



**8110 Paramount Blvd
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SCHOOL INFORMATION MANUAL

Principal

Kendall Goyenaga

Counselor

Bibianna Martinez

First day of School August 15, 2018

Mission Statement

Ellen Ochoa Prep Academy is committed to developing the talents and knowledge of our students in order to be lifelong learners who can actively make a difference in a global society.

Student Code of Conduct

Ellen Ochoa Prep Academy will maintain a safe, healthy campus and classroom environment, which is conducive to learning. Students enrolled at Ellen Ochoa Prep Academy are expected to conduct themselves, at all times, in a manner that shows that are courteous, respectful and that they understand the school policies.

Administrative Office

The Administrative Office is open each day from 7:00 a.m. until 4:00 p.m. It is here that contact between homes and school is made and all other record keeping and regular school business takes place. Students must have a pass from a teacher for visiting any office during class time.

- 1. ALL VISITORS AND PARENTS ARE REQUIRED TO REGISTER WITH THE OFFICE PRIOR TO ENTERING CAMPUS.**
- 2. Students will not be called from class until the parent or guardian is present.**
3. Messages and other items will be delivered at the convenience of the office staff. Due to the disruption of class activities, flowers and balloons will not be delivered and may be picked up by the student after the final bell.
4. Students will only be allowed to use the office telephone for emergencies only.



Ellen Ochoa Prep Academy 2018-2019



Schedule 1A - All Period Mondays

Period 1	8:00	to	8:55
Period 2	9:00	to	9:55
Nutrition	9:55	to	10:10
Period 3	10:15	to	11:10
Period 4	11:15	to	12:10
Lunch	12:10	to	12:40
Period 5	12:45	to	1:40
Period 6	1:45	to	2:40

Important Dates

Back to School Night – August 30, 2018
 Parent Conferences - October 11, 2018
 Staff Development Day – January 10, 2019
 Parent Conferences - March 6, 2019
 Staff Development Day – March 15, 2019

Schedule 1B - Modified Mondays

Period 1	8:00	to	8:35
Period 2	8:40	to	9:15
Period 3	9:20	to	9:55
Period 4	10:00	to	10:35
Period 5	10:40	to	11:15
Period 6	11:20	to	11:55

Dates of Minimum Days

August 31, 2018
 October 12, 2018
 March 3, 2019

Schedule 2A & 2B Tuesdays - Fridays

Adv. Period	8:00	to	9:00
Nutrition	9:00	to	9:10
Period 1/2	9:15	to	10:55
Period 3/4	11:05	to	12:50
Lunch	12:50	to	1:20
Period 5 / 6	1:25	to	3:05

Semester 1 Finals: December 12, 13, 14

Semester 2 Finals: Jun 3, 4, 5

Period 1, 3, 5 8:00 - 10:00

Nutrition 10:00 - 10:15

Period 2, 4, 6 10:20 - 12:20

**Ellen Ochoa Prep Academy
Pico Rivera, California**

FOR ALL STUDENTS AND PARENTS OF ELLEN OCHOA PREP ACADEMY

REMEMBER - CLASS SCHEDULES WILL NOT BE ISSUED UNTIL ALL OF THE FOLLOWING ITEMS ARE COMPLETED BY PARENTS THROUGH THE **PARENT PORTAL** THROUGH THE **DATA CONFIRMATION** PROCESS:

- Emergency Contacts (Required for all students)
- Publicity and Photo Release Form (Required for all students)
- Notice of Student Services Office Guidelines & Procedures (Required for all students)
- CaliforniaColleges.edu Online Portal Consent (Required for all students)
- Request to withhold Directory Information Form (Required for 11th & 12th grade students only)

ALL INFORMATION MUST BE COMPLETED THROUGH THE PARENT PORTAL.

It is important that Ellen Ochoa Prep Academy has accurate information on file in case of emergency.

1. CLASS SCHEDULE CHANGES

If a student needs a class schedule change **for the first quarter only**, the student must see his/her counselor any day before school begins on **August 15, 2018**. Appointments may be made in the Office. Student will need to fill out a request form in order for his/her counselor to consider the change of schedule.

2. TEXTBOOK ISSUANCE

Textbooks are issued during the first week of school by classroom teacher. Parents should caution their son/daughter to take proper care of all books. Students are responsible for their textbooks; if they are lost, damaged, etc., a fine will be placed on the student's account and the student must pay for the book/s at the current replacement cost. All fines must be cleared with the Office before attending/participating in any school activities.

3. SCIENCE EQUIPMENT LAB

A student in a lab science class may be assessed a fee for any damage or breakage to lab equipment for which they are deemed responsible. The fee will be added to the student's account based on the replacement cost of the damaged or broken item.

4. BICYCLES AND SKATEBOARDS

Students who ride a bicycle to school are to park and lock them inside the fenced area. Bicycles are not to be ridden on sidewalks, or anywhere on campus, at any time. Ellen Ochoa Prep Academy will not be held responsible for any loss by fire, theft, damage, or malicious acts. The riding of skateboards, scooters, and rollerblades are not permitted on school grounds at any time. Bicycles and skateboards will be confiscated if student does not have a lock.

5. STUDENT INSURANCE COVERAGE

Ellen Ochoa Prep Academy **DOES NOT** provide medical insurance coverage for school accidents. Students participating in activities, such as athletics, and who do not have insurance coverage, must purchase a high option plan of insurance coverage. An insurance form may be obtained from the Office. Forms must be completed and returned with a **check/money order** made payable to *Myers-Stevens* to the Office. The office will forward the forms to the insurance company for you.

Students **NOT** participating in sports but who wish to purchase insurance coverage for the school year must complete an insurance form and **mail the form directly** to Myers-Stevens at the address provided on the return envelope.

6. EMERGENCY CARDS

In the event of an emergency, every attempt will be made to contact the parents if a student requires immediate medical attention. Each student must accurate emergency contact information on file so that the school has the necessary information in order to make proper contacts. **We encourage all parents to keep the emergency information accurate.**

In the event of an emergency and/or disciplinary action, only the person(s) listed as emergency contacts will be allowed to take the student from campus. Only those listed as an emergency contact may arrange for students to leave campus, call students to the office to speak with them, and/or obtain information regarding students.

7. INTER-DISTRICT TRANSFERS

Students who live outside of our school district may apply to attend a school in Pico Rivera. Since attendance at Ellen Ochoa Prep Academy under an Inter-District Transfer is a privilege, students need to be sure of the following:

- Maintain satisfactory attendance (Be present and on time to classes)
- Maintain a GPA of 2.0 or higher
- Have no Discipline Infractions and/or Suspensions

8. INTERNET ACCEPTABLE USE POLICY

The computer labs at Ellen Ochoa Prep Academy have Internet access. Students who wish to utilize computer lab must agree to and sign the El Rancho Unified School District Acceptable Use Policy for students.

9. STUDENT ID'S

All students will be issued an Ellen Ochoa Prep Academy Student ID Card. **This card must be in your possession at all times while on school grounds including after-school and off-campus activities and events.** Although a student will not be required to wear the ID card, the student shall present his/her ID at any time when requested by any school staff or representative of the El Rancho Unified School District. It is the student's responsibility to obtain a replacement ID. Replacement ID's are available in the Office at a cost of \$5.

10. STUDENT CONTRACT

All students are bound by the Student Contract, which dictates certain behaviors in preparation for graduation and completion of their senior year. If there is any conflict between Student Contract and any other policy, the more restrictive policy will prevail.

ELLEN OCHOA PREP ACADEMY STUDENT CONTRACT

As a student at Ellen Ochoa Prep Academy, you have many activities to look forward to over the years, including graduation at the end of your senior year. All students have the responsibility of setting the standard for behavior on campus and school events. To ensure that this year is a great one, it is important that you (and your parents/guardians) understand the school rules, expectations, and the consequences of not following the rules.

1. Academics

Seniors must fulfill all district and state graduation requirements in order to be granted a diploma and participate in the Commencement Ceremony.

2. Attendance

Attendance for all students will be monitored during both semesters and an attendance review will be conducted on **any student** who has excessive absences and/or tardies (12 or more) during a semester. The review will include excused and unexcused absences, single period, full day absences, tardies, and trancies.

3. Conduct/Citizenship

All students are expected to maintain acceptable citizenship and conduct themselves in a positive manner. This is a requirement for participation in any school activities.

4. Fines

All fines must be cleared with the Office before attending/participating in any school activities.

ELLEN OCHOA PREP ACADEMY GRADUATION REQUIREMENTS

Requirements for graduation include the following: Satisfactory citizenship, satisfactory attendance for four (4) years (grades 9-12) and satisfactory completion of 220 high school credits in grades 9-12 as listed below. **Remember that in order for a senior to participate in the commencement exercises, that student must have fulfilled all requirements for graduation.** All students are required to pass Algebra I, as either a one or two year course. As we transition to the Integrated Math sequence, completion of Integrated Math I will meet the Algebra 1 requirement.

SUBJECT REQUIREMENTS

SUBJECT AREA	CREDIT REQUIRED <i>Beginning with the class of 2020</i>
English	40.00
Math	30.00
P.E.	20.00
Physical Science/ Life Science	30.00
Health	5.00
Ethnic Studies	5.00
World History	10.00
U.S. History	10.00
Government	5.00
Economics	5.00
Language other than English, VAPA, or ROP	10.00
Electives	50.00
TOTAL	220.00

CLASSES DESIGNATED "HONORS"

Students enrolled in classes designated "Honors" will receive an extra grade point for "A", "B", and "C" semester grades earned in each "Honors" Course.

**Ellen Ochoa Prep Academy
Pico Rivera, California**

GENERAL CLASSROOM AND SCHOOL DISCIPLINE

Core Ethical Values are taught and reinforced at Ellen Ochoa Prep Academy every day.

Your Character Counts Everywhere All the Time!

Student conduct is expected to conform to District and school rules and regulations. Violations of such rules and regulations will result in disciplinary action including, but not limited to the following, nor in the following order. For specific violations and consequences see the following pages.

1. Counseling and warning the student
2. A behavioral essay written by the student
3. Detention with the classroom teacher (Student will be notified one day in advance)
4. Campus beautification
5. Lunch detention (with administration)
6. Conference with student, teacher(s)
7. Conference with student, teacher(s), and parent
8. On-campus suspension
9. Saturday school
10. Suspension from school
11. Program change or intervention transfer to another school
12. Recommendation to the Board of Education for expulsion

THE PERSONAL RESPONSIBILITY OF AN ELLEN OCHOA PREP ACADEMY STUDENT

As a student of Ellen Ochoa Prep Academy, you are expected to be aware of and to accept your individual responsibilities in the following areas:

THE TEACHING-LEARNING PROCESS

You deserve the best instruction that Ellen Ochoa Prep Academy is capable of providing. For the efforts of the teachers to be as successful as possible and for you to work and achieve to the best of your ability, you must cooperate with the teachers. Teachers facilitate the process of learning in the minds of the students.

RESPECT FOR THE RIGHTS OF OTHERS

Every right you have has attached to it an obligation. Your rights must be balanced against the rights of others, and their rights must be balanced against yours. In addition, the purpose of the school and the requirements of the educational process must be weighed in deciding who has a right to do what and what behavior needs to be punished. That is why our society has laws and why a school has rules. However, if you are one of those students who wants to take full advantage of your rights and opportunities at this school, while at the same time respecting the rights of others, we at Ellen Ochoa Prep Academy will support and help you.

RESPONSIBILITY FOR YOUR OWN ACTIONS

You will be held responsible only for the things YOU do or fail to do. We expect that you have accepted your responsibility as a student-citizen of Ellen Ochoa Prep Academy. Your first responsibility, is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions.

Ellen Ochoa Prep Academy HONOR CODE

Cheating is defined as, but not limited to, the following:

- Copy or allow any assignment to be copied by any method
- Use any unauthorized aid on quizzes, tests, or exams
- Steal, possess, or view a copy of a test beforehand
- Give or receive help on a test
- Take someone else's work and submit it as yours – PLAGIARISM
- Scan, alter, or forge any school document

Anyone found to be violating the HONOR CODE will be dealt with on an individual basis and may receive any of the following consequences from teacher and/or administrator:

- Automatic "F" (failure) on the assignment(s) or test(s)
- Parent conference
- Referral placed into student's file
- Student removed from any and all elected or appointed leadership positions for the remainder of the semester or school year
- Student removed from all extracurricular activities for the remainder of the semester or school year
- Disciplinary actions may be taken.

ATTENDANCE

EVERY DAY COUNTS in your child's education. Every day a student misses school, he/she falls more than two days behind his/her peers. Every day a student is in school, he/she raises his/her chances to score well on tests, participate in school sponsored activities, and become a responsible member of the Ellen Ochoa Prep Academy. It is your child's duty and responsibility to be involved, which begins with being **Present and On-Time Every Day**.

In a coordinated effort to improve attendance, Ellen Ochoa Prep Academy requires good attendance to participate in all school related activities. Excessive absences and/or tardies may result in the loss of participation in school activities.

Please remember to:

- Make sure your child comes to school **Every Day - On Time**.
- Schedule doctor's appointments after school hours.
- Plan your family vacations during school breaks and holidays.

By understanding and promoting that **Every Day Counts**, together we can continue making positive steps forward – leaps in terms of your child's future.

CLOSED CAMPUS POLICY

Ellen Ochoa Prep Academy is a "**Closed Campus**." Students are not permitted to leave the school grounds at any time during the school day without a permit issued by the Office or Administration. When applying for a permit to leave campus, students should present a note from their parents or guardians to the Office by 8:30 a.m. It is the student's responsibility to check out with the Office before they leave campus. Failure to follow proper procedures may result in an unexcused absence, truancy, and/or citation.

VISITOR POLICY

All visitors are required to register at the front **main office** entrance. Visitors are expected to be mindful of the Ellen Ochoa Prep Academy dress and conduct policies.

In order to register, visitors shall, upon request, furnish the following information:

1. Proof of identity
2. His/her purpose for entering school grounds
3. His/her name, address
4. His/her age, if less than 21

Once checked in, visitors will be issued an identification badge that must be clearly visible. Teachers will not allow visitors into the classrooms who have not checked in at the office or who are not wearing appropriate identification badges.

Although verbal and written requests are acceptable, Ellen Ochoa Prep Academy prefers that requests or invitations be submitted via email and presented upon check in.

Any visitor may be refused entry or directed to leave school property if his/her presence or actions can be reasonably deemed a disruption of school activities. When an individual is directed to leave under the above mentioned circumstances, they may be informed he/she will be guilty of a misdemeanor if they choose to reenter any district facility within 30 days after being directed to leave. If the individual who was directed to leave is a parent/guardian of the student attending Ellen Ochoa Prep Academy, this period is reduced to 7 days.

CLASSROOM OBSERVATIONS

Individuals who wish to observe his/her child's classroom must present this request to the teacher or principal/designee at least 24 hours in advance of their intended visit. A teacher may request an alternate date while making an attempt to schedule the visit within two teaching days.

- Parents or guardians will be allowed to visit their child's classroom for the purpose of observation only. Conferences with teachers can be scheduled for a later time.
- Individuals will not be allowed to visit classrooms where their child does not attend.
- Classroom visits may occur anytime during the year, except during testing and during the first and last weeks of school.
- Visits shall be limited to 45 minutes with no more than 2 visits per month.

Recording devices shall not be permitted in the classroom during visitations.

ABSENCE/TARDY CATEGORIES FOR STUDENT ATTENDANCE

Pupils aged 6-18 are required to attend school full-time, with regular and punctual attendance. Schools are required to enforce this compulsory attendance law. When children are absent the entire school day, the reason must be identified and recorded as either excused or unexcused. Excused absences are compliant with the compulsory attendance law; unexcused absences are noncompliant and subject to truancy law after three incidents. More than five (5) absences or five (5) tardies in a school semester is considered excessive. It is the responsibility of parents to notify the Office immediately of all absences.

Excused absences recognized by California State Law:

- Personal Illness-Without a doctor's note
- Death/funeral of immediate family member (1 day local/3 out of town)
- Medical/Dental appointments (requires doctor's note)
- Extended illnesses requiring hospital or doctor's care requires a doctor's note
- Appearance in Court
- By the discretion of an administrator

Unexcused absences recognized by state California State Law:

- College Visits
- Funeral services outside the immediate family
- Religious holiday or ceremony of student's own religion
- Identified Family Emergencies
- Babysitting

All other absences are considered unexcused/truant when a student is absent from school without authorization or clearance from the Attendance Office.

ABSENCES

When a student returns from an absence, parents can do one of the following:

- Call the Office at (562) 928-2180
- Write a note and drop it off in the attendance office
- Fill out online form, which can be found at ochoaprep.erusd.org

Parent explanation of absences: Parents are to call the school by 11:00 a.m. the following day to clear an absence. If an absence is not cleared in three (3) days, a truancy will be issued.

Extended Absences need to be reported to the Attendance Office.

Extended non-medical absences (family emergency, vacations, babysitting, etc.) **WILL NOT** be excused by school. Special circumstances need to be reported to the student's Dean for review. Determination will be made on an individual basis

SEMESTER ABSENCE, TRUANCY and TARDY POLICY

1. Teachers may fail pupils who are absent 25% (22 absences) during a semester and do not have a doctor's excuse or an administrator's exemption due to an emergency. Students whose absences exceed 22 must continue to attend the class despite the failing grade.
2. Students who accumulate excessive absences may be referred to SART (Student Attendance Review Team). A meeting will be held with Administration and assigned counselor who will address the students' attendance during a meeting with the student and his/her parent or guardian. If necessary, habitual truants will be referred to the district's SARB (Student Attendance Review Board).
3. Consequences for poor attendance may include, but are not limited to the following:
 - Parent-Teacher conference
 - Placement on a daily attendance contract
 - Daily sign-in sheet
 - The parent may be required to make a classroom visitation
 - Detention
 - Saturday school
 - Loss of school related privileges such as: field trips, athletics, after school activities
 - Removal from extra-curricular activities
 - Removal from elected and appointed leadership positions

CHANGE OF ADDRESS AND/OR PHONE NUMBER - Please read carefully! In an emergency, the office must be able to locate parents/guardians. Please DO NOT block the Ellen Ochoa Prep Academy phone number, as it will delay the office in reaching you. If a student moves or changes phone numbers, the Office should be informed immediately. If a parent/guardian changes jobs, the Office should be informed of the new work phone number immediately.

OFF-CAMPUS PERMITS

Off-campus permits are issued for medical appointments and personal matters that cannot be handled after school hours. Students show their off-campus permit to teacher and leave at specified time. There are 3 ways to obtain this permit:

a) Student must present a signed note from a parent/guardian to the Office before school or at nutrition to obtain an off-campus permit. At that time, an off-campus permit will be issued. *OFF-CAMPUS passes will not be issued during class time.* PLEASE ALLOW 10-15 MINUTES FOR YOUR STUDENT(S) TO ARRIVE AT THE OFFICE.

b) A parent/guardian may pick up the student in person that has not presented a note to the Attendance office. Parent needs to arrive 1hour prior to the appointment time.

- If the student has Physical Education or is at lunch at the time of the parent's request, **it may take up to 45 minutes for the student to arrive at the office.**
- If a parent is arriving to pick up a student and it falls in the **last ten minutes of the class period**, the parent will need to wait until the next class period begins to have the student called out.

c) Parents may send a signed fax to the office at (562) 928-2926 to request an off campus permit for the student. Please allow adequate time for office to process request and give student time to arrive at the office.

*** PLEASE NOTE: If a student should leave campus without permission, (without white off campus pass from the Office,) a truancy can be issued for the class(es) missed. Please have your student(s) follow policy and always check-out through the Office.**

TRUANCY AND TARDY POLICIES

TRUANCIES

A truant is "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..." (Education Code, §48260.)

- A student may lose (at teacher's discretion) the privilege of making up missed work as a penalty for truancy.
- If a student is truant for any part of the school day, LASD or School Police Officer may issue truancy citation.
- Truancies will affect citizenship and may affect academic grades.
- **ALL TRUANCIES MAY BE ASSIGNED SATURDAY SCHOOL.**

TARDIES

Student Expectations:

- Because tardiness interferes with satisfactory classroom procedures and disrupts the learning process, all students are expected to report to all classes on time.
- Students are to be seated in their assigned seat by the time the tardy bell rings. Students who are standing inside or outside of class will be considered tardy.
- Students are required to be in class for the first and last ten minutes of class.

1st Tardy Teacher warning to student.

2nd Tardy Parent notification **from teacher** through Teleparent.

3rd Tardy Teacher warning, parent notification and next day 15 minute teacher assigned detention. *No show for detention will result in student referral to Office.

4th Tardy **Student will be required to serve lunch and/or after school detention.**

5th-7th Tardy Teacher warning, parent notification, and next day 15 minute teacher assigned detention.

8th Tardy **Student will be referred to the Office. One or more of the following interventions may be assigned:**

- Parent-Teacher Conference
- Placement on a daily contract
- Daily sign-in
- Classroom visitation by the parent
- Loss of school privileges such as: field trips, dances, etc.
- Removal from extracurricular activities
- Removal from elected and appointed leadership positions
- **Referral to Student Attendance Review Team (SART) or Student Attendance Review Board (SARB)**

TARDY POLICY

All students are expected to report to all classes on time. Students who are continuously late will be assigned detention.

Consequences:

- Students will be assigned detention for 4 tardies.
- Students who fail to serve detention will be assigned Saturday School.
- Students who fail to serve Saturday School may be suspended.
- Loss of school privileges after 12 or more tardies

The Office will notify those students who must serve detention to clear tardies. After school detention, will occur Tuesday – Thursday from 3:15-4:00, and before school on Fridays from 7:30-8:10 am.

SATURDAY SCHOOL

Saturday School begins at 8:00 a.m. and ends at 12:00 noon. Students are to report to the cafeteria no later than 8:00 a.m. Students should arrive at least 10 minutes early.

The student is responsible for coming prepared with schoolwork or reading materials (Newspapers and magazines are prohibited).

- iPods, MP3 players, etc., are prohibited. Cell phones must be turned off and should not be visible or they will be confiscated.
- Bicycles and skateboards must be locked.
- Student must attend for the entire 4 hour period in order to receive credit.
- If a student is asked to leave Saturday School at any time due to behavior issues, he/she will be considered absent and may be suspended and/or may receive a truancy citation.

HOMEWORK REQUEST

Parents may request homework for pick up from their child's teachers as long as the request is put in **24 hours ahead of time.** The homework is requested at in the Office and may be picked up after the 24 hour notice. No same-day requests will be granted.

UNASSIGNED/OPEN PERIOD(S) DURING SCHOOL DAY

Students who have unassigned/open periods at the beginning or end of the school day must leave the school campus. These students must be in possession of student ID and open period/off campus pass at all times. Loitering is prohibited on school grounds.

FLOWERS, BALLOONS, FOOD ITEMS, AND OTHER DELIVERIES

Students **ARE NOT** permitted to bring balloons, flowers, food items, beverages and baked goods (cakes, cupcakes etc.) to school at any time. **Flowers, food items, beverages and baked goods WILL NOT be delivered to students during school hours. *Money can be delivered to the office only.**

PLEASE DO NOT DELIVER ANY ITEMS THROUGH THE GATES. SUCH ITEMS WILL BE CONFISCATED.

Lost and Found

Lost items are turned into the Office. Students may check in the Office to claim lost items. Lost and found items not claimed will be given to a local charity.

Textbooks

Students will be issued textbooks in core courses. It is the student's responsibility to care for the books properly and return them to teachers at the conclusion of the course. Fines will be levied for damaged or non-returned books. In addition, students are often issued school property for other classes/activities, such as athletic or band uniforms. Failure to return school property will also result in a fine placed on student records. **Students will not receive their diplomas or transfer their transcripts until all fines are cleared.**

HEALTH SERVICES

Students are responsible for reporting all injuries that occur on school grounds. First aid treatment is given only for injuries occurring at school. When further medical attention is required, the school will contact parents so that they may take student to a family physician. If the injury requires immediate medical attention, paramedics will be called. It is imperative that the school has current phone numbers, both home and work, so emergency contact can be made. Please DO NOT block the Ellen Ochoa Prep Academy phone number as it may delay the office getting in contact with you. Students who become ill at school should report to the Health Office where parents will be contacted for permission to have the student leave school or to be picked up. Students who leave ill without going through the Health Office will be counted as truant and therefore unexcused.

*** STUDENTS ARE NOT TO CALL OR TEXT MESSAGE PARENTS FROM PERSONAL PHONES FOR PICK UP.**

RULES AND CONSEQUENCES—IMPORTANT ONES TO KNOW

THINK BEFORE YOU ACT

CHARACTER COUNTS!



In order to guarantee all students at Ellen Ochoa Prep Academy the excellent learning climate that each student deserves, students are expected to treat each other and all staff members with **RESPECT!**

Truancy - (Please refer to attendance information)

- Pupils ages 6-18 are required to attend school full-time, with regular and punctual attendance. Students are expected to be in every class, every period unless written permission is obtained.
- Students who are out of class without permission, whether on or off campus, will be in jeopardy of receiving a Truancy Citation that results in a court appearance and possible fine.

Physical/Verbal Altercations (Ed Code 48900 A.1, A.2)

- Fighting, attempting to cause harm, or verbal threats will not be permitted on or around campus. All students are expected to do **EVERYTHING** they can to avoid a confrontation.
- Any type of confrontation will result in an immediate **SUSPENSION**.
- A parent conference required before student returns from suspension.
- Students will sign Behavioral Contract, Confrontation Contract, and Conflict Resolution Form.
- All students involved in confrontations may result in a citation from School Police Officer.
- Any additional confrontations will result in immediate **SUSPENSION**, plus possible expulsion.

Drugs (Ed Code 48900 C, D)

- Students may not be in possession of or under the influence of a controlled substance, an alcoholic beverage, or an intoxicant of any kind on campus or at any school function at any time. Violation of this policy will result in an immediate **SUSPENSION** with possible expulsion.
- The selling of or possession with intent to sell of any controlled substance or controlled substance "look alike" will not be permitted on campus or at any school function at any time. The student will be immediately **SUSPENDED** and recommended for expulsion.

- Students found to be in possession of unlawfully offered, arranged, or sold drug paraphernalia (Zig Zags, vaporizers, pipes, etc.) may be suspended with possible expulsion.

Weapons (Ed Code 48900 B)

- Possession of any type of weapon is not allowed in/near school grounds or at any school function, on or off campus. This will result in a recommendation for **EXPULSION**.
- A student involved in a confrontation with a weapon will be recommended for **EXPULSION**.

Bullying (Ed code 48900 A1, I, K, N, O, Q, R, .2, .4)

- Engaging in an act of bullying or cyberbullying, such as intimidation, harassment, or threats towards staff or students, will not be tolerated on campus or school events.
- All acts of bullying are taken seriously. Claiming that comments, gestures, or looks made in jest will not pardon the student from the consequences for such actions.
- Students will be **SUSPENDED** from school.
- Students will be referred to appropriate professional counseling.
- Students will be expected to sign a Conflict Resolution Form.
- Students may be recommended for **EXPULSION**.

Vandalism (Ed Code 48900 F)

Students are not permitted to practice or display any form of graffiti (this includes notebooks, backpacks, artists books, etc.). Students are not permitted to deface, damage, destroy, or steal school property or personal property. Students shall not possess any form of graffiti tools (this will include, but not be limited to: spray paint, unauthorized markers, scribes, and slap tags). These items will be confiscated and will not be returned.

Violation of any of the above stated disciplinary rules could lead to one or several of the following consequences:

- Assignment to Saturday School
- Behavior contract
- Suspension and/or recommendation for expulsion
- Restitution for damaged or defaced property

****Some offences may result in a citation or arrest by a School Police Officer or a Los Angeles County Sheriff Deputy.**

Dog Searches

Administrators may use dogs trained to detect contraband to conduct random searches for contraband in student gym lockers, other common areas, and vehicles parked on school grounds. A qualified trainer and a school administrator will accompany the dog(s). If a dog indicates that contraband is present on school property, administrators can conduct a further search **including personal property** (such as backpacks, purses, cellular phones, etc.).

****SCHOOL PERSONNEL ARE AUTHORIZED TO CONDUCT SEARCHES, INCLUDING PERSONAL PROPERTY (cars, backpacks, cellular phones, etc) WHEN THERE IS REASONABLE SUSPICION THAT THE SEARCH WILL UNCOVER EVIDENCE THAT THE STUDENT IS VIOLATING THE LAW OR RULES OF THE DISTRICT OR THE SCHOOL (ED CODE 49050)**

***ALL GYM LOCKERS ARE PROPERTY OF EL RANCHO HIGH SCHOOL AND ARE SUBJECT TO SEARCH BY SCHOOL PERSONNEL. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY.**

ELLEN OCHOA PREP ACADEMY

*is committed to providing a **SAFE, SECURE***

DRUG AND ALCOHOL-FREE SCHOOL

CONSEQUENCES FOR DRUG/ALCOHOL RELATED OFFENSES

**POSSESSION, UNDER the INFLUENCE, or USE of DRUGS, ALCOHOL, or DRUG PARAPHERNALIA
(Zigs-Zags, Pipes, etc)**

1st OFFENSE - Immediate **SUSPENSION** from school, Citation, Behavioral Contract, Drug Counseling.

2nd OFFENSE- Immediate **SUSPENSION** from school, Citation, Behavioral Contract, Drug Counseling, and possible recommendation for expulsion.

SALE of DRUGS

1st OFFENSE - Immediate **SUSPENSION** from school, Citation and/or Arrested, recommendation for **EXPULSION**.

Drugs and Alcohol don't belong on your campus or in your life!!

***If you are involved with drugs or alcohol and need help,
see your Principal or Counselor!!
We can help you!***

USE OF BREATHALYZERS:

In the event a student exhibits any signs of alcohol consumption, the breathalyzer exam procedure may be used. It is not the intent of the District to randomly test students. It is the intent to have the breathalyzer procedure serve as a deterrent to students attending school or school functions after consuming alcohol. Breathalyzer exams will be conducted by school administrators or designees. The procedure will be administered in a secure area away from student traffic whenever possible and the results will be forwarded to the Principal for appropriate action. Parents will be notified when their student tests positive for the presence of alcohol.

Refusal to submit to the breathalyzer procedure will be considered to be a positive test for presence of alcohol. The student will be disciplined in accordance with district policy.

VERBAL OR PHYSICAL CONFRONTATION POLICY

Fighting, attempting to cause harm, or verbal threats will not be permitted on campus or any school function at any time. If a student continues to fight after attempts have been made to stop him/her, and places a staff member in a potentially harmful situation, or causes an injury requiring medical attention, the student may be suspended pending an expulsion hearing.

First Confrontation

- A. Suspension for remainder of the day and up to two additional days.
- B. Parent conference required. The Confrontation Policy is explained to the student and the parent. The Confrontation Contract and Behavioral Contract are signed.
- C. Suspension letter mailed home.

Second Confrontation

- A. Suspension for remainder of the day and up to three additional days.
- B. Parent conference required. The Confrontation Policy is explained to the student and the parent emphasizing that the next confrontation will result in their child being recommended for expulsion. The Confrontation Contract and Behavioral Contract are signed.
- C. Suspension letter mailed home.

Third Confrontation

- A. Suspension for remainder of the day and five additional days pending expulsion hearing.
- B. Parent conference required notifying parent their child will be recommended for expulsion.
- C. Suspension letter mailed home.

All students who are involved in confrontations will fall under this policy. The provisions of this Policy also apply to students who provoke confrontations. Fighting, under certain circumstances, will be considered much more serious than the above policy indicates. Example:

Confrontation in class
Two or more against one
Gang or group related confrontations
Confrontations resulting in serious injury
Use of a weapon in a confrontation

Assault and/or battery will not be permitted on campus or at any school function at any time. Hazing, "trash canning," "initiation," harassment, or extortion of other students is strictly prohibited by state law.

SCHOOL DRESS CODE

Ellen Ochoa Prep Academy recognizes that the basic responsibility for the grooming and dress of the students rests with the parents. It is desirable that students have a meaningful degree of personal freedom, while accepting reasonable limits and regulations. However, Ellen Ochoa Prep Academy adheres to the constitutional mandate that students be provided with a quality education in a safe, secure, peaceful, and wholesome learning environment. Therefore, school personnel cannot avoid making judgments regarding the appropriateness of dress and grooming in the school setting, especially when health and safety factors are involved. The following dress code was established with administration, staff, student, and parent input while adhering to state law, regulations, and mandates.

GUIDELINES FOR SCHOOL ATTIRE:

1. Articles of clothing related to a group or gang who provoke others to act violently or to be intimidated by fear of violence shall **not** be worn on campus or at any school activity. This includes, but is not limited to:
 - ALL “Non-Ellen Ochoa Prep Academy” caps, hats, beanies, etc. Only headgear displaying the Ellen Ochoa Prep Academy logo is allowed.
 - Sweatshirt hoods may not be worn over the head.
 - Excessive wide, baggy and long pants/shorts. All pants/shorts must be worn correctly (e.g. on waist)
 - Any gang related attire is not permitted - to be determined by the school administration.
 - Any tagging related attire is not permitted (e.g. spray can or sharpie print shirts)
2. Clothing, jewelry and articles must be considered safe and free of sexually related, obscene or dangerous symbols. These items shall include but not limited to:
 - Spiked accessories or clothing
 - Back packs with gang tagged related graffiti
 - Chains of any size, including wallet chains
 - Belt buckle with dye-cut initial
3. Shoes must be worn at all times
 - No steel-toed shoes
4. No student is permitted to attend school if his/her appearance is disruptive to the educational process. Specifically considered inappropriate school attire is:
 - Shorts or skirts which are shorter than mid-thigh. Shorts or pants with holes above mid-thigh
 - Crop tops or bare midriff tops. Strapless or one strap halter tops
 - Sheer or revealing clothing.
 - Visible undergarments

Tops must be long enough to cover the tops of pants, or skirts completely around the waist. Shorts, skirts and dresses must maintain a decent length when standing, walking or sitting.

5. Printing on clothing, jewelry or articles such as backpacks should not depict or promote drugs, alcohol, tobacco, or any controlled substance. Clothing that expresses racial, ethnic or religious prejudice is not allowed.

CONSEQUENCES:

- **1st Offense:** Chains, hats, or other offending articles shall be confiscated. Student must change into school issued attire, and parents may be notified. * School Issued Attire not returned will result in a fine.
- **2nd Offense:** Student will be assigned detention. Parents will be notified.
- **3rd Offense:** Student may be assigned a Saturday School. Parent conference will be required.
- **4th Offense:** Student may be banned from school activities and/or suspended

ELECTRONIC DEVICES:

Pursuant to education code 48901.5, possession and use of cellular phones and other personal electronic devices including but not limited to: cell phones, iPods, MP3 players, cameras, video cameras, and recording devices, shall fall under the following guidelines during school hours.

DURING SCHOOL HOURS, THE USE OF ANY ELECTRONIC DEVICES OUTSIDE OF THE CLASSROOM IS PERMITTED ONLY DURING PASSING PERIODS, NUTRITION, AND LUNCH. EXCLUDING THE USE OF EXTERNAL ELECTRONICS: ANY TYPE OF SPEAKERS, BOOM BOX AND AMPLIFIERS.

The use of electronic devices inside the classroom will be at the teachers' discretion.

Use of such devices should enhance the learning experience. If the use of any devices on school grounds disrupt school activities or violate California Education Code 48900, such devices may be confiscated and students may be subject to discipline action commensurate with the related violation.

- **At any time, a Teacher, Librarian, Security Staff, Office Staff or an Administrator will have the authority to ask for specific electronic devices to be modified, turned off, or stowed. The continued use of these devices or their ringing/vibrating will be considered a disruption of school activities and subject to disciplinary action, which may include: confiscation, detention, Saturday School, loss of extracurricular privileges, suspension, expulsion, or transfer to an alternative program in accordance with Board policy and administrative regulation.**
- **The school does not assume liability if such devices are damaged, lost, or stolen.**

Consequences:

- **1st Offense:** Confiscated devices will be returned to a parent or guardian accompanied by the student. Phone calls will not be made.
- **2nd Offense:** Saturday School will be assigned and student will sign a possession violation contract. The confiscated item(s) may be picked up the following Monday after Saturday School has been served.
- **3rd Offense:** Saturday School will be assigned and may result in loss of extracurricular privileges and/or suspension.

SKATEBOARDS

The riding of skateboards, scooters, in-line skates, roller-skates, or other similar contrivances, as defined in the Pico Rivera Municipal Code Section 10.74.010 - shall be prohibited upon any private or public property when such property has been posted pursuant to this section.

SKATEBOARDS, SCOOTERS, AND ROLLERBLADES ARE TO BE LOCKED IN THE PROVIDED BIKE AND SKATE RACKS ON CAMPUS AND MAY BE CONFISCATED IF VISIBLE.

Consequences:

- **1st Offense:** Confiscated item(s) will be returned to a parent or guardian accompanied by the student. Phone calls will not be made. Item(s) will only be returned on Thursdays between 3:30 p.m. and 4:00 p.m.
- **2nd Offense:** Saturday School will be assigned and student will sign a possession violation contract. The confiscated item(s) may be picked up the following Monday after Saturday School has been served.
- **3rd Offense:** Saturday School will be assigned and may result in loss of extracurricular privileges and/or suspension.

PUBLIC DISPLAY OF AFFECTION, LEWD CONDUCT, AND UNWELCOMED SEXUAL ADVANCES

- Inappropriate physical contact, sexual activity, or public display of affection will not be tolerated on campus or at any school activity.

CONSEQUENCES:

- **1st Offense:** Students involved will be given a verbal warning.
- **2nd Offense:** The parents of the students involved will be notified.
- **3rd Offense:** The students involved may be cited or suspended and a parent conference will be required.
- Committing an obscene act or engaging in profanity or vulgarity toward other students or school personnel will not be tolerated on campus.
- Possession of pornography is prohibited.
- It is the policy of the Ellen Ochoa Prep Academy to provide an educational environment free of unwelcome sexual advances. The state and federal statutes otherwise prohibit requests for sexual favors, and other verbal, visual, or physical conduct or communications constituting sexual harassment as defined, are otherwise prohibited by the state and federal statutes.
- Administrators will reserve the right to assign other consequences including detentions, Saturday School, suspensions, expulsions, and involvement of law enforcement agencies.

Anti-Hazing Policy

Ellen Ochoa Prep Academy recognizes that membership in extracurricular and co-curricular student organizations can significantly enhance the learning and growth experiences of students. In accordance with state and federal laws, Ellen Ochoa Prep Academy adamantly prohibits any form of hazing by any student extracurricular or co-curricular organizations. All new member orientation, initiation activities, and other group activities are expected to refrain from hazing in any form. Further, these activities should support the attainment of all purposes stated in the goals and objectives of Ellen Ochoa Prep Academy.

No student activity, student team, individual student, volunteer, or employee shall conduct nor condone hazing activities. Hazing activities are defined as:

"...any action taken or situation created, intentionally, whether on or off Ellen Ochoa Prep Academy property, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol or other drugs; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any such activities carried on outside or inside of the confines of Ellen Ochoa Prep Academy; wearing of public apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities that are not consistent with academic achievement and/or the regulations and policies of Ellen Ochoa Prep Academy, or applicable state and/or federal law(s)."

Any individual or organization suspected of authorizing or tolerating the occurrence of a hazing incident will be subject to an investigation by either the Ellen Ochoa Prep Academy or law enforcement officials. The investigation may be followed by formal charges or a formal disciplinary hearing in accordance with the student or employee conduct due process procedures outlined in the El Rancho Unified School District policies and procedures and/or contracts. The express or implied consent of participants or victims will not be a defense. All student organizations that are a part of Ellen Ochoa Prep Academy must agree to the rules and policies of Ellen Ochoa Prep Academy. The acceptance of this agreement will allow the organization to exist and represent their school and district.

I have been informed of and will comply with the ERUSD Anti-Hazing Policy.

Ellen Ochoa Prep Academy Acceptable Use Policy for Student

Access Information:

- Internet access is given to users who agree to act in a considerate and responsible manner.
- General school rules and district policies for behavior and communications apply.
- Access is a privilege – not a right.
- Appropriate school and/or district personnel may access Internet user's files.

Responsible users may not:

- Use another's password or transmit home addresses and/or phone numbers.
- Use the network for commercial, political, and/or personal uses.
- Transmit or access the system to encourage the use of drugs, alcohol, or tobacco.
- Transmit or access material that is threatening, obscene, disruptive, sexually explicit, or that could be construed a harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
- Use the Internet in any unethical or illegal manner.
- Violate any copyright laws.
- Damage the computer, computer systems, or computer networks.
- Trespass in another's folders, work, or files.
- Bring electronic devices from home and attach it to the network.

Violations of the above rules may result in loss of Internet access as well as other disciplinary actions. If the user is unsure of how to do something on the computer, ASK a teacher or the system administrator at the school.

STUDENT

I understand and will abide by the Acceptable Use Policy. I further understand that any violation of the regulations is unethical, and may constitute a criminal offense. Should I commit any violation, my access privileges will be suspended, depending on the severity of the infraction, my access privileges may be revoked. School disciplinary action may be taken and/or appropriate legal action may be pursued.

PARENT OR GUARDIAN

(If you are under the age of 18, your parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. El Rancho Unified School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for El Rancho Unified School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.