

# SAN PASQUAL HIGH SCHOOL



## Student Handbook 2017-2018



Also on the web at <http://sphsgoldeneagles.org>

*At the beginning of the first semester or quarter of the regular school term, the governing board of each school district shall notify the parent or guardian of its minor pupils regarding the right or responsibility of the parent or guardian under Sections 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, 51240, and 51550 and Chapter 2.3 (commencing with Section 32255) of Part 19.*



## **SAN PASQUAL ALMA MATER**

*All Hail to Thee at San Pasqual  
Where Golden Eagles Fly.  
The Blue and Gold shall always reign  
with spirit and with pride.  
Singing praise to thee for friends we've met  
And goals that have been set,  
We sing our praise to thee.*



## **SAN PASQUAL FIGHT SONG**

*Come on, all you Golden Eagles  
Cheer for San Pasqual  
For we are here to back our  
Golden Eagles on to Victory.  
(Fight, Fight, Fight!)  
We've got spirit; we can't be beat  
For our team is beyond defeat.  
Hail, Hail, the gang's all here  
So let's give 'em an Eagle Cheer.*



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## WELCOME TO SAN PASQUAL HIGH SCHOOL

### Principal's Message

As a community, ALL San Pasqual Golden Eagles work together to allow students to demonstrate the abilities, gifts, and talents that make them unique.

Driven by high expectations for ALL, San Pasqual offers a comprehensive, rigorous academic program and dynamic extra-curricular activities within a supportive environment. Each and every day San Pasqual challenges students to demonstrate responsible citizenship, think critically, and work collaboratively.

As a community member each San Pasqual student learns how meeting individual responsibilities and appreciating the concerns of others support a better environment for ALL.

Throughout their time as Golden Eagles, San Pasqual students grow academically, emotionally, and physically. In other words, we are proud to watch our Golden Eagles spread their wings and fly – building their character as they meet and exceed the expectations they are given.

Each day our Golden Eagles make an important contribution to San Pasqual High School. As they grow to understand and support the philosophies that make for great days at San Pasqual our students also create opportunities to understand the future that lies before them as young adults.

As a Faculty and Staff we are honored with the confidence that our students and families place in us. Each Golden Eagle is coached to make the most of every day, and make the San Pasqual tradition of excellence their own.

It is my pleasure as principal to welcome you to San Pasqual High School.

United... we are San Pasqual!

Martin Casas  
Principal  
San Pasqual High School



## IMPORTANT PHONE NUMBERS

San Pasqual High School,  
3300 Bear Valley Parkway, Escondido, CA 92025-7699

### Receptionist Telephone: (760)-291-6000

|                                 |                            |  |
|---------------------------------|----------------------------|--|
| Principal's Secretary           | Ruth Moss                  | 291-6001                                     |
| Principal                       | Martin Casas               | 291-6001                                     |
| Assistant Principal's Secretary | Lydia Fitch                | 291-6020                                     |
| Assistant Principal's Secretary | Guadalupe Perez            | 291-6022                                     |
| Assistant Principal             | Kevin Myers                | 291-6027                                     |
| Assistant Principal             | Susan Pastor               | 291-6026                                     |
| Assistant Principal             | Cory Gregory               | 291-6025                                     |
| Attendance Office               |                            | 291- <u>6011</u> , <u>6012</u> , <u>6024</u> |
| Attendance 24 Hr. Hot Line      |                            | 291-6010                                     |
| Counseling Center               | Angelica Hernandez         | 291-6049                                     |
| Testing Information             | Counseling Center          | 291-6049                                     |
| Personal Problems               | Counseling Center          | 291-6049                                     |
| College Information             | Counseling Center          | 291-6049                                     |
| Career Center                   | Karen Villavicencio        | 291-6093                                     |
| Work Permits                    | Karen Villavicencio        | 291-6093                                     |
| Student Registrar               | Angela DeLisle             | 291-6059                                     |
| Transcripts                     | Registrar's Office         | 291-6059                                     |
| ASB Advisor                     | Eddie Rodriguez            | 291-6910                                     |
| Athletics                       | Andrew Clark               | 291-6030                                     |
| Athletic Info Line              |                            | 291-6031                                     |
| Cashier                         | Rachel Macias              | 291-6015                                     |
| Tickets for Student Events      | Cashier's Office           | 291-6015                                     |
| Insurance                       | Cashier's Office           | 291-6015                                     |
| Parking Permits                 | Cashier's Office           | 291-6015                                     |
| Learning Center                 | Karin Epperly              | 291-6041                                     |
| Library                         | Janett Roberts/Sally Duran | 291-6071/70                                  |
| Assets/SOAR                     | Tracey Greer               | 291-6301                                     |
| Student Health Office/Nurse     | Caroline Bazarnik          | 291-6080                                     |
| Bilingual (Spanish) B.A.T.      | Wendy Rodriguez            | 291-6037                                     |
| Parent Liason                   | Noemi Antonio              | 291-6054                                     |

# SPHS Student Body Activities

## Associated Student Body Advisor - Heriberto Eddie Rodriguez (291-6910) / hrodriguez@euhsd.org

### ASB STICKERS

ASB stickers cost \$25.00 and include:  
Reduced admission to football games.  
Free admission to basketball games and wrestling matches.  
Reduced costs for some ASB dances/events.

### ID CARDS

ID Cards are required of all students and must be in the students' possession during the school day and at all school functions. Every student should have an ID card to check out textbooks, library materials, conduct transactions at the Cashier's Office, and obtain re-admits or off campus passes. Replacement cost is \$5.00.

The SPHS Associated Student Body (ASB) plans many activities throughout each school year. Student participation and involvement is an exciting part of each of these events, which makes each student's time spent at SPHS a very memorable experience. The staff at SPHS encourages each student to GET INVOLVED!! Listed below are some of the events that occur each year, and an explanation of each. These are not the only events, since ASB is always planning new and fun activities.

**DANCE POLICY** – Dances, excluding the Prom, will begin at 7pm and end at 10pm. Students must arrive by 8:30pm to be admitted to the dance. Guests must have a pass and be 20 years of age or younger. No students in middle school are eligible to attend San Pasqual High School dances. Guest passes are available at the assistant principal's office and must be approved by an assistant principal before a ticket can be purchased for the guest. Guests must show a picture ID to be admitted to the dance. San Pasqual students must show their school ID to be admitted.

The following are specifically prohibited at school-sponsored dances: Sexually explicit dancing (i.e. freaking, grinding, or dirty dancing) and any dancing that may result in disruption or injury (i.e., slamming, moshing, etc.) **ALL SCHOOL RULES APPLY TO ALL SCHOOL**

### SPONSERED EVENTS.

**HOMECOMING** - Homecoming is an exciting event in which all SPHS alumni are honored. There is a special football game in which all classes design and create their individual float for competition. Prince and Princesses and a King and Queen are chosen, and announced at half time of the Varsity game. The Homecoming Dance is a semi-formal event for couples and individuals to attend. Pictures are taken and may be purchased to remember this memorable occasion. Guest passes are available at the assistant principals' office and must be approved by an assistant principal before a ticket can be purchased for the guest. Guests must be 20 years of age or younger, and must show a picture ID for admission.

**PROM** - Prom is a formal dance for Junior and Senior students and their guests. Prom Royal Court are chosen and the dance is held at an off-campus site to be determined. Students will all wear formal attire. Guest passes are available at the assistant principal's office and must be approved by an assistant principal before a ticket can be purchased for the guest. Guests over 21 years of age will be admitted if approved in advance by administration. Non-High School attendees must also meet with an Assistant Principal before tickets can be purchased. A picture ID will be necessary and all school rules will apply to guests.

**\*\* STUDENTS WITH OUT STANDING TUTORIALS OR DISCIPLINARY ISSUES MAY NOT BE ALLOWED TO ATTEND SCHOOL DANCES/EVENTS**

**PEP RALLIES** - Pep Rallies are held throughout the school year to display school spirit. The cheerleaders, dance, and band members get the crowd involved with cheers and class yells. ASB usually performs skits, class competitions are held, and athletic team members are introduced. Pep rallies are also held during post season CIF competition.

### STUDENT GOVERNMENT ELECTIONS –

The Associated Student Body shall elect, by plurality vote, a President, Vice President, Secretary and Treasurer. Commissioners will be elected in the ASB Leadership Class.

**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. The freshmen class officers will be elected within their first month of school.

**COURT ELECTIONS** -Homecoming and Prom Court nominations and voting are conducted during lunch.

**VOTER REGISTRATION**- All students must be registered to vote in any school wide election. Registration will be held throughout the school year. Students must have ID to vote.

### ASSOCIATED STUDENT BODY EXECUTIVE OFFICERS AND THEIR DUTIES

#### PRESIDENT

1. To oversee everything that occurs within the jurisdiction of the ASB.
2. To act as a liaison between the student body and the administration.

#### VICE PRESIDENT

1. To assume all duties of the ASB President if he/she is unable to perform his/her duties.

#### SECRETARY

1. To record the minutes of all meetings and to keep a permanent record of them.
2. To type, copy and distribute all letters.

#### TREASURER

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

### ASSOCIATED STUDENT BODY CLASS OFFICERS AND THEIR DUTIES

1. To act as representatives of their class in all ASB activities.
2. To follow the guidelines and responsibilities given by the ASB officers.
3. To attend scheduled meetings.
4. To coordinate class floats and other activities associated with their class.
5. To recruit members of their class to participate in the class competitions.

### THE SCHOOL BOARD REPRESENTATIVE

The duties of the School Board Representative are to represent the interests of all San Pasqual 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 San Pasqual High School students. This student is chosen to serve as the representative of the Principal and to report to him/her on all matters.

# SPHS ATHLETICS

**Athletic Director – Andrew Clark (291-6030) / aclark@euhsd.org**

San Pasqual High School's Athletic Department is committed to providing an opportunity for every student athlete to participate and develop his/her individual skills to his/her fullest potential. Staff, family and community join to help the student athlete learn the value of leadership, teamwork, good sportsmanship, and acceptable lifetime skills in a competitive atmosphere. All students are invited to try out for San Pasqual High School's athletic teams. They must maintain good conduct throughout their careers at SPHS, as they are representatives on the field, on campus, in the classroom, on trips, and in the community.

**PRE-SPORT PREPARATION:**

Each student must obtain the following to be cleared for participation on any SPHS athletic team.  
 An emergency procedure form which includes proof of insurance coverage, a physical performed by a medical Doctor, and parental consent to participate.  
 A signed CIF Ethics Code for sports. A signed San Pasqual High School Athletic Contract.  
 A minimum 2.00 GPA on a 4.0 scale and passing four classes.  
 Students will become eligible or ineligible per Administrative Regulation 6145 the next calendar day following official notification of grades at the end the grading period.

**The eligibility review dates for the 2017-2018 school year are approximately 5 days after each progress report or semester grading period:**

Student/participants will be required to honor school colors as they pertain to San Pasqual High School's traditional letterman's jacket - blue bodice with gold sleeves. Students will not be allowed to put San Pasqual High School trademarks (letters, name, and mascots) on other jackets. Student athletes will adhere to the Student Handbook and be governed by it at school and all school sponsored activities. Student/participants will include, but are not limited to, those involved in co-curricular activities such as sports, cheerleading. Academic sports awards will be based on a 4.0 scale

**INSURANCE FOR ATHLETICS**

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

**SPORTS TEAMS 2017-2018**

| <b>Fall Sports</b>            | <b>Coaches</b>   |
|-------------------------------|------------------|
| Cross Country (Boys & Girls)  | Pat King         |
| Field Hockey (Girls)          | Rosene Shaw      |
| Football (Varsity, JV, Frosh) | Tony Corley      |
| Golf (Girls)                  | Johnny Hernandez |
| Tennis (Girls)                | Ron Peet         |
| Volleyball (Girls Varsity)    | Todd Goodwin     |
| Water Polo (Boys Varsity)     | Heather Calvin   |

| <b>Winter Sports</b>           | <b>Coaches</b> |
|--------------------------------|----------------|
| Basketball (Boys Varsity)      | Erik Meek      |
| Basketball (Girls Varsity)     | Sam Harrison   |
| Soccer (Boys Varsity)          | John Burson    |
| Soccer (Girls Varsity)         | Joe Montoya    |
| Water Polo (Girls Varsity)     | Heather Calvin |
| Wrestling (Varsity, JV, Frosh) | Ron Rogers     |

| <b>Spring Sports</b>                                | <b>Coaches</b>   |
|---|------------------|
| Baseball (Boys Varsity, JV, Frosh)                  | TBD              |
| Softball (Girls Varsity, JV, Frosh)                 | Andy Villalobos  |
| Golf (Boy's Varsity, JV)                            | Jamie Wills      |
| Swimming (Boys Varsity, JV)                         | Ed Talbott       |
| Swimming (Girls Varsity, JV)                        | Kristy Jurgensen |
| Tennis (Boy's Varsity, JV)                          | Ron Peet         |
| Track and Field (Boys and Girls Varsity, JV, Frosh) | Pat King         |
| Volleyball (Boys Varsity, JV)                       | Todd Goodwin     |

**CLUBS and Organizations** can be found online at <http://www.sphsgoldeneagles.org> and click the tab for student info.



## COUNSELING GUIDANCE CENTER

The counselors at SPHS provide vital and necessary services for students and parents. 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. Counseling services are provided that develop and support the educational plans and goals including awareness of potential careers for all students.

**COUNSELOR** \* Your student's counselor will be assigned prior to the start of the school year.

### Head Counselor- Evelyn Blagrove

|                      |          |                      |
|----------------------|----------|----------------------|
| Mrs. Evelyn Blagrove | 291-6044 | eblagrove@euhsd.org  |
| Mrs. Kafi Swaniker   | 291-6045 | kswaniker@euhsd.org  |
| Mrs. Denise VoDang   | 291-6046 | dvodang@euhsd.org    |
| Ms. Cinthya Martinez | 291-6047 | cimartinez@euhsd.org |
| Mrs. Yvonne Araiza   | 291-6043 | yaraiza@euhsd.org    |
| Mrs. Vivian Rendon   | 291-6023 | vrendon@euhsd.org    |

### REQUEST TO SEE A COUNSELOR (Students & Parents)

1. A "Counselor of the Day" will be available on a daily basis before and after school, break and lunch times to assist students.
2. Students who want to see their assigned counselor can come into the office before and after school, break and lunch times. If a student's counselor is not available, the student can fill out a "request to see my counselor" slip and clip it on their door.
3. Students who come to the counseling office during class time will be seen if they have a pass from their teachers or if they have received a call slip from a counselor.
4. Parent's- in order to best meet the needs of our students, please call your student's counselor ahead of time (using their direct phone line or email) to schedule an appointment.

### ACADEMIC COUNSELING

To plan and schedule students' high school programs, discuss graduation requirements/status, interpret standardized test results and help plan post high school opportunities.

### PERSONAL/SOCIAL COUNSELING

To assist in decision-making, goal setting, problem solving and help address concerns with others (friends, family, teachers).

### CAREER COUNSELING

To assist in exploring personal interests and abilities as they relate to the world of work through the use of [careercruising.com](http://careercruising.com)

### SCHEDULE CORRECTIONS

Students may pick up a schedule correction form in the counseling office. Schedule corrections can be made in the first ten (10) days of the semester. Request for corrections after the first ten- (10) day period will only be made with the approval of the administrator of curriculum. *Any corrections made after the first four weeks may result in a Withdraw/Fail (W/F), with parent permission, and a W/F may be posted on the student's transcript.*

### REDUCED SCHEDULES

Students with fewer than 6 classes or more than 6 (classes) must have the approval of:

1. Parent or guardian
2. Principal or administrator of curriculum

### CLASS REPEATS

Most classes cannot be taken for credit more than once. Make an appointment to see a counselor if you plan to repeat a class. Please visit our guidance center link to learn about our comprehensive guidance programs and activities.



# “MAP Your Future, Reach Your Destination”

## AWESOME PROGRAM!!!

A Program Ensuring College Admission to California State University, San Marcos

Are you willing to?

- Attend high school in the Escondido Union High School District for grades 9-12?
- Aim for a 3.0 or higher GPA?
- Do well on the ELM & EPT Exams?
- Complete all A-G coursework?
- Maintain 98% attendance over 4 years?
- Take the SAT Reasoning or ACT with writing exams?
- Be involved with school/community activities?

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

**MAP** is a simple acronym to help keep school success as a goal for all students and emphasizes these important messages: **Maintain an academic focus, Attend school daily and Participate in school or community activities.**

The Escondido Union High School District, along with the Escondido Union School District, San Pasqual Union School District and California State University, San Marcos (CSUSM) has created a community-wide partnership for academic reform and college admission. Joining these efforts are the Escondido Chamber of commerce and the City of Escondido. With focus and commitment to the three critical areas of **MAP**, students are guaranteed admission to CSUSM and may benefit from tuition assistance.

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

- M**      **Maintain** an academic focus (Complete A through G, UC/CSU admission criteria with a “C” or higher and an overall GPA of 3.0 or higher).
- A**      **Attend** school daily (maintain an average of 98% attendance over 4 years within the Escondido Union High School District).
- P**      **Participate** in school and/or community activities (minimum total of 100 hours over 4 years).

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 school counselor or call EUHSD at 760.291.3200. As a community, we have created a road map to student success. We look forward to working together to inspire and guide the youth of Escondido to MAP their future and reach their destination.



**Escondido Union High School District**  
**Graduation Requirements &**  
**UC/CSU A-G Course Requirements**



| <b>Graduation Requirements</b>  |                         |
|---|-------------------------|
| <b>Students must also pass the California High School Exit Exams (English/Math)</b>   |                         |
| <b>Subject</b>  | <b>Required Credits</b> |
| English   | 40                      |
| Mathematics   | 20                      |
| Physical Education  | 20                      |
| Health  | 5                       |
| Physical Science  | 10                      |
| Biological Science  | 10                      |
| World History   | 10                      |
| U.S. History  | 10                      |
| Fine Arts or World Language   | 10                      |
| American Government   | 5                       |
| Economics   | 5                       |
| Designated college prep course or Designated Career Technical Education course  | 10                      |
| Electives   | 75                      |
| <b>UC/CSU A-G Course Requirements</b>   |                         |
| <b><a href="https://doorways.ucop.edu/list/">https://doorways.ucop.edu/list/</a></b>  |                         |
| <b>A. History/Social Science- 2 years required</b>  |                         |
| Two years of history/social science including one year of World History, Cultures, Geography or AP European History; and one year of US History or one-half year of US History and one-half year of American Government/Civics.   |                         |
| <b>B. English- 4 years required</b>   |                         |
| Four years of college preparatory English. Students may only use one year of ESL/ELD English  |                         |
| <b>C. Mathematics-3 years required, 4 years recommended</b>   |                         |
| Three years of college preparatory mathematic includes topics covered in Elementary Algebra/Algebra 1, Geometry, and Advanced Algebra/Algebra 2. Approved Integrated courses may be used to fulfill part or all of this requirement.  |                         |
| <b>D. Laboratory Science- 2 years required, 3 years recommended</b>   |                         |
| Two years of laboratory science, including two of the three fundamental disciplines of Biology, Chemistry and Physics. This requirement can also be met by completing the latter two years of a 3-year Integrated Science program.  |                         |
| <b>E. Language Other than English- 2 years required, 3 years recommended</b>  |                         |
| Two years of the same language other than English   |                         |
| <b>F. Visual &amp; Performing Arts- 1 year required</b>   |                         |
| One year of Visual Performing Arts (VPA) from a single yearlong course selected from a single VPA discipline: dance, drama/theater, music or art.   |                         |
| <b>G. College Preparatory Elective- 1 year required</b>   |                         |
| One year (two semesters), in addition to those required in "a-f" above. All courses must be listed under "a-f" above with the exception of courses marked with a blue diamond (see above website) in Mathematics, Language Other than English, and VPA; plus the other courses listed under the "G" area on the approved A-G list |                         |

# CURRICULUM AND ASSESSMENT

## OUR CURRICULUM

Escondido Union High School District places strong emphasis on the core curriculum of academic subjects. Additional opportunities are provided for students to study extended curriculum which include literature, history, mathematics, science, foreign language, the arts, civics, social studies, technology, the meaning of work, career choices and health.

In addition to the curriculum offered in all schools, you will find that many special programs and services are available to students with unique needs. These include students who may be mentally or physically handicapped, have limited English-speaking skills, or have need of special counseling or therapy. Your local school can explain these educational opportunities to you.

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.

## **TEACHING OF CONTROVERSIAL SUBJECTS:**

Board policy and good teaching practice require that teachers be sensitive to the needs of students in teaching controversial subjects, and in using materials in the classroom which may be controversial, or which may affect the beliefs or feelings of students. (See Board Policy No. 6144) This is particularly true of materials that may contain derogatory racial, ethnic, or sexual expressions, or profanity. Care should be exercised to use the material in an appropriate and sensitive manner, remembering that teachers have an affirmative responsibility under state law to teach students to avoid the use of profanity, and to "instruct them in manners and morals. Questions about the appropriate use of materials should be referred to the principal. Please feel free to contact the school principal if you have any questions on the above information.

## **PUPIL'S 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 INSTRUCTION IN HUMAN REPRODUCTION FAMILY LIFE EDUCATION, HEALTH EDUCATION AND SEXUALLY TRANSMITTED DISEASE EDUCATION**

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

### **BIOLOGY AND PHYSIOLOGY**

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

### **HEALTH EDUCATION**

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

### **CONSUMER/HOMEMAKING EDUCATION DEPARTMENT**

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

### **PSYCHOLOGY AND SOCIOLOGY**

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

The written and audiovisual materials used in these courses are available for your inspection at the schools. If your child is enrolled in one or more of the above courses and you desire that he/she not participate in those phases of the instruction enumerated above, please send a written request to the school counselor. Such requests shall be valid for the school year in which they are submitted and may be withdrawn by the parent or guardian at any time. Other activities will be scheduled for students excused from this instruction. Please feel free to contact the school principal if you have any questions on the above information.

## **ACADEMIC TESTING 2017-2018**

Students who qualify for free or reduced lunch will qualify for fee waivers for certain CA assessments (PSAT, SAT, ACT & AP Exams) as well as fees for some college applications. Be sure to fill out your application for free or reduced lunch to find out if you qualify.



**ESCONDIDO UNION HIGH SCHOOL DISTRICT  
LOCAL, STATE & NATIONAL ASSESSMENTS CALENDAR  
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<br>Site Schedules TBD   |  |
| CHSPE<br>(California High school Proficiency Exam) Results back per CDE/EDS schedule   | Test Dates   | Registration  | Late Reg. (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<br><br>*The late reg. date is 1 week earlier if registering by mail<br><br>**SAT test Only. No Subjects  | Test Dates<br>All dates on Saturday  | Registration Ends   | Late Registration Ends<br>(Late fees apply)  | Estimated Dates For Online Score Release<br>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  | Mar 23-29 /Apr 3, 2018   |
|  | May 5, 2018  | April 6, 2018   | April 25, 2018   | May 18-24 / May 29, 2018   |
|  | June 2, 2018   | May 3, 2018   | May 21, 2018   | June 29 / Jul 11, 2018   |
| ACT  | Test Dates<br>All dates on Saturday  | Registration Ends   | Late Registration Ends<br>(Late fees apply)  | Estimated Dates for Online Score Release<br>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 – October 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/March as determined by site  |  |
| CAASPP – Program SBAC after 80% of instructional year, or last 7 weeks of school<br>Science - Has 25-day window with mid-point after 85% of instructional year<br>CAA Grade 11 | SBAC-Grade 11 ELA & Math Including EAP<br>CAPA/CST/CMA Grade 10 Life Science<br>Grade 11 Alternative Assessment ELA/Math (OL)  |   | TBD (Apr-June)<br>TBD (Apr-June)<br>TBD (Apr-June)   |  |
| Reading and/or Math  | All Basic Reading System 44<br>Read 180  | Tentative schedule<br>→                                   | # 1: First 2 weeks of school # 3: March (before Spring Break)<br># 2: Early November # 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 20, 2018   | German Language and Culture // United States History   | Computer Science Principles                               |  |  |
|  | Studio Art – Last day for Coordinators to submit digital portfolios (by 8 p.m. EDT) & 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<br>Physics C:<br>Electricity &<br>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                                 |  |  |

*Updated 5.22.17 Charlene Marie*





**Palomar College GEAR UP & Cal-SOAP**  
**SAT & ACT Test Dates & Test Prep Workshop Schedules**  
 EUHSD  
 2017-2018



**TEST DATES**

| <b>SAT</b><br><br>(Please note: The late registration date is 1 week earlier if registering by mail)<br><br>**SAT test Only. No Subjects | Test Dates       |                   | Late Registration Time Frame (Late Fees Apply) | 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                              | Mar 23-29/Apr 3, 2018                                       |
|  | May 5, 2018      | April 6, 2018     | April 25, 2018                                 | May 18-24/May 29, 2018                                      |
| June 2, 2018   | May 3, 2018      | May 21, 2018      | June 29/Jul 11, 2018                           |   |

| <b>ACT</b>    | Test Date         | Registration Ends  | Late Registration Time Frame (Late Fees Apply) | 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 28, 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                            |   |

**TEST PREP WORKSHOPS**

|  | EVENT               | DATE                | TIME            | SITE | ROOM |
|--|---------------------|---------------------|-----------------|------|------|
| <b>Palomar College GEAR UP Program</b><br><br><b>SAT and ACT Workshops</b><br><br>(Open to 12 <sup>th</sup> grade Students Only) | SAT Workshop Series | Sat, Sept 2, 2017   | 9:00 AM-1:00 PM | DLA  | TBD  |
|  |                     | Tues, Sept 5, 2017  | 4:00-6:00 PM    |      |      |
|  |                     | Thurs, Sept 7, 2017 | 4:00-6:00 PM    |      |      |
|  | ACT Workshop        | Sat, Oct 21, 2017   | 9:00 AM-1:00 PM | DLA  | TBD  |
|  | SAT Workshop Series | Sat, Sept 16, 2017  | 9:00 AM-1:00 PM | EHS  | TBD  |
|  |                     | Sat, Sept 23, 2017  |                 |      |      |
|  |                     | Sat, Sept 30, 2017  |                 |      |      |
|  | ACT Workshop        | Sat, Oct 21, 2017   | 9:00 AM-1:00 PM | EHS  | TBD  |
|  | SAT Workshop Series | Sat, Sept 16, 2017  | 9:00 AM-1:00 PM | OGHS | TBD  |
|  |                     | Sat, Sept 23, 2017  |                 |      |      |
|  |                     | Sat, Sept 30, 2017  |                 |      |      |
|  | ACT Workshop        | Sat, Oct 21, 2017   | 9:00 AM-1:00 PM | OGHS | TBD  |
| SAT Workshop Series  | Sat, Sept 16, 2017  | 9:00 AM-1:00 PM     | SPHS            | TBD  |      |
|  | Sat, Sept 23, 2017  |                     |                 |      |      |
|  | Sat, Sept 30, 2017  |                     |                 |      |      |
| ACT Workshop   | Sat, Oct 21, 2017   | 9:00 AM-1:00 PM     | SPHS            | TBD  |      |

|  | EVENT                 | DATE               | TIME             | SITE | ROOM |
|--|-----------------------|--------------------|------------------|------|------|
| <b>Cal SOAP SAT/ACT Prep Workshops</b><br><br>(Open to all students) | SAT Prep Workshop     | September 23, 2017 | 9:00 AM-12:00 PM | DLA  | TBD  |
|  | ACT Prep Workshop     | October 14, 2017   | 9:00 AM-12:00 PM | OGHS | TBD  |
|  | SAT Prep Workshop     | February 24, 2018  | 9:00 AM-12:00 PM | SPHS | TBD  |
|  | SAT/ACT Prep Workshop | April 28, 2018     | 9:00 AM-12:00 PM | EHS  | TBD  |

*Updated 5.22.17 Charlene Marie*

## STUDENT EVALUATION

The school year is divided into two semesters, consisting of three six-week grade-reporting periods each semester. Teachers will issue progress report cards to parents/guardians documenting subject and citizenship grades for the first, second, fourth and fifth grading periods. The third and sixth grade reports represent the permanent grades that will be reflected on the students' official transcript. Typically report cards are mailed home one (1) week after the close of the last six week reporting period.

### 2017-2018 GRADE REPORTING PERIODS (based on a 180-day school year, subject to change):

| First Semester 2017-2018  | First Progress Report Period   | August 16, 2017-September 22, 2017  |
|---------------------------|--------------------------------|-------------------------------------|
|                           | Second Progress Report Period. | September 25, 2017-November 3, 2017 |
|                           | Final Report Period            | November 6, 2017-December 22, 2017  |
|                           |                                |                                     |
| Second Semester 2017-2018 | First Progress Report Period   | January 10, 2018-February 23, 2018  |
|                           | Second Progress Report Period. | February 26, 2018-April 13, 2018    |
|                           | Final Report Period            | April 16, 2018-June 1, 2018         |

If you are not receiving report cards in the mail for your student(s), please call 760-291-6049.

### PROGRESS REPORTS:

Student academic progress reports are issued at the end of each six-week grading period. The grade issued indicates the cumulative grade to date for both academic progress and citizenship. 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 notify the pupil, his/her parents/guardians of this 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 parent. These reports indicate the student's academic and citizenship grades during a specific period of time. We encourage parents to request such reports (weekly) when the progress of their child is not as good as it should be. These Weekly Progress Report forms are available in the Counseling Office. The student is responsible for obtaining the report form and taking it to his/her teacher. The Weekly Progress Report is a good device to inform parents when the student is failing to do homework, etc., and the parent is not aware of such until an official school notice is sent home. Teachers will issue progress reports showing the academic and citizenship grades, absences and tardies of pupils at the end of each six-week grading period. Report cards are issued at the end of each semester only.

### Grading

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

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

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

|   |                   |
|---|-------------------|
| E | Excellent         |
| S | Satisfactory      |
| N | Needs Improvement |
| U | Unsatisfactory    |

### GRADE MARKING:

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

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

## **INTRADISTRICT TRANSFERS**

A student may request an Intra-district transfer to one of the other comprehensive high schools within the EUHSD. These may include Escondido High School or Orange Glen High School. Intra-District transfers are issued one time for the duration of a student's stay in school and may be revoked for attendance issues. **NOTE:** Students who are chronically behind in credits, habitually tardy or truant and/or violate the school code of conduct may be transferred to Valley High School.

## **INTERDISTRICT TRANSFERS**

Students who want to attend a school outside the EUHSD attendance boundaries may request inter-district transfers. Inter-District transfer forms should be submitted to the Student Services Office at the District Service Center.

The student who lives or moves outside the school boundaries and wishes to attend or continue to attend an Escondido Union High School District school must first obtain the written release from their current district of residence. Call the district office of your district of residence and make arrangements to pick up a signed Inter District Transfer Request Form. Once transfer forms are approved, they do not need to be renewed each year.

## **VALEDICTORY CIRCLE**

The students in the Valedictory Circle shall be the 2.5 percent of the total number in the senior class who have the highest 9-12 grade point averages. (This number should be determined late in the junior year, because the number of students declines between freshman year and graduation.) Grades in all eight semesters of the four years in high school shall be counted, including the final grades in the last semester of senior year. In the case of GPA ties, all students with the same GPA would be included. Members of the Valedictory Circle may apply to be a graduation speaker. The administrator shall determine the graduation speech selection process. Members of the Valedictory Circle will be recognized in various ways such as special seating at senior awards night, wearing a different cap and gown at graduation, or other designations.

## **GRADE WEIGHTING FOR ADVANCED PLACEMENT/HONORS COURSES (Board Policy/Administrative Regulations 5121)**

When calculating a student's grade point average, extra grade weighting shall not be assigned to a course required for admission to the University of California or the California State University unless the Superintendent or designee has submitted the course curriculum to the President of the University of California and has received confirmation that the university approves the course for extra grade weighting and includes the course on its list of honors courses.

## **CAREER CENTER**

The Career Center is of vital importance and plays a significant role in preparing all students for a productive career. It is located in the Learning Center. The center is open Monday through Friday 7:00 to 3:30, which includes before school, during break and lunch, and after school. Students are encouraged to learn about many occupations so they are able to make informed decisions about which they would like to pursue. Services include: Career interest surveys; self-directed search and Career Cruising; career fairs; field trips; job shadowing and internships; Internet access; speakers and military and college representatives; posted job opportunities; and issuing of work permits.

## **SEX EQUITY IN CAREER PLANNING**

EC 221.5 (d) No school counselor, teacher, instructor, administrator, or aide shall, on the basis of the sex of a pupil, offer vocational or school program guidance to pupils of one sex that is different from that offered to pupils of the opposite sex or, in counseling pupils, differentiate career, vocational, or higher education opportunities on the basis of the sex of the pupil counseled. Any school personnel acting in a career counseling or course selection capacity to any pupil shall affirmatively explore with the pupil the possibility of careers, or courses leading to careers, that are nontraditional for that pupil's sex. The parents or legal guardian of the pupil shall be notified in a general manner at least once in the manner prescribed by Section 48980, in advance of career counseling and course selection commencing with course selection for grade 7 so that they may participate in the counseling sessions and decisions.

## **TECHNOLOGY USE AND RESPONSIBILITIES**

Every student and his/her parent/guardian must complete the Ethical Use Policy Contract before students can use school computer technology systems on campus. Computers will be available in the library for student use. Students must display their ID card with an affixed computer sticker. **WARNING,** in order to avoid computer viruses, students may not use storage devices from home. Students are not allowed into other areas on the hard drive that are not listed on the main menu. Student's found in an unauthorized area, will lose their computer privilege for the rest of the school year and be subject to additional discipline. The computer Ethical Use Contract can be found in the **Parent Handbook**.

## **TECHNOLOGY ETHICAL USE POLICY CONTRACT: DETAIL: CYBERBULLYING**

Within the document: **EUHSD Examples of Technology Infractions** it clearly states that technology used for "**Any form** of Harassment" is considered an infraction of the policy. All forms of harassment in cyberspace, often called Cyberbullying, are unacceptable. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages digital pictures or images, or Web site posting (including blogs and social networks).

## **CAREER AND TECHNICAL EDUCATION: Program Description**

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

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

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

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

# GENERAL SCHOOL INFORMATION

## **VISITORS:**

Classroom visits by parents are encouraged, but must be scheduled through the Assistant Principal's office prior to the visit. Students may not bring friends, acquaintances, or relatives to school. No guest passes will be issued.

## **CLOSED CAMPUS:**

The Escondido Union High School District maintains a CLOSED CAMPUS at all times. Students may bring their lunch or buy it at the food service area. Students leaving campus without an off campus pass may receive disciplinary consequences and parent notification. Also, please see the "Out of Bounds Areas" section.

## **DID YOU KNOW?**

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

## **HEALTH OFFICE/SCHOOL NURSE:**

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

## **MEDICATION:**

Students are not allowed to bring or carry any medication with them, except for those allowed by law. The school nurse may assist any pupil who needs to take medication during the school day if the school receives:  
A written statement from the doctor detailing the method, amount, and time the medication is to be taken (form available from the school). A written, signed statement from the parent/guardian asking the school to assist the student.  
After the required forms are brought to school, the prescribed medication should be brought to school in a labeled prescription container by a parent/guardian. School personnel without the written authorization of the student's physician and parent or guardian can dispense no medication of any kind. Authorizations for medication forms are available from the school nurse and on the school website: <https://sphs-euhd-ca.schoolloop.com/>. Click on health office link. Please contact the school nurse about any changes in your students' health status that may affect her/his school day. If students are diagnosed by physicians as having an infectious disease, please contact the school nurse. Students requiring home instruction due to long term illness or disability must pick up home instruction forms from the school nurse.

## **DEBTS TO THE SCHOOL:**

Students are issued schoolbooks and equipment for the proper use in the classes in which they are enrolled and for athletic and activity participation. Normal wear and tear is expected. Lost, stolen, destroyed or misused books (including writing in the book) will result in a student fine. Students will not be issued replacement books until book and equipment debts to the school are cleared. Seniors will not be allowed to participate in graduation ceremonies until these debts are cleared. Library privileges can be denied due to excessive overdue fines or the misuse of library books or material.

## **PARENT RESPONSIBILITY FOR DAMAGES**

Each student in the EUHSD has the responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use. In accordance with the law, students who vandalize school property are subject to disciplinary measures. As an integral part of student discipline and parental responsibility, Education Code Section 48904 states, "Parents may be held financially liable for willful damage or injury caused by their minor child or for school property not returned by the minor."

## **ID CARDS**

Students must carry their ID cards at all times. Lost ID cards will cost \$5 to replace. See the Library Technician for a new card and picture.

## **LOST AND FOUND:**

Lost and found books are to be returned to the Library. Lost and found PE equipment is to be returned to the PE Department. Clothing should be brought to the Assistant Principals' office and valuables should be brought to the Cashier's office. Do not bring valuable items to school. **The school is not responsible for lost or stolen items.**

## **LOCKERS:**

The Attendance office issues book lockers. Student lock combinations are confidential. DO NOT share it with other students. If a locker becomes damaged, broken, or jammed, report it to security staff. It is advisable that valuable items not be stored in street, or PE lockers. Do not leave items in lockers overnight, over weekends or during vacations.

**SPHS will not be held responsible for the loss of personal items.**

## **SEARCHES & 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, etc.) which may contain contraband or dangerous objects. Metal detectors may be 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 will 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 adult staff member and turn it over without any delay.**

**USE of TRAINED DOGS (Board Policy 5145.12(b)):**

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

**CRIME STOPPERS:**

Campus Crime Stoppers is a partnership between the school district, Escondido Police Department and Crime Stoppers. Anonymous tips regarding possible crimes can be made by students or parents. The 24 hour tip phone number is **888 580-8477** or text **SD Tips to 274637** or on the web at **www.sdcrimestoppers.com** Students can receive a monetary reward, of up to \$1,000, for a tip that leads to an arrest or disciplinary action by the school.

**DAILY BULLETIN:**

The Daily Bulletin is emailed to each teacher every day. In addition to teacher classrooms, the bulletin is also posted in the Counseling Center, on SP's website and in the Library. Students should make it a practice to find out what is in the bulletin. It is the primary source of information on testing, school activities and scheduled events.

**HALL PASS:**

Students are required to have an approved SPHS hall pass in their possession any time they are outside the classroom during class period. One pass is necessary for each student. **Students may not use their cell phones while using a hall pass during class time.** See Cell Phone Policy.

**STUDENT PARKING:**

Students must attend one START SMART safe driving presentation hosted by the California Highway Patrol with a parent in the evening PRIOR to obtaining a valid SPHS parking permit. They will be offered at least three times a year on campus at SPHS.

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 vehicles parked on school property are subject to search. Each registered student is responsible for all contents contained in his/her vehicle including contraband. **All motor vehicles must be registered with the Cashier.** Each driver will be required to present a valid California driver's license, Department of Motor Vehicle registration and proof of insurance. Vehicles parked on campus must display a valid parking permit. Student vehicles not displaying a permit will be cited. Students may pick up a parking permit at the Cashier's Office. Complete the application and return to the Cashier. **Students may receive disciplinary consequences for parking in staff or reserved student parking spaces.**

- Students with 8 or more tardies to 1<sup>st</sup> period (per semester) may have their parking permit revoked for the rest of the school year.

**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.**

**TEMPORARY PARKING PERMITS**

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

**All non-permitted automobiles parked in student and/or staff parking lots during school/office hours (7:00 a.m. - 3:30 p.m.) will be issued parking tickets.**

**PERMANENT OFF-CAMPUS PASSES**

Students who have approved shortened schedules must obtain permanent off campus stickers from the Security and affix the stickers to their ID cards. Students must leave campus at the time indicated and may not return that day during school hours. Students are expected to check out with the appropriate adult prior to leaving campus.

## Crime Stoppers

**Did you know???**

**Students and parents can anonymously report crimes to Crime Stoppers, call **888 580-8477** or text **SD Tips to 274637** or on the web at **www.sdcrimestoppers.com****



## SPHS SCHOOL RULES AND REGULATIONS

### STUDENTS HAVE THE RIGHT TO:

Receive a meaningful education to prepare them to take their place in an adult society.  
A positive learning environment that includes: A reasonably quiet and comfortable place to work.  
Curriculum materials that are current.  
A reasonable amount of individual attention and instruction.  
Knowledge of what is expected of them.  
A clean, attractive and functional school plant.  
Learn according to their ability and achievement level and to be elevated according to their ability and achievement.  
Receive fair and consistent treatment in class.  
Attend without fear or threat to person or property.  
Learn non-violent skills that aid in self-discipline and problem solving.  
Learn human relation skills that promote positive interpersonal communication.  
Learn in a drug free environment.  
Freedom from sexual harassment.

### STUDENT RESPONSIBILITIES

Attend school each day.  
Follow school and classroom rules in order to benefit from the education provided.  
Be on time each day for all classes in order to develop a habit of promptness.  
Show courtesy and cooperation towards school personnel and peers.  
Promote an effective and positive school climate, thus assuring the opportunity to an uninterrupted education.  
Carry a pass at all times when not in class and to show the pass upon request.  
Carry a student identification card at all times and to show the card upon request.  
Complete class assignments and homework.  
Be personally responsible for textbooks, lockers, and other instructional responsibilities.  
Remain free of drugs or illegal substances.

### ABSENCES

Attendance is an important factor in being successful in any school program. It is the parent/guardian responsibility and they are encouraged to phone the school to report the student's absence at (760) 291-6012. **If an absence is not cleared within two (2) school days after the student returns to school, school discipline may apply.**

### TARDINESS AND TRUANCY

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

## TEACHER MANAGEMENT OF TARDINESS

### Classroom Corrective Actions for Disruptive Behavior and Attendance Infractions:

- 1) After two unexcused tardies, teacher will have a short meeting with the student during embedded support.
- 2) After three unexcused tardies, teacher will meet with the student again and make a **phone call home**.
- 3) After five unexcused tardies, teacher will write an email for the student to see: attendance TOSA. **School to send an attendance/tardy letter home.**
- 4) After seven unexcused tardies, teacher will write a referral to see: the academic dean. **School to send 2<sup>nd</sup> attendance/tardy letter home. Student will be assigned to attend an "importance of being on –time" workshop during student lunch (to be held once every two weeks).**
- 5) After eight unexcused tardies, teacher will write a second referral to see: an assistant principal & **lose privilege to participate co –curricular/extra –curricular activities (including dances) for one event/contest/performance or equivalent. Student may also be subject to lose other school privileges (i.e. parking spot, etc).**
- 6) **After nine or more unexcused tardies the school will work with the student and family to find alternative solutions.**

### HABITUAL TRUANCY:

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

#### *Education Code 48260 Article 5. Truants. Truancy.*

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

#### *Education Code 48260.5*

*Parental notification upon student's classification as truant*

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

- (a) That the pupil is truant.*
- (b) That the parent or guardian is obligated to compel the attendance of the pupil at school.*
- (c) That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to penalties pursuant to Article 6 (commencing with Section 48290) of Chapter 2 of Part 27.*
- (d) That alternative educational programs are available in the district.*
- (e) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.*
- (f) That the pupil may be subject to prosecution under Section 48264.*
- (g) That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.*
- (h) That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.*

### SARB (SCHOOL ATTENDANCE REVIEW BOARD)

The Education Code of California, EC48260, states that any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a 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.

Students who continue to be excessively truant or absent without acceptable cause may be declared habitually truant and referred to the local School Attendance Review Board for further action. EUHSD Board Policy 5113 states that parents/guardians of children aged six to 18 are obligated to send their children to school unless otherwise provided by law. The SARB process begins with a series of letters sent by mail to the parent(s).

The first letter declaring the student to be a habitual truant is mailed home after the student accumulates three or more days of truancy or if the student is more than thirty (30) minutes late to class three or more times. If a student continues to be truant after being declared a habitual truant the student is referred to the School Attendance Review Board. The SARB board meets at the Escondido Police Department each month. Students who are ordered by SARB to improve their attendance and who fail to meet their contract may be cited to appear in juvenile court.

### OFF CAMPUS PASSES:

Our primary concern is for the safety and welfare of all students. Any student who must leave early from school must obtain an off-campus pass from the attendance office prior to leaving. Only Parent or guardian phone calls, notes, or faxes (with a parent signature on it) are accepted for off-campus passes. Parents/guardians can also come to school to make their request. Off-campus passes are available for medical or dental appointments or family emergencies. No off-campus passes will be issued for off campus lunch. Failure to obtain an off-campus pass will result in the absence being considered a truancy and a referral to the Attendance Supervisor may be assigned. The attendance FAX number is 291-6085

### FIELD TRIPS/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. All teachers must clear a student in order for the student to attend a field trip. For regularly scheduled events, (i.e.) athletics and band, a roster is given to teachers in advance of the season, identifying participating students.

### OUT OF BOUNDS AREAS:

Students are expected to remain in areas on campus where adequate supervision is provided by the staff. Out of bounds areas include all parking lots and beyond, bleachers, athletic fields, agriculture area, handball courts, and the outside perimeter of the school.

### LEAVING CAMPUS WITHOUT PERMISSION:

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

# DRESS CODE

All students must wear clothing which is clean, safe and in good repair.

The clothing should promote the health and welfare of the wearer.

Student dress, personal appearance, and conduct are expected to be of such character and decency as not to disrupt or distract from the instructional process, nor diminish the disciplinary control of the teacher.

The two standards of the Dress Code are modesty and safety.

The Dress Code is a dynamic document. Changes may be made at any time during the school year.

Discretion may be used to determine appropriate attire for the classroom by administration.

Students and parents will be notified of any changes through a parent newsletter and / or a letter mailed home.

## *Dress Code Implementation Guidelines & Administrative Regulations*

California Education Code EC35183 states: Both students and staff of the senior high school campuses have the constitutional right to be safe and secure in their persons at school.

### **GANG ATTIRE AND GANG-LIKE BEHAVIOR:**

"Gang-related apparel" is hazardous to the health and safety of the school environment. Students often conceal weapons by wearing clothing, such as jumpsuits and overcoats, and by carrying large bags. A "gang," as defined in this policy is "any group of persons who commit illegal acts, willful disobedience and/or the disruption of school activities." 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 and has adopted a reasonable dress code policy that prohibits pupils from wearing "gang-related apparel". All students must wear clothing which is clean, safe and in good repair. 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.

### **Progressive Discipline for Dress Code Violations:**

**FIRST INFRACTION:** Warning (possible parent contact)

**SECOND INFRACTION:** Referral and Parent Contact

**THIRD INFRACTION:** Saturday Scholars/Tutorial

**FOURTH INFRACTION & BEYOND:** Upon the 4th violation, the administration may assign progressive days of suspension starting at 1 day. Student to be placed on a Level 1 Safe Schools Contract and may be suspended for up to 5 days if behavior continues.

\*\*After any identified dress code violation, parent may be contacted and asked to bring appropriate clothing to school or agree to an alternative school provided substitute.

# DRESS CODE Regulations

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

| Administrative Regulation #1 | Clothing must be modest and provide adequate coverage  |
|------------------------------|--|
| Guidelines                   | <ul style="list-style-type: none"> <li>• Garments that are see-through, low cut or expose midriff are not acceptable.</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 in any color are prohibited as outerwear.</li> <li>• Low or revealing neckline is a violation of dress code.</li> <li>• No bare midriffs or bathing suits.</li> <li>• No spaghetti straps or sundresses with spaghetti straps are allowed without an appropriate shirt underneath.</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> <li>• Shoes must be worn at all times. Specific classes may require appropriate footwear for safety reasons.</li> </ul> |

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

| Administrative Regulation #3 | Size appropriate clothing only.   |
|------------------------------|---|
| Guidelines                   | <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> |

| Administrative Regulation #4 | No see through clothing.   |
|------------------------------|--|
| Guidelines                   | <ul style="list-style-type: none"> <li>• Garments that are see through, cut low or expose the midriff are not acceptable. Bib top overalls worn without appropriate top are prohibited.</li> <li>• Undergarments must not be visible.</li> <li>• See through clothing is permitted only if worn with opaque clothing underneath.</li> <li>• If underneath clothing is underwear or otherwise violates the dress code then see through clothing item is also contraband.</li> </ul> |

| Administrative Regulation #5 | Dress code compliant headgear  |
|------------------------------|--|
| Guidelines                   | <ul style="list-style-type: none"> <li>• No addition of name written or otherwise sewn attachment to headgear</li> <li>• Student given name written under the brim for purposes of identification is okay.</li> <li>• Sun protective headgear is okay.</li> <li>• Sun protective is a fully brimmed hat.</li> <li>• No headgear, head covering, or hoods to be worn indoors.</li> <li>• All headgear must meet Dress Code Administrative Regulations-2,6,7,8 and 9.</li> <li>• 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.</li> <li>• No Rags, bandannas, do-rags, hairnets, or skull caps. Scarf-style bandanas, currently a female fashion trend, are acceptable.</li> </ul> |

# DRESS CODE

## Regulations continued...

|                              |  |
|------------------------------|--|
| Administrative Regulation #6 | Clothing promoting/representing a professional athletic team.  |
| Guidelines                   | <ul style="list-style-type: none"> <li>Professional or college sports attire is allowed as long as it is not determined by the administration to have a negative impact or gang affiliation. Examples - #23 Jersey (Westside) , #4 Jersey (Diablo's), #88 Jersey (Heil Hitler).</li> </ul> |

|                              |   |
|------------------------------|---|
| Administrative Regulation #7 | No clothing with altered logos/emblems.   |
|                              | <ul style="list-style-type: none"> <li>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.</li> </ul> |

|                              |  |
|------------------------------|--|
| Administrative Regulation #8 | No chains or spiked clothing.  |
| Guidelines                   | <ul style="list-style-type: none"> <li>No heavy gauge chain to be worn as jewelry.</li> <li>Wallet chains okay if light gauge and less than 6".</li> <li>No clothing, rings or other attire with spikes that present a possible danger to the wearer or other.</li> <li>No clothing rings or other attire that may be used as a weapon or otherwise qualify as dangerous objects.</li> </ul> |

|                              |  |
|------------------------------|--|
| Administrative Regulation #9 | No Gang related clothing or apparel.   |
|                              | <ul style="list-style-type: none"> <li>No Plaid or Pendleton style shirts buttoned to the neck.</li> <li>No "Wife Beater" tank tops</li> <li>No Long shorts and pulled up white socks as not to expose skin on legs.</li> <li>No Nazi or confederate symbols, patches on piece of clothing or hat.</li> <li>Gloves or mittens are permitted during inclement weather only.</li> <li>Certain clothing will not be allowed if it is determined by administration to have a negative impact or gang affiliation.</li> </ul> |

## Crime Stoppers

**Did you know???**

**Students and parents can anonymously report crimes to Crime Stoppers, call 888 580-8477 or text SD Tips to 274637 or on the web at www.sdcrimestoppers.com**

## Escondido Union High School District Code of Conduct Infractions & Consequences

| <b>Recommendations: MUST EXPEL: 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>  | <b>Consequence: Mandatory Expulsion per Education Code 48915 (c)</b>  |
|---|---|
| Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. | Immediate suspension from school five days.<br>Extension of Suspension for cause to accommodate Administrative Hearing Panel timeline.<br>Board of Education to expel for one calendar year if found guilty.<br>Notification to the Escondido PD.<br>Report to the State Department of Education. |
| Brandishing a knife at another person.  | Immediate suspension from school five days.<br>Extension of Suspension for cause to accommodate Administrative Hearing Panel timeline.<br>Board of Education to expel for one calendar year if found guilty.<br>Notification to the Escondido PD.<br>Report to the State Department of Education  |
| Unlawfully selling a controlled substance.  | Immediate suspension from school five days.<br>Extension of Suspension for cause to accommodate Administrative Hearing Panel timeline.<br>Board of Education to expel for one calendar year if found guilty.<br>Notification to the Escondido PD.<br>Report to the State Department of Education  |
| 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.   | Immediate suspension from school five days.<br>Extension of Suspension for cause to accommodate Administrative Hearing Panel timeline.<br>Board of Education to expel for one calendar year if found guilty.<br>Notification to the Escondido PD.<br>Report to the State Department of Education  |
| Possession of an explosive  | Immediate suspension from school five days.<br>Extension of Suspension for cause to accommodate Administrative Hearing Panel timeline.<br>Board of Education to expel for one calendar year if found guilty.<br>Notification to the Escondido PD.<br>Report to the State Department of Education  |
| Possession of any type of firearm, including an imitation firearm at school, at a school activity on or off school grounds or in a vehicle parked on school property. Selling or furnishing a firearm.  | Immediate suspension from school five days.<br>Extension of Suspension for cause to accommodate Administrative Hearing Panel timeline.<br>Board of Education to expel for one calendar year if found guilty.<br>Notification to the Escondido PD.<br>Report to the State Department of Education  |

### SCHOOL JURISDICTION OVER STUDENT CONDUCT

A pupil may be suspended or expelled for group I – IV violations that are related to school attendance or a school activity that occur at any time, including, but not limited to, any of the following:

- **While on school grounds.**
- **While going to or coming from school.**
- **During the lunch period whether on or off the campus.**
- **During, or while going to or coming from, a school sponsored activity.**

| Group I Violations   | Maximum Consequence  | Minimum Consequence  |
|--|--|--|
| Unless the Principal, Superintendent or designee finds that expulsion is inappropriate due to particular circumstances, the Principal, Superintendent or designee shall recommend a student's expulsion for any of the following acts:               |  |  |
| Possession of any knife or other dangerous object of no reasonable use to the pupil at a school activity on or off school grounds or in a vehicle parked on school property.   | Immediate suspension from school five days. Safe Schools Contract. Possible expulsion or involuntary transfer to alternative school. Recommended for anger management<br>Notification to the Escondido Police Department.                      |  |
| Unlawful possession of any controlled substance except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis. Possession, use of or being under the influence of a controlled substance | Immediate suspension from school five days.<br>Safe Schools Contract<br>Possible expulsion or involuntary transfer to alternative school.<br>Mandatory alcohol or drug counseling.<br>Notification to the Escondido PD.                        | Three days suspension from school.<br>Parent conference.<br>Safe Schools Contract.<br>Mandatory alcohol or drug counseling.<br>Possible notification to the Escondido PD.            |
| Robbery or extortion.  | Immediate suspension from school five days.<br>Safe Schools Contract.<br>Possible expulsion or involuntary transfer to alternative school.<br>Mandatory anger management counseling.<br>Notification to the Escondido PD.                      | Three days suspension from school.<br>Parent conference.<br>Safe Schools Contract.<br>Mandatory anger management counseling.   |
| Assault/ battery upon any school employee.   | Immediate suspension from school five days.<br>Safe Schools Contract.<br>Possible expulsion or involuntary transfer to alternative school.<br>Recommended for anger management counseling.<br>Notification to the Escondido PD.                | Five days suspension from school.<br>Parent conference.<br>Safe Schools Contract.<br>Mandatory anger management counseling.  |
| Causing serious physical injury to another person, except in self-defense ( <b>battery</b> ).  | Immediate suspension from school five days.<br>Safe Schools Contract.<br>Possible expulsion or involuntary transfer to alternative school.<br>Recommended for anger management counseling.<br>Notification to the Escondido Police Department. | Three days suspension from school.<br>Parent conference.<br>Safe Schools Contract.<br>Mandatory anger management counseling.<br>May be required to participate in student mediation. |



| <b>Group II Violations</b>  | <b>Maximum Consequence</b>   | <b>Minimum Consequence</b>  |
|---|--|---|
| 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   | Five days suspension.<br>Possible recommendation for expulsion or involuntary transfer to alternative school.<br>Recommended for anger management counseling.                  | One day suspension.<br>Parent notification/conference.<br>Safe Schools Contract.<br>May be recommended for anger management counseling.   |
| Aiding and abetting - inflicting or attempted inflicting of physical injury on another. This includes any student who uses a camera phone or other video recording device that may further disseminate the action and abet additional campus disruption | Five days suspension.<br>Recommended for anger management counseling.<br>Involuntary transfer to alternative school.   | One day suspension.<br>Parent notification/conference.<br>May be placed on Safe Schools Contract.<br>May be required to participate in student mediation.<br>Confiscation of camera phone/video recording device and removal of inflammatory content. |
| Hate Violence   | Five days suspension.<br>Threat assessment.<br>Possible recommendation for expulsion or involuntary transfer to alternative school.<br>Recommended for appropriate counseling. | Three days suspension.<br>Threat Assessment.<br>Parent conference.<br>Safe Schools Contract.<br>May be recommended for decision making counseling.  |
| Hazing  | One to five days suspension.<br>Recommended for anger management counseling.<br>Possible involuntary transfer to alternative school.   | One day suspension.<br>Parent conference/notification.<br>Safe Schools Contract.<br>May be recommended for anger management   |
| Offering for sale, arranging to sell, furnishing a look-a-like drug, alcoholic beverage or controlled substance.  | Five days suspension.<br>Mandatory alcohol or drug counseling.<br>Possible recommendation for expulsion or involuntary transfer to alternative school for repeated violations. | One day suspension.<br>Safe Schools Contract.<br>Parent conference.   |
| Possession/ use or under the influence of alcohol, drugs or intoxicants of any kind   | Five days suspension.<br>Mandatory alcohol or drug counseling.<br>Possible recommendation for expulsion or involuntary transfer to alternative school for repeated violations. | Three days suspension.<br>Mandatory alcohol or drug counseling.<br>Parent conference.   |
| Fighting. Mutual Combat   | Five days suspension.<br>Possible recommendation for expulsion or involuntary transfer to alternative school for repeated violations.  | One day suspension.<br>Parent conference.<br>Safe Schools Contract.<br>Mandatory anger management counseling.<br>May be required to participate in student mediation.<br>Possible involuntary transfer to alternative school                          |
| Possessing a replica firearm  | Five days suspension.<br>Threat assessment.<br>Possible recommendation for expulsion.<br>May be recommended for appropriate decision-making counseling.                        | One day suspension.<br>Parent conference/notification.<br>Safe Schools Contract.<br>Possible involuntary transfer to alternative school.  |
| Terrorist Threats.  | Five days suspension.<br>Threat assessment.<br>Possible recommendation for expulsion or involuntary transfer to alternative school.  | One day suspension.<br>Threat Assessment.<br>Parent conference.<br>Safe Schools Contract.<br>May be recommended for counseling.   |

| <b>Group II Violations</b>   | <b>Maximum Consequence</b>   | <b>Minimum Consequence</b>  |
|--|--|---|
| Engaging in gang activity or gang like behavior.   | Five days suspension.<br>Possible recommendation for expulsion and/or police intervention.<br>Require gang diversion counseling.                 | Warning.<br>One day suspension.<br>Parent conference/notification.<br>Safe School Contract.<br>May require gang diversion counseling.<br>Parent conference.                 |
| Creating a hostile and intimidating environment by harassing or intimidating other students.   | Five days suspension.<br>Possible recommendation for expulsion or involuntary transfer to alternative school.<br>Require appropriate counseling. | One day suspension.<br>Parent conference.<br>Safe Schools Contract.<br>May require appropriate counseling.<br>May be required to participate in student mediation.          |
| 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. | Five days suspension.<br>Possible recommendation for expulsion or involuntary transfer to alternative school.<br>Require appropriate counseling. | One day suspension.<br>Parent conference/notification.<br>Safe Schools contract.<br>Require appropriate counseling.<br>May be required to participate in student mediation. |

| <b>Group III Violations</b>  | <b>Maximum Consequence</b>   | <b>Minimum Consequence</b>   |
|--|--|--|
| Aiding and abetting students leaving campus without permission.  | Three to five days suspension for repeated violations.<br>Possible involuntary transfer to alt. school for persistent violations.                                    | Warning.<br>Saturday School.<br>One day suspension.<br>Parent conference.  |
| Computer Violations: include, but not limited to examples found in the EUHSD Ethical Use Agreement                                 | Five days suspension.<br>Possible recommendation for expulsion or involuntary transfer to alt. school.   | Warning.<br>Loss of computer privileges.<br>Restitution for cost of repair.<br>Parent conference.  |
| Forgery of a note<br>Unauthorized use of school forms or misrepresentation to secure release/excusing absence.                     | Three to five days suspension for repeated violations.   | Warning.<br>Saturday School.<br>One day suspension.<br>Parent conference.  |
| Gambling   | Three to five days suspension repeated violations.<br>Possible involuntary transfer to alt. school for persistent violations.  | One day suspension.<br>Parent conference. Warning.<br>Saturday School.   |
| Parking lot violations that include unsafe driving or parking in staff parking lot and aiding or abetting students leaving campus. | Three to five days suspension for repeated violations. Possible involuntary transfer to alternative school for persistent violations.<br>Loss of parking privileges. | Warning and Saturday School.<br>Up to three days suspension for first offense. Parent conference. Possible recommendation to safe driving classes.                           |
| Possessing or igniting firecrackers.   | Three to five days suspension.<br>May be recommended for appropriate counseling.<br>Possible involuntary transfer to alternative school for repeated violations.     | One day suspension.<br>Safe Schools Contract.<br>Parent notification/conference.   |
| Possession of a graffiti marker, graffiti tools or possession of materials with graffiti writing or monikers.                      | Five days suspension for repeated violations.<br>Possible involuntary transfer to alternative school for persistent violations. Notification to EPD                  | Warning and Saturday School.<br>Up to three days suspension for 1 <sup>st</sup> offense if serious damages.<br>Restitution for damage to school property. Parent conference. |
| Possession, offering for sale or negotiating to sell any drug paraphernalia.   | Five days suspension.<br>Possible recommendation for expulsion for repeated violations.  | Three day suspension.<br>Mandatory substance abuse education diversion counseling.<br>Parent conference.   |

| <b>Group III Violations</b>  | <b>Maximum Consequence</b>   | <b>Minimum Consequence</b>  |
|--|--|---|
| Possession/ use of any tobacco or nicotine products, including nicotine delivery devices/other vapor emitting electronic devices, except for prescription products with prior notice to school authorities.  | Up to five days suspension for repeated violations.<br>Possible involuntary transfer to alternative school for persistent violations.  | Warning 1 <sup>st</sup> offense & mandatory Tobacco Education Program.<br>One day suspension repeated offense.<br>Parent conference.<br>Escondido Police may issue ticket.            |
| Possession of vulgar or obscene print material including computer generated images.  | Restriction/ Loss of computer privilege.<br>Up to three days for first offense.<br>Five days suspension for repeated violations.   | Warning.<br>Saturday School.<br>One day suspension.<br>Parent conference.   |
| Throwing water balloons or other objects. Possession or release of any noxious fluid or gas stink bomb.  | Up to three days suspension for first offense.<br>Involuntary transfer to Continuation School.   | Warning.<br>Saturday School.<br>Parent conference.  |
| Destruction of School property, vandalism, theft or possession of school or private property.  | Up to five days for first offense.<br>Possible police contact.<br>Restitution of damages.<br>Involuntary transfer to alternative school for persistent violations. Damages totaling more than \$400 may be considered as a Group I violation | Warning.<br>Saturday School.<br>One day suspension.<br>Parent conference.   |
| Willful defiance of authority or disruption of academic, athletic, or activity programs or willful defiance of school personnel engaged in performing their duties to include initiating false emergencies such as 911 calls, fire alarm pulls, etc. | Three to five day suspension for persistent violations.<br>Possible involuntary transfer to alternative school.  | Warning.<br>Behavior contract.<br>Saturday School.<br>Parent conference/notification.<br>Recommendation for decision making or anger management counseling for persistent violations. |

| <b>Group IV Violations</b>  | <b>Maximum Consequence</b>  | <b>Minimum 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. (Not student locker)           | Confiscation of item.<br>Parent pick-up for repeated violations.<br>Suspension one to three days for persistent infractions.<br><b>School personnel not responsible to investigate lost or stolen personal items.</b>   | Warning.<br>Parent conference/notification.   |
| Cheating.   | See Academic Honesty Policy.  | See Academic Honesty Policy.  |
| 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 but must be turned off at teacher request. | 1 <sup>st</sup> Offense: Confiscation of item.<br>2 <sup>nd</sup> Offense: Parent pick-up.<br>3 <sup>rd</sup> or repeated violations: Suspension from class and/or school.<br><br><b>School personnel not responsible to investigate lost or stolen personal items.</b> | Warning only for 1 <sup>st</sup> offense.<br>Parent conference/notification.<br><br><b>If cell phone or other electronic device is used for cheating on any assessment/test, the consequences for Academic Honesty will also apply.</b> |
| Littering.  | Detention. Community-service. Saturday School   | Warning.<br>Parent conference/notification.   |
| Leaving class during the period without a pass or teacher permission.   | Two detentions.<br>Saturday School.   | Warning.<br>Parent conference/notification.   |
| Leaving campus or on campus in designated out of bounds areas.  | Student may be subjected to search on re-entry to school.<br>One to three day suspension for repeated violations.   | Saturday School.<br>Parent conference/notification.   |

| <b>Group IV Violations</b>  | <b>Maximum Consequence</b>   | <b>Minimum Consequence</b>   |
|---|--|--|
| Misbehaving on the bus.   | Loss of bus privileges for repeated violations.  | Detention.<br>One day suspension from the bus.<br>Parent notification.         |
| Use or activation of electronic signaling device during class time such as cell phone                                       | Referral and confiscation of item for 2 <sup>nd</sup> offense. Referral and confiscation and parent pick-up for 3 <sup>rd</sup> offense.<br>Suspension up to five days if continues. | Warning for 1 <sup>st</sup> offense.   |
| Using profanity or obscene language and/or committing vulgar or obscene acts or making inappropriate displays of affection. | Suspension for repeated violations.  | Warning & detention.<br>Student referral to counselor.<br>Parent notification. |

## **CELLULAR PHONES AND OTHER ELECTRONIC DEVICES:**

The School Administration is not responsible for the recovery of lost or stolen items. Bring them at your own risk.

Students may possess cell phones or use electronic devices provided that such devices *do not disrupt* the educational program or school activity. **Cell phones must 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 confiscate the device, according to school policy. If a cell phone is confiscated by a teacher or staff, the student's parent /guardian must come in to pick up the cell phone from the Assistant Principal's office.

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/sound without the consent of the person(s) in the image(s)/recording(s).**

## **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. Students bringing such weapons could face possible arrest, suspension and/or recommendation for expulsion.
- Any weapons or simulated weapons brought on campus will be confiscated. The result could be possible arrest, prosecution, suspension and/or expulsion.
- Any person except a police officer, who brings or possesses on school grounds, of or within, any public school, any dirk, dagger, knife with blade 3.5'' long or folding knife with locking-blade, razor with unguarded blade, or sharpened blade fitted primarily for stabbing, 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 or nicotine, by students or adults while on campus or while attending school sponsored activities. Includes: any nicotine delivery devices such as e –cigarettes and hookah pens etc...

## **NO SMOKING RULE:**

This includes before and after school, at all school activities. Smoking is prohibited in the parking lot, in or out of cars, outside school entrances and areas adjacent to and around school property. This applies to both students and adults. Chewing tobacco is not permitted on campus. Students using or in possession of tobacco products on campus or at school events will be subject to disciplinary action and will be required to attend a mandatory tobacco education class. The class is taken at a facility off-site over the course of one Saturday.

## **SEXUAL OFFENDER NOTIFICATION:**

In order to help protect students while traveling to and from school or attending school and school related events, our district works in cooperation with law enforcement when notified about registered sex offenders who may reside within our boundaries. Additionally, our district maintains a link (<https://www.nsopw.gov>) to the Department of Justice Registry which allows public access to information regarding registered sex offenders.

## **SEXUAL HARASSMENT:**

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

### **CONDITIONS:**

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

## **FLIRTING VS. SEXUAL HARASSMENT**

### **FLIRTING**

Welcomed behavior  
Leaves you feeling positive  
Respectful  
Fun  
Wanted  
Flattering  
Enjoyable

### **SEXUAL HARASSMENT**

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

## **WHAT CAN BE DONE?**

**ASSERT YOURSELF:** Tell the harasser to stop the behavior. Tell him or her aloud or in writing what behaviors you find offensive.

**CALL FOR HELP:** Ask for the help of someone you trust - your friends, parents or a person in authority. Tell them of your problem. Enlist friends as witnesses.

**TAKE NOTES:** Keep a detailed, written record of what was said and done to share with the person who investigates your complaint.

**INFORM AUTHORITIES:** Report the offensive behaviors to a teacher, counselor or principal. Give details and provide witnesses. This action may stop the behavior.

**OPEN A CASE:** File a complaint against the person who is harassing you. (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.

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

# ACADEMIC HONESTY/ ETHICS POLICY

## **Academic Honesty:**

Academic honesty is a strict expectation of all students enrolled in the Escondido Union High School District. Students are to do their own work on all school assignments and tests (unless otherwise directed by the teacher).

Acts of academic dishonesty, which will not be tolerated, are listed and defined below:

## **Cheating on Tests:**

Any intentional giving or use of external assistance relating to an examination, test or quiz, without express permission of the teacher.

## **Use of Cell Phones:**

Using a cell phone during testing or any other form of assessment unless the teacher permits such use.

## **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 such collaboration is not expressly permitted by the teacher.

## **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. Failure to observe the rules relating to academic honesty will result in consequences to be determined by site administrator(s) and the instructor.

## **Online Course:**

Giving another student access to your online coursework and or plagiarizing another person's work.

## **CONSEQUENCES:**

Students who commit any of the above violations of the District ethic policy including cheating or plagiarizing on any test, quiz, report, homework, in-class assignment or any school related test (PSAT, SAT, ATC, etc.) are subject to the Ethics Policy. Helping another student on an exam or assignment is also a violation of the Ethics Policy if the instructor designates students are to work on their own. Violations on a national exam (PSAT, SAT, etc.) will result in removal from any leadership position for the rest of the year.

### **1<sup>st</sup> OFFENSE**

- Teacher contacts parent.
- "Information Only" Referral to Assistant Principal.
- Parent conference with Assistant Principal or Dean, if necessary.
- Automatic "0"/failure on assignment or test.
- "U" in citizenship.
- Academic probation in the class of infraction for the remainder of the year and required to sign the SPSHS ethics policy.
- Cheating on a national test will result in a cancellation of the student's score.
- Other discipline may apply.

### **2<sup>nd</sup> OFFENSE**

- Teacher contacts parent.
- Referral and parent conference with Assistant Principal and teacher.
- Parent conference with Assistant Principal and teacher.
- Automatic "0"/failure on assignment or test.
- "U" in citizenship and work habits for the semester.
- Academic probation for all classes for remainder of semester, plus the entire next semester.
- Student may be removed from any and all elected or appointed leadership positions for the remainder of the school year.
- Student may receive a W/F in class where the infraction occurred.

### **3<sup>rd</sup> OFFENSE (Student on Probation):**

- Student may be removed from any class in which the violation occurs.
- If the student commits the 3<sup>rd</sup> offense in an online course, the student will no longer be allowed to take a course in the Learning Center.

# DESCRIPTION OF DISCIPLINE ACTIONS

## Classroom Corrective Actions for Disruptive Behavior:

**First Referral** - Student is referred by a teacher or staff member to the Assistant Principal or Counselor due to a serious or continued violation of school or classroom rules. The teacher/staff member must contact the parents to notify them that the referral has been issued. The Assistant Principal will discuss and document the inappropriate behavior with the student and Corrective Action I may be issued.

**Second Referral** - Student is referred by a teacher or staff member to the Assistant Principal. A parent contact is made by the teacher. The Assistant Principal sets up a parent/teacher/student conference in an attempt to resolve the issue. A behavior contract may be drawn up. Corrective Action II may be issued by Assistant Principal.

**Third Referral** - 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. The Assistant Principal will meet with the student and the parent and Corrective Action III may be issued.

## SAFE SCHOOL CONTRACTS

### 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.

### SAFE SCHOOLS CONTRACT – 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.

### SUSPENDED FROM CLASS

Students may be suspended from a class for one or more days for serious discipline infractions. When removed for a day or two, the student is expected to make up all the work missed.

### SUSPENSION PROCEDURE:

For serious disciplinary infractions, students may be suspended from school. Such home suspension means the student must remain at home during school hours and may not attend any school-sponsored activities such as sporting events, dances, or plays 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 days at a time nor for more than twenty days in a school year, unless the Superintendent extends the suspension. Special Education students may be suspended for up to ten days to allow for assessments if they are being considered for a recommendation to expel.
- A teacher may allow a suspended student to complete all work and tests missed during the suspension. When the makeup work is completed, it will be graded. If it is satisfactory, the student will receive full credit.

### AFTER SCHOOL TUTORIAL OPPORTUNITIES

After School Tutorial are open to all students after school on campus. Students assigned to tutorial shall be prompt, bring study materials and follow directions of the tutorial supervisor at all times. No food, drink, toys, games, walk mans, etc. will be permitted in the room. This is entirely the responsibility of the student. Failure to attend an assigned Tutorial may result in further disciplinary action: Additional tutorials, in-house suspension or suspension from school.

### SATURDAY SCHOLAR OPPORTUNITIES

Saturday Scholars scheduled during the year will be posted on the SPHS website. Students must arrive no later than 8:00 a.m. Saturday Scholar is dismissed at 12:00 p.m. **Saturday Scholar dates are TBD for 2017-18eli**

## **EXPULSION PROCEDURES**

### **Expulsion**

An expulsion means that the student is removed from the Escondido Union High School District (EUHSD) and must seek an education in an alternative setting for a specified amount of time. Only the EUHSD Board of Education may expel a student.

### **Due Process for Expulsion**

All recommendations for expulsion are made by the principal to the Superintendent when a student has been suspended for a serious violation of school rules. Following this recommendation, the student and parent are invited to a meeting whereby the student will be given an opportunity to be heard and the suspension may be extended until the Board has made a final decision.

The student is entitled to an expulsion hearing to determine whether the student should be expelled. The hearing will be conducted within 30 school days after the principal, superintendent or designee determines that on the acts listed under "Grounds for Suspension and Expulsion", Ca. Education Code 48900 has occurred.

Written notice of the expulsion hearing shall be forwarded to the student and student's parent/guardian at least 10 calendar days before the date of the hearing and will include:

- The date, time and place of the hearing
- The specific charges upon which the proposed expulsion is based
- Copies of all relevant disciplinary rules

The student is entitled to be represented by council at the hearing, obtain copies of all documents to be used at the hearing, question witnesses and present evidence on his/her behalf.

The administrative panel shall, within 3 days after the hearing, determine whether to recommend expulsion to the Board or overturn the expulsion recommendation. If the expulsion is recommended by the administrative panel, the Board will make the decision within 40 school days after the date the student was removed from school and the action will take place at a public meeting. If the Board decides to overturn the expulsion recommendation, the student will be immediately reinstated and returned to an educational program in the district.



### 2017 – 2018 LIBRARY/MEDIA CENTER

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

The Library is a great place to read, do homework or 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. 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/Class Novels                               |
|--|---|--|
| <b>Lost</b>  | Full replacement cost<br>(ranges from \$5 to \$50)          | Full replacement cost<br>(ranges from \$50 to \$250) |
| <b>Damaged Beyond Repair</b> (including, but not limited to: excessive liquid damage, mold, excessive writing in book, etc.)                                 | Full replacement cost<br>(ranges from \$5 to \$50)          | Full replacement cost<br>(ranges from \$50 to \$305) |
| <b>Damage to Cover or Spine</b>  | \$16.85 Bindery cost or cost of book<br>(whichever is less) | \$15.95-\$35.00 (Bindery cost)                       |
| <b>Damaged: In House Repair</b> (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                                   |
| <b>Writing in Book</b>   | \$5.00 and referral to Assistant Principal's Office         | \$5.00 and referral to Assistant Principal           |
| <b>Overdue/Late</b>  | \$0.10 per day/\$5.00 max                                   | \$5.00 <b>per</b> item                               |