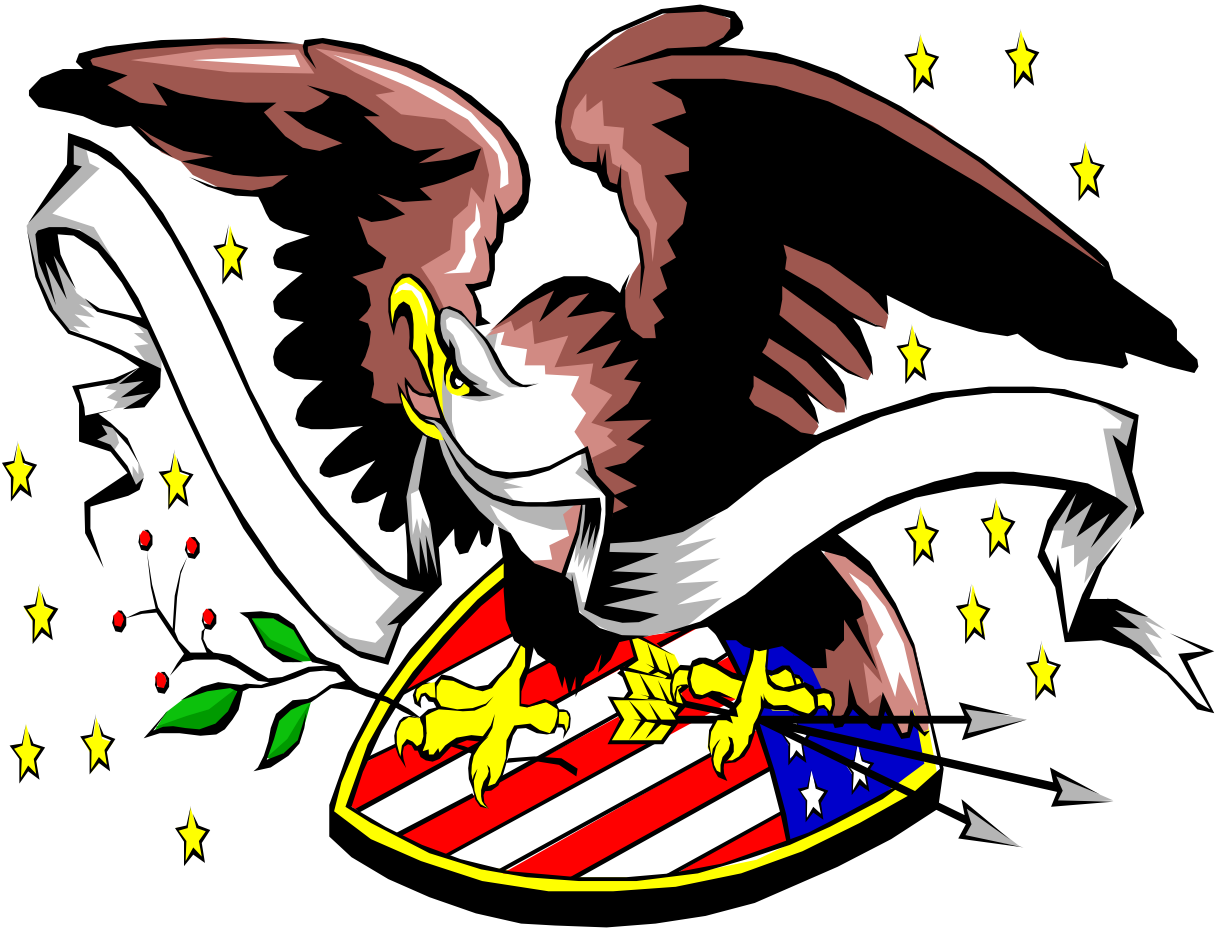


EL SEGUNDO HIGH SCHOOL STUDENT HANDBOOK 2011 - 2012



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.

Principal's 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 – in academics and in co-curricular activities. You will have the opportunity 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 please make sure to 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 a global society.

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.

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

Sincerely,

James C. Garza,
Principal



El Segundo Unified School District

641 Sheldon Street
El Segundo, CA 90245

Board of Trustees

Lisa Wilkin
William Watkins, Ed. D.
Ann Coles
Robin Funk
Chris Powell

Superintendent

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

El Segundo High School Administration

James Garza
Principal
(310) 615-2662 Extension 301

Ali Rabiei
Assistant Principal
(310) 615-2662 Extension 302

ADMINISTRATION AND STAFF

Administration

Principal	James C. Garza	(310) 615-2662 ext.301	jgarza@esUSD.k12.ca.us
Assistant Principal	Ali Rabiei	(310) 615-2662 ext.302	arabiei@esUSD.k12.ca.us
Administrative Assistant	Gigi Thompson	(310) 615-2662 ext.300	gthompson@esUSD.k12.ca.us

Athletics and Student Activities

Athletic Director	Steve Shevlin	(310) 615-2662 ext.310	sshevlin@esUSD.K12.ca.us
Student Activities/Athletics Secretary	Patricia Guzman	(310) 615-2662 ext.312	pguzman@esUSD.K12.ca.us
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	respinoza@esUSD.k12.ca.us

Attendance

Attendance Clerk	Ellen Covarrubias	(310) 615-2662 ext.308	ecovarrubias@esUSD.k12.ca.us
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Counseling and Guidance

Last Names A- LD	Stephanie Burns	(310) 615-2662 ext. 306	sburns@esUSD.k12.ca.us
Last Names LE-Z	Tiffani Traina	(310) 615-2662 ext. 307	ttraina@esUSD.k12.ca.us
Educational Advisor	Marcos Bolanos	(310) 615-2662 ext. 305	mbolanos@esUSD.k12.ca.us
Educational Advisor	Linal Miller	(310) 615-2662 ext. 314	lmiller@esUSD.k12.ca.us
School Psychologist	Jan Van Horn	(310) 615-2662 ext 356	jvanhorn@esUSD.k12.ca.us
Registrar	Roberta Allen	(310) 615-2662 ext.304	rallen@esUSD.k12.ca.us

Custodial and Food Services

Head Custodian	Gable Solomon	(310) 615-2662 ext.318	
Cafeteria Manager	Polly Houston	(310) 615-2662 ext.343	phouston@esUSD.k12.ca.us

Discipline and School Safety

Campus Supervisor	Tomas Romo	(310) 615-2662 ext.303	tromo@esUSD.k12.ca.us
School Resource Officer - ESPD	Steve Paulsen	(310) 615-2662 ext. 364	spaulsen@elsegundo.org

Library and Technology Services

Librarian	Joanne Gen	(310) 615-2662 ext. 340	jgen@esUSD.k12.ca.us
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FACULTY

Teacher	Department	Location	Ext.	Email Address
Giti Azizi	Graphic Arts	E105	373	gazizi@esud.k12.ca.us
Karen Boden	Economics	K209	338	kboden@esud.k12.ca.us
Marcos Bolanos	Social Studies	K205	324	mbolanos@esud.k12.ca.us
Linda Brown	English	K201	319	lbrown@esud.k12.ca.us
Karen Byrd	Science	R100	359	kbyrd@esud.k12.ca.us
Kathy Clemmer	Math	A210	323	kclimmer@esud.k12.ca.us
Branka Cvejic	English	A203	352	bcvejic@esud.k12.ca.us
Fotis Davlantis	Science/AVID	R200	348	fdavlantis@esud.k12.ca.us
Sarah Davlantis	Social Studies	A203	351	sdavlantis@esud.k12.ca.us
Deanna Delello	Spanish	B104	380	ddelello@esud.k12.ca.us
Mark Doering	Math/AVID	A205	328	mdoering@esud.k12.ca.us
Donna Dotson	Math	A103	329	ddotson@esud.k12.ca.us
Steve Eno	Science	R202	367	seno@esud.k12.ca.us
Bill Erickson	Social Studies	K103	325	berickson@esud.k12.ca.us
Robin Espinoza	Soc Stud/ASB/AVID	B101	311	respinoza@esud.k12.ca.us
Steve Fox	Band	R104	316	sfox@esud.k12.ca.us
Craig Gast	Social Studies	A201	320	cgast@esud.k12.ca.us
Ray Gen	English/	K202	335	rge@esud.k12.ca.us
Rachael Gerber	English	A206	337	rgerber@esud.k12.ca.us
Jennifer Hedayat	English	A104	360	jhedayat@esud.k12.ca.us
Emily Hirsch	Special Education	A102	357	ehirsch@esud.k12.ca.us
Jason Ito	Social Studies	A204	326	jito@esud.k12.ca.us
Tracy Kadonaga	Art/Adv. Art	C100	368	tkadonaga@esud.k12.ca.us
Andrew Kelley	Special Education	B200	385	akelley@esud.k12.ca.us
Karen Laubenstein	French	K205	324	klaubenstein@esud.k12.ca.us
Katelyn Levenick	Science	R201	327	klevenick@esud.k12.ca.us
Dana Lund	Science	R101	317	dlund@esud.k12.ca.us
Bonnie Maye	Business Math/Econ	E102	395	bmaye@esud.k12.ca.us
Linal Miller	Career Pathways	A105	332	lmiller@esud.k12.ca.us
Kathy Moody	Science	R103	361	kmoody@esud.k12.ca.us
Mike Mooko	Math	A207	353	mmooko@esud.k12.ca.us
Judy Munger	Math/AVID	A208	349	jmunger@esud.k12.ca.us
Amy O'Keefe	Spanish	B203	354	aokeefe@esud.k12.ca.us
Jessica Page	Special Education	K213	393	jpage@esud.k12.ca.us
Pete Pagnucco	Social Studies	K101	315	ppagnucco@esud.k12.ca.us
David Reed	Photography/Yearbook	E100	322	dreed@esud.k12.ca.us
Julie Reese	Special Education	B102	358	jreese@esud.k12.ca.us
Rick Sabosky	Physical Education	S. Gym	346	rsabosky@esud.k12.ca.us
Rainy Smith	Physical Education	N. Gym	345	rsmith@esud.k12.ca.us
Iris Steinman	Spanish	B100	397	isteinman@esud.k12.ca.us
Mike Stivers	Math	K219	392	mstivers@esud.k12.ca.us
Joy St. Jacques	Special Education	B201	362	jstjacque@esud.k12.ca.us
Sarah Strock	Spanish	B202	350	sstrock@esud.k12.ca.us
Vickie Stucken	English	A202	398	vstucken@esud.k12.ca.us
Gianna Summers	Chorale/Choir	R105	334	gsummers@esud.k12.ca.us
Lauren Turner	Math	E102	373	lfessori@esud.k12.ca.us
Matt Wheeler	English	K221	365	mwheeler@esud.k12.ca.us
Pam Wilson	English	K215	333	pwilson@esud.k12.ca.us
Melissa Zeiher	Spanish	B205	321	mzeiher@esud.k12.ca.us

JULY 2011 - JUNE 2012
EL SEGUNDO UNIFIED SCHOOL DISTRICT
SCHOOL CALENDAR

July 2011

S	M	T	W	T	F	S
					1	2
3	(4h)	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 2011

S	M	T	W	T	F	S
		1	2	3	4	5
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 2011

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

OCTOBER 2011

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	(31i)					(1i) (20s)

NOVEMBER 2011

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

DECEMBER 2011

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

SUMMER SCHOOL 2011
 June 27 - July 22 Special Education

JANUARY 2012

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

FEBRUARY 2012

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

MARCH 2012

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

APRIL 2012

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					
						(16s)

MAY 2012

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

JUNE 2012

S	M	T	W	T	F	S
						1
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
						(16s)

SUMMER SCHOOL 2012
 June 25 - July 20 Special Education

- 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
 - = End of Trimester
 - = End of Semester
 - () = school not in session

HOLIDAYS AND SPECIAL DAYS

- July 4 Independence Day
- Sept. 1 - New Cert Inservice
- Sept. 5 - Labor Day
- Sept. 6 - Inservice (no students)
- Sept. 7 - First Day of School
- Oct. 31 - Inservice (no students)
- Nov. 11 - Veterans Day
- Nov. 21-25 - Thanksgiving Holidays
- Dec. 19 - Jan. 2 - Winter Recess
- Jan. 16 - Martin Luther King Day
- Feb. 13 & 20 - Presidents' Holidays
- Mar. 16 - Inservice (no students)
- Apr. 9-13 - Spring Recess
- May 28 - Memorial Day
- June 22 - Last Day of School

BACK TO SCHOOL NIGHTS

- Sept. 22 - Center Street
- Sept. 22 - Richmond Street
- Sept. 29 - Middle School
- Sept. 21 - High School

OPEN HOUSE

- May 31 - Center Street
- May 31 - Richmond Street
- Apr. 26 - Middle School
- May 3 - Preschool

GRADUATION

- June 18 - Arena High 6:00 p.m.
- June 22 - High School 6:00 p.m.

PROMOTION

- June 22 - Middle School 2:00p.m.

ADMINISTRATIVE & CLASSIFIED HOLIDAYS

July 4; September 5; November 11,24,25; December 23,26,27,28,29,30; January 2,17; February 13,20; May 28.

(1in, 3i, and 180s)

Revised 4.25.11

2011-2012 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

9/7, 9/19, 9/21
10/3, 10/17
11/7, 11/28
12/12
1/23, 1/31 thru 2/3 (Finals)
2/6
3/12, 3/26
4/16, 4/30
5/21
6/19 thru 6/22 (Finals)

Double Assembly Schedule

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

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

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
Rally	12:30 to 1:03
Lunch	1:03 to 1:33
Period 6	1:40 to 2:35
Period 7	2:40 to 3:40

Pupil Free Days/Furloughs

(See District Calendar)

Holidays and Vacation Days

(See District Calendar)

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:

1st Offense (within a four-year period)

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

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

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

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

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

Dress Code

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 midriiffs and shorts skirts or short shorts** are NOT permitted at school functions.

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, are not permitted at school functions. 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

Nicole Nootbar

Vice President

Darcy Brown

Treasurer

Jennifer Mann

Secretary

Bilal Zaheen

CLASS OFFICERS:

Senior Class of 2012

Governor

Hallie Lindsey

Lieutenant Governor

Grace Diaz

Secretary Treasurer

Karinne Van Heuven

Junior Class of 2013

Governor

Analise Fernandez

Lieutenant Governor

Anna Farello

Secretary/Treasurer

Maleigha Quintero

Sophomore Class of 2014

Governor

Hunter Gabel

Lieutenant Governor

Brittany Avale

Secretary/Treasurer

Kami Nomura

Freshman Class of 2015

Governor

Elise Van Heuven

Lieutenant Governor

Shane Van Pelt

Secretary/Treasurer

Shawn Manouchehry

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 2010/2011 ASB cardholders saved...

<u>Event</u>	<u>With ASB Card</u>	<u>Without ASB Card</u>
Football Games (10 at \$7)	Free	\$ 70
Basketball Games (16 at \$7)	Free	\$112
Baseball Games (18 at \$3)	Free	\$ 54
Coronation Dance*	\$35	\$ 40
Prom*	\$120	\$140
<u>Yearbook</u>	<u>\$90 (starting price)</u>	<u>\$110</u>
TOTAL	\$245	\$526

*These items are estimated prices and subject to change.

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

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

Student Identification Cards

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

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 \$90* with

ASB; \$100 without. Beginning in October of the school year, the cost of the yearbook increases \$5 per month w/ASB or w/o.

*Price subject to change.

CLUBS AND ORGANIZATIONS

<u>Club/Organization</u>	<u>Meetings (TBD)</u>	<u>Advisor (TBD)</u>
Anigamers		
Asian Culture Club		
Bay Eagle News/Journalism		
Black Student Union		
Choir		
Comedy Sportz		
Creative Writing Club		
CSF		
Drama Club		
Screen Writing Club		
Fashion Club		
Friends of the Animals (FOTA)		
Friendship Circle		
Gay Straight Alliance		
Green Club		
Guitar Club		
Habitat for Humanity		
Hearts for Darfur		
Hip Hop Anonymous		
Interact Club		
Jewish Students Coalition		
Junior Statesmen of America		
Kayaking Club		
Key Club		
Link Crew		
Movie Club		
Muslim Students Association		
New Life Club & FCA		
Operation Smile		
Project America		
Relay for Life Club		
Robotics Club		
Save the Angels		
Spanish Club		
Star Wars Alliance		
The Table Tennis Club		
Wellness Committee		

9th Grade Advisor - TBD
11th Grade Advisor – Gerber

10th Grade Advisor - Doering
12th Grade Advisor – Reed/Hedayat

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 2nd 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
- Spirit Team – Marney Hagan and Nicole Martin
- Student Government – Mrs. Espinoza
- Yearbook – Mr. Reed

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

- School Site Council
- Summer Reading Committee
- Leadership and School 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

The ASB Activities Card donation is \$80.00 annually.

Additional Costs

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

Transportation Donation

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

CIF and Athletics

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

Eligibility Requirements

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

Prerequisites

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

Time Commitment

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

ANNUAL ACTIVITIES AND EVENTS

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

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

Art Festival – District-wide in spring.

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

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

Baccalaureate – 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.

Senior Picnic – An annual senior class field trip to a camp-like setting. 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 6th grade students.

Pasta for Pennies - 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.

GENERAL INFORMATION

Career Center Students enjoy career and college information, as well as guest speakers in the Career Center.

Communications

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.

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 may be used during snack/lunch or in cell phone "free zones" (Attendance Office). Violation of this policy may 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 intervention program provided by Torrance Memorial's Thelma McMillen Center.

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 2011-2012 school year can be obtained by going to 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 lost, damaged, or overdue textbooks must clear these fines before receiving their *Infosnap* registration number for the next school year. Seniors must clear library fines before diplomas will be issued.

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

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

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

PE Uniforms Physical Education Uniforms are available for purchase in the Activities Office. The donation 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 Donations There are no instructional fees for required courses. However, there may be an excess cost materials donation in some elective classes.

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

1st Tardy = Warning from teacher

2nd Tardy = Warning from teacher

3rd Tardy = Call or email to parent by teacher

4th Tardy = Detention assigned by teacher- serves with Campus Supervisor.

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

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

7th 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.
- 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 Administrative Assistant. 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 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

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

Cell phones must be turned off during class hours. They may be used before school, during snack/lunch, and after school.” ESHS reserves the right to confiscate cell phones and other electronic devices. Confiscated items will be held until a parent meets with a school administrator/designee. Students who have the above mentioned items confiscated more than once may be subject to further disciplinary action including 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 as needed, 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 Assistant Principal. A list of committee members is available upon request.

Disruption of School Activities

Learning without Interruptions

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

Everyone is expected to be in his/her seat, on-time, and ready for instruction. 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.

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.

Unserviced Detentions

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

Step Two If the student does not serve the detention the second day, the 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

Academic Counseling

- Plan pre-enrollment orientation activities for incoming freshmen
- Register, schedule, program, and plan for academic support when needed. Provide pre-college testing information: PSAT, ACT, SAT I, SAT II, and proficiency tests.
- Interpret and conference students about proficiency and achievement tests.
- Facilitate college and career information and presentations.
- Provide graduation and credit status reports.
- Encourage partnerships with parents by providing guidance information and planning services.
- Support students in their searches for colleges and careers that match their interests and qualifications.
- Provide college 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 Pathways and Career elective,, ESHS Educational Advisor(s) assist in the student's search for career paths and resources.
- Provide access to work experience, internships, on-line college and career information, and career speakers programs.

Personal Counseling and Intervention

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

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	

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.

California High School Exit Exam 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. (Parents of students on IEPs should check with their student’s case carrier for specific student requirements.)

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.

TEST	DESCRIPTION	WHO TAKES IT?	WHEN?
Physical Fitness Test	A test which measures physical fitness, including aerobic capacity, flexibility, body composition, and upper body strength.	Freshmen & those still needing to pass	Spring Semester
PSAT Preliminary Scholastic Aptitude Test	A test similar to the SAT that provides feedback on a student's potential on the SAT.	Juniors and below	OCTOBER
SAT 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	www.collegeboard.com See dates herein
ACT American College Test	A content-based test that measures students' knowledge of core subject matter (English, reading, math, science, and reasoning). Some colleges and universities use these results as part of entrance criteria.	Juniors and Seniors	www.actstudent.org See dates herein
CAHSEE 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
EAP Early Assessment Test	Sponsored by ETS and the California State University system, this test (if passed) waives the Community College and/or CSU placement tests 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
AP Advanced Placement	A subject test that measures content at the college level. Students are scored between 1 and 5. A score of 3 or higher allows students to bypass college requirements in particular subjects.	Students enrolled in AP courses.	MAY
STAR 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>
Total	40 units	4 Years
History/Social Science		
World History	10 units	1 Year
United States History	10 units	1 Year
Political Behavior	5 units	1 Semester
<u>Economics</u>	<u>5 units</u>	<u>1 Semester</u>
Total	30 units	3 Years
Mathematics (must include Algebra 1AB)*		
Math Selection	10 units	1 Year
Math Selection	10 units	1 Year
<u>Math Selection</u>	<u>10 units</u>	<u>1 Year</u>
Total	30 units	3 Years
Science		
Physical Science Selection	10 units	1 Year
<u>Biological Science Selection</u>	<u>10 units</u>	<u>1 Year</u>
Total	20 units	2 Years
Physical Education**		
<u>Physical Education and/or Athletics Selections</u>		
Total	20 units	2 Years
World Language or Visual/Performing Arts	10 units	1 Year
Electives	60 units	
Minimum Graduation Requirements	210 units	

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.

**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

*Subject to change.

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 = A-G Completion

(A) Social Science

<u>10</u>	World History 10
<u>10</u>	U.S. History 11 or AP U.S. History
<u>5</u>	Economics 12 or Economics AP
<u>5</u>	Political Behavior 12

(B) English

	<u>Units</u>
<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

(C) Mathematics

<u>10</u>	Algebra 1AB	or	Algebra 1A
<u>10</u>	Geometry 1AB	or	Algebra 1B
<u>10</u>	Algebra 2AB	or	Geometry
<u>10</u>	Pre-Calculus, Calculus, or AP Calculus and/or AP Stats		Algebra 2AB or MCR

(D) Science

<u>10</u>	Biology 1AB, Biology 2, Anatomy, AP Biology
<u>10</u>	Chemistry 1AB
<u>10</u>	Biology 2AB, Biology AP, or Anatomy & Physiology
<u>10</u>	Physics or AP Physics

(E) Language other than English

<u>20</u>	Spanish 1&2 *Level 3 Recommended
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(F) Visual/Performing Arts

<u>10</u>	A-G Approved Selections in Visual and Performing Arts
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(G) Electives

<u>40</u>	UC/CSU Approved Selections*
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*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.

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, Assistant Superintendent, Educational Services

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

Personnel Matters – Dave Lubs, Director of Human Resources

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.

Appendix 3 – ACCEPTABLE USE OF ELECTRONIC INFORMATION

Information resources offer access to computers and people throughout the world. Students and staff have access to electronic mail and college and university libraries, information and news from a variety of sources and research institutions, software of all types, and discussion groups on a wide variety of topics, and much more.

Please be advised that all activity conducted on El Segundo computers or networks, including emails, can be monitored by the Superintendent or his designee. Monitoring may occur at any time without advance notice or consent.

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

Inappropriate Use

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

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

- the downloading, installation or execution of any unauthorized programs;
- duplicating, distributing or using illegal software
- using the network to access peer to peer file sharing networks 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.