

EL SEGUNDO HIGH SCHOOL STUDENT HANDBOOK 2019 - 2020



EL SEGUNDO HIGH SCHOOL MISSION STATEMENT

El Segundo High School will provide students with the necessary skills and knowledge to become lifelong learners, effective communicators, and socially productive citizens who will be prepared for choices and challenges in the 21st Century.



A message from Dr. Melissa J. Gooden, Principal:

Dear Families,

Welcome to El Segundo High School -- Home of the Eagles. At El Segundo High School, we offer a world class education rich in academic opportunities, as well as strong athletic and extracurricular programs. Our school is fortunate to maintain dynamic partnerships with many organizations that further enhance the opportunities available to our students. These partnerships, coupled with a strong relationship with our parents and the overall community, make El Segundo High School the best high school around.

At ESHS, we pride ourselves on the educational opportunities available to our students. Our academic program consists of a sequence of classes that allow students to explore the core academic areas to meet the UC/CSU A-G requirements, as well as Honors, Advanced Placement, and college classes. Additionally, we offer 4 career pathways: Biomedical Sciences, Engineering, Business, and Visual and Performing Arts. Together, they further our mission of ensuring that graduates are college and career ready.

El Segundo High School will continue to focus on both the academic and personal/social domains. As a school, we embrace the whole child in order to develop well rounded learners and achievers. Every student will be engaged in activities that incorporate 21st Century Skills such as collaboration, creativity, critical thinking, and problem solving. These practices, paired with technology integration, will support our efforts to prepare students for life beyond high school.

We have a lot to be proud of at ESHS including our most recent designation as a California Distinguished School. We were also named a California Democracy School. Additionally, in 2019, our school was awarded the Golden Bell Award in recognition of our Biomedical Pathway, the California Exemplary Program Award for our Visual and Performing Arts Pathway, and the California Civic Award of Merit. We will continue to grow and transform to provide the best possible educational outcomes for our students and community.

I look forward to meeting each of you, and welcoming you to the Eagle family. I wish you much success in the 2019-2020 school year.

Sincerely,

Melissa J. Gooden, Ed.D.

Principal

El Segundo High School

El Segundo Unified School District

**641 Sheldon Street
El Segundo, CA 90245**



Board of Education

Nancy Cobb, President
Dr. Jeanie Nishime, Vice-President
Tracey Miller-Zarneke, Clerk
Emilee Layne, Member
Paulette Caudill, Member

Superintendent

Dr. Melissa Moore
310-615-2650 ext. 1225

El Segundo High School

Dr. Melissa Gooden
Principal
310-615-2662 ext. 2301

Dr. Logan Fox
Assistant Principal
310-615-2662 ext. 2302

ADMINISTRATION AND STAFF

Administration

Principal	Dr. Melissa Gooden	(310) 615-2662 ext. 2301	mgooden@esUSD.k12.ca.us
Assistant Principal	Dr. Logan Fox	(310) 615-2662 ext. 2302	lfox@esUSD.k12.ca.us
Administrative Assistant	Gigi Thompson	(310) 615-2662 ext. 2300	gthompson@esUSD.k12.ca.us

Athletics and Student Activities

Athletic Director	Steve Shevlin	(310) 615-2662 ext. 2310	sshevlin@esUSD.K12.ca.us
Director of Student Activities	Robin Espinoza	(310) 615-2662 ext. 2313	respinoza@esUSD.k12.ca.us
Student Activities/Athletics Secretary	Patricia Guzman	(310) 615-2662 ext. 2312	pguzman@esUSD.K12.ca.us

Attendance

Attendance Clerk	Andrea Yob	(310) 615-2662 ext. 2308	ayob@esUSD.k12.ca.us
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Counseling and Guidance

Last Names (A-D)	Stephanie Burns	(310) 615-2662 ext. 2305	sburns@esUSD.k12.ca.us
Last Names (E-K)	Dr. Yvette Habrun	(310) 615-2662 ext. 2381	yhabrun@esUSD.k12.ca.us
Last Names (L-Q)	Brandi Woods	(310) 615-2662 ext. 2306	bwoods@esUSD.k12.ca.us
Last Names (R-Z)	Tiffani Pinier	(310) 615-2662 ext. 2307	tpinier@esUSD.k12.ca.us
Career Advisor	Linal Harada	(310) 615-2662 ext. 2314	lharada@esUSD.k12.ca.us
Intervention Specialist	Branka Cvejic	(310) 615-2662 ext. 2364	bcvejic@esUSD.k12.ca.us
School Psychologist	Jan Van Horn	(310) 615-2662 ext. 2387@	jvanhorn@esUSD.k12.ca.us
Registrar	Lori Mendoza	(310) 615-2662 ext. 2304	lmendoza@esUSD.k12.ca.us

Custodial and Food Services

Lead Day/Night Custodian	Pedro Gonzales/Alberto Ledesma	(310) 615-2662 ext. 2318
Cafeteria Manager	Camerina Gonzalez	(310) 615-2662 ext. 2343

Discipline and School Safety

District Security Lead	Tomas Romo	(310) 615-2662 ext. 2303	tromo@esUSD.k12.ca.us
Safety Assistant	Tyrus Beckwith	(310) 615-2662 ext. 2303	tbeckwith@esUSD.k12.ca.us
School Resource Officers/El Segundo Police Department	Stephanie Martinez	(310) 524-2200	samartinez@elsegundo.org
	Joe Cameron	(310) 524-2200	jcameron@elsegundo.org

Library and Technology Services

Librarian	Joanne Gen	(310) 615-2662 ext. 2340	jgen@esUSD.k12.ca.us
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2019-2020 BELL SCHEDULES AND EARLY DISMISSALS

Regular Schedule

Period 0	6:45 to 7:38
Period 1	7:45 to 8:40
Period 2	8:47 to 9:47
Period 3	9:54 to 10:49
Snack	10:49 to 0:59
Period 4	11:05 to 12:01
Period 5	12:08 to 1:03
Lunch	1:03 to 1:33
Period 6	1:40 to 2:35
Period 7	2:40 to 3:40

Final Exam Schedule

Monday

Period 1	7:45- 8:25
Period 2	8:30- 9:10
Period 3	9:15- 9:50
Snack	9:55-10:05
Period 4	10:10-10:50
Period 5	10:55-11:35
Period 6	11:40-12:20
Lunch	12:20-12:50
Period 7	12:50- 2:50

Special Lunch Schedule

Period 0	6:45 to 7:38
Period 1	7:45 to 8:40
Period 2	8:47 to 9:47
Period 3	9:54 to 10:49
Snack	10:49 to 10:59
Period 4	11:05 to 12:01
Period 5	12:08 to 12:58
Lunch	12:58 to 1:38
Period 6	1:43 to 2:35
Period 7	2:40 to 3:40

Assembly

Period 0	6:45 to 7:30
Period 1	7:45 to 8:30
Period 2	8:35 to 9:20
Period 3	9:25 to 10:15
Assembly	10:20 to 11:10
Snack	11:10 to 11:20
Period 4	11:25 to 12:15
Period 5	12:20 to 1:03
Lunch	1:03 to 1:33
Period 6	1:40 to 2:35
Period 7	2:40 to 3:40

Minimum Day Schedule

(Some Mondays)

Period 0	6:45 to 7:38
Period 1	7:45 to 8:33
Period 2	8:40 to 9:28
Snack	9:28 to 9:38
Period 3	9:45 to 10:33
Period 4	10:40 to 11:28
Lunch	11:28 to 11:58
Period 5	12:05 to 12:53
Period 6	1:00 to 1:48

No Period 7 classes on Minimum Days

Final Examination Days

Tues. Wed. Thurs.

7:45- 9:45
9:45 - 9:58
10:05-12:05

Double Assembly Schedule

Period 0	6:45 to 7:38
Period 1	7:45 to 8:30
Period 2	8:35 to 9:20
Period 3	9:25 to 10:15 - 1st Assembly
Snack	10:15 to 10:25
Period 3	10:30 to 11:20 - 2nd Assembly
Period 4	11:25 to 12:10
Period 5	12:15 to 1:03
Lunch	1:03 to 1:33
Period 6	1:40 to 2:35
Period 7	2:40 to 3:40

Rally Schedule

Period 0	6:45 to 7:38
Period 1	7:45 to 8:35
Period 2	8:40 to 9:30
Period 3	9:35 to 10:25
Snack	10:25 to 10:35
Period 4	10:40 to 11:30
Period 5	11:35 to 12:25
Rally	12:30 to 1:03
Lunch	1:03 to 1:33
Period 6	1:40 to 2:35
Period 7	2:40 to 3:40

EL SEGUNDO HIGH SCHOOL EAGLE EXPECTATIONS

Expected Schoolwide Learner Outcomes

Eagles Soar with Pride!



Student Learner Outcomes:

- . Perseverance to solve problems
- . Responsibility, respect and integrity
- . Investment in learning as a continuous process, community service, and global contribution
- . Dedication to physical and mental well-being
- . Effective communication, collaboration, and critical thinking

BEHAVIOR EXPECTATIONS

Guiding Principles for Behavior

Integrity: A choice to do your best; be honest; be loyal; honor your commitments; and keep your word.

Respect: Treat others with courtesy and respect.

Responsibility: Think before you act; consider the consequences; and be accountable.

Citizenship: Play by the rules; do your share; and be charitable.

Standards

- Show respect and consideration for others and their property
- Be on time, prepared, and actively involved in teaching and learning
- Practice courteous and ethical behavior
- Follow directions with a positive attitude and make your best effort at all times
- Take the initiative to solve problems positively
- Show pride and loyalty for yourself and your surroundings

Academic Integrity Policy

Expectations:

ESHS students are expected to exhibit academic integrity and honesty at all times. This includes, but is not limited to the following:

1. Completing assignments on time.
2. Doing their own work, except when group effort work is specified.
3. Following school rules and copyright laws.
4. Practicing ethical behavior and making positive choices.

Definition of cheating:

Cheating encompasses taking credit for someone else's work or providing information to other students. Methods of cheating include

- Copying or sharing answers on assignments or tests
- Discussing test questions
- Plagiarizing
- Unauthorized use of electronics

*The expectations and consequences apply throughout all four years of a student's stay at El Segundo High School.

Consequences:

1st Offense (within a four-year period)

- Zero on assignment
- Teacher notifies parents of infraction
- Referral to counselor is written
- Behavior Contract is written by administrator/designee/counselor

2nd Offense (within a four-year period; not necessarily in the same class)

- Zero on assignment
- Teacher notifies parents of infraction
- Referral to counselor is written
- Behavior Contract is reviewed with counselor, parent, and student

3rd Offense (within a four-year period; not necessarily in the same class)

- Teacher notifies parents of infraction
- Withdraw/Fail from the class (Student is dropped from the class in which the 3rd offense occurs with a semester grade of F)
- Appeal Process - Students have a right to appeal their dismissal from a class. An administrator, counselor and a teacher will hear the appeal and make a decision.

Dress Code

El Segundo High School is a California Distinguished School and a California Democracy School. In order to help reflect an outstanding academic culture and inclusive environment worthy of being called distinguished, students are expected to maintain an appearance that reflects learning as a priority.

Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not create a health or safety hazard or be a distraction which would interfere with the educational process.

The following guidelines shall apply to all school activities on or off campus:

1. Footwear must be worn at all times.
2. Hats/caps may not be worn in classrooms, library, cafeteria, and school offices. (Ed Code)
3. Clothes shall be sufficient to conceal undergarments and private body parts at all times. **See-through fabrics, halter-tops, off-the-shoulder or low-cut tops, tube tops, dresses with tube tops, bare midriffs and short skirts or short shorts are NOT permitted at school or school functions.**
4. Clothing including socks with offensive symbols and/or language, weapons, drugs and/or paraphernalia, alcohol, tobacco, etc. as per Ed Code, are not permitted at school or school functions. This includes gang attire.

Dress Code Violation

Detention will be assigned for a dress code violation and students will be asked to change clothes to correct the violation. Continued defiance may result in Saturday School. If a student wears inappropriate clothing, parents may be called to bring a change of clothing or students may be issued a change of clothing. When a student violates the head covering rule, the hat may be confiscated and returned the last week of the semester or following a parent conference. ESHS will not be responsible for lost or confiscated items.

EAGLE PRIDE

ALMA MATER

Hail to El Segundo,
Alma Mater Dear,
Sing a joyful chorus,
Sound it far and near

Rally 'round her banner,
We will never fail.
El Segundo Alma Mater:
Hail! Hail! Hail!

School Motto

Enter to Learn, Go forth for service.

Associated Student Body Officers

President

Ella Tichy

Vice President

Amanda Thoman

Treasurer

Madison Kellum

Secretary

Giselle Murphy

Senior Class Officers:

Governor:	Jake Layne
Lt. Governor:	Katie Gentry
Secretary/Treasurer:	Chloe Perius

Junior Class Officers:

Governor:	Ben Villa
Lt. Governor:	Xander Kane
Secretary/Treasurer:	Katie Callahan

Sophomores Class Officers:

Governor:	Jack Stoker
Lt. Governor:	Zane Sant
Secretary/Treasurer:	Tommy Tichy

Freshman Class Officers:

Governor:	Dylan Brunkhardt
Lt. Governor:	Natalie Long
Secretary/Treasurer:	Sammie Kleiger

STUDENT LIFE AND OPPORTUNITIES FOR INVOLVEMENT

ASB Card

Each student enrolled in El Segundo High School is a regular member of the Associated Student Body (ASB).

Students may purchase an ASB Card during the first week of school at a cost of \$100 to save money on school events and support student activities.

An ASB Card will save you money.

Event	With ASB Card	Without ASB Card
Football Games (5 at \$7)	Free	\$35
Basketball Games (5 at \$7)	Free	\$35
Baseball Games (3 at \$3)	Free	\$9
Coronation Dance*	\$25	\$35
Choir Concerts	\$8	\$10
Drama Productions	\$8	\$10
Mid-year dance/Talent Show	\$20	\$30
Prom*	\$110	\$120
Yearbook	\$100 (starting price)	\$110
TOTAL	\$235	\$394

****These items are estimated prices and subject to change.***

Funds raised from the ASB Cards are used to support student body activities. Every expenditure is processed and approved by the ASB Cabinet in cooperation with the Student Government Class.

Proceeds from the ASB Cards are the sole funding for athletic team awards, letters, and referees. It is for this reason that athletes and cheerleaders purchase an ASB Card.

Student Identification Cards

Every student is required to have a ***Student Identification Card*** in his/her possession at all times during school hours and at school events. When a student has permission to go off campus regularly (For example, athletic practice held off campus or practice later in the afternoon with no 6th period), s/he must have an authorization sticker on the reverse side of this card. ** Note: Such stickers are only valid for dismissal AFTER lunch. All students (including athletes) are to remain on campus until the end of lunch per the city of El Segundo's daytime curfew.*

Yearbook

The ESHS Golden Eagle Yearbook is an important keepsake of your high school memories. The Yearbook Staff will publish information about ways students may contribute and sales information. Purchase **EARLY**. The book becomes more expensive as the publish date grows closer. The cost of the yearbook during registration is \$100* with ASB; \$110 without through December. Beginning in January, the cost of the yearbook increases. **Price is subject to change.*

CLUBS AND ORGANIZATIONS

Meeting days/times and advisors may change annually.

(Note: This is just a sample of club offerings, as they change every year.)

Animal Rights Organization	Drawings with a Story Club
Asian Students Association	Eagles M.D.
Bags for the Homeless	Edgar Allan Poetry
Bake. Shoot. Blog.	ESHS Mathematics Club
Bee Aware	ESHS Newspaper: The Bay Eagle
Black Student Union	Fellowship of Christian Athletes
Book & Film	Film Club
The Breakfast Club	Gay-Straight Alliance
Chicletics	German-American
Comedy Sportz High School League	Green Club
College and Career Readiness Club	Gundo Merchandise
Creative Writing	Heal the Bay
FIDM Fashion	Hispanic Student Union
Culinary Club	Hospital Helpers
DECA	Interact Club

*Visit the Activities Office for more information on clubs and opportunities to get involved on campus and in the community. Also, listen to the bulletin read 2nd period on Mondays, Wednesdays, and Fridays for club meeting times and club-sponsored events.

Additional activities that require auditions, try-outs, prerequisites, teacher recommendations or enrollment in a class include:

- Student Government – Mrs. Espinoza
- Cheer – Mrs. Farris
- Yearbook – Mrs. Adams

Class Advisors:

9th Grade Advisor – TBD

10th Grade Advisor – Slama/Richmond

11th Grade Advisor – Maisonet/McCann

12th Grade Advisor – Turner

Students also have the opportunity to serve on the following school wide committees

- Safety Committee
- Site Council
- WASC School Accreditation

ATHLETICS

ESHS competes in the Southern Section of the South Bay Athletic Association of the California Interscholastic Federation (CIF). El Segundo High School is a member of the Pioneer, Ocean or Bay League depending on the sport.

South Bay Athletic Association Member High Schools include: Beverly Hills, Centennial, Culver City, El Segundo, Hawthorne, Inglewood, Leuzinger, Mira Costa, Morningside, North Torrance, Peninsula, Redondo, Palos Verdes, Santa Monica, South Torrance, Torrance and West Torrance

Fall Sports -- Late August to mid-November - Football, Girls Volleyball and Tennis, Boys Water Polo and Boys & Girls Cross Country

Winter Sports -- Early November to mid-February - Boys & Girls Basketball, Boys Soccer and Girls Water Polo

Spring Sports -- Mid-February to mid-May - Baseball; Softball, Boys and Girls Swimming, Track, Tennis and Volleyball, Boy and Girls Lacrosse

ASB Activities Card

The ASB Activities Card is \$100.00 annually.

Additional Costs

Other costs may be incurred for personal items required for each sport. The level of this expense primarily depends on the market price and the quality of items. Every effort is made to keep the expense to a minimum.

Transportation

\$100 pays for buses, so teams can attend athletic contests at other schools/off campus.

CIF and Athletics

All participating athletes are required to abide by the CIF eligibility requirements as well as the ESHS Athletic Code. Students may obtain a copy from the Athletics/Activities Office.

Eligibility Requirements

1. A student must maintain a C average (2.0) to be unconditionally eligible. All classes are averaged. However, only one PE class may be counted.
2. Any student who fails to pass 20 units at any grading period will be immediately declared ineligible.
3. Any student who has failed to maintain a 2.0 at the six-week grading period but has passed 20 units will be placed on probation for the next six weeks. The student will remain eligible and be able to compete/perform during the probation period.
4. A student who fails to raise his/her GPA to 2.0 at the six-week grading period after being placed on probation will be ineligible for athletic activity until the student raises his/her GPA to 2.0 at a subsequent regular grading period.
5. A student athlete must meet age requirements as of August 31 of each school year: Varsity Team: Under 19 years of age, Sophomore Team: Under 17 years of age, Freshman Team: Under 16 years of age. Students attending HS for more than eight semesters are ineligible for interscholastic athletics.

Prerequisites

- Tryout (does not guarantee spot on a team)
- Coach Recommendation
- Parent informational meeting and informed consent
- Completed athletic packet including physical exam by doctor
- Meet residence eligibility criteria
- Supply shoes and personal articles of clothing/uniforms, as appropriate to the activity

Time Commitment

A substantial time commitment outside of the regular school schedule is required – 6th period plus additional practice as required by the coach in addition to games/meets/matches.

ANNUAL ACTIVITIES AND EVENTS

4.0 Brunch – Seniors who have a 4.0 GPA or higher are invited with their parents to a recognition brunch in the school cafeteria

Arch Bearers – An honor for juniors who decorate arches with flowers and present them along the pathway for the seniors during the graduation procession. An annual winner is selected.

Art Festival – A district-wide celebration of art in the spring.

ASB and Class Elections – Students from each grade may run for class office and juniors and seniors can run for ASB positions in the spring of each year to serve in office the following year.

Athletic Banquets – Seasonal banquets held at the close of each sport for awards and special recognitions.

Baccalaureate – A graduation-related event with an inspirational farewell address given by a community leader, student speeches and entertainment for the graduating class and families.

Back to School Night – A fall event that gives parents an opportunity to meet the teachers and understand their expectations.

Blood Drive – A large blood drive sponsored by ASB in conjunction with UCLA where students, parents, and community members are encouraged to donate. This event is usually held in March.

Career Day – Speakers from a wide variety of industries help students understand various career paths via classroom presentations.

College Fair – A Spring, lunch time activity when representatives from colleges around the country are present to pass out materials and answer questions.

College Night – An informational event held annually in October with representatives from various colleges and universities, military branches, and financial institutions.

Coronation Assembly and Dance – A school wide event with an assembly kick-off. The student body nominates candidates for the Homecoming Court, and winners are crowned at a semi-formal gala attended by students. The King, Queen, and Court reign over the Coronation Ball and Homecoming festivities.

Freshman Orientation/Link Crew – A one-day event held in late August for all incoming freshmen.

Graduation – The commencement ceremony held in June honoring students who have met all state and local requirements to complete high school and receive an ESHS diploma.

Hits for Huntington's Dodgeball Tournament – Annual dodgeball tournament to raise money for Huntington's Disease and raise awareness.

Homecoming Parade and Football Game – A pre-game parade down Main Street showcasing the four *themed* floats designed and built by each class as part of a competition that will take place during the halftime extravaganza. Also featured in the parade are the Homecoming Court, school and district personnel, and student performance groups,

Junior/Senior Prom - A spectacular ball hosted by the junior class each spring held at a discreet location. An assembly beforehand features the prom court and reveals the prom theme and location.

Link Crew Leader Recruitment – Each spring, sophomores and juniors apply to be year-long mentors for incoming freshmen. These upperclassmen are trained to serve a group of ten freshmen during freshman orientation and monthly with activities throughout the following school year.

Outdoor Science School (OSS) Counselors – Juniors and seniors may apply to be cabin leaders at OSS, attended each spring by the ESMS 6th grade students.

Pep Rallies – School assemblies organized throughout the year to increase school spirit, encourage involvement, support athletic teams, and celebrate various school wide accomplishments

Red Ribbon Week – A week in the fall including an assembly where students recognize a national event to raise awareness, educate, and promote drug, alcohol and tobacco free youth.

Run for Education – A PTA-sponsored 5K fundraiser held in the spring.

Scholar Quiz- a fast-paced academic trivia competition by student teams of 4 held for 1 week at lunch.

Senior Awards Night – A special evening in the spring to honor student recipients of scholarships and awards.

Senior Citizens' Tea -- Senior citizens are invited each winter to a holiday themed tea put on by the ASB.

Senior Picnic – An annual senior class field trip to a private park. Held in late spring, students enjoy a day filled with socializing, sunning, recreational games, and plenty of food.

Spirit Week – A fun- filled week of dress-up days and lunchtime activities. Festivities are enjoyed once in the fall during Homecoming week and then once again in the spring.

Talent Show – A bi-annual spring fund-raiser, sponsored by the Drama. Students audition and perform in front of peers at this popular evening event.

GENERAL INFORMATION

College and Career Center (CCC) Students enjoy access to a multitude of career and college information in the College and Career Center. College representatives and guest speakers from different careers schedule presentations for students throughout the school year in the CCC. Grade level, career-readiness workshops are facilitated by the Career Advisor. Job postings, work experience options, and information about internship opportunities can be found here, as well. Guidance on the use of Naviance for additional college and career research is available.

Communication

Announcements

Second period on Monday, Wednesday, and Friday, students have an opportunity to find out about important information and what is on the calendar for the week. As the bulletin is read over the PA system, all students are encouraged to listen carefully. If for some reason you've missed the bulletin, it is posted on the high school website (click on "Bulletin") and on the bulletin board outside of the main office and Activities office.

Counseling Website – eshscounseling.weebly.com

A source with information about speakers, college and career fairs, testing dates, scholarship applications, and more. This publication explains how to apply for college funding and where to go to find out about interesting careers.

The Eagle Ears

This PTA publication is an excellent source of information about ESHS programs and opportunities for parent involvement. The Back to School issue is in the registration packets and the remaining four issues are sent home electronically via ListServ.

Calendar

Each month, the Guidance Office publishes a calendar of the career and college counseling information on the ESHS web site.

Marquee

On the front lawn of ESHS stands an important communication tool that displays important messages about upcoming events.

PowerSchool

Web access to students schedules, classes, grades, assignments and attendance.

School Messenger

Announcements are sent to parents via email. Please be sure your email information is current updated via PowerSchool. School Messenger also serves as a telephone communication system that allows the school to notify parents of student absences, announcements and emergencies.

Cell Phones Cell phones are to be put away and remain **OFF** during class hours. Cell phones may be used during snack, lunch and before/after school. Violation of this policy may result in confiscation requiring a parent meeting to pick up phone. Repeat offenses may result in more severe consequences such as detention and Saturday School.

Dances Dances are ASB-sponsored events that occur periodically during the school year. Students must show a current ESHS Identification Card and remain at the dance until they decide to leave for the evening. Once a student has left s/he may not return.

Note: Controlled substances are strictly forbidden at school functions, including but not limited to dances, school trips and other events. Any student in possession of or under the influence of tobacco, alcohol or drugs at a school activity will be subject to disciplinary action. This includes vapes and paraphernalia. Discipline may include a 3-5 day suspension, loss of dance privileges for one calendar year, and student must attend an intervention program for 8 weeks.

Faculty Lounges Areas designated for faculty/staff only and are strictly off limits to students at all times.

Field Trip Travel When traveling to off campus locations for learning and/or athletics activities, the school will arrange authorized transportation. Students are not authorized to drive their own cars to or from field trips.

Food Services/Cafeteria and the National School Lunch Program ESUSD takes part in the National School Lunch Program, which provides free or reduced price meals every school day. Free/reduced lunch applications are confidential. Eligibility is determined based on completion of the application available in the school registration packet or online at www.elsegundo.healtheliving.net

Snacks may be purchased from the indoor cafeteria and outdoor snack lines during snack and lunchtime. Complete meals and a la carte items may be purchased in the cafeteria before school, snack, and during lunch. The cafeteria and snack bar are closed during class time. Detailed menus and meal payment information can be obtained by going to www.elsegundo.healtheliving.net

Gym Lockers Gym lockers are provided to athletes during their season. Boys' and girls' gym lockers require locks. Locks may be purchased through the Activities Office for \$7. ESUSD is not liable for lost or stolen property.

Insurance Plans for Student Health and Accidents ESUSD does not carry medical or dental insurance for students injured on school premises or while under school jurisdiction during school activities. Parents are offered an optional insurance program as allowed to be distributed under State Education Code. Information may be obtained from the Activities Office.

iPads Students are loaned iPads to digitally access the curriculum and support their learning. Students are responsible to use and return the iPads loaned in good condition. Fines and replacement costs are charged when iPads and related accessories (charger block, charger cord and case) are lost or damaged. iPad insurance from an outside provider is available for an annual fee.

Library Students must have an El Segundo city library card to check out any materials, including textbooks, from the school library since it is part of the city's library system. Applications are available at the school and city libraries.

The ESHS Library hours are from 7:15AM to 4:00PM daily except on minimum day Mondays where closing time is 2:00PM. Students may check out materials for three weeks. There is a fine charged per day for any overdue materials. Textbooks may be checked out for a period of time that is authorized by the classroom teacher and librarian. The computer lab in the library is open for student use when the library is open. Students with library fines for lost, damaged, or overdue textbooks must clear the fines before receiving their K-12 registration number for the next school year. Seniors must clear library fines before diplomas will be issued.

Lost and Found The Lost and Found is located in the Activities Office.

Medication In order for a student to take medication at school, the Principal or designee must approve a parent's written request. Authorization will be granted when the medication is in the original bottle, properly labeled with written instructions from the physician that detail the method, amount, and time schedules for ingestion. The medication is kept in a locked cabinet in the Health Office unless the medical needs of the student dictate otherwise. Appropriate parent and doctor authorization forms may be secured from the Attendance/Health Office.

Messages So that students may learn in a classroom free from interruptions, messages may only be delivered to the classroom, with administrator approval, when there is a true emergency. Call or go to the Attendance office to send a message to a student. Parents, please note that text messaging your student during class time is a violation of the school's cell phone policy. See Cell Phones (p.15)

PE Uniforms Physical Education Uniforms (shirts and shorts) are available for purchase in the Activities Office. PE shirts are \$7 and PE shorts are \$7 (Set for \$14).

PTA The ESHS PTA actively supports school programs. Opportunities are available for participation in many PTA sponsored events. Everyone is welcome to join (students, parents and staff) and attend the PTA meetings held on the first Wednesday of almost every month at 7PM in the high school library. For more information, go to the web site or contact the high school. Annual membership is \$10.

Release of Diplomas, Grade Progress Reports, Report Cards and/or Transcripts Diplomas, progress reports, report cards and transcripts will be released when all classroom books, iPad and accessories (block, charger and cover) have been returned to the library, outstanding library fines paid, and any outstanding fees in the Activities office have been cleared.

Shop Donations There are no instructional fees for required courses. However, there may be an excess cost/donation for materials in some elective classes such as Art, Photography and Sculpture.

School Supplies and Learning All students are expected to be in class, on time and ready to learn. This includes having all required learning materials including a charged iPad, books, pen/pencil, paper, and assignments. Students who leave after the bell rings to retrieve materials may receive an unexcused tardy. Teaching and learning shall take place for the entire period. Students are to work until dismissed by the teacher.

Telephone The Attendance office phone is available for student use **with the permission of the Attendance clerk** for purposes of illness or emergency. Although cell phones must be turned off during class time, an exception to this rule allows for cell phones to be used to call parents **in the Attendance office only with the permission of the Attendance clerk.**

Textbooks Students are loaned textbooks or given digital access to textbooks on their iPads for core curriculum classes. Students are responsible to use and return textbooks and iPads loaned in good condition. Fines and replacement costs are charged when books/iPads are lost or damaged.

Students are not authorized to write in school-purchased books. In some classes, where it would be advantageous for a student to be able to take notes or write in the book, teachers will provide information on where a copy may be purchased by the student.

Visitors All visitors are required to check in at the Attendance office and scan a state-issued identification card or Driver's license via our Raptor system upon entering and leaving the campus. The Raptor system will issue a Visitor ID badge that must be visibly worn while the visitor is on campus. Only **approved** visitors will be allowed on campus. To gain approval, appointments with teachers and/or staff members must be made at least 24 hours in advance. The teacher or staff member will notify the Attendance office of the appointment. This process is to ensure the safety of students and staff on campus.

ATTENDANCE POLICIES AND PROCEDURES

Attendance Requirement

State law requires all students under the age of eighteen to attend school. Below are the policies pertaining to attendance at ESHS.

Tardies

Excused Tardy

Students are expected to be in class and ready to learn when the bell rings. Late students are disruptive to teaching and learning. In the case that another staff member wishes to confer with a student during class time, the student is expected to receive permission from the releasing teacher prior to being tardy or absent from the class. All other reasons are unexcused.

Tardy Policy

1st Tardy = Warning from teacher.

2nd Tardy = Warning from teacher.

3rd Tardy = Call or email to parent by teacher and detention assigned.

4th Tardy = Call or email to parent by teacher and detention assigned.

5th Tardy = Referral to Administration – parent called and detention assigned.

6th Tardy = Referral to Administration – parent called and Saturday School assigned.

7th Tardy = Referral to Administration – parent called and Saturday School assigned.

Intervention plan may be established.

8th Tardy = Referral to Administration and Counselor for a SART meeting.

**Saturday Schools may be assigned by Admin or designee for 6 or more tardies.*

Unexcused Absence due to Tardiness

Any unexcused tardy over 30 minutes is counted as an unexcused absence.

Absences

Excused Absences

Absences are excused for attendance accounting purposes for the following reasons only. (Education Codes 46010 and 46014)

- Illness
- Medical Appointment
- Quarantine
- Death of a Family Member
- Court appearance
- Exclusion from school up to five days for immunizations
- Religious exercises or instruction as outlined in Education Code 40614.

Legal reasons for excused absences are limited to those listed above. All other reasons are “unexcused” under the State of California Education Code. **Excessive excused absences will result in the assignment of Saturday Schools for attendance recovery purposes and/or as consequences.*

Procedures for Clearing Full day or Part Day Absences

On the morning of the absence, the legal guardian must email **Andrea Yob, Attendance Clerk**, at ayob@esUSD.k12.ca.us or call the twenty-four hour attendance line at **(310) 615-2662 ext. 2308** to report absences. The school must be notified each day of an extended absence. Emailing the Attendance Clerk is strongly encouraged due to the high volume of phone calls. Phone and email notices must include the student’s name, date and/or time of absence, and reason for the absence.

***Excused absences must be documented within 72 hours** of the students return to school. After the deadline, the record will show an unexcused absence. Consequences such as Saturday Schools will be assigned based on the official attendance record for attendance recovery purposes.

Assignments for Excused Absences

Students with excused absences may complete assignments and tests missed during an excused absence provided that the work is completed in a timely manner. (E.C. 40615 and 48205).

Assignments for Unexcused Absences

Make-up work/tests for unexcused absences shall be at the discretion of individual teachers.

Absences Due to School-related Activities

Students who are eligible to attend school business or extracurricular activities will be released from class and allowed to turn in work on schedule provided the following criteria is met:

- The student is making satisfactory progress, has less than three days of unexcused absences and demonstrates satisfactory work habits and/or citizenship in the class that will be missed.
- The releasing teacher is given adequate week notice.
- The student is eligible for the activity as determined by the principal/designee.
- The activity is approved by the principal

Non-Sports/Co-Curricular Events

Students who are eligible to participate in non-sports/co-curricular events will be released from class and allowed to turn work in on schedule, provided the following criteria are met:

- The activity is approved by the principal as curriculum related.
- The student is eligible for the activity as determined by the principal/designee.
- The releasing teacher is given one week's notice.
- The student is not earning a D or F in the class(es) that will be missed.

It is also important to remember that a teacher may not require an activity for his/her class that precludes the student from participating in another class. Therefore, the student must always receive permission from his/her releasing teacher to participate in a co-curricular event during the school day.

Co-Curricular Athletic Activities

Students who have met the following District and CIF criteria will be released from class for events at published times. They will be required to turn in their class work and pick up homework on schedule.

Students must:

- be academically eligible according to District and CIF policies.
- be currently enrolled in at least 20 credits.
- have passed at least 20 credits in the previous grading period.
- have attended at least four classes on the day they are to play. This may be waived by the principal/designee for legitimate reasons such as a funeral or doctor's appointment.

Release from class may be denied for disciplinary reasons by the administration.

Note: Students are not authorized to drive to any off-campus athletic activity unless approved by the Athletic Director. Transportation will be provided when necessary. Failure to follow these guidelines may result in disciplinary consequences including losing the privilege of participation in the future.

Independent Study

There are times absences are not legally excused, but are necessary due to unique circumstances. Students who will be absent five or more days should apply one week in advance, if possible, for independent study. This process is required for all students including actors employed by a film company with or without a set tutor. Students who fail to complete paperwork in a timely manner may receive unexcused absences with the appropriate consequences under the ESHS Attendance Policy.

Students should follow these procedures to receive approval for independent study:

- *Eligibility:* must be absent five (5) or more days.
- *Request:* One week in advance, the student must obtain a *Request for Independent Study*. Teachers, the Counselor, and parent must complete the requested information. Teachers will note assignments on this form.
- *Approval:* The principal/designee may approve or deny the request depending on the reasons and/or whether or not the student's attendance and academic progress are satisfactory.

- **Requirements:** If approved, the student will document a minimum of four hours of study per day while away from school, and complete all assignments, and turn them in to the Counselor on the due date that is defined by the Independent Study contract.
- **Procedure:** The student will photocopy the assignments and turn them in to the Counselor. The student will turn in the assignments to the appropriate teachers for grading. The copies will be given to the Attendance Clerk who will record the absence as Independent Study and save the assignments for future state attendance audits.
- **Credit:** As finally determined by the teachers in communication with the Counselor, the Independent Study credit shall be granted when it has been determined that the contract's expectations have been fulfilled. Should the student not fulfill the minimum time documentation or assigned work requirements by the due date listed on his/her contract, the absences will be recorded as unexcused.

Excessive Excused Absences

If a student has excused absences in excess of five or more days and does not receive approval for an independent study, they will be subject to the following consequences:

- Parents will receive written notice of legal "truant status."
- Teacher will send referral to the Assistant Principal (AP).
- Students will serve Saturday Schools, as assigned by the AP or designee.
- SART meeting will be held with the AP and Counselor.
- Referral to SARB will follow, if absences continue after the SART meeting.

Off Grounds Pass

The parent or legal guardian must submit a note, call or email the Attendance Office prior to attending school on the day of the expected need to leave the campus. The Attendance Clerk will prepare an "off grounds pass" which will allow the student to leave campus at the designated time. Students must pick up the Off Grounds Pass from the Attendance Clerk before leaving campus.

Leaving Campus during the School Day

If a student is ill or has an emergency that requires leaving the campus during the school day, s/he is REQUIRED to check-out with the Attendance Clerk. The resulting consequence for not doing so is an unexcused absence that will not be cleared. For the student's own safety, the parent may not excuse the student after the fact. *Please note that the City of El Segundo enforces a Daytime Curfew.*

In-School/Out of School Suspension and Attendance Accounting

Suspension is considered an excused absence for attendance accounting purposes. The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension (Education Code Section 48912). (See Assignments for Unexcused Absences.)

Unexcused Absences

The Education Code defines truancy as absences which either are without valid excuse by the parent(s)/guardian(s), or a school tardy in excess of 30 minutes in any class. When a student receives unexcused absences, they are important signals for "at risk" behavior. For this reason, it is critical to increase communication with the parent and begin the problem solving process immediately.

Unexcused Absences (In Any One Class)

First Unexcused Absence

- Student may serve detention as assigned by teacher.
- Make-up work may not be accepted.

Second Unexcused Absence

- Students will serve detention as assigned by teacher.
- Make up work may not be accepted.

Third or more Unexcused Absence

- Parents will receive written notice of legal "truant status."

- Teacher will send referral to the Assistant Principal (AP).
- Students will serve Saturday Schools, as assigned by the AP or designee.
- SART meeting will be held with the AP and Counselor.
- Referral to SARB will follow, if absences continue after the SART meeting.

**Every two weeks, the attendance office mails out automated letters for chronic absences and truancy/excessive absences.*

Student Attendance Review Team (SART)

SART will include:

- Principal and/or designee
- Counselor and/or Intervention Specialist
- Teacher assigning the Attendance Fail (if applicable)
- Police Representative, as is appropriate
- Parent or Guardian
- Student

Purpose of Meeting:

- Review current achievement status
- Investigate reasons for the unexcused absences
- Develop a plan for improvement
- Set a timeline for monitoring and evaluating progress
- Discuss possible referral of student to SARB

**In rare cases, an Attendance Fail (see below) may be held in abeyance under extenuating circumstances which will be determined by the principal/designee in counsel with the SART Team.*

Student Attendance Review Board (SARB)

A student may be referred to the Los Angeles County School Attendance Review Board (SARB), an early intervention program with the Juvenile Justice System, for chronic absences (truancy) or excessive tardiness.

Attendance Letters – Chronic Absences/Truancy

Student with excessive absences (excused and/or unexcused) will receive attendance letters. The following letters will be sent home as the number of absences (excused and/or unexcused) increase:

- Chronic Absence Letter #1
- First Notification of Truancy/Excessive Absences
- Second Notification of Truancy/Excessive Absences
- Chronic Absence Letter #2
- Second Notification of Truancy/Excessive Absences

Attendance Recovery

Students may “recover” an absence (excused or unexcused) by attending an Attendance Recovery Saturday School (ARSS). Students can opt to attend or be assigned to attend. After serving an ARSS, one of the student’s absences will be changed to an “R” (recovered absence) on their attendance record.

Attendance Fails

Students with 5 or more unexcused absences in a given class per semester are subject to receive a failing grade and be withdrawn from the class. Students who receive an attendance fail in 1-3 classes are considered “at risk” and may be referred to a SART meeting and/or SARB.

Students who receive an attendance fail in 4 or more classes are in need of a program that is designed to provide more intensive support. Therefore, they may be reassigned to an alternative program appropriate to their educational and social needs. ESPD and the Probation Department may be notified for possible legal action. Excessive absences may lead to loss of Prom/Senior activities and graduation privileges.

SCHOOL SAFETY

Bullying, Harassment and/or Intimidation

Annual student surveys indicate that most students feel safe at El Segundo High School. However, it is important for any student who feels bullied, harassed or intimidated on campus to report the offense immediately to the student's counselor, administrator, intervention specialist, campus security or any school personnel. (This includes any **cyberbullying** off-campus that may present a problem at school.)

Sexual Harassment Reporting

Adults and students are required to report any act of sexual harassment* to the Principal or Assistant Principal immediately. A complete investigation and appropriate action will be taken in a timely manner.

*Sexual Harassment is defined as unwanted or unwelcome sexual behavior and conduct that offends others including:

- Sexual advances
- Pressure for sexual favors
- Touching of a sexual nature
- Displaying or distributing sexually explicit graffiti, drawings, pictures, or written materials
- Sexual gestures
- Sexual or "dirty" jokes
- Touching oneself sexually
- Talking about one's sexual activity in front of others
- Spreading rumors about or rating others' sexual activity or performance
- Compliments with sexual undertones

Respect

Students should respect themselves, their peers, the staff, the community, and property of others. Rude, vulgar language, racial slurs, sexual harassment, threatening, bullying or vandalism will not be tolerated and will result in appropriate consequences.

See Something, Say Something

If you see or hear something of concern/suspicious, please say something to a trusted adult – your parent, a staff member, or one of our SRO's – immediately. This could be words, objects or behaviors. It is always important to report a safety concern as soon as possible, so it can be addressed by an adult.

Sprigeo

To *anonymously* report a safety concern, students can download the Sprigeo app on their iPad or go to www.sprigeo.com and fill out a report form that will be sent to administration for investigation.

Care of School Property

An important quality of being a responsible person is showing respect for public and private property. Damage to school, including iPads, books, materials, equipment, facilities, or grounds must be repaired or replaced at the students' or parents' expense.

Closed Campus

In order to ensure that students are in a supervised, safe and orderly environment, the El Segundo Unified School District Governing Board has established a "closed campus". This means that once a student has arrived at school, s/he must remain on campus until the end of the school day (2:35 or 1:33pm, for all students who do not have a 6th period class) unless granted permission to leave by an administrator/designee. Appropriate school consequences will be enforced using progressive discipline measures including parent contact, detention, Saturday School, etc.

The city of El Segundo has a daytime curfew ordinance. Students must have proof they are approved to be off campus or they may receive a citation that requires an appearance before a judge and a fine.

Students who are authorized to participate in an educational activity that is located off campus, such as Water Polo, must obtain a special authorization from the Principal's Administrative Assistant. Students may be asked to show the authorization on their ID cards to a supervising adult before leaving campus.

Hall Passes

Students out of class for any reason must have a hall pass with their name, the date and time, and a teacher's signature. Any student found in the halls without a pass will be escorted back to class and assigned an unexcused tardy. Repeat offenders will receive further disciplinary action.

To ensure uninterrupted class time, students are not to loiter in the halls for any reason. Students, including Teacher Assistants, are expected to be in class on time and to follow above protocol. Those found loitering in the halls may be reassigned to another class for the remainder of the semester.

Hazing

Any form of hazing, whether on or off campus, is strictly prohibited. (This includes any form of initiation or acts of purposeful ridicule/humiliation). Any student participating in or threatening an act of hazing will be referred to ESPD and/or subject to appropriate school consequences under the Ed Code 48900.

Leaving an Assigned Area

A student will be assigned an unexcused absence if s/he leaves class, a place where s/he is assigned, or the school grounds without permission for any length of time. Teachers will immediately refer any student who is absent without permission to the Principal/designee.

Lockers

For students' convenience, lockers are provided as a place to store books and personal items. All students will be assigned one locker. Locks must be purchased in the Activities office for \$7. Unregistered locks will be removed. ESHS is not responsible for stolen articles. This convenience is a privilege. Students are expected to keep lockers clean, free from illegal objects or substances and graffiti. **For health and safety reasons, lockers are subject to legal search under California Law.**

Personal Transportation

As per ESUSD Board Policy, skateboards, roller blades, roller skates/shoes, motorized and/or self-propelled scooters or use of other roller type devices shall not be ridden on campus or at a school activity. There are racks on campus to lock up bicycles and skateboards with a student-purchased lock. If an item is confiscated by staff, it will be returned only to parents and a consequence may be assigned. Unclaimed items will be donated to charity at the end of the school year.

Student vehicles are not allowed to be parked in the teacher/faculty/staff parking lot including the *horseshoe* drop-off area on Mariposa. Students will receive consequences and any vehicle without a faculty parking pass is subject to being towed.

Note: Student drop off is to be done at the turn-around on Mariposa Ave. Parents should not enter the faculty parking lot to drop off students. Consequences to students may be assigned.

Valuables and Electronics

ESHS is not responsible for lost or stolen property. Electronics that are disruptive to the learning environment or that are used without teacher permission may be confiscated. Such items will be returned only to parents. Repeat offenders will be subject to further school consequences.

Cell phones must be turned off during class hours. They may be used before school, during snack/lunch, and after school. ESHS reserves the right to confiscate cell phones and other electronic devices. Confiscated items will be held until a parent meets with a school administrator/designee. Students who have the above mentioned items confiscated more than once may be subject to further disciplinary action including Saturday School and holding the item until the end of the semester. Confiscated items not claimed by the end of the school year will be donated to charity.

Weapons and Controlled Substances

Bringing any type of dangerous object that may be considered a weapon to school or any school-related event will result in disciplinary action and may warrant a recommendation for expulsion

Students in possession or under the influence of tobacco, alcohol or drugs at any school activity will receive consequences including the loss of all dance privileges and possibly privileges to attend other extracurricular activities for one calendar year. If a student is knowingly standing in a group where tobacco, drugs or alcohol are present, s/he may also receive school consequences.

DISCIPLINE POLICIES

Occasionally, a student may choose to behave in a manner that is counterproductive to a well-ordered, positive learning environment. The following guidelines are intended to help students, parents, and teachers make more consistent judgments about what constitutes a behavior concern and the appropriate consequences.

The ESUSD Positive Behavior Support Matrix for grades 6-12 includes specific behaviors, levels of response, consequences and interventions. The matrix was developed following the California Education Code, ESUSD Board Policy, and input from site faculty and staff upon recommendation from the ESHS Discipline Committee. The Positive Behavior Support Matrix for grades 6-12 can be found on the ESHS website under "ASB."

The ESHS Discipline Committee, which meets as needed, is comprised of faculty, staff, counselors and administrators. Its mission is to provide a set of consistent expectations and procedures to establish and maintain a safe, respectful, academic school environment. All students, staff, parents, and members of the community are warmly welcome to submit suggestions to the committee through the Assistant Principal. A list of committee members is available upon request.

Disruption of School Activities

Learning without Interruptions

Every adult and student has a right to teach and learn in a disruption-free environment.

Everyone is expected to be in his/her seat, on-time, and ready for instruction at the sound of the second/late bell. Teacher/Office aides must remain in their assigned spot unless on a brief adult-directed task. Those found in the halls without a pass may be dropped from their aide assignment and reassigned to another class.

Student behavior that disrupts school activities, diminishes a positive school environment, or interferes with other students' learning will result in disciplinary consequences. Teachers and staff will monitor student behavior and employ the interventions listed below when student behavior is disruptive to the learning environment.

Detention

Prior to assigning a detention in class, short of a severe act of incorrigible behavior, teachers are expected to apply interventions as is appropriate, (i.e., warning(s), classroom management strategies to modify behavior or other means of correction). If the disruptive behavior persists, teachers are encouraged to assign a detention.

The following procedures will be followed when assigning a detention:

- The teacher informs the student of detention and completes the detention form.
- The student signs the form and appears at the detention room at 7:00 AM the next morning.
- The Detention Supervisor has the student sign the detention log at the close of the period. The detention is entered into the student's discipline record.

Unserviced Detentions

Step One If a student does not serve or is late for the detention, penalty time is given.

Step Two If the student does not serve the detention the second day, the Intervention Specialist, Counselor, Campus Supervisor, or designee will phone the parent and assign Saturday School.

Step Three After serving 3 Saturday Schools in a semester, extracurricular privileges and/or

student activities may be revoked in addition to other interventions or consequences.

Excessive Detentions

In One Class:

A teacher is encouraged to notify the Counselor or Intervention Specialist to

- Develop a behavior contract and/or monitoring system
- Arrange a parent conference
- Increase the consequences for further disruption

In more than one class:

An Administrator, Counselor, or designee will monitor the records of students with excessive detentions in several classes. S/he may take some or all of following actions:

- Conference with the student
- Parent Conference
- Referral to Intervention Specialist and/or Student Study Team Meeting
- Behavior Plan and monitoring system with specific rewards/consequences
- Saturday School
- Loss of extra-curricular privileges/student activities for a semester.
- Other means of corrective action
- Referral to the police department for a citation through the juvenile court procedures

Saturday School

Saturday School is an extended detention for students who fail to serve regular detention or whose behavior warrants more severe consequences. Saturday School is held on Saturday mornings, on campus, and supervised by a certificated staff member. Saturday School is for 4 hours from 7am to 11am. Students are highly recommend to use the time wisely for completion of school work and/or studying. Failure to serve Saturday School will result in further discipline to may include suspension.

Suspension and Expulsion

All adults and students are expected to abide by ESUSD Policies and the California Education Code. When there is an infraction of the code as listed below, a student may be suspended and/or referred for expulsion outlined under Education Code 48900.

Grounds for Suspension

- a(1). Caused, attempted to cause or threatened to cause, physical injury to another person. [E.C. Section 48900(a)(1)]
- a(2). Willfully used force or violence upon the person of another except in self-defense. [E.C. Section 48900(a)(2)] **CR**
- b. Unlawfully possessed, used, or otherwise furnished, any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or designee of the principal. [48900(b)] **CR**
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11504) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. [E.C. Section 48900(c)] **CR**
- d. Unlawfully offered or arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or materials as a controlled substance, alcoholic beverage, or intoxicant. [48900(d)] **CR**
- e. Committed or attempted to commit robbery or extortion. [E.C. Section 48900(e)] **CR (>\$99)**
- f. Caused or attempted to cause damage to school property or private property. [48900(f)] **CR (> \$49)**
- g. Stole or attempted to steal school property or private property. [E.C. Section 48900(g)] **CR**
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff,

chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products. [E.C. Section 48900(h)]

- i. Committed an obscene act or engaged in habitual profanity or vulgarity. [E.C. Section 48900(i)]
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code. [E.C. Section 48900(j)] **CR**
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. [E.C. Section 48900(k)]
- l. Knowingly received stolen school property or private property. [E.C. Section 48900(l)]
- m. Possessed an imitation firearm. [Section 48900(m)]
- n. Committed or attempted to commit a sexual assault or committed a sexual battery as defined by Penal Code [E.C. 48900(n)] **CR**
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. [E.C. Section 48900(o)]
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. [E.C.48900(p)]
- q. Engaged in or attempted to engage in, hazing as defined in Section 32050, initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any pupil attending any school, community college, college, university, or other educational institution in California. [E.C. 48900(q)]
- r. Made terrorist threats against school officials or school property, or both. [E.C. 48900.7]
- s. Committed sexual harassment as defined in Education Code 212.5 [E.C. 48900.2]
- t. Caused, attempted to cause, threatened to cause or participated in an act of hate violence. (Grades 4-12) [E.C. Section 48900.3]
- u. Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils. [E.C. 48900.4]

Cause for Immediate Suspension and Referral for Expulsion (E.C. 48915)

- Possessing, selling, or otherwise furnishing a firearm. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district or law enforcement officer. **CR**
- Brandishing a knife at another person. **CR**
- Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053 of Division 10 of the Health and Safety Code). **CR**
- Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined subdivision (n) of Section 48900. **CR**
- Possession of an explosive. **CR**

Note: Students may be suspended or expelled for acts that occur on school grounds, at school activities (whether on or off school grounds), during the lunch period (whether on or off school grounds), and while going to or coming from school or school activities.

GUIDANCE SERVICES

El Segundo High School students are fortunate to have an excellent guidance staff to advise them throughout their 4-year journey. The ESHS Guidance Program allows students to have a caring counselor, confidant, and mentor at high school. The Counselor helps students to set and achieve challenging goals. The Counselor also assists in academic, social-emotional and personal problem solving; as well as career and college planning. When a student wishes to talk with a Counselor, s/he may call, email or come to the Guidance Office during snack, lunch or after school. Office hours vary and requests for appointments are honored as soon as possible.

COUNSELING

Academic Counseling

- Plan pre-enrollment orientation activities for incoming freshmen
- Register, schedule, program, and plan for academic support when needed
- Provide pre-college testing information: PSAT, ACT, SAT I, SAT II, and proficiency tests
- Interpret and conference students about proficiency and achievement tests
- Facilitate college and career information and presentations
- Provide graduation and credit status reports
- Encourage partnerships with parents by providing guidance information and planning services
- Support students in their searches for colleges and careers that match their interests and qualifications
- Provide college and career information including familiarization with admissions requirements for colleges/universities
- Facilitate college representatives on campus in coordination with the Career Advisor
- Facilitate financial aid information and applications
- Facilitate college application workshops
- Create *Individual Strategic Plans (ISP)* with students for course and curriculum placement

Career Planning

- The ESHS Career Advisor assists in a student's search for career paths and is as an on campus career-readiness resource
- Provide access to work experiences, internships, on-line college and career information visits from college representatives, and a career speakers program
- Provide access to Naviance for additional college and career guidance
- Provide career readiness workshops:
 - Sophomores – Career Exploration
 - Juniors – Resume Writing
 - Seniors – Interview Skills and Foundations in Personal Finance

Personal Counseling and Intervention

- Provide social-emotional support to students and families
- Provide crisis intervention, and referral information for special needs of parents and students
- Evaluate school, district, and community programs to match students' needs
- Partner with faculty, staff, and parents to provide accountability, intervention and resources to improve attendance and/or academic performance

Academic Records

Grade Point Average (GPA) Calculation

A student's GPA is determined by assigning each grade a number ("points") and averaging them.

College Prep (CP) Courses – grade points:

A = 4 B = 3 C=2 D=1 F=0

Advanced Placement (AP) & Honors Courses – grade points:

A = 5 B=4 C=3 D=1 F=0

Example 1

English AB	A = 4
Geometry	B = 3
Spanish 2	B = 3
Biology 2	C = 2
World History	A = 4
<u>Physical Education</u>	<u>A = 4</u>
Six Classes w/ 20 grade points	
Average 20 / 6 = 3.33 GPA	

Example 2

Spanish 3	A = 4
Physics	B = 3
Honors English 11	B = 4
AP U.S. History	B = 4
Honors Pre-Calculus	A = 5
<u>Football</u>	<u>A = 4</u>
Six Classes w/ 25 grade points	
Average 25 / 6 =4.17 GPA	

Add/Drop Policy During the first two weeks of the semester, a student may enter a new class for credit; or drop a class from a schedule if he/she has six classes remaining. All changes after the first two weeks of the semester require of approval of the teacher and an administrator.

Transcripts These official records show a student's high school course work. Every class for high school credit must appear on the transcript. If a class is repeated, the second mark that is earned is also reported. Transcripts are sent to colleges to verify academic performance in high school. Students must request official and/or unofficial transcripts, in writing, through the Registrar in the Guidance Office. Test scores (SAT I, SAT II, ACT) are not an official part of the transcript. Students can provide official score reports to the Registrar if they would like their scores added to the transcript. They must be sent by the testing company to the colleges of your choice directly.

TESTING INFORMATION

TEST	DESCRIPTION	WHO TAKES IT?	WHEN?
PSAT Preliminary Scholastic Aptitude Test	A test similar to the SAT that provides feedback on a student's potential on the SAT.	Juniors and below	www.collegeboard.org October
SAT Scholastic Aptitude Test	A norm-referenced test that measures performance in critical reading, writing, and math. Scores compare students	Juniors and Seniors	www.collegeboard.org See dates herein
ACT American College Test	A content-based test that measures students' knowledge of core subject matter (English, reading, math, science, and reasoning). Some colleges and universities use these results as part of entrance criteria.	Juniors and Seniors	www.actstudent.org See dates herein
Physical Fitness Test FitnessGram	A test which measures physical fitness, including aerobic capacity, flexibility, body composition, and upper body strength.	Freshmen and those still needing to pass this test	www.cde.ca.gov/ta/tg/pf Spring Semester
CAASPP California Assessment of Student Performance and Progress	A series of student assessments aligned with a common core of academic content standards for English Language Arts and Math.	All Juniors	www.caaspp.org March
CAST California Science Test	An online test based on California Next Generation Science Standards (NGSS) using the CAASPP test delivery system.	TBD	www.caaspp.org April
AP Advanced Placement	A subject test that measures content at the college level. Students are scored between 1 and 5. A score of 3 or higher allows students to bypass college requirements in particular subjects.	Students enrolled in AP courses.	www.collegeboard.org May

GRADUATION REQUIREMENTS

To graduate from El Segundo High School, one must complete a minimum of **210 credits**. Five credits are granted for most semester classes that are passed. Check the course descriptions for credit listings. In addition, students must pass five proficiency tests in basic communication and math skills.

Subject	ESHS High School Graduation	4 year College/University Requirements
Social Studies	3 years (30 credits in grades 9-12) Including: World History (one year), US History (one year), Political Behavior (one semester), and Economics (one semester)	"A" Two and a half years required World History US History
English	4 years (40 credits in grades 9-12) English 9, 10, 11, 12	"B" Four years required College Prep English
Math	3 years (30 credits in grades 9-12) Must include Algebra I.*	"C" Three years required Four years recommended (Must include Algebra I, Geometry, and Algebra II)
Science	2 years (20 credits in grades 9-12) Biological Science (one year) and Physical Science (one year)	"D" Two years required Three years recommended Laboratory Science (Must include Biology, Chemistry/Physics)
Foreign Language	1 year (10 credits in grades 9-12)	"E" Two years required Three years recommended (must be in the same language)
Fine Arts or CTE***	1 year (10 credits in grades 9-12) Visual or Performing Arts or CTE	"F" One year required Visual or Performing Arts or CTE (must be in the same subject area)
Physical Education**	2 years (20 credits) Must pass four semesters in 9 th and 10 th grade and pass fitness gram	No requirement
Electives	Must pass 60 credits of additional elective requirements	"G" One year required College prep electives from the UC/CSU Approved courses
Total:	210 credits for Graduation	

MINIMUM GRADUATION REQUIREMENTS

210 Credits

*All students must include Algebra 1AB as part of the graduation requirements. Seniors must have full-time student status to participate in the graduation ceremony.

**All freshmen must enroll in a physical education or athletics course in the fall. If a student drops athletics, s/he will be reassigned to a physical education class in lieu of an elective immediately

***Pending Board approval

*Subject to change.

High School Diploma Alternatives

Some students experience circumstances that require an alternative program to earn a high school diploma. ESHS students may transfer to and attend Arena High School. Upon completion of graduation requirements, students may earn a diploma from Arena High School.

Educational Paths to Success

Goal = A-G Completion

	<u>Credits</u>	
(A) Social Science	<u>10</u>	World History
	<u>10</u>	U.S. History or AP U.S. History
	<u>5</u>	Political Behavior
(B) English	<u>10</u>	English 9 or 9 Honors
	<u>10</u>	English 10 or 10 Honors
	<u>10</u>	English 11 or 11 Honors
	<u>10</u>	English 12 Honors or AP Language & Composition AP Literature & Composition
(C) Mathematics	<u>10</u>	Algebra 1
	<u>10</u>	Geometry 1
	<u>10</u>	Algebra 2
	<u>10</u>	Pre-Calculus, Calculus, Functions/Statistics/Trigonometry AP Calculus and/or AP Statistics
(D) Science	<u>10</u>	Biology 1, AP Biology Human Body Systems
	<u>10</u>	Chemistry 1, AP Chemistry
	<u>10</u>	Physics or AP Physics
(E) Language other than English	<u>20</u>	Spanish 1 & 2, ASL 1 & 2
(F) Visual/Performing Arts	<u>10</u>	A-G Approved Selections in Visual/ Performing Arts
(G) Electives	<u>10</u>	UC/CSU Approved Selections*

*See course listing for UC/CSU approved electives.

UC/CSU Minimum Requirements

Seven A-G courses must be completed in the Junior and Senior years.

- A 2.5 years – U.S. History/Government and World History
 - B 4 years – College Prep English
 - C 3 years (4 years Recommended) – Advanced Math (Algebra I, II and Geometry)
 - D 2 years -- Lab Sciences: 1 year Physical Science (Chemistry or Physics) and 1 year Biology (3-4 years recommended)
 - E 2 years (3 years Recommended) – Language other than English (LOTE)
 - F 2 years -- College Prep Electives* G
 - 1 year – Visual and Performing Arts
- SAT I or ACT
SAT II may be required by UCs for specific majors

*See course listing for UC/CSU approved electives.

Independent Schools

Although admission requirements differ somewhat from school to school, the student who meets UC admission requirements is usually eligible for admission to most private institutions. Catalogs from the college/university of your choice should be consulted when planning.

APPENDIX 1 - NON-DISCRIMINATION NOTICE

The ESUSD does not discriminate on the basis of race, color, national origin, gender, disability, or age in any of its policies, procedures, or practices; in compliance with all federal and state law. Inquiries regarding non-discrimination in education or the District's compliance with those provisions may be addressed to: Dr. Dylan Farris, ESUSD Executive Director, Human Resources, or the United States Department of Education Office of Civil Rights.

School districts are required to develop a set of uniform compliant procedures that apply to the filing, investigation, and resolution of complaints related to alleged violations by a local agency of federal or state law, or regulations governing education programs.

A. The following areas are covered by the ESUSD Complaint Procedures:

Consolidated categorical aid programs; School Improvement; Economic Impact Aid - State Compensatory Education, Services to Limited English Proficient Students; Miller-Unruh Reading Specialist Program; Improving America's Schools Act (ASA) - Title I (Part A, Helping Disadvantaged Children), Title IV (Safe and Drug Free Schools), Title VI (Innovative Educational Programs and Strategies).

Child care and development programs

Child nutrition programs

Special education programs

Allegations of unlawful discrimination on the basis of ethnicity, religion, age, sex, color, sexual orientation, or physical or mental disability by a local agency which is funded directly by or receives benefits from any state financial assistance.

B. The following complaints are not covered by the ESUSD Uniform Complaint Procedures and should be referred to other appropriate state or federal agencies:

1. Child Abuse – Contact the Department of Social Services; Protective Services
2. Health and Safety/Child Development - Contact the Department of Social Services
3. Gender Equity - Contact the Office for Civil Rights Re Federal Offenses
4. Discrimination/Child Nutrition - Contact the Administrator, Food and Nutrition Services, U.S. Department of Agriculture or the Secretary of Agriculture
5. Employment Discrimination - Contact the State Department of Fair Employment and Housing
6. Fraud - Contact the CDE Directors of Legal Counsel

Filing Procedures

Any individual, public agency or organization may file a **written complaint** alleging a matter which, if true, would constitute a violation by the district of federal or state law or regulations governing the programs listed above. Complaints must be filed within 6 months of alleged violation.

A complaint will be processed in the following manner. 1. Complaint shall be filed with the Superintendent of Schools whose office is located at 641 Sheldon, El Segundo, CA 90245. 2. Within five days of receipt of the complaint, the superintendent shall appoint a designee to conduct the local investigation. 3. Within five days of appointment, the designee shall determine if the complaint has been filed within six months of the alleged violation that is the basis of the complaint. The designated district office/division shall: a. Deny the complaint, if it has not been filed in a timely manner, and notify the complainant of his/her right to appeal to the state superintendent of public instruction for an extension, b. Provide complainant with a copy of district policy and appeal procedures; c. Insure confidentiality of the complainant, d. Determine whether the complainant and the district representative will participate in mediation to resolve the complaint prior to a formal investigation, 4. Obtain an extension of time, if appropriate, in order to conduct the mediation.

Resolution of the Complaint

Each complaint shall be investigated by the appropriate district office/division and shall be resolved within sixty days of the receipt of the written complaint unless an extension of the timelines has been agreed upon by the complainant. The district office/division shall: 1. Investigate/mediate the complaint within 60 days, 2. Give filing party an opportunity to present relevant information to party in dispute, 3. Obtain statements from other individuals who were witnesses or who can provide relevant information concerning the alleged violation; 4. Prepare a written report of the investigative findings, corrective actions, or any, suggested resolution(s) and a rationale for the findings, 5. Advise regarding appeal rights.

Appeal Procedures

Any complainant(s) may appeal the district's decision by filing a written appeal with the state superintendent within 15 days after receiving the district's decision.

- The complainant shall specify the reason(s) for appealing the decision
- The appeal shall include a copy of the original complaint and a copy of the district's decision.

Notice

Notice of the district complaint procedures shall be given annually to students, employees of parents or guardians of students, district advisory committees, school advisory committees, and other interested parties. Such notice shall include all of the following: 1. Complaints that should be directed to the superintendent of the district, 2. Complaints that should be directed to other agencies for investigation, 3. Complaints that would be investigated directly by the state superintendent, 4. Complainant's right to appeal, 5. Advise that the complainant should consult an attorney to determine legal rights that may be pursued by available civil law remedies, 6. Superintendent is the officer of the district who should be contacted to obtain a copy of the district's complaint procedures.

APPENDIX 2 - UNIFORM COMPLAINT PROCEDURES

El Segundo Unified School District Board Policy 1312.3 Uniform Complaint Procedures has been established to address concerns regarding discrimination.

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

The Governing Board has designated the following compliance officers to receive and investigate complaints and ensure district compliance with law:

Educational Programs & Student Matters—Marisa Janicek, Assistant Superintendent
(310) 615-2650 Ext. 1720
641 Sheldon St, El Segundo, CA 90245

Personnel Matters—Dr. Dylan Farris, Executive Director of Human Resources
(310) 615-2650 Ext. 1510
641 Sheldon St, El Segundo, CA 90245

Special Education Matters—Dr. Jack Plotkin, Director of Innovation and Student Support Services
(310) 615-2650 Ext. 1730
641 Sheldon St, El Segundo, CA 90245

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

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The full Uniform Complaint Procedure process is explained in brochures that are available in each school's administrative office and in the Office of the Superintendent of Schools.

Appendix 3 – ACCEPTABLE USE OF ELECTRONIC INFORMATION

Information resources offer access to computers and people throughout the world. Students and staff have access to electronic mail and college and university libraries, information and news from a variety of sources and research institutions, software of all types, and discussion groups on a wide variety of topics, and much more. ***Please be advised that all activity conducted on El Segundo computers or networks, including emails, can be monitored by the Superintendent or her designee. Monitoring may occur at any time without advance notice or consent.***

Please be advised all activities and exchanges conducted via personal cell phone, iPad, iTouch, laptops, or any other personal electronic device while on school grounds, during school hours, or during school related activities, are bound by the terms of this Student Acceptable Use policy. Any student who engages in cyberbullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Inappropriate Use

While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and others, including parents. Activities not permitted include, but are not limited to:

- using the network for commercial advertising;
- using copyrighted material in reports without permission;
- using the network to lobby for votes;
- using the network to access a file that contains pornographic material;
- using the network to send/receive messages that are racist;
- using the network to send/receive inflammatory or offensive messages or images;
- creating a computer virus and placing it on the network;
- uploading, creating or knowingly forwarding a virus;
- using the network to send/receive a message that violates with the school's code; of conduct, which can include cyber bullying;
- using the network to send/receive messages that are sexist and/or contain obscenities;
- using the network to request home phone numbers and later, making obscene phone calls to the numbers;
- using the network to provide addresses or other personal information that others may use inappropriately;
- making purchases or conducting other personal business;
- using the network for sending and receiving a large number of personal messages;
- using another's password to login through that person's account, pretending to be another using or forging an e-mail to make it appear as if it came from somewhere or some other than the actual source;
- using the network to send/receive a message with someone else's name on it;
- posting anonymous messages or using fake names;
- sending threats of violence toward persons or property;
- harassing, insulting or attacking others;
- damaging, degrading or disrupting computer hardware, networks or system performance;
- the downloading, installation or execution of any unauthorized programs;
- duplicating, distributing or using illegal software;
- using the network to access peer to peer file sharing networks

All users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws. Violators will be prosecuted.

During Registration, all students and parents are required to complete a contract accepting the ESUSD Acceptable Use of Electronic Resources Policy.