suspension. Possible recommendation for expulsion or involuntary transfer to alternative school. Recommended for anger management counseling.
<b>(q) Hazing</b>	One (1) day suspension. Parent conference/notification. Safe Schools Contract. May be recommended for anger management counseling.	One (1) to five (5) day suspension. Recommended for anger management counseling. Possible involuntary transfer to alternative school.
<b>(r) Creating a hostile and intimidating environment by harassing or intimidating other students.</b>	One (1) day suspension. Parent conference. Safe Schools Contract. May require appropriate counseling. May be required to participate in student mediation.	Five (5) days suspension. Possible recommendation for expulsion or involuntary transfer to alternative school. Require appropriate counseling.
<b>(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.</b>	One (1) day suspension. Parent conference/notification. Safe Schools contract. Require appropriate counseling. May be required to participate in student mediation.	Five (5) day suspension. Possible recommendation for expulsion or involuntary transfer to alternative school. Require appropriate counseling.
<b>Hate Violence</b>	Three (3) day suspension. Threat Assessment. Parent conference. Safe Schools Contract. May be recommended for decision making counseling.	Five (5) day suspension. Threat assessment. Possible recommendation for expulsion or involuntary transfer to alternative school. Recommended for appropriate counseling.
<b>Terrorist Threats.</b>	One (1) day suspension. Threat Assessment. Parent conference. Safe Schools Contract. May be recommended for appropriate counseling.	Five (5) day suspension. Threat assessment. Possible recommendation for expulsion or involuntary transfer to alternative school.
<b>Engaging in gang activity or gang like behavior.</b>	Warning. One (1) day suspension. Parent conference/notification. Safe School Contract May require gang diversion counseling. Parent conference.	Five (5) day suspension. Possible recommendation for expulsion and/or police intervention. Require gang diversion counseling.

### GROUP III VIOLATIONS: POSSIBLE SUSPENSION

Students who engage in these activities will be reprimanded, provided interventions, and may be suspended on a first offense. For a subsequent offense, students will be suspended and may be recommended for expulsion.

Group III Violations	Minimum Consequence	Maximum Consequence
<b>Aiding and abetting students leaving campus without permission.</b>	Warning. Saturday School. One (1) day suspension. Parent conference.	Three (3) to five (5) days suspension for repeated violations. Possible involuntary transfer to alternative school for persistent violations.
<b>Computer Violations: include but are not limited to examples found in the EUHSD Ethical Use Agreement</b>	Warning. Loss of computer privileges. Restitution for cost of repair. Parent conference.	Five (5) days suspension. Possible recommendation for expulsion or involuntary transfer to alternative school.
<b>Forgery of a note or unauthorized use of school forms or misrepresentation to secure release or excusing absence.</b>	Warning. Saturday School. One (1) day suspension. Parent conference.	Three (3) to five (5) days suspension for repeated violations.
<b>Gambling</b>	One (1) day suspension. Parent conference. Warning and/or Saturday School	Three (3) to five (5) days suspension repeated violations. Possible involuntary transfer to alternative school for persistent violations.
<b>Parking lot violations that include unsafe driving or parking in staff parking lot and aiding or abetting students leaving campus.</b>	Warning and Saturday School. Up to three (3) days suspension for first offense. Parent conference. Possible recommendation to safe driving classes.	Three (3) to five (5) days suspension for repeated violations. Possible involuntary transfer to alternative school for persistent violations. Loss of parking privileges.
<b>Possession of a graffiti marker, graffiti tools or possession of materials with graffiti writing or monikers.</b>	Warning and Saturday School. Up to three (3) days suspension for 1 <sup>st</sup> offense if serious damages. Restitution for damage to school property. Parent conference.	Five (5) days suspension for repeated violations. Possible involuntary transfer to alternative school for persistent violations. Notification to Escondido Police Department.
<b>Possession of vulgar or obscene print material including computer generated images.</b>	Warning. Saturday School. One (1) day suspension. Parent conference.	Restriction/ Loss of computer privilege. Up to three days for first offense. Five (5) days suspension for repeated violations.
<b>Throwing water balloons or other objects. Possession or release of any noxious fluid or gas (stink bomb).</b>	Warning. Saturday School. Parent conference.	Three (3) days suspension Involuntary transfer to Continuation School.

**P**REPARED TO LEARN  
**R**ESPECT  
**I**NTEGRITY  
**D**EDICATION  
**E**XCELLENCE



## GROUP IV VIOLATIONS: OTHER MEANS OF CORRECTION

Group IV Violations	Minimum Consequence	Maximum Consequence
<b>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.</b>	Warning. Parent conference/notification.	Confiscation of item. Parent pick-up for repeated violations. Suspension one to three days for persistent infractions.  School personnel not responsible to investigate lost or stolen personal items.
<b>Cheating.</b>	See Academic Honesty Policy. Ethics contract.	See Academic Honesty Policy. Ethics contract.
<b>Possession of the following items on campus: lighters, electronic games or devices, squirt guns, laser pens, and other similar electronic devices. Cell phones are allowed on campus but must be turned off at teacher's request.</b>	Warning only for 1 <sup>st</sup> offense. Parent conference/notification.  If cell phone or other electronic device is used for cheating on any assessment/test, the consequences for Academic Honesty will also apply.	1 <sup>st</sup> Offense: Confiscation of item. 2 <sup>nd</sup> Offense: Parent pick-up. 3 <sup>rd</sup> or repeated violations: Suspension from class and/or school.  School personnel not responsible to investigate lost or stolen personal items.
<b>Littering.</b>	Warning. Parent conference/notification.	Detention. Community-service. Saturday School for repeated violations.
<b>Leaving class during the period without a pass or teacher permission.</b>	Warning. Parent conference/notification.	Two detentions. Saturday School.
<b>Leaving campus or on campus but in designated out of bounds areas.</b>	Saturday School. Parent conference/notification.	Student may be subjected to search on re-entry to school. One to three day suspension for repeated violations.
<b>Misbehaving on the bus.</b>	Detention. One-day suspension from the bus. Parent notification.	Loss of bus privileges for repeated violations.
<b>Use or activation of electronic signaling device during class time such as cell phone</b>	Warning for 1 <sup>st</sup> offense.	Referral and confiscation of item for 2 <sup>nd</sup> offense. Referral and confiscation and parent pick-up for 3 <sup>rd</sup> offense. Suspension up to five days for continued infractions.



CAN'T HIDE OUR  
PATRIOT  
*Pride!*



## ACADEMIC ETHICS

**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.



**Learning Center CHEATING includes:** Asking others for answers, using other people's/or sharing your work, sharing computer accounts. Talking during assessments (including Pre-tests). Going on the internet or back to previous tests to find answers during assessments (including Pre-tests). Copying and/or Pasting answers in any activity or essay is plagiarism. It is not your work. These above actions will result in the following consequences, including Notification Letters:

- 1<sup>st</sup> time offense:** Zero (0) on assignment, Referral to Asst. Principal, Ethics Contract 1
- 2<sup>nd</sup> time offense:** Course deleted and may not repeat course in LC, Referral to the Asst. Principal, Ethics Contract 2
- 3<sup>rd</sup> time offense:** Removal from the Learning Center permanently

## BULLYING

### 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, Education Code 32261

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.**

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.

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.

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.

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.

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. 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.

### CELLULAR PHONES AND OTHER ELECTRONIC DEVICES

Students may possess cell phones or use electronic devices provided that such devices *do not disrupt* the educational program or school activity. Cell phones shall be turned off during class time and at any other time directed by a teacher or staff member/district employee. If disruption occurs, the employee may direct the student to turn off the device and/or have the student personally turn in the device to the AP Office.



<b>1<sup>st</sup> time offense:</b>	Item retained in AP office; referral to the office; student warned.
<b>2<sup>nd</sup> time offense:</b>	Item retained in AP office; referral to the office; parent notified.
<b>3<sup>rd</sup> time offense:</b>	Item retained in AP office; referral to the office; item must be picked up by the Parent.

Further infractions: Parent conference and Saturday School. Infractions ***will reset*** at the beginning of the next school year. No student shall be prohibited from possessing or using an electronic device that is determined by a licensed physical or surgeon to be essential for the student’s health and the use of which is limited to health-related purposes (Education Code 48901.5)

Use of photographic equipment is prohibited in locker rooms or restrooms. Students are prohibited from taking pictures, videos, or sound without the consent of the person(s) in the image(s) or recording(s). The School Administration is not responsible for the recovery of lost or stolen items. Bring them at your own risk.

### SEXUAL HARASSMENT

Students need to know and understand the importance of limits and boundaries within relationships. Teenagers often engage in personal relationships in high school that are different than they have experienced before. They may develop feelings of attraction toward other people or desire to spend time with new people. In order to stay safe, students must understand the difference between flirting and sexual harassment. Sexual harassment is based upon the impact on the victim. It is not based on the intentions of the perpetrator.

#### Definition of Sexual Harassment

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.

### What You Should Do If You Feel Sexually Harassed

- **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. (See uniform complaint policy).
- **NEVER GIVE IN:** If you are not satisfied with the results of your complaint, continue to take action and get help.



<u>Flirting</u>	<u>Sexual Harassment</u>
Welcomed behavior	Unwelcome behavior
Leaves you feeling positive	Leaves you feeling negative
Respectful	Disrespectful
Wanted	Unwanted
Flattering	Illegal

### OTHER STANDARDS OF BEHAVIOR

#### 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 or aircraft 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.
- Any person except a police officer, who brings or possesses on school grounds, of or within, any public school, any dirk, dagger, a sharpened blade fitted primarily for stabbing, knife with blade 3.5'' long or folding knife with locking-blade, razor with unguarded blade, taser or stun gun is in violation of the law.

#### Smoking or Use of Tobacco Products on Campus

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

- 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 and includes e-cigarettes.
- 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.

# Tips for Success in High School

## 1. Make sure academics are your priority

High school is a fun, scary and exciting place, all at the same time. Make sure to remind yourself that school is a place for you to grow and learn. There will be a lot of distractions, but you must continue to do your homework and projects on time. Make sure you find time to study by yourself and with friends. This way you will have folks around you that you can learn from. Set up a space at home that is free of distraction (including TV, phone, computer games), you will visit consistently, and that helps you focus on accomplishing your school work.



## 2. Procrastination = Stress

Try your best to stay organized and on top of your assignments. That way, you won't have to rush to do assignments. Schedule certain times when you want to work on your assignments throughout the week. Doing things last minute can cause a whole lot of unnecessary stress, which as a high school student, you don't need.

## 3. Get to know your teachers and ask for help

When your teacher asks for volunteers, make sure you raise your hand. This is how you get participation points and they will see you as a decent student. When you don't understand something, it's ok to ask your teacher for help after school or during passing period. Simply talking to your teacher will help them to get to know you. When they get to know you, they can write you letters of recommendation, and be more willing to mentor you and help you throughout your years in high school.

## 4. Don't spread yourself thin

When getting involved in clubs and taking honors or advanced classes, know what you can handle. Give yourself a reasonable course load.



## 5. Get involved

Join clubs, student unions, sports, leadership or an academy. These groups are ways for you to make friends, feel connected to your school community, and learn about yourself. Joining clubs, student unions or leadership will also allow you to have a say in your environment.

## 6. Use resources on campus

Take advantage of your career center, find out about scholarships, tutoring for certain subjects, free SAT tutoring sessions, TRIO programs such as upward bound and education guidance. These programs can provide you with opportunities like internships, college visits and informational interviews.

## 7. Make friends

The great thing about high school is that you can meet new people as well as grow relationships you have had since elementary school. Your friends are great when you need to vent, need help with a problem, and can give great advice; and you would do the same for them. Some folks in high school are still finding themselves, just like you, but some may not always have your best interest at heart. You can have as many acquaintances as you'd like, or people you are cordial with, but choose your friend group wisely.

## 8. Apply for scholarships

Apply for scholarships throughout your high school career. There are scholarships available for seniors as well as freshmen. Scholarships not only get you money; they also enable you to gain a network of folks that care about your education and are willing to help you throughout your career.

## 9. Relax and find time to unwind

Take time to hang out with your friends. Create good memories and enjoy your youth.





# 2017/18 School Calendar - EUHSD

July 2017						
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December 2017						
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January 2018						
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April 2018						
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June 2018						
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## Holidays 2017/18

Jul 4, 2017	Independence Day
Sep 4, 2017	Labor Day
Nov 10, 2017	Veterans Day (observed)

## Staff Start/End

Nov 11, 2017	Veterans Day
Nov 23, 24, 2017	Thanksgiving
Dec 25, 26, 2017	Christmas Day

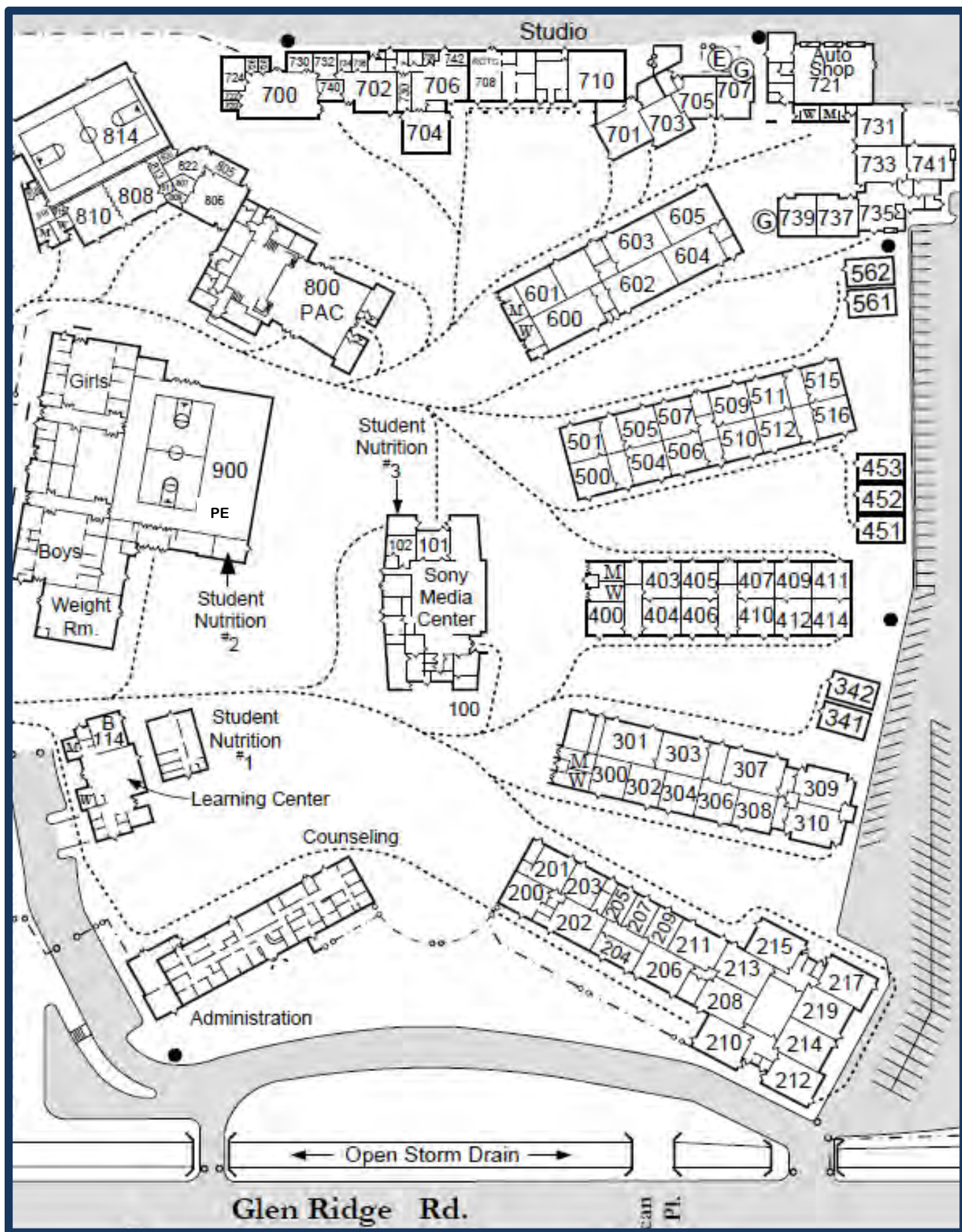
## Students Start/End

Jan 1, 2, 2018	New Year's Day
Jan 15, 2018	Martin Luther King Day
Feb 16, 19, 2018	Presidents' Day

## Non Work Days

Mar. 30, 2018	Local Holiday
Apr 1, 2018	Easter
May 28, 2018	Memorial Day





# ORANGE GLEN HIGH SCHOOL