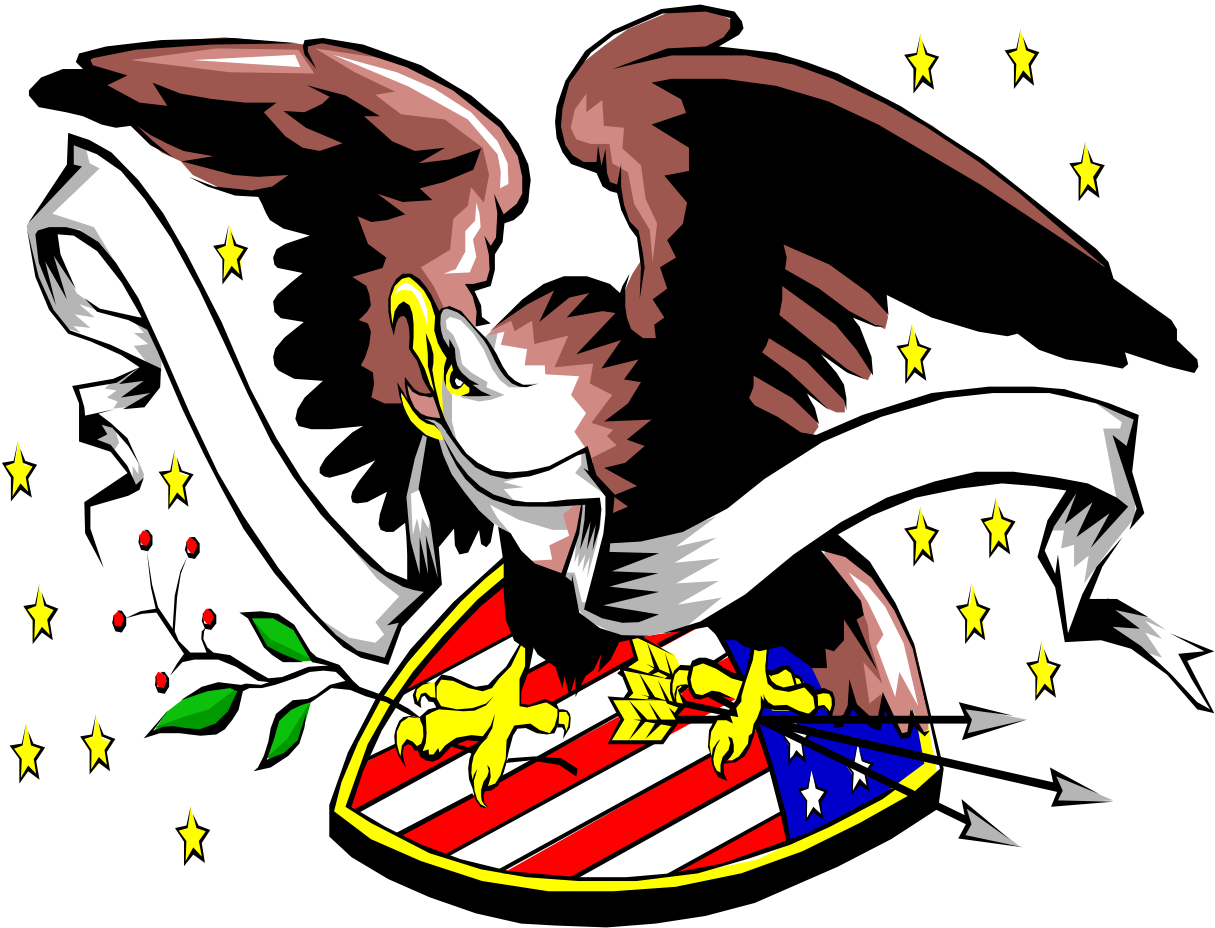


# EL SEGUNDO HIGH SCHOOL STUDENT HANDBOOK 2009 - 2010



## 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.

## Principals' Message

Dear Student:

As a student of El Segundo High School, you will be enrolled in one of the most distinguished all around educational programs in the state. The program offers you the chance to compete at the highest levels academically and in co-curricular activities in a manner that will help you to utilize your talents to the best of your ability. Involvement in a range of activities is necessary to help you develop the skills which will give you the best chance for success in college and in life. You will have to be diligent in your studies but make time to pursue your passions and develop all of the positive aspects of your character.

El Segundo High School students are expected to display strong character and to demonstrate respect for others. When all is said and done, the real quality of a school is based on the quality of the students. Our objective is to help you succeed academically but our primary goal is to help you become a person of character -- a person committed to becoming a positive and productive member of the community.

Our continued recognition as one of the finest schools in California and in the United States is dependent upon your determination and willingness to build on the incredible tradition of excellence for which your school is known. Achieving this goal requires you to take an active role in sharing your ideas and being part of a team of students, staff, parents, and community that are dedicated to excellence.

We urge you to take advantage of all that is available to you at ESHS. We are confident that if you do so, you will be prepared for life after high school. We look forward to sharing the coming school year with you. Please feel free to introduce yourself and talk to us often. We want to know you individually and help make your high school experience as positive and memorable as possible.

Sincerely,

James C. Garza,  
Principal

Linal Harada  
Co-Principal



## **El Segundo Unified School District**

641 Sheldon Street  
El Segundo, CA 90245

### ***Board of Trustees***

Ann Coles  
Robin Funk  
Tammy Takagi-Reeves  
Lisa Wilkin  
William Watkins, Ed. D

### ***Superintendent***

Geoff Yantz, Ed. D  
(310) 615-2650 Extension 225

### ***El Segundo High School Administration***

James Garza  
Principal  
(310) 615-2662 Extension 301

Linal Harada  
Co-Principal  
(310) 615-2662 Extension 302

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# ADMINISTRATION AND STAFF

## Administration

Principal	James C. Garza	(310) 615-2662 ext.301	<a href="mailto:jgarza@esUSD.k12.ca.us">jgarza@esUSD.k12.ca.us</a>
Co-Principal	Linal Harada	(310) 615-2662 ext.302	<a href="mailto:lharada@esUSD.k12.ca.us">lharada@esUSD.k12.ca.us</a>
Administrative Assistant	Gigi Thompson	(310) 615-2662 ext.300	<a href="mailto:gthompson@esUSD.k12.ca.us">gthompson@esUSD.k12.ca.us</a>

## Athletics and Student Activities

Athletic Director	Steve Shevlin	(310) 615-2662 ext.310	<a href="mailto:sshevlin@esUSD.K12.ca.us">sshevlin@esUSD.K12.ca.us</a>
Student Activities/Athletics Secretary	Patricia Guzman	(310) 615-2662 ext.312	<a href="mailto:pguzman@esUSD.K12.ca.us">pguzman@esUSD.K12.ca.us</a>
Athletic Hotline	Schedules & Directions	(310) 615-2662 ext.313	
	Boys PE	(310) 615-2662 ext.346	
	Girls PE	(310) 615-2662 ext.345	
Director of Student Activities	Robin Espinoza	(310) 615-2662 ext.311	<a href="mailto:jkwek@esUSD.k12.ca.us">jkwek@esUSD.k12.ca.us</a>

## Attendance

Attendance Clerk	Ellen Covarrubias	(310) 615-2662 ext.308	<a href="mailto:ecovarrubias@esUSD.k12.ca.us">ecovarrubias@esUSD.k12.ca.us</a>
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## Counseling and Guidance

Last Names A- LE	Stephanie Burns	(310) 615-2662 ext. 306	<a href="mailto:sburns@esUSD.k12.ca.us">sburns@esUSD.k12.ca.us</a>
Last Names LD-Z	Susie Moon	(310) 615-2662 ext. 307	<a href="mailto:smoon@esUSD.k12.ca.us">smoon@esUSD.k12.ca.us</a>
Intervention Counselor	Tiffani Traina	(310) 61502662 ext. 314	<a href="mailto:ttraina@esUSD.k12.ca.us">ttraina@esUSD.k12.ca.us</a>
School Psychologist	Jan Van Horn	(310) 615-2662 ext 356	<a href="mailto:jvanhorn@esUSD.k12.ca.us">jvanhorn@esUSD.k12.ca.us</a>
Registrar	Roberta Allen	(310) 615-2662 ext.304	<a href="mailto:rallen@esUSD.k12.ca.us">rallen@esUSD.k12.ca.us</a>

## Custodial and Food Services

Head Custodian	Gable Solomon	(310) 615-2662 ext.318	
Cafeteria Manager	Polly Houston	(310) 615-2662 ext.343	<a href="mailto:phouston@esUSD.k12.ca.us">phouston@esUSD.k12.ca.us</a>

## Discipline and School Safety

Campus Supervisor	Tomas Romo	(310) 615-2662 ext.303	<a href="mailto:tromo@esUSD.k12.ca.us">tromo@esUSD.k12.ca.us</a>
School Resource Officer - <b>ESPD</b>	Jeff Humphrey	(310) 615-2662 ext. 364	<a href="mailto:jhumphrey@elsegundo.org">jhumphrey@elsegundo.org</a>

## Library and Technology Services

Librarian	Joanne Gen	(310) 615-2662 ext. 340	<a href="mailto:jgen@esUSD.k12.ca.us">jgen@esUSD.k12.ca.us</a>
Library Clerk	Elisa Bonilla	(310) 615-2662 ext. 370	<a href="mailto:ebonilla@esUSD.k12.ca.us">ebonilla@esUSD.k12.ca.us</a>

# FACULTY

Teacher	Department	Location	Ext.	Email Address
Giti Azizi	Graphic Arts	E105	373	<a href="mailto:gazizi@esUSD.k12.ca.us">gazizi@esUSD.k12.ca.us</a>
Karen Boden	Economics	K209	338	<a href="mailto:kboden@esUSD.k12.ca.us">kboden@esUSD.k12.ca.us</a>
Marcos Bolanos	Social Studies	A210	374	<a href="mailto:mbolanos@esUSD.k12.ca.us">mbolanos@esUSD.k12.ca.us</a>
Sarah Briney	Social Studies/AVID	A203	351	<a href="mailto:sbriney@esUSD.k12.ca.us">sbriney@esUSD.k12.ca.us</a>
Linda Brown	English	K201	319	<a href="mailto:lbrown@esUSD.k12.ca.us">lbrown@esUSD.k12.ca.us</a>
Karen Byrd	Science	R100	359	<a href="mailto:kbyrd@esUSD.k12.ca.us">kbyrd@esUSD.k12.ca.us</a>
Frances Castoriano	Spanish	B101	398	<a href="mailto:fcastoriano@esUSD.k12.ca.us">fcastoriano@esUSD.k12.ca.us</a>
Beatriz Calzadilla	Spanish	B205	321	<a href="mailto:bcalzadilla@esUSD.k12.ca.us">bcalzadilla@esUSD.k12.ca.us</a>
Theresa Churchill	Art/Adv. Art	C100	368	<a href="mailto:tchurchill@esUSD.k12.ca.us">tchurchill@esUSD.k12.ca.us</a>
Kathy Clemmer	Math	A210	323	<a href="mailto:kclemmer@esUSD.k12.ca.us">kclemmer@esUSD.k12.ca.us</a>
Nancy Cobb	English	K205	324	<a href="mailto:ncobb@esUSD.k12.ca.us">ncobb@esUSD.k12.ca.us</a>
Chris Costley	Social Studies	K217	330	<a href="mailto:ccostley@esUSD.k12.ca.us">ccostley@esUSD.k12.ca.us</a>
Branka Cvejic	English	A203	352	<a href="mailto:bcvejic@esUSD.k12.ca.us">bcvejic@esUSD.k12.ca.us</a>
Fotis Davlantis	Science	R200	348	<a href="mailto:fdavlantis@esUSD.k12.ca.us">fdavlantis@esUSD.k12.ca.us</a>
Deanna Delello	Spanish	B104	380	<a href="mailto:ddelello@esUSD.k12.ca.us">ddelello@esUSD.k12.ca.us</a>
Mark Doering	Math	A205	328	<a href="mailto:mdoering@esUSD.k12.ca.us">mdoering@esUSD.k12.ca.us</a>
Donna Dotson	Math	A103	329	<a href="mailto:ddotson@esUSD.k12.ca.us">ddotson@esUSD.k12.ca.us</a>
Andrea Easlick	Spanish	B100	397	<a href="mailto:aeaslick@esUSD.k12.ca.us">aeaslick@esUSD.k12.ca.us</a>
Bill Erickson	Social Studies	K103	325	<a href="mailto:berickson@esUSD.k12.ca.us">berickson@esUSD.k12.ca.us</a>
Robin Espinoza	Social Studies	K217/A107	311	<a href="mailto:respinoza@esUSD.k12.ca.us">respinoza@esUSD.k12.ca.us</a>
Lauren Fissori	Math	E102	373	<a href="mailto:lfissori@esUSD.k12.ca.us">lfissori@esUSD.k12.ca.us</a>
Steve Fox	Band	R104	316	<a href="mailto:sfox@esUSD.k12.ca.us">sfox@esUSD.k12.ca.us</a>
Craig Gast	Social Science	A201	320	<a href="mailto:cgast@esUSD.k12.ca.us">cgast@esUSD.k12.ca.us</a>
Ray Gen	English/Journalism	K202	335	<a href="mailto:rgen@esUSD.k12.ca.us">rgen@esUSD.k12.ca.us</a>
Rachael Gerber	English	A206	337	<a href="mailto:rgerber@esUSD.k12.ca.us">rgerber@esUSD.k12.ca.us</a>
Jessica Gray	Special Education	K213	393	<a href="mailto:jgray@esUSD.k12.ca.us">jgray@esUSD.k12.ca.us</a>
Jennifer Hedayat	English/Drama	A105	332	<a href="mailto:jhedayat@esUSD.k12.ca.us">jhedayat@esUSD.k12.ca.us</a>
Jason Ito	Social Studies	A204	326	<a href="mailto:jito@esUSD.k12.ca.us">jito@esUSD.k12.ca.us</a>
Andrew Kelley	Special Education	B200	385	<a href="mailto:akelley@esUSD.k12.ca.us">akelley@esUSD.k12.ca.us</a>
Karen Laubenstein	French	B202	350	<a href="mailto:klaubenstein@esUSD.k12.ca.us">klaubenstein@esUSD.k12.ca.us</a>
Katelyn Levenick	Science	R201	327	<a href="mailto:klevenick@esUSD.k12.ca.us">klevenick@esUSD.k12.ca.us</a>
Dana Lund	Science	R101	317	<a href="mailto:dlund@esUSD.k12.ca.us">dlund@esUSD.k12.ca.us</a>
Kathy Moody	Science	R103	361	<a href="mailto:kmoody@esUSD.k12.ca.us">kmoody@esUSD.k12.ca.us</a>
Mike Mooko	Math	A207	353	<a href="mailto:mmooko@esUSD.k12.ca.us">mmooko@esUSD.k12.ca.us</a>
Elina Mosquera	English	K221	365	<a href="mailto:emosquera@esUSD.k12.ca.us">emosquera@esUSD.k12.ca.us</a>
Judy Munger	Math	A208	349	<a href="mailto:jmunger@esUSD.k12.ca.us">jmunger@esUSD.k12.ca.us</a>
Amy O'Keefe	Spanish	B203	354	<a href="mailto:aokeefe@esUSD.k12.ca.us">aokeefe@esUSD.k12.ca.us</a>
Pete Pagnucco	Social Science	K101	315	<a href="mailto:ppagnucco@esUSD.k12.ca.us">ppagnucco@esUSD.k12.ca.us</a>
Camille Palafox	English	K204	326	<a href="mailto:cpalafox@esUSD.k12.ca.us">cpalafox@esUSD.k12.ca.us</a>
Emily Pugatch	Special Education	A102	357	<a href="mailto:epugatch@esUSD.k12.ca.us">epugatch@esUSD.k12.ca.us</a>
David Reed	Photography	E100	322	<a href="mailto:dreed@esUSD.k12.ca.us">dreed@esUSD.k12.ca.us</a>
Julie Reese	Special Education	B102	358	<a href="mailto:jreese@3sUSD.k12.ca.us">jreese@3sUSD.k12.ca.us</a>
Rick Sabosky	Physical Education	S. Gym	346	<a href="mailto:rsabosky@esUSD.k12.ca.us">rsabosky@esUSD.k12.ca.us</a>
Rainy Smith	Physical Education	N. Gym	345	<a href="mailto:rsmith@esUSD.k12.ca.us">rsmith@esUSD.k12.ca.us</a>
Mike Stivers	Math	A104	360	<a href="mailto:mstivers@esUSD.k12.ca.us">mstivers@esUSD.k12.ca.us</a>
Joy St. Jacques	Special Education	B201/B203	362	<a href="mailto:vstuckent@esUSD.k12.ca.us">vstuckent@esUSD.k12.ca.us</a>
Vickie Stucken	English/Yearbook	A202	398	<a href="mailto:vstucken@esUSD.k12.ca.us">vstucken@esUSD.k12.ca.us</a>
Gianna Summers	Chorale/Choir	R105	334	<a href="mailto:gsummers@esUSD.k12.ca.us">gsummers@esUSD.k12.ca.us</a>
Matt Wheeler	English	K207	336	<a href="mailto:mwheeler@esUSD.k12.ca.us">mwheeler@esUSD.k12.ca.us</a>
Pam Wilson	English	K215	333	<a href="mailto:pwilson@esUSD.k12.ca.us">pwilson@esUSD.k12.ca.us</a>
David Wright	Science	R202	367	<a href="mailto:dwright@esUSD.k12.ca.us">dwright@esUSD.k12.ca.us</a>

**JULY 2009 - JUNE 2010**  
**EL SEGUNDO UNIFIED SCHOOL DISTRICT**  
**SCHOOL CALENDAR**

**July 2009**

S	M	T	W	T	F	S
			1	2 (3h)	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**AUGUST 2009**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**SEPTEMBER 2009**

S	M	T	W	T	F	S
			1	2 (3in)	4	5
6 (7h)	(8i)	9	10	11	12	
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
			(1in)	(1i)	(16s)	

**OCTOBER 2009**

S	M	T	W	T	F	S
					1	2
					3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29 (30i)	31	
				(1i)	(21s)	

**NOVEMBER 2009**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10 (11h)	12	13	14	
15	16	17	18	19	20	21
22 (23)	(24)	(25)	(26h)	(27h)	28	
29	30					
						(15s)

**DECEMBER 2009**

S	M	T	W	T	F	S
			1	2	3	4
						5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20 (21)	(22)	(23)	(24h)	(25h)	26	
27 (28h)	(29h)	(30h)	(31h)			
						(14s)

**SUMMER SCHOOL 2009**

June 22	July 17	Elementary
June 22	July 31	Middle School
June 22	July 31	High School

- LEGEND**
- First and last days of school
  - h - School holiday, local or legal
  - i - Inservice education, certificated employees
  - in - Inservice education, new certificated employees only
  - s - School Days
  - Trimester
  - Semester

- HOLIDAYS AND SPECIAL DAYS**
- |       |           |   |                         |
|-------|-----------|---|-------------------------|
| Sept. | 3         | - | New Cert Inservice      |
| Sept. | 7         | - | Labor Day               |
| Sept. | 8         | - | Inservice (no students) |
| Sept. | 9         | - | First Day of School     |
| Oct.  | 30        | - | Inservice (no students) |
| Nov.  | 11        | - | Veterans Day            |
| Nov.  | 23-27     | - | Thanksgiving Holidays   |
| Dec.  | 21-31     | - | Winter Recess           |
| Jan.  | 1         | - | Winter Recess           |
| Jan.  | 18        | - | Martin Luther King Day  |
| Feb.  | 15 & 22   | - | Presidents' Holidays    |
| Mar.  | 12        | - | Inservice (no students) |
| Apr.  | 4/12-4/16 | - | Spring Recess           |
| May   | 31        | - | Memorial Day            |
| June  | 24        | - | Last Day of School      |

- BACK TO SCHOOL NIGHTS**
- |       |    |   |                 |
|-------|----|---|-----------------|
| Sept. | 24 | - | Center Street   |
| Sept. | 24 | - | Richmond Street |
| Oct.  | 1  | - | Middle School   |
| Sept. | 30 | - | High School     |

- OPEN HOUSE**
- |     |    |   |                 |
|-----|----|---|-----------------|
| May | 27 | - | Center Street   |
| May | 27 | - | Richmond Street |
| May | 6  | - | Middle School   |
| May | 5  | - | Preschool       |

- GRADUATION**
- |      |    |   |             |          |
|------|----|---|-------------|----------|
| June | 21 | - | Arena High  | 6:00p.m. |
| June | 24 | - | High School | 6:00p.m. |

- PROMOTION**
- |      |    |   |               |          |
|------|----|---|---------------|----------|
| June | 24 | - | Middle School | 2:00p.m. |
|------|----|---|---------------|----------|

**JANUARY 2010**

S	M	T	W	T	F	S
					(1h)	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17 (18h)	19	20	21	22	23	
24	25	26	27	28	29	30
31						(19s)

**FEBRUARY 2010**

S	M	T	W	T	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14 (15h)	16	17	18	19	20	
21 (22h)	23	24	25	26	27	
28						(18s)

**MARCH 2010**

S	M	T	W	T	F	S
		1	2	3	4	5
7	8	9	10	11 (12i)	13	
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						(1i) (22s)

**APRIL 2010**

S	M	T	W	T	F	S
					1	2
					3	
4	5	6	7	8	9	10
11 (12)	(13)	(14)	(15)	(16)	17	
18	19	20	21	22	23	24
25	26	27	28	29	30	
						(17s)

**MAY 2010**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30 (31h)						
						(20s)

**JUNE 2010**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						(18s)

**SUMMER SCHOOL 2010**

June 28	July 23	Elementary
June 28	Aug. 6	Middle School
June 28	Aug. 6	High School

**ADMINISTRATIVE & CLASSIFIED HOLIDAYS**  
 July 3; September 7; November 11,26,27; December 24,25,26,29,30,31; Jan 1, 18; February 15, 22; May 31.

(1in, 3i, and 180s)                      ( ) = school not in session  
 Revised: 2/27/09

# 2009-10 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 10:59
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

(Periods will vary)
7:45 to 9:45
Snack 9:45 to 9:58
10:05 to 12:05

## Early Dismissal Schedule

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 12:16
Period 5	12:23 to 12:53
Period 6	1:00 to 1:48

**No Period 7 classes on Early Dismissal Days**

## Early Dismissal Days

9/21, 10/5, 10/19, 11/2, 11/16, 12/7, 1/11, 2/1, 3/1, 3/15, 3/29, 4/19, 5/3, 5/24

## Double Assembly Schedule

Period 0	6:45 to 7:38
Period 1	7:45 to 8:30
Period 2	8:35 to 9:20
<b>Period 3</b>	<b>9:25 to 10:15 – 1<sup>st</sup> Assembly</b>
Snack	10:15 to 10:25
<b>Period 3</b>	<b>10:30 to 11:20- 2<sup>nd</sup> Assembly</b>
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

## 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
<b>Assembly</b>	<b>10:20 to 11:10</b>
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

## Rally Schedule

Period 0	6:45 to 7:39
Period 1	7:45 to 8:35
Period 2	8:40 to 9:30
Period 3	9:35 to 10:25
Period 4	10:40 to 11:30
Period 5	11:35 to 12:25
<b>Rally</b>	<b>12:30 to 1:03</b>
Lunch	1:03 to 1:33
Period 6	1:40 to 2:35
Period 7	2:40 to 3:40

## Pupil Free Days (Teacher In-service)

10/30, 3/12

## Holidays and Vacation Days

11/11, 11/23-27, 12/21-31, 1/1, 1/18, 2/15, 2/22, 4/12-16, 5/31

# EL SEGUNDO HIGH SCHOOL EAGLE EXPECTATIONS

*(Expected Schoolwide Learning Results)*



## EL SEGUNDO HIGH SCHOOL

# BEHAVIOR EXPECTATIONS

## Guiding Principles for Behavior

**Integrity** *Make* a choice to do your best; be honest; be loyal; honor your commitments; and keep your word.

**Respect** *Make* a choice to treat others with courtesy and respect.

**Responsibility** *Make* the choice to think before you act; consider the consequences; and be accountable.

**Citizenship** *Make* the choice to 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:

#### 1<sup>st</sup> 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

#### 2<sup>nd</sup> 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

#### 3<sup>rd</sup> 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 3<sup>rd</sup> 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**

ESHS is a California Distinguished School. In order to help reflect an academic culture and an 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 regular school activities:

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, bare midriffs and shorts skirts or shorts.

## **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 or suspension. Gang attire or clothing with offensive symbols/language, weapons, drugs/paraphernalia, alcohol, tobacco, etc. as per Ed Code. If a student wears inappropriate clothing, parents may be called to bring 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 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

Alicia Maples

### Vice President

Ryan Denman

### Treasurer

Jordan Zecchini

### Secretary

Lauren Farello

## CLASS OFFICERS:

### Senior Class of 2010

#### Governor

Jahnel Walker

#### Lieutenant Governor

Amanda Gragg

#### Secretary Treasurer

Jamie Bell

### Junior Class of 2011

#### Governor

Kelsa Middough

#### Lieutenant Governor

Nourah Latif

#### Secretary/Treasurer

Ali Merva

### Sophomore Class of 2012

#### Governor

Hallie Lindsey

#### Lieutenant Governor

Kendall Brown

#### Secretary/Treasurer

Nicole Nootbaar

### Freshman Class of 2013

#### Governor

Anna Farello

#### Lieutenant Governor

Michael Olson

#### Secretary/Treasurer

Maleieah Quintero

# 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 \$80 to save money and support student activities.

**An ASB Card will save you money.** For example in 2008/2009 ASB cardholders saved...

<u>Event</u>	<u>With ASB Card</u>	<u>Without ASB Card</u>
Football Games (10 at \$7)	Free	\$7 0
Basketball Games (16 at \$7)	Free	\$1 12
Baseball Games (18 at \$3)	Free	\$5 4
Coronation Dance*	\$35	\$4 0
Prom*	\$130	\$1 40
Mid-year dance* (if applicable)	\$10	\$1 2
<u>Yearbook</u>	<u>\$70</u> (starting price)	<u>\$8</u> <u>0</u>
Total	<b>\$245</b>	<b>\$5</b> <b>08</b>

\*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

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referees. It is for this reason the ASB Card is a prerequisite for participating in a spirit or athletic team.

## **Student Identification Cards**

Every student is required to have his/her picture taken prior to enrollment for a ***Student Identification Card***. This card is to be carried at all times. When a student has permission for a daily pass to attend a class off campus, he/she must have an authorization sticker on the reverse side of this card to leave.

## **Yearbook**

The ESHS 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 \$70 with ASB; \$80 without. Beginning in October of the school year, the cost of the yearbook increases \$5 per month w/ASB or w/o.

## CLUBS AND ORGANIZATIONS

Club/Organization	Meetings	Advisor(s)
Anigamers	Fri./lunch/K202	R. Gen
Art Club	Tues. & Fri./lunch/C100	T. Churchill
Asian Culture	Mon. /lunch/K202	R. Gen
Ballet Club	Wed./lunch/C100	T. Churchill
CSF	Wed./lunch/K202	R. Gen
Choral Music	class	G. Summers
Comedy Sportz Club	Fri./ Auditorium	J. Hedayat
Cultural Awareness Club	Wed./lunch/K101	P. Pagnucco
Current Event Clubs	Wed./lunch/A201	C. Gast
Drama Club	Tues./lunch/A105	J. Hedayat
ES Debate Club		N. Cobb
Fashion Club	2 <sup>nd</sup> Wed./lunch/K221	T. Traina/P. Wilson
French Club	Fri./lunch/B202	K. Laubenstein
Friendship Circle	Mon./lunch/K209	K. Boden
Gay Straight Alliance	Wed./lunch/A206	R. Gerber
Guitar Club	Fri./lunch/K101	P. Pagnucco
Green Club	Mon./lunch/B104	D. Delello
Habitat for Humanity	Tues./lunch/A203	N. Nguyen
Interact Club	Tues./lunch/A207	M. Mooko
Jewish Students Coalition	Fri./lunch/A206	R. Gerber
Junior Statesmen of America	Wed./lunch/A203	S. Briney
Kayaking Club	Fri./R200	F. Davlantis
Key Club	Thurs./lunch/A206	R. Gerber
Lacrosse		R. Gerber
Link Crew	Min. Mon./lunch/R201	Levenick
Muslim Students Assoc.	Wed./lunch/B101	R. Espinoza
New Life Club & FCA	Thurs./lunch/A103	R. Sabosky
Photo Club	Tues./lunch/E100	D. Reed
Relay for Life Club	Mon./lunch/C100	T. Churchill/ B. Cvejic
Robotics Club	Wed./lunch & 6-8 PM/R202	T. Hawley
Save the Angels	Fri./lunch/K203	B. Cvejic
Spanish Club	Fri./lunch/B100	A. Easlick
The Political Club	Thur./lunch/K205	N. Cobb
Wellness Committee	1 <sup>st</sup> Wed. 2:45/Hall of Fame	R. Smith

*Note:* This is not an exhaustive list. Visit the Student Activities office for more information on clubs and opportunities to get involved on campus and in the community. Also, listen to the bulletin read 2<sup>nd</sup> period on Mondays, Wednesdays, and Fridays for club meeting times and club-sponsored events.

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

- Academic Decathlon – Ms. Stucken
- Journalism – Dr. Gen
- Spirit Team – Marney Hagan and Nicole Martin
- Student Government – Mrs. Espinoza
- Yearbook – Ms. Stucken
- Link Crew Mrs. Levenick and Ms. Nguyen

Students also have the opportunity to serve on the following school wide committees (See Co-Principal for more information):

- Discipline Committee
- School Site Council
- Wellness Committee
- Summer Reading Committee
- WASC Accreditation

# ATHLETICS

ESHS competes in the Southern Section of the South Bay Athletic Association of the California Interscholastic Federation (CIF). El Segundo 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, West Torrance

**Fall Sports** -- Late August to mid-November - Football, Girl's Volleyball and Tennis, Boy's Water Polo, Boys and Girls Cross-country

**Winter Sports** -- Early November to mid-February - Boy's & Girl's Basketball and Boy's Soccer, Girl's Water Polo

**Spring Sports** -- Mid February to mid-May - Baseball; Girl's Softball, Boy's and Girl's Swimming, Track, Tennis, and Volleyball

## ASB Activities Card

An ASB Activities Card is mandatory. It helps support payments for referees, awards, tournament entry fees, and other spirit activities the athletes attend. Approximate cost is \$80.00/annually.

## Additional Costs

Other costs will 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 Fee

\$100 pays for buses in athletics for each sport.

## Code

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 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 -- 6<sup>th</sup> additional practice as required by the coach in addition to games / meets / matches.

# ANNUAL ACTIVITIES AND EVENTS

**Arch Bearers** - An honor for juniors who decorate arches with flowers and present them along the pathway for the seniors during the graduation procession.

**Art Festival** – District-wide

**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** – An inspirational farewell address given by community leaders and students to a graduating class.

**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.

**College Night** - An informational event held in the spring 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 couples. The King, Queen, and Court reign over the Coronation Ball and Homecoming festivities.

**Cottontail Ranch Trip** – An annual senior class field trip to a camp-like setting in the Malibu Hills. Held in late spring, students enjoy a day filled with socializing, swimming, sunning, recreational games, and plenty of food.

**Every 15 Minutes** – A bi-annual alcohol awareness and prevention program sponsored by the ESPD and held the week preceding prom night. A simulated alcohol-related accident using students and staff helps this dramatization drive home an important message.

**Freshman Orientation/Link Crew** – A mandatory 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.

**Health and Wellness Fair** – An educational “hands-on” event held annually in the spring to promote and increase student wellness. It is sponsored by the ESHS Wellness Committee with representatives from various medical, nutrition, and sports fields in the community.

**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,

**International Week** – A week-long springtime celebration that includes activities, performances, and foods that highlight various world cultures.

**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 6<sup>th</sup> grade students.

**Pennies for Patients** - Money drive competition between the second period classes in which students collect coins for the terminally ill.

**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.

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

**Senior Citizens Teas** - Senior Citizens are invited each winter and spring to a lovely tea put on by the ASB.

**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** – An annual spring fund-raiser, sponsored by the Thespian Club. Students audition and perform in front of peers at this popular evening event.

**Top Ten Brunch** - Seniors who rank among the top ten academic places in their class or have achieved a 4.0 GPA and above are invited with their parents to a recognition brunch in the school cafeteria.

# GENERAL INFORMATION

**Career Center** Students enjoy career and college information and speakers in the Career Center. The Guidance Information Service (GIS), a computerized college information service, is available for student and parent use and can be arranged through the counseling office

## **Communications**

### ***Bay Eagle, The***

Award winning monthly newspaper written and published by students for students in the 7<sup>th</sup> period class.

### ***Bulletin, The***

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, all students are encouraged to listen carefully. If for some reason you've missed the bulletin, it is posted in the display cabinet outside the Principal's Office. You may also subscribe through Powerschool to receive it automatically via email.

### ***ConnectEd***

Telephone communication system that allows the school to notify parents of student absences, announcements and emergencies.

### ***Eagle Ears, The***

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.

### ***Guidance Calendar***

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

### ***ListServ***

The ESHS email list maintained by the principal's office.

### ***Marquee, ESHS***

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.

### ***Skuttlebutt, The***

A written 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. Available at the Guidance Office and posted in the display cabinet outside the Counseling Office.

**Cell Phones** Cell phones are to remain **OFF** during class hours. Cell phones are allowed during snack/lunch or in cell phone "free zones" (Attendance Office). Violation of this policy will result in confiscation requiring a parent meeting to pick up phone. Repeat offenses may result in more severe consequences.

**Computer Services** The computer lab is open to students for school projects. Students must be computer literate and have teacher and lab assistant approval to take advantage of this privilege. See acceptable use policy for further details.

**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 he/she may not return.

**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 alcohol or drugs at a school activity will be subject to disciplinary action. Discipline includes 5-day suspension, loss of dance privileges for one calendar year, and student must attend IMPACT program.**

**Faculty Lounges** Areas designated for faculty and staff only 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 events.

**Food Service and National School Lunch Program and Cafeteria** 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.

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. The cost of regular meals for the 2009-2010 school year can be obtained by going to [www.elsegundousd.net](http://www.elsegundousd.net), clicking on “departments” then clicking on “Food Services.”

**Gym Lockers** Gym lockers are provided to athletes during their season. Boys’ and girls’ gym lockers require locks. 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 Guidance Office.

**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 library system. Applications are available at the school and city libraries.

The ESHS Library hours are from 7:15AM to 4:00PM. Students may check out materials for three weeks. There is a 20 cent fine per day charged for any overdue materials. Textbooks may be checked out for a period of time that is authorized by the classroom teacher and librarian. Students with library fines over \$5.00, lost, damaged, or overdue textbooks must clear these fines before receiving their books 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*.

**PE Uniforms** Physical Education Uniforms may be purchased in the Activities Office. The cost is \$14.

**PTA** The ESHS PTA actively supports the school program. Opportunities are available for participation in many PTA sponsored events. Everyone is welcome to attend the monthly PTA meetings held on the first Wednesday of every month at 7PM in the high school library. For more information, go to the web site or contact the high school.

**Release of Diplomas, Grade Progress Reports, Report Cards, Transcripts** Diplomas, progress reports, report cards and transcripts will be released when all classroom books have been returned to the library, outstanding library fines paid, and any outstanding fees in Activities cleared.

**Shop Fees** There are no instructional fees for required courses. However, there may be an excess cost materials fee in some elective classes. Students are responsible for turning in the fee by the end of the second week so they may participate in class projects. See Planning Guide for classes and shop fees.

**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 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** Attendance office phone is available for student use 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 for core curriculum classes. Students are responsible to use and return textbooks loaned in good condition. Fines and replacement costs are charged when books are lost or damaged.

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

**Visitors** All visitors are required to check in with the Principal's Office upon entering and leaving the 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

1<sup>st</sup> Tardy = Warning from teacher

2<sup>nd</sup> Tardy = Warning from teacher

3<sup>rd</sup> Tardy = Call or email to parent by teacher

4<sup>th</sup> Tardy = Detention assigned by teacher- serves with Campus Supervisor.

5<sup>th</sup> Tardy = Referral to Counselor – Counselor calls parent, assigns detention – serves with Campus Supervisor.

6<sup>th</sup> Tardy = Referral to Intervention Counselor - "One on One" they will determine if Saturday school is served and how many hours. (1-4 hours)

7<sup>th</sup> Tardy = Referral to Intervention Counselor. Individual tardy intervention plan established. At that point it is determined if/how Principal or Co-Principal becomes involved.

Note: Every six weeks, Intervention Counselor will run a report identifying all students with **ten or more tardies** in any one class. Those students will be sent a letter from the Co-Principal informing parents of excessive tardies. A list of possible interventions will be included as well as a form for parents to complete indicating how school and home will work together.

### Unexcused Absence due to Tardiness

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

### Tardy Sweeps

**The administration will conduct tardy sweeps at random.** The teachers will be instructed to lock their doors at the bell. Other staff members will gather all students from the halls after the bell do not have a pass. These students will receive a detention to be served the next morning.

## 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.

### **Procedures for Clearing Full day or Part Day Absences**

On the morning of the absence, the legal guardian or his/her written adult designee must call the twenty-four hour attendance line **(310) 615-2662 ext. 308** to report absences. The school must be notified each day of an extended absence. Parents / guardians are strongly encouraged but not required to confirm an excused absence in writing.

Phone and written 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 if not cleared. Appropriate consequences will be assigned based on the official record.

### **Assignments for Excused Absences**

Students with excused absences may complete assignments and tests missed during an excused absence provided that the work can be completed in a timely manner. (Education Codes 40615 and 48205).

### **Assignments for Unexcused Absences**

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

### **Absences Due to School-related Activities**

Students who are eligible to attend school business or extra curricular activities will be released from class and allowed to turn in work on schedule provided the following criteria are 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 making satisfactory progress and has less than three days of unexcused absences in the class that will be missed.

not considered “extra-curricular or co-curricular.” According to Education Code 35145, students may not be excluded from participation in required course activities due to academic or attendance criteria.

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. See page 11.
- 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 administrative staff.

Note: **Students are never authorized to drive to any off-campus activity.** Transportation will be provided when necessary. Failure to follow these guidelines may result 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) days or more.
- Request: One week in advance, the student must circulate 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 will complete all assignments and turn them in to the Counselor on the due date that is defined by the 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 has 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 absence will be recorded as unexcused.

## **Off Grounds Pass**

The parent or legal guardian must submit a note or call 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 Gounds 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, he/she is REQUIRED to check-out with the Attendance Office with permission. The 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.*

## **Home Suspension/ In-House Suspension and Attendance Accounting**

Suspension is considered an unexcused absence for attendance accounting purposes. However, it may not be counted as an unexcused absence for the purposes of determining an attendance fail.

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, it is an important signal for "at risk" behavior. For this reason, it is critical to increase communication with the parent and begin the problem solving process immediately.

### **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.
- No make up work will be accepted.

#### Third Unexcused Absence

- Parents will receive written notice of legal "truant status" by the Attendance Office.
- Teacher will send referral to Counselor.
- Students will serve detention as assigned by teacher.
- SART hearing may be held.

## **Student Attendance Review Team (SART)**

SART Membership will include

- Principal and/or Designee
- Counselor
- Teacher assigning the Attendance Fail

- Police Representative, as is appropriate
- Parent or Guardian
- Student

#### Purpose of Meeting

- Review the current achievement status
- Investigate reasons for the unexcused absences\*\*
- Develop a plan for improvement
- Set a timeline for monitoring and evaluating progress
- Set the necessary legal steps in motion
- Recommend removal of the student's driver's license to the appropriate authorities

\*In rare cases, an *attendance fail* may be held in abeyance under extenuating circumstances which will be determined by the principal/designee in counsel with the S.A.R.T. Team. (See Attendance Fails)

### **Habitual Attendance Concerns**

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 habitual truancy or excessive tardiness.

### **Attendance Fails**

Students with five or more unexcused absences in a given class per semester are subject to receiving a failing grade and being withdrawn from the class.

Students who receive an attendance fail in one to three classes are considered "at risk." The teacher should notify the student's counselor. The Student Attendance Review Board and the Probation Department will also be notified.

Students who receive an attendance fail in four 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 as is appropriate to their educational and social needs. The Police and Probation Department may be notified for possible legal action.

Excessive absences may lead to loss of prom and graduation privileges.

# SCHOOL SAFETY

## Bullying

Annual student surveys indicate that most students feel safe at El Segundo High School. However, it is important for any student who feels bullied on campus to report the offense immediately to the Campus Supervisor. (This includes any cyberbullying off-campus that may present a problem at school.)

## Care of School Property

An important quality of being a responsible person is showing respect for public and private property. Damage to school, including 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, he/she must remain on campus until the end of the school day 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.

In addition, the city of El Segundo has a daytime curfew ordinance. Students must have proof they are legally off campus or they may receive a citation that requires an appearance before a judge and a stiff fine.

Students who are authorized to participate in an educational activity that is located off of the Main Street campus, such as Water Polo, must obtain a special authorization from the Principal's Secretary. Such 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 the El Segundo Police Department and/or subject to appropriate school consequences under the Education Code 4890.

## Leaving an Assigned Area

A student will be assigned an unexcused absence if he/she leaves class, a place where he/she 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 Co-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. 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 reason, lockers are subject to legal search under California Law.**

## **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.

\*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

## **Personal Transportation**

As per ESUSD Board Policy, riding skates, skateboards, roller blades, roller shoes, motorized and/or self-propelled scooters or use other roller type devices shall not be ridden or stored on school property. If confiscated, they will be returned only to parents. Unclaimed items will be donated to charity at the end of the school year.

Student vehicles are not allowed to be parked in the teachers/faculty/staff parking lot. Vehicles without faculty parking passes are 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.

## **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 an automatic five day suspension and warrant a recommendation for expulsion

Students in possession or under the influence of alcohol or drugs at any school activity will lose 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 drugs or alcohol are present (but not necessarily) holding it, he/she may receive the same consequences.

## **Valuables and Electronics**

Valuables and electronics such as iPods, cameras, and laser pointers should be left at home. ESHS is not responsible for lost or stolen property. These items, if confiscated, 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 only be used during snack/lunch and in “cell free zones”. 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 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.

# DISCIPLINE POLICIES

Occasionally, a student may choose to behave in a manner that is counterproductive to a well ordered, positive learning environment. Individuals perceive the seriousness of behavior from different perspectives. 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.

Discipline policies are developed following the California Education Code, ESUSD Board Policy, and site faculty and staff upon recommendation from the ESHS Discipline Committee. These policies are reviewed and revised as the need arises. The Discipline Committee, which meets quarterly, is comprised of staff, parents, 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 Co-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. Teacher and/or office aides must remain in their assigned spot unless on a brief teacher 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, to varying degrees, result in disciplinary consequences. Teachers and staff will monitor student behavior and may 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). If 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.

The student appears at the detention room at 7:00 AM the next morning. Once the door closes no one is admitted. The detention is considered "not served" for the late student.

The Detention Supervisor has student sign the detention log at the close of the period.

The detention is entered into the student's discipline file.

### Unserved 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 Counselor, Campus Supervisor, or designee will phone the parent and assign Saturday School.

**Step Three** After serving three Saturday School detentions in a semester, extracurricular privileges and/or student activities may be revoked in addition to other interventions or consequences as appropriate.

## Excessive Detentions

### ***In One Class:***

A teacher is encouraged to notify the Counselor to

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

### ***In more than one class:***

The Co-Principal, Counselor, or designee will monitor the records of students with excessive disruption in several classes. He/she may take some or all of following actions:

- Parent Conference 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.
- Suspension for *willful disobedience* and/or *continued disruptive behavior* with Saturday School make-up.
- Referral to the police department for a citation for a fine through the juvenile court procedures.
- Conference with the student

## 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 every other Saturday morning, on campus, and supervised by a certificated staff member. As part of a progressive discipline program, assigned hours may vary from two to four, depending on the infraction. Failure to serve Saturday School will result in in-house or at-home 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) – ZERO TOLERANCE**

- **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 in 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, during lunch period (whether on or off school grounds), and while going or coming from school or school activities.

**Sexual Harassment Reporting**

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

# GUIDANCE SERVICES

The personal touch is an important ingredient for the long range success of young people. El Segundo High School students are fortunate to have an excellent guidance staff to help along the way.

The ESHS Guidance Program allows students to have a caring counselor, confidant, and ally for four years of high school. The Counselor helps to set and achieve challenging goals. He/she assists in academic, social and personal problem solving; as well as career and college planning.

When a student wishes to talk with a Counselor, he/she may call or complete an appointment request in the Guidance Office. Office hours vary and requests for appointments are honored as soon as possible.

## COUNSELING

### Educational 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 information including familiarization with admissions requirements for colleges/universities.
- Facilitate college representatives on campus.
- Facilitate financial aid information and applications.

### Career Planning

- In addition to the Career Exploration course requirement, ESHS Counselors assist in the student's search for career paths.
- Provide access to work experience, computerized college and career information, and career speakers programs.

### Personal Counseling

- Provide crisis intervention, and referral information for special needs of parents and students.
- Evaluate school, district, and community programs to match student needs.

## Academic Records

### Grade Point Average Calculation

Grade Point Average (GPA) is determined by assigning each grade a number, called grade points.

Most Courses:            A = 4.0            B = 3.0            C = 2.0            D = 1.0            F = 0

Advanced Placement  
& Honors Courses:    A = 5.0            B = 4.0            C = 3.0            D&F = Same as above

#### **Example 1**

English	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	20 grade points

$$20 / 6 = 3.33$$

#### **Example 2**

Spanish 3	A = 4
Physics	B = 3
Honors English II	A = 5
A.P. U.S. History	B = 4
Honors Pre-Calculus	A = 5
<u>Football</u>	<u>A = 4</u>
Six Classes	25 grade points

$$25 / 6 = 4.17$$

**Class Ranking Determination** Class ranking at ESHS is based on a modified weighted Grade Point Average (GPA). The cumulative GPA at the 12-week grading period of the second semester of the senior year will be used to calculate the ranking. As noted above, weighted grade points mean that certain rigorous academic classes are assigned an extra grade point instead of the normal 4 point scale.

First, a determination will be made as to which students have never received less than a weighted grade point of "4" (a "B" in an Honors or AP class is acceptable other classes must be all "A"). Then the eligible pool of students will be compared by adding together (the sum) all of the grade points each has earned in UC/CSU approved courses, including weighted courses. Thus, the Valedictorian will have at least a 4.0 and have earned the most credit in UC/CSU approved courses. The Salutatorian will be the next highest ranked student under that process. The remainder of the graduating class (outside of the eligible pool) will be ranked on a weighted basis (the division of all grade points earned by the number of total courses attempted).

**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. They must be sent by the testing company to the colleges of your choice directly.

**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. Changes for foreign language, math, special needs classes or athletics courses require teacher/coach approval after the deadline date.

**Summer School** Summer school may be required for students who fail courses or do not receive the minimum grade necessary to advance to the next level of certain subjects. In addition, students desiring to take summer school course(s) for enrichment must have counselor-approval before enrolling.

**Testing** In order to graduate from high school, every student must pass the California High School Exit Exam, (CAHSEE), a series of proficiency tests that demonstrate competence in English – Language Arts and mathematics skills.

## TESTING INFORMATION 2009-10

TEST	DESCRIPTION	WHO TAKES IT?	WHEN?
<b>Physical Fitness Test</b>	A test which measures physical fitness, including aerobic capacity, flexibility, body composition, and upper body strength.	Freshmen & those still needing to pass	Spring Semester
<b>PSAT</b> Preliminary Scholastic Aptitude Test	A test similar to the SAT that provides feedback on a student's potential on the SAT.	Juniors and below	OCTOBER
<b>SAT</b> Scholastic Aptitude Test	A norm-referenced test that measures performance in critical reading, writing, and math. Scores compare students to others nationwide. Colleges and universities use these results as part of entrance criteria.	Juniors and Seniors	<a href="http://www.collegeboard.com">www.collegeboard.com</a> See dates herein
<b>ACT</b> 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	<a href="http://www.actstudent.org">www.actstudent.org</a> See dates herein
<b>CAHSEE</b> California High School Exit Exam	Beginning with the class of 2006, all students in the state of CA must pass this test in order to receive a high school diploma. It consists of two four-hour exams that test reading, writing, and math.	Grade 10 and those still needing to pass	Grade 10 MARCH  GRADES 11- 12 NOVEMBER, MARCH AND MAY
<b>Reading Placement Test</b>	A 45-minute test that assesses reading comprehension levels. Results help determine English class placement for the next school year.	Freshmen, Sophomores, and Juniors, excluding those in Honors English	JUNE
<b>EAP</b> Early Assessment Test	Sponsored by ETS and the California State University system, this test (if passed) waives the CSU placement test in English and/or math. All students who take the EAP will receive valuable feedback regarding their preparedness for college, based on their scores.	Juniors	Spring Semester
<b>AP</b> 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.	MAY
<b>STAR</b> Standardized Testing and Reporting	A series of CSTs (California Standards Tests) based on the California Content Standards in English, math, science and social studies.	Freshmen, Sophomores, and Juniors	MAY

# GRADUATION REQUIREMENTS

To graduate from El Segundo High School, one must complete a minimum of **220 units**. Five units of credit 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.

English/Language Arts		
English 9	10 units	1 Year
English 10	10 units	1 Year
English 11	10 units	1 Year
<u>English 12</u>	<u>10 units</u>	<u>1 Year</u>
<b>Total</b>	<b>40 units</b>	<b>4 Years</b>
History/Social Science		
World History	10 units	1 Year
United States History	10 units	1 Year
Geography or (AVID)	5 units	1 Semester
Political Behavior	5 units	1 Semester
<u>Economics</u>	<u>5 units</u>	<u>1 Semester</u>
<b>Total</b>	<b>35 units</b>	<b>4 Years</b>
Mathematics		
Math Selection	10 units	1 Year
Math Selection	10 units	1 Year
<u>Math Selection</u>	<u>10 units</u>	<u>1 Year</u>
<b>Total</b>	<b>30 units</b>	<b>3 Years</b>
Science		
Physical Science Selection	10 units	1 Year
<u>Life Science Selection</u>	<u>10 units</u>	<u>1 Year</u>
<b>Total</b>	<b>20 units</b>	<b>2 Years</b>
* Physical Education*		
<u>Physical Education and/or Athletics Selections</u>		
<b>Total</b>	<b>20 units</b>	<b>2 Years</b>
Career Explorations (or AVID)	<b>5 units</b>	<b>1 Semester</b>
Advisory, Health, Computers, and Study Skills		
Foreign Language or Visual/Performing Arts	<b>10 units</b>	<b>1 Year</b>
Electives	<b>60 units</b>	
<b>Minimum Graduation Requirements</b>	<b>220 units</b>	

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

All students must include Algebra 1AB or Algebra 1A & 1B as part of the graduation requirements.

All students must pass California High School Exit Exam (CAHSEE). Seniors: Must have full-time student status to participate in the graduation ceremony.

## High School Diploma Alternatives

Some students experience circumstances that require an alternative program to receiving a high school diploma. Students who are sixteen or older may opt to pursue a high school diploma in alternative ways.

- Arena Continuation High School Diploma
- Virtual Academy

## Educational Paths to Success

- Goal =
- \* University of California
  - \* California State University
  - \* Private Institutions
  - \* Community College and Career Paths

	<u>Units</u>	
<b>Language Arts</b>	<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
<b>Social Science</b>	<u>10</u>	Geography 9 & Career Exploration (or AVID)
	<u>10</u>	World History 10
	<u>10</u>	American History 11 or American History AP
	<u>5</u>	Economics 12 or Economics AP
	<u>5</u>	Political Behavior 12
<b>Mathematics</b>	<u>10</u>	Algebra 1A or 20 Algebra A and Algebra B
	<u>10</u>	Geometry 1AB
	<u>10</u>	Algebra 2AB or Algebra 2MCR
	<u>10</u>	Pre-Calculus, Calculus, and/or AP Stats
<b>Science</b>	<u>10</u>	Biology 1AB
	<u>10</u>	Chemistry 1AB
	<u>10</u>	Biology 2AB, Biology AP, or Anatomy & Physiology
	<u>10</u>	Physics or Physics AP
<b>Second Language</b>	<u>20</u>	Spanish 1&2 or French 1&2 *Level 3 Recommended
<b>Visual/Performing Arts</b>	<u>10</u>	A-G Approved Selections in Visual and Performing Arts
<b>Physical Education</b>	<u>20</u>	Physical Education & Athletics
<b>Electives</b>	<u>30</u>	UC/CSU Approved_Selections*

\*See course listing for UC and CSU approved electives.

## **Educational Paths to Success (con't.)**

### **University of California CSU Minimum Requirements**

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

- A      2 years - U.S. History/Government and World History
- B      4 years - College Prep English
- C      3 years (4 years Recommended) - Advanced Mathematics
- D      2 years - Lab Sciences, 1 year Physical Science/1 year Biological (3-4 years recommended)
- E      2 years (3 years Recommended) – Language other than English
- F      2 years - College Prep Electives\*
- G      1 year - Fine Arts

SAT I or ACT

SAT II required by UC (2 subject test required through the Class of 2011)

### **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.

# COLLEGE ENTRANCE TESTING

Most four year colleges require aptitude testing as a part of the admissions procedures. These tests are weighted differently from college to college.

- The best preparation is a solid education. Scores will improve as a student develops mathematical and verbal skills in the challenging high school courses.
- Personal growth in reading skills helps a student score higher on tests. Those who read increasingly challenging books for fun regularly, tend to score at the top of their ability range.
- Preparation for the verbal section takes a period of time to accomplish. It is not an overnight task. Some students have found SAT/ACT course valuable. Your success in a preparation class depends upon your determination to make the most of the class. Once you've learned new skills, practice them! When you use the skills you've learned, you'll continue to improve your performance.

## PSAT

The *Preliminary Aptitude Test, a National Merit Scholarship qualifying Exam (PSAT/NMSQT)*. This is an October practice test given to juniors. Some high achieving sophomores take the test as practice.

**THE 2009 TEST DATE IS 10/17/2009.**

This test is designed to give students an idea of the procedures, a questions, and scope of the SAT I. The verbal content has an emphasis on: critical reading, using vocabulary in context, and comprehension of reading passages. It has no antonym questions. The math test includes the use of a calculator and entering some answers on a graph.

Students receive personalized results that are detailed in a way that helps a student to understand his/her academic strengths and areas for improvement. In addition, it provides excellent guidance information based on a designated major or area of interest.

It is important to note that the *National Merit Scholarships Semifinalists* are determined by scores of the PSAT taken during the junior year.

## SAT

The Scholastic Aptitude Test, or **SAT I** measures math, reading, and writing. It is given at designated test centers. Students receive a math score, a critical reading, and a writing score which has a range from 200 to 800. This important test is used by the college as a primary predictor of success. Most four year colleges require either the SAT or ACT for admissions. Most community colleges recommend but do not require testing.

The **SAT II** (Subject Tests) are diagnostic measures of the knowledge a student has acquired in specific subject matter areas. Each test is one hour in length. A student may take up to three tests in one sitting. Fourteen different subject tests are offered. The University of California requires a student to take two subject tests (through the class of 2011). The California State Universities do not require these subject tests.

Students may begin taking the SAT exams in their sophomore year.

## College Entrance Testing (con't.)

### SAT Schedules and Expenses

#### Registration Deadlines

REG DEADLINE:	TBD	TBD	TBD	TBD	TBD	
LATE REG:	TBD	TBD	TBD	TBD	TBD	TBD
<b>Test Dates</b>	10/10/09	11/07/09 06/05/10	12/05/09	01/23/10	05/01/10	

#### SAT 1

Reasoning

#### SAT II

Writing

Literature

American History  
& Social Studies

World History

Math Level I

Math level 2

Biology EM

Chemistry

Physics

Chinese Listening

French Reading

French Listening

German Reading

German Listening

Modern Hebrew Reading

Italian Reading

Japanese Listening

Korean Listening

Latin Reading

Spanish Reading

Spanish Listening

English Proficiency

Applications for these tests are available in the Guidance Office.

Go to [www.collegeboard.com](http://www.collegeboard.com) for on line registration and further testing details.

See your Counselor for additional information and registration fees.

## College Entrance Testing (con't.)

### ACT

The American College Test (ACT) is an equivalent of the SAT. Most colleges accept either exam. However, there are some colleges that designate one or the other. The ACT tests English, mathematics, science, and reading. A score for each section is given. The score which is commonly used for admission purposes is the composite score. Some students score higher on the ACT than on the SAT.

Test Date	Registration Deadline	<u>(Late Fee Required)</u>
9/12/09	08/07/09	8/8-08/21/09
10/24/09	09/18/09	09/19-10/02/10
12/12/09	11/06/09	11/07-11/20/09
02/06/10	01/05/10	1/6-01/15/10
04/10/10	03/05/10	03/06-03/19/10
06/12/10	05/07/10	5/8-05/21/10

Go to [www.actstudent.org](http://www.actstudent.org) for online registration and further testing details.

### Important Test Registration Reminders

- Registration forms postmarked after the late registration deadline will be returned.
- If you miss the late registration deadline, you may try standby registration.
- Request for special testing arrangements must be received by the regular registration deadline.
- If you are applying to colleges, requesting an early decision, be sure to take the test during your *junior year*. Test scores from your senior year will probably not be reported in time for early decision deadlines.

# COLLEGE SELECTION WORKSHEET

In thinking about your selection of a college, use this as a guide to focus your thinking. Going to college is a team effort. Be sure to include your family in a dialog when setting your post high school goals and planning.

Instructions: Check your choice under each heading:

1. My overall grade point average is \_\_\_\_\_. My academic grade point average is \_\_\_\_\_.

2. My college entrance exam scores are: SAT \_\_\_\_\_ PSAT \_\_\_\_\_ ACT \_\_\_\_\_ SAT II \_\_\_\_\_

3. After I graduate, I plan to attend:

Community College       Public College or University       Private College or University

Business       Professional School       Technical School

4. I prefer a school whose entrance requirements are:

Most competitive       Highly competitive       Very competitive       Competitive

Less competitive       Non-competitive

5. I wish to attend a college with the following characteristics

Coeducational       Gender Alike

Small Enrollment       Medium Enrollment       Large Enrollment

In a big city       In a suburban town       In a rural setting

Fraternities and sororities       No fraternal organizations

Affiliated with my religious faith       Chapel on Campus       Church Services accessible

Military theme       ROTC       No military affiliations

6. My residence and travel plans are:

To live at home       To live at school

Near home       In another city in California       Outside of California       Abroad

If I go away to school, I am interested in this geographic area: \_\_\_\_\_.

7. In planning the funds for college, I anticipate financial assistance from:

My savings       Family savings       Scholarships       Student Loans

## Setting Goals for Post High School

As you make decisions about your plans after high school, check the appropriate boxes on the following lists.

1. My post high school plans include:

- |  |  |
|--|--|
| <input type="checkbox"/> Community College           | <input type="checkbox"/> Technical/Trade School          |
| <input type="checkbox"/> State College or University | <input type="checkbox"/> Apprenticeship Program          |
| <input type="checkbox"/> University of California    | <input type="checkbox"/> Working                         |
| <input type="checkbox"/> Private College             | <input type="checkbox"/> Transfer Alliance Program       |
|  | <input type="checkbox"/> Business or Professional School |

2. To achieve this goal, I need to:

- narrow my college choices and gather more information.
- visit at least three colleges or trade/technical schools during the next year.
- discuss my goals and plans with my family.
- acquire job skills.

3. My financial plans are to:

- pay the full cost of further education.
- work to earn money for my expenses.
- discuss with my family the sharing of expenses.
- apply for financial aid (scholarships, grants, or loans).

4. My residence plans are to:

- remain in Los Angeles.
- remain in California.
- leave California and live in another state.
- go where the school or job takes me.
- look for employment that is travel related.

5. My post high school degree goal is to earn

- a certificate or credential that is usually one or two years beyond high school.
- an Associated of Arts (A.A.) Degree that is two years of college work.
- a Bachelor of Arts (B.A.) Or Science (B.S.) degree that is four years of college work.
- a Master of Arts (M.A.) or Science (M.S.) degree that includes post graduate work.
- a Doctoral Degree that includes usually four more years.

### Post high school education preparatory courses and requirements.

Generally speaking, academic classes' best prepare a student for the rigor of college work and life preparation.. Depending on a person's interests, course selections will vary. However, courses in English, science, social science, and math will prepare you for college and life after school.

In planning, students should consider the entrance requirements for a broad range of institutions. It is important to be fully aware of what high school courses are required by a school of interest.

All students should explore the Southern California Regional Occupational Center offerings. Students with job skills make better wages than those who do not. Students are encouraged to plan ahead to be ready to meet the challenges of a post high school world.

# FINANCIAL AID

## Do I have to be a “straight A student” to qualify for financial aid?

No! The most common factors considered in awarding scholarships are academic achievement, character, and financial need. Academic achievement is measured by the grade point average, test scores, and level of course work. Character is assessed by participation in service, school, and civic activities. Attitude and personality are evidenced by personal references.

An education lasts a lifetime; thinking you can't afford one could be a costly mistake.

## Steps to Success in Receiving Financial Aid

It is important to remember that scholarships are not granted automatically. Students must search to be fully informed. Complete, timely, high quality applications will help students to be competitive. A successful scholarship search takes time, fortitude, and patience. These are a few suggestions for getting started on the road to success:

- Begin to research sources for scholarships immediately. It is never too early to begin planning.
- Keep informed. Check the ESHS website at [www.elsegundohigh.org](http://www.elsegundohigh.org), the Senior Scuttlebutt, and the Guidance Office for meetings, deadlines, and applications information.
- Most colleges provide comprehensive workshops in January or February to help parents of seniors finalize their financial aid applications forms. Call the financial aid office of your local community college or university for the schedules of financial aid presentations.
- Be aware of the requirements for scholarships and grants competitions for colleges that interest you.
- Set and achieve goals to remain competitive.

## How do I find out about financial aid?

Most financial aid is awarded to students who can demonstrate a need. In making college decisions you may wish to find out about the criteria that are used to determine the level of need. In January, you may pick up an informative booklet, “Financial Aid for Students.”

## What is financial need?

Grants and/or low interest loans may be used to meet the costs of many trade and technical schools as well as the costs of community college, any four year colleges when there is a grant by needs analysis.

The lower the total family income, as reported by the IRS and the higher the cost of the education, the greater financial need. Students having the greatest need receive the maximum awards; minimum awards are given to students with less need. A student may have differing needs depending on costs of each campus. List the most expensive campus first on the application, if several are under consideration. It is easier to adjust grants downward then increase grants for a more expensive campus.

The official analysis of your level of need takes place during the filing process in your senior year. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for an online application and further information. These forms must be mailed January or early February. Remember that these financial aid forms are usually reviewed very soon after they are received. If your request is late, funds may be very limited by the usual March deadlines.

## **Sources for Financial Aid**

### **Athletic Scholarships**

A student entering college must meet specific academic requirements to be eligible for financial aid that is awarded by a division-one college; or he/she must practice and compete on an intercollegiate division-one team during the first year of attendance. Go to [www.nlag.org](http://www.nlag.org) for further information.

### **College Offered Scholarships**

Many scholarships are granted directly from the colleges. The scholarship application may be part of the college admission process. Some are granted on merit and some on need. Always file an application for financial aid along with your application for admissions.

### **Corporations and Business**

Many corporations and businesses offer aid to students who are majoring in fields related to their activities or interests. If a student is interested in a specific field, he/she should call related companies' personnel offices for information, applications, and forms.

### **Employers, Union, and Church Scholarships**

Scholarships may be available from a parent's place of employment, union, and/or church. Many large corporations also offer loans to their employees' children.

### **Local Business and Civic Organizations**

A large number of scholarships are donated by various local businesses and organizations. In the spring semester, local scholarship packets are available for seniors and are distributed by the main office.

### **National Merit Scholarships Competition Qualifications**

Juniors scoring in the top one-half of one percent on the PSAT (Preliminary Aptitude Test) in October will automatically be placed in competition for National Merit Scholarships. Students must pay a fee to register for the PSAT. Only registered students will be tested.

### **Special Needs Scholarships**

Financial aid is available to physically or mentally disabled students to assist in meeting the expenses of vocational training. Qualified students should contact the California Department for Rehabilitation for more information.

## **Government Grants**

### **State and Federal Grants**

The first step in a search for financial aid during the senior year is making an application for state and federal grants. Even if an academic or athletic scholarship is a possibility, colleges expect qualified students to make application for these grants in January of their senior year. Make a list early in your senior year of the state and local scholarships for which you are qualified. Follow through with the appropriate applications in a timely manner.

#### *CAL Grant A*

Cal Grant A is funds for students with a financial need who are enrolling in a California four-year college. Eligibility is based on financial need and GPA. GPA cut-off 1999 was 3.30. Grant averages/ranges are:

CSU: \$2772; UC: \$6636; Independent colleges: up to \$9708.

Interested students should call the financial aid office of our local community college or university for the schedules.

#### *CAL Grant B*

Cal Grant B funds are for disadvantaged students in financial need who are enrolling in a California four-year college. Eligibility is based on financial need and disadvantaged background. Can be paid for up to four years of full-time study.

One subsistence only payment in 1<sup>st</sup> year up to \$1,551; in subsequent years, student receives subsistence and tuition fees comparable to Cal Grant A..

#### *CAL Grant C*

Cal Grant C funds are for those students in financial need who are enrolling in a trade or vocational school in California. The course of study may be from four-months to two-years in duration. The grant maximum for independent and proprietary schools is \$2,592; plus a stipend up to \$576 training related costs.

#### *California Student Aid Commission*

Scholarships are available from the California Student Aid Commission for dependents of deceased or disabled peace or law enforcement officers. Awards range from \$100 to \$1,500 per year with a maximum of \$6,000 in a six year period. Scholarships may be used to attend any college in California.

#### *PELL (Basic) Grant*

Awards of these funds are based on a federal formula and may be used in all states for college or vocational programs. The PELL Grant is known as a basic grant since it is the base for all other financial aid in a college financial package. The awards range from \$609 to \$5350 per year.

#### *Ethnic Groups*

Native American, Eskimo, and Aleutian students are entitled to receive grants and loans from the Bureau of Indian Affairs.

#### *Military Service*

At a military service academy, such as the Air Force Academy, being accepted is considered to be a \$150,000 scholarship. Further information is available on college nights and through the Career Center and military recruiting offices.

## California Scholarship Federation

Competition for CSF Scholarships is open to Sealbearers. CSF Sealbearers are students who have joined CSF at least four semesters by qualifications of grades earned during the last six semesters of high school; including at least one semester in the senior year. CSF Scholarships are usually granted as a part of a financial aid package offered to the student making admission application to a specific college.

## Financial Aid Calendar for the Senior Year

If you are wondering whether you should make application for financial aid, you probably should. This application process is not necessarily for grants only. Scholarships, low interest loans, and other forms of aid and financial aid packages are available through this process too.

### *September and October*

- ( ) Attend college night financial aid workshop at ESHS.

### *November/December*

- ( ) Complete and mail the Cal Grant GPA verification form. They are available in the Guidance Office or online at [www.csac.ca.gov](http://www.csac.ca.gov) (counselor signature is required)
- ( ) Attend financial aid workshops that are offered by the local colleges. These meetings will help to answer your questions about the process and forms.

### *January/February*

- ( ) Attend financial aid night at ESHS
- ( ) **Complete and submit FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)**
- ( ) If you are applying to an independent school you may also need to submit the CSS profile. See your counselor for more information.

### *March*

- ( ) If you have not yet done so, submit the FAFSA application and the Cal Grand GPA verification form. Deadline is March 2.

### *April*

- ( ) Review and compare financial aid offers before deciding on a college.

# Financial Aid Tips

1. Apply! Don't assume your income makes you ineligible for financial aid.
2. Apply for your PIN now at [www.pin.ed.gov](http://www.pin.ed.gov) . You must have a PIN to submit the FAFSA.
3. File taxes early. Begin gathering documents and records now.
4. Put all deadlines on a calendar
5. Start a financial aid file and keep copies of all documents submitted for each year.
6. If you send documents through the mail make sure to get a certificate of mailing. Mail as early as possible.
7. Apply each year for financial aid.
8. Research outside agencies for scholarships
9. Be sure to use the same form of your name on all forms. For example, don't use John Smith on one form and Johnny Smith on another.

## **Helpful Websites**

<a href="http://www.pin.ed.gov">www.pin.ed.gov</a>	Apply for PIN –online FAFSA form
<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>	FAFSA form
<a href="http://www.csac.ca.gov">www.csac.ca.gov</a> form	Cal Grant Program/Verification
<a href="http://www.calgrants.org">www.calgrants.org</a>	Cal Grant Information
<a href="http://www.fastweb.com">www.fastweb.com</a>	Scholarship Search
<a href="http://www.schoolsoup.com">www.schoolsoup.com</a>	Scholarship Search
<a href="http://www.studentaid.ed.gov">www.studentaid.ed.gov</a>	Financial Aid Information
<a href="http://www.collegeboard.com">www.collegeboard.com</a> SAT Information/Search	CSS Profile, Scholarship Search, Registration, College
<a href="http://www.actstudent.org">www.actstudent.org</a>	ACT Registration, college Information, etc.

# 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: Mrs. Mary See Keener, ESUSD 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:
  - 1. 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).
  - 2. Child care and development programs
  - 3. Child nutrition programs
  - 4. Special education programs
  - 5. 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 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 and Student Matters** – Janice Hickey, Director of Educational Services

641 Sheldon Street, El Segundo, CA 90245 310/615-2650 Ext. 250

**Personnel Matters** - Mary See Keener, Executive Director/Administrative Services

641 Sheldon Street, El Segundo, CA 90245 310/615-2650 Ext. 221

**Special Education Matters** - Dale Lofgren / Pupil Services

641 Sheldon Street, El Segundo, CA 90245 310/615-2650 Ext. 271

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.

# 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.

## 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 such as Kazaa, Limewire, Audio Galaxy and Morpheus.

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 sign a contract accepting the ESUSD Acceptable Use of Electronic Resources Policy.**

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