

HOME OF THE



TIGERS

San Jacinto High School

2018-2019 PARENT/STUDENT HANDBOOK

San Jacinto High School

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Name:

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Revised 8-4-18

PRINCIPAL'S MESSAGE

Greetings staff, students, and parents of San Jacinto High School,

My name is Luke Smith and I am the Proud Principal of San Jacinto High School: a place where students, parents, teachers, administration, staff, and the community focus their time and energy on student success and college and career readiness. Our mission and vision is very clear: we seek to become an exemplary school--period. To achieve that, we believe in providing a vast array of options for students to find their path to this success and that it is our responsibility to motivate them to pursue their passions and to facilitate the construction of their futures. We believe strongly in shared leadership, multi-tiered systems of support, the use of cutting edge technology and research-based instructional methods, collaborative teaching and learning environments through Professional Learning Communities, developing social responsibility amongst our students, and building caring, trusting relationships with all stakeholders in our school. San Jacinto High School is proud of our rich traditions that have defined us for over a century while we constantly look forward to a bright future of our students and school community.

I very much look forward to the 2018-2019 school year as we focus on going deeper and getting stronger while moving forward toward our vision of becoming an exemplary school!

Thank you and kind regards,

Luke Smith
Proud Principal

ADMINISTRATION AND FRONT OFFICE STAFF

Principal.....Luke Smith
Principal's Secretary.....Julie Meneses

Assistant Principal/IB Coordinator.....Courtney Hall
 Secretary.....Jasmine Pressley
Assistant Principal.....Dr. Rose Henderson
 Secretary.....Denise Astorga
Assistant Principal.....Steve Simpson
 Secretary.....Samantha Martinez
Dean of Students.....Dr. Alfonso Banks
 Secretary.....Samantha Martinez

Counseling Team

Counselor.....Erica Gardner
Counselor.....Justin Carmona
Counselor.....Kristina Guarganus
Counselor.....Angela McClaron
Counselor.....Ana Navia
Counselor.....Alyana Harris
Counselor.....Mauricio Perez
Clerk.....Jessica Meraz

Additional Staff

Activities Director.....Antoinette Miles
Athletic Director.....Amanda Galliano
ELD Coordinator.....Alejandro Gallegos
School Services Manager.....Walter Guzman
Registrar.....Kelly Clark
Registrar Clerk.....Jennifer Nunez
Account Clerk.....Debbie Cornet
Attendance Clerk.....Laura Birch
Clerk Typist 1.....
Health Clerk.....Melinda Hosea
Receptionist.....Lola Nunez

School Resource Officer.....	Deputy Dunlap
Psychologist.....	George Terry
Speech Therapist.....	Ashley Mangabat
Library Media Technician	Matt Snyder
SJHS Kitchen.....	Beeda Hay
Custodian.....	Ronnie Evans
Custodian.....	Zeeke Perez
Technical Support Specialist.....	Tai Wong
Parent Liaison	Carmina Camacho

SCHOOL INFORMATION & GUIDELINES

School Daily Operations and General Information

Communication

Student success is dependent upon communication. Information is available on the school website, this parent/student handbook, the Student Accountability Report Card (SARC), use of the automated phone dialer system, personal phone calls from staff, newsletter, open School Site Council Meetings, English Language Advisory Committee, IEP meetings or other scheduled conference meetings, back to school night, Parent Conference evenings, parent/student orientation meetings, 9th grade parent meetings, and email. Administrators and counselors have an open door policy in meeting with parents when available. It would be best to call and schedule meetings with an administrator or counselor. We're often out on campus or involved in other meetings or activities. Please listen to any automated phone messages from San Jacinto High School. Messages concerning school events, activities, and your student attendance will be sent on a regular basis.

Complaint Procedures

Students or parents may file informal complaints about students or employees by filling out an incident report and submitting the form to site administration. If a problem is not resolved at the site, a formal complaint procedure is in place and can be obtained at the site, on the website, or at the district office.

One-One Device

Student will be issued a one-to-one device (Chrome Book). Student is responsible to take care of the Chrome Book and prevent it from being damaged. Student is authorized only one Chrome Book and will be financially responsible for any damaged/lost/stolen Chrome Book. Students are required to bring their device to school for every class period fully charged. Students will not leave their Chrome Book in their classroom or on campus unattended. Students will keep their Chrome Book over the summer if they will be returning to San Jacinto High School the following school year. Graduating seniors and non-returning students will be required to turn in their Chrome Book. Seniors desiring to keep their device may purchase their Chrome Book before graduation.

Teacher E-mail Addresses

Parents who would like to have contact with the teachers, counselors and administrators via email are encouraged to contact them using their e-mail addresses. If you would like to know the email addresses of a teacher, please contact the school receptionist. Most teachers can be reached by using their 1st initial and last name. For example: jdoe@sanjacinto.k12.ca.us. A list of teacher emails is also listed on the school website as well as Parent Portal.

Advanced Classes/ Advanced Placement Classes/Concurrent and Dual College Enrollment

The ninth and tenth grade students have opportunities in advanced English, math, and science classes and the tenth, eleventh and twelfth grade students have opportunities to take Advanced Placement (AP) courses with increased rigor and an opportunity to receive college credit if the student passes the AP exams. We also have a concurrent/dual enrollment college program at SJHS where students can take college courses through Mt. San Jacinto College. The student must be in grades eleven or twelve while maintaining a grade point average of 3.0 or higher.

International Baccalaureate

The International Baccalaureate (IB) Diploma Programs at San Jacinto High School provide college-level rigor and preparation, while still providing the support of a high school setting. Students that take IB classes have the opportunity to not only earn weighted credit toward their overall GPA, but to earn potential college credit by taking the IB exams in May. International Baccalaureate students have the option of earning an IB Diploma, giving them international recognition that they have not only completed rigorous courses, but have also participated in college-level research, dialogue, inquiry, and growth as a global citizen. Colleges and universities recognizes that students in IB programs are more likely prepared for the demands of college, which often gives those students a greater opportunity for college and university acceptance.

Alternative Learning Programs

Students substantially behind in credits may be recommended to attend alternative education programs at Mountain View, SJHS, or attend summer school. If your student does not have enough credits to graduate with their grade level class, we suggest enrollment at Mt. View High School. If your student is significantly behind in credits, please see a counselor as soon as possible. In order to enroll at Mountain View High School, a meeting with parent, student, and counselor must take place with the appropriate form signed and approved by administration. Students may return their senior year with administrative approval if they have made up lost credits and are on schedule to graduate from San Jacinto High School. A procedure with the appropriate signed form is in place to consider returning to San Jacinto High School. Alternative programs or classes may not meet A-G college requirements for a four year University.

YAT

The **Youth Accountability Team** is a program funded through the Riverside County Probation Department and provides a team consisting of a Riverside County Probation Officer, a Riverside County District Attorney, a San Jacinto Police Officer, and a Valley-Wide Outreach counselor. The goal of the team is to work with students who are at-risk for dropping out of school or committing a crime. Students may be referred to YAT through the Assistant Principal's office, by their counselor, or by parental request.

Make-up Work

Students shall be given the opportunity to make-up school work missed because of an excused absence and shall receive full credit if the work is turned in according to a reasonable make-up schedule, as approved by administration. Students suspended from school for any reason, may contact their teacher for make-up work. Teachers are not required to assign make-up work to students due to the student being suspended. It is the student's responsibility to contact the teacher regarding make-up work. If a student is going to miss more than three days of school due to illness or an out of town trip, he/she may obtain make-up work by contacting the attendance office for a temporary independent study form. Student must allow a minimum of one full school day to receive make-up assignments. Student's parents are responsible for picking up students works in the front office. Some teachers may require the student to make up work upon returning to class.

Credit Recovery Program

San Jacinto high school has classes available using an internet-based program that students may take to complete classes that they have failed. These classes may not meet A-G college requirements for four year university. Counselors must recommend students for these classes because they are available on a limited basis.

School Dances/Field Trips and Other Activities

School dances and field trips are school functions and school rules will be enforced. Students will be monitored for their appearance and behavior. Students will conduct themselves in a responsible manner. Student must have their valid student identification card in their possession to attend any school dance/function. Additionally, students must not be on the No-Go list and be in good standing with grades and behavior.

Teacher/Office Aides

Only juniors and seniors with a GPA of 2.5 or higher, no excessive tardy/absences, not on NO-GO List and are on track for graduation will be allowed to be teacher's aides. Being an aide is a privilege and students should conduct themselves responsibly. Students will only receive a credit/no credit mark on their transcript for this course.

Community Service

In an effort to promote civic-minded students and a sense of service to the community, all students of San Jacinto high school students are required to complete a minimum of 40 community service hours from a non-profit organization prior to graduation. Opportunities to complete these hours are announced on a regular basis, however, it remains the student's responsibility to complete them.

Deliveries to Students

Bouquets of flowers and balloons or other student gifts should be delivered to the home. They will not be accepted for delivery at the front office. While we join with you in the celebration of special occasions, these items are disruptive to the classroom learning environment and will not be delivered during school time. Students will not be able to carry these balloons from class to class. We appreciate your understanding.

Responsible Students

Students are responsible for remembering their books, lunches, sports equipment, and other necessities. Please encourage them to accept the consequences if they neglect these responsibilities. We cannot interrupt class time to deliver forgotten items. Lunches will be accepted on a case-by-case basis but classes will not be interrupted to deliver. With over 2,000 students we cannot be the delivery system for food. **No fast food deliveries, PLEASE. Fast food is in violation of the state and federal nutrition guidelines for schools.**

Messages to Students

Please make travel and other arrangements before your student arrives at school. We will call students for emergency messages only. We will not deliver messages from other students. Classroom instructional time is a priority. We do not want to interrupt classes.

Breakfast/Nutrition and Lunch

Each morning a breakfast is available before school or at the nutrition break. A 30 minute lunch break is also scheduled. Students may purchase these meals at a reasonable price or may qualify for free or reduced meals based on income. Each year new forms must be filled out to qualify for free or reduced lunch. Students will continue to receive the meals for the first month of school (if they qualified the previous year) until new forms are processed. We encourage all parents to fill out the forms.

Off Campus Lunch Policy-SENIORS ONLY

Only seniors in good standing with San Jacinto High School, with parent permission, will be allowed off campus during lunch. Seniors must have a 2.5 GPA on their previous semester. There must be no significant discipline problems or attendance issues, be on schedule to graduate and have parent permission. To be allowed off campus the senior student(s) must be in possession of a current San Jacinto High School identification card stating their off campus status. **The school administration reserves the right to cancel seniors off campus privileges at any time.**

Parent Portal

San Jacinto Unified School District has a web-based program that allows the parents or students to go online and review attendance and grades. You will receive a special identification code to process access to student records. You can receive a special identification code by contacting the school or by speaking with the counselor.

Progress Reports

There are four progress reports mailed home at the midpoint of each quarter. All students will receive the quarter progress reports and semester report cards. The quarter progress reports and semester final grades are used to determine eligibility for sports and other co-curricular activities. Semester grades are permanent and are posted on student transcripts. All progress reports and report cards are mailed to parents/guardians at the current home address on file. Parents can also learn of their student's progress through the Parent Portal. Check the school website for details.

Parent Conference Meetings

Parent Conference meetings held every year. During this meeting, you will meet with your child's teacher to discuss their progress in that class. If you have concerns about your child's progress in any class, please contact that teacher immediately. Teacher emails can be found on the school website as well as Parent Portal.

Student's with Shortened Day Schedule

Seniors and juniors may have an early release schedule for a variety of reasons. Students are not to be on campus after their last class. If there is a need to remain on campus, students must report to the reception desk for a pass, and have a specific destination. Students who need to wait for rides home should proceed to the library as a place to work and wait. We cannot have students loitering around with nothing to do while other students are in classes.

Registrar's Office/Transcripts

Official transcripts may be obtained free of charge to current students who have no outstanding unpaid school debts. The registrar's office is closed from 11:30-12:30 for lunch.

Scholarships

Scholarship information can be obtained through the counseling office. Senior students are encouraged to fill out a scholarship portfolio to be kept on file by their counselor. San Jacinto High School students have many opportunities for college scholarships.

Visitations

Parents, guardians, and community members are welcome to visit the school. Visitors park in the Tiger Lane Parking lot and enter through the front gate. You cannot enter campus from the library. In order to maintain a safe campus all visitors must sign in and have **valid identification with picture**. However, for classroom visitation, please make an appointment 24 hours in advance to verify that someone will be able to meet with you, and check in at the reception desk. All visitors will be given a visitor's pass. We guard our learning time intensely; therefore, please do not disturb a teacher during class. In order to maintain a safe and orderly learning environment, student's friends or visitors are not allowed on campus at any time during school hours without prior approval.

Withdrawal from School

To withdraw a student from school please proceed to the registrar office **with parent**. Students will receive a withdrawal form to take to teachers for transfer grades. All textbooks and technology must be returned and any outstanding fines paid before a student will be checked out.

Work Permit

Applications for work permits can be obtained through the front office. Good attendance, on schedule to graduate, and a grade point average of 2.0 is required. The permit may be revoked at anytime for students who fail to meet these requirements.

Student Transportation and Parking

Vehicle Registration

All students parking on campus must register their vehicle with ASB to receive a parking permit. Illegal parking, reckless driving, speeding, DUI and crosswalk violation may result in loss of parking privileges, police citation, and/or referral to administration. Students must have vehicle registration, proof of insurance and a valid driver's license to register vehicle. Students will only be allowed to park in the student parking lot. Students are not allowed to park in the Library or staff parking lots at any time.

Student Parking

The student parking lot is located at the Tiger Lane Parking Lot next to Tennis Courts. All students are to park their vehicles in this designated lot. Students will need to obtain a parking permit. Students must show a driver's license, proof of insurance and registration of the vehicle before a parking permit can be issued out. **Students cannot park in the library parking lot at any time during school hours.** Students cannot park in the Stadium Lot or the Staff Parking lot Idyllwild Dr.. Students are not allowed in the parking lot during classes or passing periods. Students may not sit in cars during lunch. Also, cars are not to be used as lockers.

Parking Permits and Vehicle Conduct

All students parking on campus must register their vehicle with Antoinette Miles in ASB/Room 409 to receive a parking permit. Illegal parking, reckless, or unsafe driving may result in a loss of parking privileges, police citation, and/or referral to administration. Students must have vehicle registration, proof of insurance, and a valid driver's license to register a vehicle. **These items are mandated by the City of San Jacinto and the San Jacinto Police Department.**

Student Drop Off and Pick Up Locations

Students may be dropped off and picked up in the bus loop area off Idyllwild Drive or in the stadium parking lot. Parents may also drop off and pick up their students on Idyllwild Drive or Tiger Lane. ***PLEASE NO DOUBLE PARKING.*** *Please try to drop your student(s) off at the curb adjacent to the school. This is especially true on Idyllwild Drive, where there are no crosswalks.* ***There is absolutely NO student drop off or pick up in the library parking lot or Tiger Lane lot of San Jacinto High School.*** This places ALL of our students in jeopardy because of the numbers of student pedestrians walking through the lot before and after school. Please help us keep our students safe. If you have a student with special needs and requires pick up and drop off accommodations, please set up an appointment with Ms. Hall for specific arrangements and special permission.

Visitor and Handicapped Parking

Visitor parking is located on Tiger Lane not the library parking area. Handicap parking spots are also available. Parking areas near the stadium are for student parking and parking after school for school events and activities.

Student Safety

Change of Address/Emergency Contact Information

In the event that you move or change phone numbers during the course of the school year, please come to the office and update your address (with a utility bill showing the new address) and/or telephone number. It is very important that we have valid contact information for each student's parent and/or guardian in case of an emergency. Please keep your emergency contact information current. **Students will not be released to anyone who is not identified on the student's emergency card.**

Emergency Response Drills

Emergency Response drills will be held periodically during the school year. Students are responsible to their teachers in the event of a fire or disaster drill. Students are to listen carefully to the directions given by their teacher and obey them quickly and quietly. Students who falsely pulls a fire alarm for any reason other than an emergency has committed a crime and will be taken into custody by the School Resource Officer and may face a possible citation and fine. SJHS follows a district wide safety plan to ensure student safety with strict procedures and guidelines for parent pick up.

The Parent/Student Reunification Center is located at the parking lot gate entering the softball field. Parents will need to complete necessary forms in order to remove your student from school in the event of a major disaster.

Health Office

There is a health aide on campus to assist students who are not feeling well or are injured on campus. Students who are not feeling well must obtain a pass from their teacher prior to coming to the health office. Students are reminded that they are not allowed to bring any prescription or over the counter medication on campus. If you have prescribed medication you must check the medication with the health aide so we can monitor the dosage when the student is on campus. Please keep your student(s) health card updated with current medications and other medical issues, to include your student(s) current status.

Right to Search

The Administration retains control over lockers, buildings, parking lots, cars, grounds, and has the right to search them without warrant. All persons entering the school site may be subject to a personal search (with reasonable suspicion) to ensure that weapons, drugs, or other dangerous items are not brought on campus. Violators are subject to suspension, expulsion and/or arrest. "Reasonable suspicion" means that a search may be conducted if there are reasonable grounds for suspecting the search will unveil evidence the student has violated or is violating a law or school regulation, and which is confined in scope (reasonably related to the circumstances justifying the search). [New Jersey v. T.L.O, Ingraham v. Wright, People v. William G., Smith v. McGlothlin]. The district has contracted with an outside agency to use dogs in searching and locating illegal contraband on campus.

Drug dogs

Periodically we contract with a company who brings drug sniffing dogs on campus to search cars, lockers, and student backpacks.

School Resource Officer (SRO)

School Resource Officers are on campus to ensure school safety and to support law enforcement agencies. Our School Resource Officer is a Riverside County Sheriff's Deputy. Students can be cited by the SRO for fighting, posturing to fight, for drug and alcohol offenses, vandalism/graffiti, truancy, and daytime curfew.

Student ID Cards

All students are required to have their valid school identification card in their possession at all times. When asked for an ID by any adult employee on campus, the student must produce the ID card. In order for seniors to leave the campus for lunch, they must produce a valid identification card with the appropriate off-campus designation. Replacement ID cards are available for \$5.00.

Consent to Participate

All activities taking place off campus during school time require a permission slip filled out and signed by the parent. Some school field trips or classroom presentations deal with sensitive issues such as racism or sexuality that require parental consent for students to participate. In the event your son/daughter's class may be participating in such an event, a parent permission slip will be sent home along with a letter of information for your review.

STUDENT CONDUCT POLICY

The purpose of the school conduct policy is to inform students of expectations and to promote a safe and healthy learning environment for everyone. This policy aims at providing a fair and equitable approach to maintaining or obtaining desired student behavior. Students violating any rules outlined in the policy will be subject to progressive discipline, to include, but not limited to: counseling by teacher/administrator, warning, Restorative Justice Class, Lunch Detention, After School Detention, Friday School, Saturday School, behavior contract, class suspension, school suspension, police contact/citation, and or due-process meeting which could result in expulsion.

Every student shall attend school punctually and regularly, conform to the policies of the school, promptly comply with the directives of the teacher, security, administrators and other authority. Students will self-govern themselves and promote good order and discipline, be diligent about their studies, respectful to his/her teacher and others, kind and



courteous to schoolmates and refrain from the use of profane or vulgar language.

Additionally, to promote a higher level of critical thinking and self government, students will comply with the following:

WE WILL CALL THESE

“TIGER 4”

Tigers are Safe, Responsible, & Respectful

1. Students will be safe...

1.1 Please ensure that you are on time to class so that the teacher is able to lock the door for your safety.

- 1.2 Absolutely no student is allowed to open the door for anyone without direct teacher's permission. Classroom safety is the teacher's responsibility.
- 1.3 Seniors only are allowed to go off campus for lunch. All seniors desiring to take advantage of the off campus lunch policy must be in good standing with the school, not on the NO-GO list and have their parents permission. Three late returns equates to semester revocation of pass.
- 1.4 Students without a 6th period, or 5th period must leave campus after their last class of the day or proceed to the Library.
- 1.5 All students are required to display their ID cards at all times while on campus.
- 1.6 Students must also have in their possession a valid pass from teacher/administrator.
- 1.7 Skate boards, bicycles and scooters are not allowed to be ridden on campus.
- 1.8 During lunch, all students are required to remain in supervised areas.

2 Students will be responsible...

- 2.1 Students are not allowed to have in their possession any form of tobacco, any form of dugs or paraphernalia, weapons of any kind or vape material.
- 2.2 All students are required to arrive to their respective classes on time (prior to tardy bell ringing) and attend their classes on a regular basis. Violators will be scheduled for detention/EAC/Friday school/Saturday school/suspension.
- 2.3 Students suspended or in SSR are not allowed to participate in school activities nor roam the campus. Students assigned to SSR must leave campus immediately after their SSR session is released for the day.
- 2.4 Chromebooks are to be used for official school business only. Snap chat, You tube, and other social media sites are not school business related sites without teacher direct authorization.
- 2.5 Students are not allowed to sell any goods on campus without written ASB approval.
- 2.6 No food or drinks are allowed in any classroom, gymnasium, office or enclosed hallway at any time. No food deliveries will be accepted by the front office and classes will not be disrupted for deliveries of food.
- 2.7 Gambling is not allowed on campus.

3 Students will be respectful of themselves, others, and property...

- 3.1 Bullying is taken very seriously across the district. Students who bully others will be reprimanded to the highest extent of the law, to include expulsion.
- 3.2 No electronic devices are allowed to be utilized in classrooms without direct teacher approval.
- 3.3 All students are required to clean up behind themselves throughout the day and after lunch.
- 3.4 No sharpies or any other type of permanent marker may be carried by students at any time on campus. This is a city ordinance as well and students can be cited for being in possession of these items.

4 Students will dress for success...

While our focus at SJHS is on learning and we do not want students to miss instructional time, we do need to ensure that our students are personally dressed for academic success and safety and not a distraction or offensive to others in the classroom or on campus. With that goal in mind, all students are expected to know and adhere to the SJHS Dress Code guidelines.

Students who choose to violate the Dress Code will meet with a school administrator, or their assistants to receive progressive consequences for repeat offenses up to and including suspension for defiance. Additionally, students who are not appropriately dressed will be offered a loaner shirt or be sent to the Restorative Justice classroom until someone can bring the student appropriate clothing.

Parents, since your support in this matter is invaluable, we ask that you review the 2018-2019 Dress Code with your student *prior* to shopping for school attire so that school-appropriate clothing is chosen. Thank you in advance for partnering with us.

The following items are prohibited:

- 4.1 Students must be appropriately dressed for school activities
- 4.2 Students are not allowed to wear clothing that expose their undergarments, midriff, back or cleavage.
- 4.3 Pants must fit around the waist and cannot sag below the waist area.
- 4.4 Tank tops, tube tops/ strapless tops, skirts/shorts that are shorter than finger tips and halter tops are not authorized to wear on campus.
- 4.5 All students must wear shoes or sandals on campus. No bare feet allowed.
- 4.6 No hanging belts or chains from clothing or canes/walking sticks without medical approval from a certified doctor or administration.
- 4.7 Spiked bracelets/rings, or intimidating/dangerous clothing items, safety pins as jewelry are not allowed.
- 4.8 No clothing with obscene or demeaning words/phrases/weapons or see through garments nor pajamas are authorized including sexually explicit content or numbers, racist language/statements.
- 4.9 No clothing or accessories depicting tobacco, alcohol, drugs or associated paraphernalia.
- 4.10 No bullet proof vests, or items designed to be worn by law enforcement, to include, handcuffs, Billy clubs, badges/shields, zip-ties or Tasers.
- 4.11 SJPd has identified the following as either gang-related or disruptive to day-to-day operations of the school and/or threat to the safety of students and staff. No garments or clothing depicting any of the following may be worn or in the students possession on campus or while attending a school-sanctioned activity :
 - 4.11.1 Hairnets, bandanas, do-rags, clothing and accessories with inappropriate symbols or initials including depicting violence and/or weapons.
 - 4.11.2 Hate speech or gang symbols/messages/images, area codes or communities.
 - 4.11.3 Gang affiliation, tagging crew or living or belonging to a particular town or part of a town to include area codes (Examples: LA, SD, IE, SJ-619, 213, 951 – 13, 14, 15, 18 – Sur/Norte, Crips, Bloods, L-Squad, Hustler, 5150, race pride, SouthpoleNorthpole, etc.).

Any and/or all of the above listed items confiscated by the SJPd may be recovered through the police department only. SJHS does not have authority or responsibility for police department actions.

In addition to “TIGER 4” students will comply with the following:

Right to Search

Administration retains control over lockers, buildings, parking lots, cars, grounds, and has the right to search them without warrant. All persons entering the school site may be subject to a personal search (with reasonable suspicion) to ensure that drugs, weapons, or any other

Confiscated Items

Any unauthorized items will be confiscated and stored with the confiscating authority. Any adult on campus is authorized to confiscate contraband.

First Offense

Items will be returned to the owner at the end of the school day by the confiscating authority.

Second Offense

A parent or guardian will be required to come to the school to pick up the item. The item will not be returned to the student.

Further Offenses

Parent or guardian will be required to pick up the items and the student could be administered disciplinary action by the administrator.

Cell Phones, Tablets, and other Electronic Devices

All teacher's have a specific cellphone use policy for their classroom. Students carry cellphones and other non school-issued electronic devices/accessories at their own risk and are solely responsible for their care. SJHS teachers and staff are not responsible for lost/stolen cellphones and/or electronic devices on or off campus. Students may have cell phones on the school campus, however, loss/theft of electronic devices is common. Students may not, use them during class time (including text messaging or playing games) unless given permission by the instructor to use for instructional purposes. Phones are to remain off during all instructional time. Students are permitted to use their cell phones and electronic devices before school, during breaks, and after school. Cell phones used at inappropriate times will be confiscated. Inappropriate use of picture phones will be treated according to progressive discipline policies at the school. The taping or videoing of any person without his/her expressed permission is not permitted at anytime on campus or during school sanctioned events. Any student who videos any fight or near fight is considered to be aiding and abetting and may receive disciplinary action for his/her behavior. Students are not to use their cell phones on campus to make threats, to harass other students, for cheating on exams of any kind or display or send inappropriate pictures (known as sexting). Students may receive a school suspension for these actions. Parents please refrain from calling or texting your student during class. In an emergency please call (951) 654-7374 ext. 2988 (main office receptionist) and the school administration will get the message to your student. **CELL PHONE THEFT WILL NOT BE INVESTIGATED BY THE ADMINISTRATION.**



The following conduct violations may result in suspension or expulsion per Education Code 48900

EC 48900(a)(1) Fight/Verbal Altercation	EC 48900(a)(2) Serious Injury/Assault*
EC 48900(b) Dangerous Object*	EC 48900(c) Drugs*
EC 48900(d) Look Alike Drug Transactions*	EC 48900(e) Robbery/Extortion*
EC 48900(f) Damage to School or Private Property	EC 48900(g) Theft

EC 48900(h) Tobacco	EC 48900(i) Profanity
EC 48900(j) Paraphernalia	EC 48900(k) Disrespect/Defiance
EC 48900(l) Received Stolen Property	EC 48900(m) Imitation Firearm
EC 48900(n) Sexual Assault*	EC 48900(o) Harass, Threaten, Intimidate a Witness
EC 48900(p) Possession, Selling of, or Offering of Soma	EC 48900(q) Hazing
EC 48900(r) Bullying	EC 48900(t) Aid/Abet Infliction of Injury to Another
EC 48900.2 Sexual Harassment*	EC 48900.3 Hate Violence*
EC 48900.4 Harassment*	EC 48900.7 Terroristic Threats*

Students will receive school consequences for the following violations:

EAC – A temporary classroom that is closely monitored. Student will be required to continue class work while assigned. EAC is for students who are suspended from a particular class for the period, waiting to see an administrator for disciplinary consequences or waiting for parent pick up after suspension. Additionally, EAC can be used as Tier 1 going into Tier 2 intervention for excessive tardy violations or disruptive behavior.

SSR – Student Success Room – A full day suspension in lieu of out of school suspension. Students must bring work from their class or they will be assigned standards-based work for the day. SSR will be used as Tier 3 intervention for excessive tardy violations.

Forgery

Forgery is the act of forging a parent’s signature, altering any official signature, or doing telephone impersonations. *If any student aide placed in a position of trust is found to be involved in a violation of this policy while carrying out his/her duties as a Teacher’s Aide, including the aiding of another, the student will be dropped from the program with a loss of credit.*

Plagiarism

The issue of plagiarism— *the intentional or unwitting presentation of another's ideas as one's own* — arises when students begin to incorporate into their papers the thoughts, arguments, or hypotheses of other authors. It is common for new writers not to realize that published articles are the intellectual property of those who have written them. Students that forge or plagiarize school assignments will receive a zero for that assignment with the opportunity to redo the assignment/test at the assigning teacher’s discretion. Additional school consequences may be imposed for incidents involving academic dishonesty.

Refusal to Serve Classroom Detention

At the discretion of a teacher or school official, a student may be detained for a one-hour period after school hours. The assigned day of detention will be the next school day. Detention takes priority over any other obligations. Students who refuse to serve an assigned classroom detention may be referred to the office.

Starting Fires/False Alarms

The starting of fires and/or setting off of fire alarms is unlawful and dangerous. Violation of this policy will include a school suspension for 3-5 days, notification to the Arson Task Force and arrest. Possession of firecrackers and other explosives are illegal. Students will receive a citation from law enforcement.

ATTENDANCE POLICY

According to state laws, students must attend school until age 18 unless they graduate sooner or pass the California High School Proficiency Exam (CHSPE). Parents are held responsible for the regular and punctual attendance of their children. Illness, medical or dental appointments, school activities, and required court appearances are the only legally acceptable reasons for absence. Notes excusing absences or tardies for reasons other than these will not be accepted and the student will be marked unexcused. STATE LAW: Uncleared or truant all-day absences may not be cleared after 3 school days. These absences may result in Friday and/or Saturday School being assigned or a possible school suspension for repeated violation of the attendance policy.

TARDY POLICY

Ed Code 48260.5

Students tardy to class will be entered in Aeries as tardy by the teacher. Students arriving to class more than 20 minutes tardy will be immediately sent to the office. Students who arrive to school with a note from their parent/guardian will report to the attendance office to receive a pass to class. They will be marked tardy and will still have their tardy marked against them if not excused by the office.

# of Violations	Action
Tardy 1-2 Tier 1	<ul style="list-style-type: none"> • Warning by teacher
Tardy 3-6 Tier 1	<ul style="list-style-type: none"> • Before office referral, teacher must indicate all prior intervention. Teacher must make parent contact • Lunch/After School Detention by Teacher • Restorative Justice With BARR/PBIS Team
Tardy 7-10 Tier 1	<ul style="list-style-type: none"> • Notification of Parent • Send to Administration • Assigned Period EAC
Tardy 11-16 Tier 2	<ul style="list-style-type: none"> • Notification of Parent • Assign Friday School • Entered on No-Go List • Referred to SART
Tardy 17-20 Tier 2	<ul style="list-style-type: none"> • Assigned 1 Day EAC • Parent Conference in person
Tardy 21 Tier 3	<ul style="list-style-type: none"> • Notification of Parent • SSR • Truancy Ticket issued
Tardy 22+ Tier 3	<ul style="list-style-type: none"> • Referral to YAT

NOTE: ONCE STUDENTS ARE ASSIGNED TO THE NO-GO LIST, THEY WILL UNDERGO THE DEAN OF STUDENTS PROCESS TO BE REMOVED FROM THE NO-GO LIST.

TRUANCY POLICY

Ed Code 48260 (a)

Students who are truant will be entered in Aeries as absent by the teacher. Students arriving to class more than 20 minutes tardy will be considered absent and will be sent to the office. Students who arrive to school with a note from their parent/guardian will report to the attendance office to receive a pass to class. Students who are present on campus but do not report to your class is considered truant and will be entered in Aeries as absent/truant.

# of Violations	Action
Truancy 1-2 Tier 1	<ul style="list-style-type: none"> • Warning by teacher • Notification of Parent
Truancy 3-4 Tier 1	<ul style="list-style-type: none"> • Send to Administration • Notification of parent via truancy letter • School Attendance Review Team (SART) apt set • Saturday School for entire day truanies • Restorative Justice With BARR/PBIS Team

<i>Truancy 5 Tier 2</i>	<ul style="list-style-type: none"> ● <i>Send to Administration</i> ● <i>Notify Parent of School Attendance Review Board (SARB)</i> ● <i>Assigned to SSR</i> ● <i>Entered on No-Go List</i>
<i>Truancy 6 Tier 3</i>	<ul style="list-style-type: none"> ● <i>Notify Parent of referral to District Attorney (First citation is \$500.00).</i>
<i>Truancy 7 Tier 3</i>	<ul style="list-style-type: none"> ● <i>Notify Parent of referral to District Attorney (Second citation \$1,000.00).</i>
<i>Truancy 8 Tier 3</i>	<ul style="list-style-type: none"> ● <i>Notify Parent of referral to District Attorney (3rd citation \$2,000.00, Community service, fines and possible jail time).</i>

NOTE: ONCE STUDENTS ARE ASSIGNED TO THE NO-GO LIST, THEY WILL UNDERGO THE DEAN OF STUDENTS PROCESS TO BE REMOVED FROM THE NO-GO LIST.

INCENTIVE: All students attending every class for the semester may (at the teacher’s discretion) receive extra points towards their grade.

Board Policy 5113 (a)

The Board of Trustees believes that regular attendance plays a key role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children between the ages of six and 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use any legal means to correct the problems of excessive absence or truancy.

Insofar as class participation is an integral part of students’ learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

When students who have been absent return to school, the Board requires that they present a satisfactory documented explanation verifying the reason for the absence. Dr. notes are required for all medical and dental appointments. The following methods may be used to verify student absences:

1. Written note from parent/guardian or parent-representative.
2. Conversation, in person or by telephone (you may call the attendance office at (951) 654-7374), between the verifying employee and the student’s parent/guardian or parent representative. Subsequent written recording of the conversation will include the following:
 - A. Name of student.
 - B. Name of verifying employee.
 - C. Reason for absence.
 - D. Name of parent, guardian, or parent-representative.
 - E. Date or dates of absence.

Truancy: Truancy is considered 30 min or more after the bell has rung for that particular period. Three truanies is equal to one whole day absent.

Students who are truant will fall under the Tardy/Truant policy of the school. If student is found Truant off of campus a citation could be administered

SART: Students who have missed 3 full days will be called in for a meeting where the following consequences are discussed

1. Explanation of Attendance policies.
2. Referral to IDA mediation.
3. Explanation of SARB referral

SARB: Students who have missed 5 full days of will be called to the District where the following consequences are discussed

1. Citation of 500.00\$ against parent.
2. Possible filing of misdemeanor on parent.
3. Referral to IDA mediation.

San Jacinto High School

Athletic Program

Eligibility Requirements: (In addition to school rules and guidelines we follow the CIF eligibility requirements.)

1. A student must maintain a 2.0 grade point average (G.P.A.) and be passing four classes.
2. A student must attend a minimum of four classes the day of an event or have administrative approval for not attending the minimum 4 classes. (Student will be ineligible for the next event if information regarding absences comes in late.)
3. All school rules regarding discipline apply. If a student is suspended, that student may not participate, in any form, in a contest or practice during the length of the suspension.
4. A student under a 2.0 G.P.A. may be allowed to practice but cannot participate in or travel to any contest.
5. Any grade changes made that would alter a student's eligibility must be made within ten days of the end of the grading period and approved by the Principal.
6. Complete the following paperwork:
 - a. Physical completed by a doctor.
 - b. SJHS Athletic Participation packet
 - c. Consent/Release form.

- d. Insurance numbers (all athletes are required to possess insurance).
- 7. To receive any awards, letters or certificates, you must purchase an ASB Card.

- **MOUNTAIN PASS LEAGUE TEAMS**

**San Jacinto High School
Citrus Hills High School**

**Hemet High School
West Valley High School**

**Beaumont High School
Tahquitz High School**

SPORTS OFFERED AT SAN JACINTO HIGH SCHOOL

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Football Girls Volleyball Cross Country Girls Tennis Girls Golf	Boys Basketball Girls Basketball Girls Soccer Boys Soccer Wrestling	Baseball Softball Track and Field Boys Tennis Boys Golf Boys Volleyball

Gender Equality

Equality of opportunity and access are available to all students at San Jacinto High School regardless of ethnicity or gender. All students may participate in and benefit from high quality curricular and extracurricular activities. Interscholastic sports are offered equitably in accordance to guidelines established by appropriate governing bodies. Drama, music, clubs, and other such options are open to all students.

“HOME OF SCHOLARS AND CHAMPIONS”

ACTIVITIES AND CLUBS

Welcome to San Jacinto High School! We hope you will join a team, club or organization as part of your educational experience at SJHS.

We hope you will take part in many of the dances, assemblies, community service projects, recognition programs or cultural events that are sponsored during the school year. Stop by the Activities Office to find out about upcoming events, get class ring order packet, purchase tickets for events or find out information about our clubs or organizations. We want to work with you to create programs that will make your high school a memorable one.

ASB CARDS

ASB Cards are the main source of income for our campus activities, recognition programs and athletic events. The ASB Card is an identification card and provides a variety of discounts for San Jacinto High School students. This includes free admission to home athletic events (CIF Playoffs and tournaments are excluded), discounts at social events, dances and cultural events, a discount on your yearbook when purchased at registration, and discounts at local businesses throughout the community. The ASB Card is priced at \$30 dollars. Activities supported by the ASB Card are social events, academic recognition programs, athletic recognition programs, cultural programs, assemblies, publications such as the yearbook, newspaper, academic clubs, and organizations. We hope you will purchase an ASB Card and save money while you attend SJHS. **There is a \$5.00 replacement charge for lost or damaged I.D. or ASB Cards**

ACADEMIC LETTERS AND RECOGNITION PROGRAMS

SJHS sponsors a number of academic recognition programs during the school year. Each year, academic letters are awarded to eligible students based on their cumulative grade point average. In order to be eligible for an academic letter, students must have a 3.0 cumulative grade point average..

GENERAL POLICY FOR SCHOOL-SPONSORED EVENTS

1. Administrators and faculty members have full authority to admit, refuse admission to, or dismiss any student /guest from any event.
2. All SJHS students bringing a guest to SJHS events are responsible for their guest's conduct.
3. Participants at events are to be courteous, friendly, and polite. School regulations apply to students and visitors at all times during the event.
4. All events will be scheduled at the discretion of the Principal or designee, Activities Director, and Student Government.
5. **At all events**, all students will be asked to present a Student ID card at the ticket office and at the entrance door.
6. Guests at formal school dances will be required to obtain a guest pass before the dance and present **a photo ID and the guest pass at the entrance door**. Guest passes are due at the Activities Office forty-eight hours before the scheduled event. No guest passes will be issued at the time of a dance. San Jacinto High School **students must bring their I.D. card when attending school dances and activities**.
7. Students are not to loiter on or near campus after school events. At events at other sites, the same rule applies.
8. Students or guests who do not display appropriate behavior at a school event will be required to leave. Parents will be contacted and required to pick up their son/daughter immediately. Until such time as they arrive, the student or guest will remain with the administrator in charge. Any student placed on home or in-school suspension by an administrator or who is on expulsion status may not attend or participate in school events for the duration of the suspension or expulsion.

TIGER DANCES

Several school dances are held during the school year. Some dances follow athletic events, while others are for an entire evening such as the Homecoming, a semi-formal dance open to all SJHS students. Inappropriate dancing will not be tolerated and those violating this policy can and will be asked to leave the event and their money **will not** be refunded. **Students can be suspended from school for repeated violations of the dance policy**. Students must have I.D. cards to attend any school dance. Students must attend school on the day they attend a dance. The cost of dances varies with the length of the dance and, in most cases; a savings is enjoyed by ASB Card holders. When your date for the semi-formal/formal dance is not a student of San Jacinto High School, you must obtain a guest pass from the Activities Director and obtain a signature of approval from your grade level administrator. The **Prom** is a formal dance open only to 11th & 12th grade students at SJHS and their guests. If an 11th or 12th grade

student plans to bring an underclassman to this dance, a SJHS guest form must also be filled out by the guest and signed by their administrator.

REMINDER: All San Jacinto High School students are responsible for the action and behavior of their guests. **All guests must be under the age of 21 and be approved by the school administration.** A student who leaves the dance early may not return. All students who attend the big 3 dances (Homecoming, Winter Formal and Prom), must have a 2.0 G.P.A. and have no unserved discipline on their school record. All seniors must be in good standing with the Senior Contract.

Dance Etiquette and Attendance

Sexually explicit dancing is prohibited. Students and/or their guest who chose to engage in this behavior will be removed from the dance without refund. San Jacinto High School students are also subject to further disciplinary action and the guest's school of attendance will be notified of his/her behavior. Students will not be allowed entry to a dance if they arrive more than 1 hour after the event has begun. The students will be turned away and their parent/and or guardian will be notified. They will not receive a refund. **Refunds take time due to procedures that must be followed by SJHS and the district office. Any refund that is granted may take up to 30 school days to receive.**

CLUBS/ORGANIZATIONS

San Jacinto High School offers a variety of clubs on campus. See the Activities Director for a current list of active clubs. A Club Rush Day is held during the first semester of each year in the quad where you can meet members and sign up if you are interested. New clubs may be formed if they meet school and district guidelines. Contact the Activities Director or member of the ASB cabinet if you wish to start a new club. Clubs meet during lunch. Listen to the daily bulletin for meeting dates and places. **Sales of anything, must receive prior approval of ASB. Those found to be selling unapproved items will have their items confiscated and may be subject to further disciplinary action.**

ACADEMICS

Graduation Requirements

Students will review their graduation requirements with their counselor each semester when the student and counselor schedule classes for the upcoming semester. Students who have questions about their graduation requirements are encouraged to make an appointment with their counselor.

- A. Successful completion of at least **230 semester units** shall be required including the following:

The prescribed course of study for students in grades 9 through 12 shall be:

SUBJECT	SEMESTER UNITS
ENGLISH	<u>40 Semester Units</u>

	English 1, English 2, English 3 or English 4
MATHEMATICS	<u>30 Semester Units</u> Including one year of successful completion of Math I, Math II, and one year of successful completion of a 3 rd year of math such as Algebra II, Math 90/96, ect..
PHYSICAL EDUCATION	<u>20 Semester Units</u> A maximum of 40 PE units can be counted toward graduation.
SCIENCE	<u>30 Semester Units</u> Including one year of Biology and one year of a Physical Science course.
SOCIAL SCIENCE	<u>30 Semester Units</u> World History, Cultures, and Geography United States History and Geography Economics Civics and American Government
VISUAL PERFORMING ARTS OR FOREIGN LANGUAGE	<u>10 Semester Units</u>

- The remaining required semester units for graduation will be from available elective courses.

B. The minimum program for the twelfth grade student shall be 25 semester units (20 semester units with parent approval) and students shall be required to take and pass the appropriate classes in the following areas in their senior year: **Economics (5), Government (5), English (10)**

C. Students shall be granted not more than 40 of the 230 units required for graduation from any single source such as: adult education, independent study, home education, correspondence school, CTE courses, Physical Education or student service classes

A-G Requirements

Students with the desire to attend a University of California or California State University must take courses that meet the college preparatory A-G requirements. Counselors will provide information and work with parents and students to ensure that they are taking appropriate classes.

1. UNIVERSITY OF CA AND CA STATE UNIVERSITY "A-G" SUBJECT REQUIREMENTS

Courses presented in satisfaction of the "a-g" requirements must be academically challenging. These courses should involve substantial reading and writing in an amount appropriate to the course and subject matter, must include problems and laboratory work as appropriate, and must show serious attention to analytical thinking, as well as, factual content. They should also develop students' oral and listening skills. (For more information on "a-g" requirements and the courses that meet those requirements in the counseling office.)

A. HISTORY/SOCIAL SCIENCE (2 years) either 1 year of United States history or both 1/2 unit of United States history and 1/2 unit of civics or American government; 1 Year of world history, cultures, and geography.

B. ENGLISH (4 years) of college preparatory English composition and literature.

C. MATHEMATICS (3 years) of college preparatory mathematics, which includes the topics covered in elementary and Advanced Algebra and Geometry.

D. LABORATORY SCIENCE (2 years) two years of laboratory science providing basic knowledge in at least two of the fundamental disciplines of biology, chemistry, and/or physics.

E. LANGUAGES OTHER THAN ENGLISH (2 years) two one-year courses in language other than English.

F. College preparatory electives (2 years) approved courses chosen from the following areas: visual and performing arts, history, social science, English, advanced mathematics, laboratory science, and language other than English.

G. VISUAL AND PERFORMING ARTS (1year) from a list of approved courses.

G. COLLEGE PREPARATORY ELECTIVES (1 additional unit) of an approved course chosen from the following areas: visual and performing arts, history, social science, English, advanced mathematics, laboratory science, and language other than English.

COLLEGE TEST SCHEDULES

AMERICAN COLLEGE TEST (ACT) 2018-19

University of California (UC) and California State Universities (CSU) will use the ACT to satisfy part of their admissions requirements. Applications are available at your high school. Check to see if you qualify for a fee waiver. Note that the ACT does not allow standby registration. ACT results are sent to your high school and to institutions you designate on your application. You will be notified when the test results arrive at your school. **All test dates are Saturdays.**

REASONING TESTS (SAT I) AND SUBJECT TESTS (SAT II) 2015-2016

University of California (UC) and California State Universities (CSU) use the SAT I to satisfy part of their admissions requirements. University of California (UC) also requires three SAT II Subject Tests For admission purposes. SAT I and SAT II tests cannot be taken on the same day. Check to see if you qualify for a fee waiver.

All seniors applying for freshman admission for fall must submit the following test scores:

- The SAT Reasoning Test or the ACT Assessment plus Writing. The verbal, mathematics and writing scores on the SAT must be from the same sitting. Students who take the ACT must report their scores on each section, as well as, their composite score.
- Two SAT Subject Tests in two different areas chosen from the following: history, literature, mathematics (Level 2 only), science or language other than English.

Students applying for admission to the fall term must take these tests no later than December of their senior year, preferably earlier, to ensure that their applications receive prompt and full consideration

2018-2019 Test Dates (National)

Test Date	Registration Deadline	(Late Fee Required)
September 8, 2018**	August 10, 2018	August 11-26, 2018
October 27, 2018	September 28, 2018	September 29-October 14, 2018
December 8, 2018	November 2, 2018	November 3-19, 2018
February 9, 2019*	January 11, 2019	January 12-18, 2019
April 13, 2019	March 8, 2019	March 9-25, 2019
June 8, 2019	May 3, 2019	May 4-20, 2019
July 13, 2019*	June 14, 2019	June 15-24, 2019

Students with an IEP or 504 who have accommodations for the SAT and ACT exams, please submit your accommodation requests to Ms. Hall as soon as possible before registering for these exams online.

The School Sponsored PSAT for grades 9, 10, and 11 will take place on October 10, 2018 during the school day.

Students will not be responsible for test fees.

2018-2019 AP/IB Exam Schedule

Date	Morning Exams		Afternoon Exams	
	AP	IB	AP	IB

May 6, 2019	US Government & Politics			
May 7, 2019	Spanish Language & Culture	Music SL Paper 1		History HL Paper 1 History HL Paper 2
May 8, 2019	English Literature & Composition	History HL Paper 3		
May 9, 2019			Psychology	Biology HL Paper 1 Biology HL Paper 2
May 10, 2019	U.S. History	Biology HL Paper 3	Computer Science Principles* <i>Portfolio due at earlier date – See teacher for more details</i>	
May 13, 2019	Biology			Math Studies SL Paper 1
May 14, 2019	Calculus AB	Math Studies SL Paper 2	Human Geography	
May 15, 2019	English Language & Composition			
May 16, 2019	World History			English HL Paper 1
May 17, 2019	Microeconomics	English HL Paper 2		
May 20, 2019				
May 21, 2019				Spanish HL Paper 1
May 22, 2019	LATE TESTING <i>(By Approval Only)</i>	Spanish HL Paper 2	LATE TESTING <i>(By Approval Only)</i>	Chemistry SL Paper 1 Chemistry SL Paper 2
May 23, 2019	LATE TESTING <i>(By Approval Only)</i>	Chemistry SL Paper 3	LATE TESTING <i>(By Approval Only)</i>	
May 24, 2019	LATE TESTING <i>(By Approval Only)</i>		LATE TESTING <i>(By Approval Only)</i>	

More details regarding AP/IB Exams, fees, times and locations will be distributed to students as the testing window approaches. Students are expected to report to the appropriate testing location on time. If a student is tardy, they will not be allowed in the testing room and any paid testing fees will be forfeited. It is the responsibility of the student to make sure all exam fee deadlines are met. Failure to meet any deadlines may result in the student being unable to take the exams.

Students with an IEP or 504 who have accommodations for the AP and IB exams, please submit your accommodation requests to Ms. Hall by anuary 28, 2019.

TESTING WEB SITES

1. www.collegeboard.com
2. www.act.org

A-G Requirements

Students with the desire to attend a four year school need to make sure they're taking classes that meet the University of California A-G requirements. Counselors will provide information and work with parents and students to ensure that they are taking appropriate classes.

Advisory Class

The advisory class is scheduled as needed to provide students with a teacher mentor/advisor as a type of homeroom for school activities, events, testing, lessons, and school business without interrupting the academic classes. This is a pass or fail class without letter grades.

AVID

This is a specialized program to help students develop the academic skills to enter a four year college. Students must apply and qualify to enter this program. Most of our students (96% or better) qualify and are accepted into four year colleges.

Class Syllabi

Each class will have a standards-based syllabus that includes a course outline, classroom policies and routines, the homework policy, and the grading policy. Please ask your student to see these the first week of each semester. If there are any questions, please contact the teacher.

Add or Drop Classes

Students who wish to add or drop a class need to make an appointment with their counselor. Do not show up at the Counselor's Office without a pass. Students can add and drop classes during the first two weeks of the semester only. Students will not be allowed to add or drop classes after the first two weeks of the semester.

Alternative Learning Programs

Students substantially behind in credits may be recommended to attend alternative education programs at SJHS or Mountain View High School. If your student is significantly behind in credits, please see a counselor as soon as possible.

Cheating Policy

Cheating is defined as "deceiving or misleading somebody, especially for personal advantage." In a school setting, this means a student has deceived a teacher or other school personnel in regards to a school assignment or assessment.

- Students who cheat on a test or assignment may be given a "0" grade for that test without the possibility of makeup. In addition, the final grade may be lowered one full letter grade for the semester. Parents are to be notified by the teacher and documentation of such notification sent to the counselor and administrator. A referral will be sent to an administrator for appropriate discipline.
- Students who cheat a second time in a given class may receive an "F" grade for the semester. Teachers will continue to notify parents and refer the student to administration for appropriate discipline.
- The use of cell phones or any electronic device to cheat on informal, formal, state or Advance Placement exams can and will result in the student facing consequences up to and including suspension

International Baccalaureate

International Baccalaureate students have the option of earning an IB Diploma, giving them international recognition that they have not only completed rigorous courses, but have also participated in college-level research, dialogue, inquiry, and growth as a global citizen. Colleges and universities recognize that students in AP and IB programs are likely more prepared for the demands of college, which often gives those students a greater opportunity for college and university acceptance and success. Students also have the opportunity to receive college credit if the student passes individual IB exams.

Advanced Classes/Concurrent College Enrollment

The ninth and tenth grade students have opportunities in advanced English, science, or math classes. Students in grades 10th, 11th, and 12th have opportunities to take Advanced Placement (AP) courses with increased rigor and an opportunity to receive college credit if the student passes the AP exams. We also have a concurrent college program at SJHS where students can take college courses through Mt. San Jacinto College. The student must be in grades eleven or twelve and maintaining a grade point average of 3.0 or higher. Students receive both high school and college credit.

English Language Development Classes

These courses are available to assist students where English is not their primary language.

Grade Point Average or G.P.A.

A student's grade point average is determined by dividing the number of credits they have taken by the number of points they have earned for their grades. Regular high school classes are on a four point scale (A=4, B=3, C=2, D=1, and F=0) while the more rigorous classes such as Advanced Placement (AP) and college classes are based on a 5 point scale. Student GPA is an important indication of academic success and is used for college entry and student activity eligibility.

Intervention-Remediation Classes

Students behind in their math and language arts skills may be assigned academic support classes to assist them with a rigorous high school curriculum.

Mount San Jacinto College - Upward Bound and Talent Search Programs

These are two programs designed to provide economically disadvantaged and first generation college bound students with academic support, access, and exposure to post-secondary education. These programs help to generate the skills and motivation necessary for success in completing high school and enrolling in college.

Scholarships

Scholarship information can be obtained through the Counseling Office. Senior students are encouraged to fill out a scholarship portfolio to be kept on file by their counselor. San Jacinto High School students have many opportunities for college scholarships.

Teacher E-Mail Addresses

Parents who would like to have contact with the teachers, counselors and administrators via e-mail are encouraged to contact them using their e-mail address. If you would like to know the e-mail address, you can go to the San Jacinto High School website: www.sanjacinto.k12.ca.us/sjhs or contact the school receptionist. Most teachers can be reached by using their 1st initial and last name. For example: John Doe would be jdoe@sanjacinto.k12.ca.us

It is recommended that parents set-up a Parent Portal account.

Teacher/Office Aides

Only juniors and seniors with a G.P.A. of 2.5 or higher and on track for graduation will be allowed to be a teacher's aide. Being an aide is a privilege and students are expected to conduct themselves in a responsible manner. Students will only receive a **credit/no credit** mark on their transcript for this course.

Textbooks, Tablets, and Chrome books

Students will be held financially responsible for all damage to, or loss of, textbook, library books, and technology.

It is recommended that students take their textbooks and library books home on a daily basis. It is recommended that students purchase a case to protect their tablets. It is also recommended that parents purchase insurance for the tablet or Chromebook in case of damage.

Tutoring

Many teachers offer tutoring before school, at lunch or after school. Opportunities for tutoring will be available once school begins. Contact the counselor for specific times and locations.

Advisory Class

The advisory class is scheduled as needed to provide students with a teacher mentor/advisor as a homeroom for school activities, events, testing, lessons, and school business. The purpose of Advisory class is to avoid interrupting the academic classes. This is a pass or fail class without letter grades.

Concurrent/Dual Enrollment College Program

San Jacinto High School has a unique program with Mt. San Jacinto College. Students may take courses at the college and receive credit at the high school. San Jacinto High is also offering some college courses for juniors and seniors taught on our campus. For specific questions regarding the college program, see the Counseling Department. Students must have a 3.0 grade point average, pass the MSJC entrance assessment, and enroll at MSJC. Below are specific policies governing the program:

Agreement Form: All students enrolling in Concurrent or Dual Enrollment MSJC classes are required to complete an agreement form located in the counseling center.

Attendance: Regular attendance is required. Students must take responsibility to resolve any conflicts that exist between the college and high school exam schedules. Students are asked to make classes at SJHS first priority. It is the students' responsibility to make up any missed assignments when there is a scheduling conflict.

Campus Safety: MSJC has recently started its own campus police force. Please seek immediate assistance from the MSJC security staff if you have any concerns and inform your SJHS counselor as soon as possible. Be sure to use main walkways, lit parking facilities, walk with groups, and be aware of your surroundings at all times. These tips will help ensure your safety.

Conduct: Participation in the college program is a privilege and may be revoked if students exhibit inappropriate behavior. Students are required to follow all SJHS and MSJC policies while on the MSJC campus.

Credits: SJHS gives high school credit for college classes. The amount of high school credit will vary with rigor of the course. Students may receive from 2.5 to 10.0 high school credits for a college course.

Fees- Students will be required to pay a \$6.00 per semester transportation fee. All other fees and books will be provided by SJHS or MSJC.

Dropping a class: Unforeseen circumstances may require a student to drop a class. It is the sole responsibility of the student to be aware of the deadlines, and to drop the course without an "F" mark. **If a course is dropped, you must see your SJHS counselor immediately to adjust your high school schedule.**

Eligibility: SJHS students may enroll in two classes each term at MSJC that counts as part of the six classes each student is required to be enrolled in at SJHS. Juniors and seniors who have a minimum 3.0 G.P.A. (with no D's or F's) the previous semester are eligible to apply. All students are required to meet the MSJC criteria for enrollment. MSJC registration requirements and policies may change without notice. Sophomores may be granted the opportunity to enroll in courses at MSJC, but these courses must be outside their regular six period day at SJHS.

Enrollment: The college classes fill up quickly each term. Please register as soon as the next term is announced to ensure the best selection. If you do not plan on continuing, please see your SJHS counselor to change your class schedule. The college handbook signature page must be signed by the parent/guardian and the student by the first day of classes to continue in the college program. **Once the student has enrolled in a class at MSJC, it is the student's responsibility to get that information to his/her counselor so it can be entered into AERIES.**

Final Grades: Students may request an official transcript to be mailed to SJHS for each term in order to receive high school credit. Students are responsible for any costs incurred for obtaining the transcripts. **Transcripts are recorded in their entirety with the exception of "W"s.** Students are required to request their transcripts within two weeks of receiving their college report card. Juniors who are being considered for Valedictorian, Salutatorian, or Historian, or Top 20 ranking must have all college grades submitted to the registrar by the last day of the first semester.

Instructor Access: Due to privacy restrictions, only students can access their instructors regarding progress. We encourage students to make appointments with their instructors during their office hours to discuss their progress.

Military Service: Most branches of the military give higher military rank for those with college credits. Check with a military recruiter for specific requirements.

Textbooks: Students have the opportunity to borrow textbooks through SJHS for their MSJC classes. Each textbook requires a \$5.00 deposit. Books are to be returned to the SJHS Counseling Office promptly at the end of each semester. Students will be charged the full cost of any book that is damaged or not returned.

Transportation: Students/parents are responsible to provide transportation to and from MSJC.

Weighted Grades for College Classes: Weighted grades will be given to MSJC or CSU/UC campuses if transferable. Weighted grades are given the following values for a student's grade point average (GPA): A=5; B=4; C=3. D's are not weighted.

If you are interested in the SJHS college program, please make an appointment to see your Counselor to discuss your options.

SJHS COUNSELING DEPARTMENT

San Jacinto High School is excited to introduce a new comprehensive school counseling program that is following the American School Counselor Association's National Model. The mission of the San Jacinto High School Counseling program is to ensure that all of our students receive equitable access to the knowledge, attitudes and skills necessary to achieve academic excellence, college/career readiness, personal growth and social responsibility to become contributing members of society. It is the belief of our school counseling team that every student should have access to counseling services in the academic, career, and personal/social domains. SJHS counselors recognize the importance of partnering with parents/guardians to assist students in reaching their academic goals.

The SJHS Counselors adhere to the American School Counselor Association (ASCA) National Standards. The standards address three domains:

- Academic Development
- Career Development
- Personal/Development

The standards serve as a framework for developing measurable student competencies based upon the local needs and concerns of the site. School Counselors provide educational support through the following delivery system:

- Guidance curriculum presented in classroom or group sessions
- Individual and group student planning, advisement and guidance
- Responsive services such as personal counseling, target interventions for students at-risk, mediation, crisis intervention, collaboration with parents, teachers, staff and administration and referrals to outside resources.
- Supporting the school system through program planning, consultation, and collaboration with school and community resources.



San Jacinto High School

SCHOOL COUNSELOR 2018-19

SCHOOL COUNSELOR/CASE LOAD	SPECIALTY AREA
<p>Alyana Harris Ext. 2979 aarrington-harris@sjusd.email 9th Grade A-Loo Counselor of the Day: Monday</p>	<ul style="list-style-type: none"> • Foster Youth • McKinney-Vento • PBIS/Peer Mediation
<p>Ana Navia Ext. 2979 anavia@sjusd.email 9th Grade Lop-Z Counselor of the Day: Friday</p>	<ul style="list-style-type: none"> • BARR • Parent/Community Involvement
<p>Justin Carmona Ext. 2958 jcarmona@sjusd.email 10th-14th A-Er</p>	<ul style="list-style-type: none"> • NCAA • Scholarships (Community)
<p>Mauricio Perez Ext. 2958 mperez@sjusd.email 10th-14th Es-Loo Counselor of the Day: Thursday</p>	<ul style="list-style-type: none"> • Counseling Website • English Language Learners • Military
<p>Angela McClaron Ext. 2980 amccларon@sjusd.email 10th - 14th Lop-Q Counselor of the Day: Tuesday</p>	<ul style="list-style-type: none"> • CTE/Career Outreach • California College Guidance Initiative
<p>Kristina Gurganus Ext. 2980 kgurganus@sjusd.email 10th - 14th R-Z Counselor of the Day: Wednesday</p>	<ul style="list-style-type: none"> • College Outreach • AVID • Counseling Newsletter
<p>Erika Gardner Ext. 2951 egardner@sjusd.email A-Z Support</p>	<ul style="list-style-type: none"> • Site Lead Counselor • AP/IB • MSJC/Concurrent/Dual Enrollment • Public Relations

Jessica Meraz
Ext. 2216
jmeraz@sjusd.email
Counseling Secretary

- Clerical support/appointments
- Communications/Advertising

IMPORTANT DATES TO REMEMBER

<i>August</i>	
Thursday, August 9, 2018	First Day of School
<i>September</i>	
Monday, September 3, 2018	Labor Day ~ No School
Friday, September 28, 2018	Homecoming – Minimum Day
<i>October</i>	
Monday, October 15, 2018	Non-Student Day ~ No School for Students
<i>November</i>	
Monday, November 12, 2018	Veteran’s Day ~ No School
Monday-Friday, November 19-23, 2018	Thanksgiving Break ~ No School
<i>December</i>	
Monday, December 17, 2018~Monday, January 7, 2019	Winter Break ~ No School
<i>January</i>	
Monday, January 21, 2019	Martin Luther King, Jr. Birthday ~ No School
<i>February</i>	
Monday- Friday, February 18-22, 2019	President’s Week ~ No School
<i>March</i>	
Friday March 8, 2019	Minimum Day
<i>April</i>	
Monday, April 22, 2019 ~ Friday April 26, 2019	Spring Break
<i>May</i>	
Friday, May 3, 2019	Minimum Day
Monday, May 27, 2019	Memorial Day ~ No School
<i>June</i>	
Thursday, June 6, 2019	Graduation
Thursday, June 6, 2019	<i>LAST DAY OF SCHOOL</i>

