

ESPERANZA HIGH SCHOOL

Expected Schoolwide Learning Results

AZTECS ARE A.B.L.E.

ADVOCATES OF HEALTHY LIFESTYLES WHO:

- *have been prepared to make informed lifestyle choices that enhance and maintain a state of well-being*
- *participate in a balanced program of intellectual, physical, social and aesthetic activities*

BELIEVERS IN COMMUNITY PARTICIPATION WHO:

- *are aware of societal standards and accept responsibility for their actions*
- *respect the diversity and acknowledge the dignity of others*

LIFELONG LEARNERS WHO:

- *take initiative for the continuing acquisition of knowledge*
- *apply acquired knowledge to resolve current problems*

EFFECTIVE COMMUNICATORS WHO:

- *demonstrate proficiency through reading, listening, speaking, writing, viewing and presenting*
- *acquire, interpret, analyze, and respond to information from various sources*

ESPERANZA HIGH SCHOOL

WHERE EXCELLENCE IS A TRADITION

Esperanza High School, home of the Aztecs, opened its doors in 1973 to serve the needs of a growing community. The Esperanza attendance area was largely citrus groves and cattle grazing land. The school's population has grown from 923 students in 1973 to over 2,100 students today. The area served by Esperanza includes portions of the cities of Anaheim, Yorba Linda and Placentia as well as a section of unincorporated county territory. This is primarily a residential area with several small shopping centers and some commercial development. There is one narrow strip of light industry and a few remaining patches of truck crop agriculture.

The physical plant has changed greatly since 1973 when the school was built to house 1,800 students. Science labs have been added and the Information Center has been enlarged to accommodate student needs. In 2004 and 2007 classrooms on the Main campus and on West campus went through extensive modernization with advanced technology added to each room.

The West Campus is now known as our "Freshmen Focus" campus. The campus continues to go through additional modernization in the classrooms and around the campus.

The Esperanza campus can currently accommodate more than 2,100 students and we expect to maintain our current student population for several years. From the recent bond we will finalize modernization of the Esperanza's West Campus, Administration building, the 700 wing, the main Gym, the Football field, the Choir and Band rooms and our practice Gym.

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PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT

1301 E. Orangethorpe Avenue
Placentia, Ca 92870
(714) 986-7000

ESPERANZA HIGH SCHOOL

1830 N. Kellogg Drive
Anaheim, California 92807
(714) 986-7540
FAX (714) 693-7527
Website: esperanzahs.com

BOARD OF EDUCATION

Eric Padget, President
Karin Freeman, Vice President
Carol Downey, Clerk
Judi Carmona, Trustee
Carrie Buck, Trustee

DISTRICT ADMINISTRATION

Superintendent - Dr. Dennis M. Smith
Asst. Superintendent - Educational Services - Mrs. Candy Plahy
Asst. Superintendent - Business Services - Mr. Doug Domene
Asst. Superintendent - Personnel Services - Mrs. Suzette Lovely

SCHOOL ADMINISTRATION

Principal - Dr. Ken Fox
Assistant Principal Curriculum - Mr. Harry Dolen
Assistant Principal Student Services - Mr. Philip Dominguez
Activities Director - Mrs. Meghann Lukach
Women's Athletic Director – Mrs. Keri Walters
Men's Athletic Director - Mr. Kurt Kersten

COUNSELING/GUIDANCE

Ms. Gina Aguilar
Ms. Tempa Davidson
Ms. Brianne Gullotti
Ms. Yvette Kettering

PROCEDURE FOR SELECTION OF VALEDICTORIAN

The valedictorian is the most outstanding scholar in the graduating class. Selection to this title shall be by the procedure established below.

1. All graduating seniors with an overall GPA of 3.98 or above for coursework taken at Esperanza High School shall be considered for selection as valedictorian.
2. The GPA of students eligible for consideration shall be determined using the following process:
 - a. Assignment of grade points for semester grades
 - (1) 4 points shall be assigned for each A; 3 points for each B; 2 points for each C; 1 point for each D.
 - (2) .5 points shall be added to any honors designated course and to any college preparatory science course taken in 9th grade.
 - (3) 1 point shall be added to honors courses taken in first five semesters of grades 10-12.
 - (4) .5 points shall be added to all courses which would fulfill the "f" requirement of the University of California entrance in the first five semesters of grades 10-12.
 - b. The total number of grade points computed in "a" above shall be divided by the number of courses completed in the first seven semesters.
 - c. The GPA resulting from the computation in "b" above shall be increased by a factor of .1 for each regular course and .2 for each honors or "f/g" requirement course in progress during the 8th semester.
 - d. The GPA resulting from the computation of "c" above shall be increased by a factor of .1 for each regular course taken beyond the prescribed 6 courses in standard day. (No credit will be given in this category for independent study/ROP classes/Adult Education class or classes taken with a college.)
3. The student with the highest numerical total in "2d" above shall be valedictorian.
4. If circumstances justify, the principal may designate co-valedictorians and/or a salutatorian.

PLACENTIA YORBA LINDA UNIFIED SCHOOL DISTRICT GRADUATION REQUIREMENTS

The Board of Education establishes the following requirements for the satisfactory completion of the high school program of study and for the granting of the high school diploma of graduation. The student will:

1. Successfully complete a minimum of 230 semester credits. (To be applied toward the completion of this requirement, any credit taken outside of the regular high school program while attending a district comprehensive high school must be approved in advance by the principal or his designee and by the parent/guardian and must relate to identified goals of the student.)
2. Successful completion of specific requirements as indicated below:

Language Arts	4 years	40 credits
Language Arts 1		10 credits
Language Arts 2		10 credits
Language Arts 3		10 credits
Language Arts 4		10 credits

Mathematics	2 years	20 credits
10 credits of Algebra 1 or 20 credits of Algebra 1A and 1B are required for graduation. Acceptable completion of this requirement prior to ninth grade will meet this requirement.		

Social Science	3 years	30 credits
World History/Culture/Geography or AP European History		10 credits
U. S. History		10 credits
U. S. Government		5 credits
Economics		5 credits

Science	2 years	20 credits
(to include one year each in life and physical science)		

Physical Education	2 years	20 credits
P.E. Wellness 9 or Athletics		10 credits
P.E. Wellness or Athletics		10 credits

Fine Arts <u>OR</u> Foreign Language	1 year	10 credits
Fine arts includes courses from the fields of art, music, drama, humanities and dance.		
Dance may not be taken to satisfy both fine arts and physical education requirements.		

Health Education		5 credits
Academic Studies and Career Planning		5 credits

Service Learning/Community Service		40 hours
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Elective Courses		80 credits
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No more than twenty (20) of these elective credits may be earned in service-based courses. The 20 credits, which may be accumulated from grades 11-12 are office, classroom and library aides. This excludes home study. Such courses shall be periodically reviewed and designated by the Deputy Superintendent, Educational Services, to meet this requirement.

NOTE: In accordance with Education Code 5125.3, alternative means for students to complete the above prescribed courses of study may be developed and implemented with the approval of the superintendent or designee.

3. Beginning with the class of 2006, each student completing grade 12 shall have successfully passed the state high school exit examination (CAHEEE) in language arts and mathematics as a condition of high school graduation. (Education Code 60851, 60859)
4. Students who attempt but do not pass the California High School Exit Exam must participate in a prescribed intervention program provided by the school. This program may include before and after-school support, CAHSEE preparation materials, intervention classes, summer intervention programs, and individual tutoring and mentoring. Students who have completed these requirements and do not pass the CAHSEE may be granted a Certificate of Achievement.
5. Maintain an acceptable level of citizenship during the period of high school enrollment up to and including the final graduation ceremony.
6. Transfer students must meet all requirements for high school graduation established by the State of California. Transfer students who had met the requirements of their former districts prior to enrollment will be required to meet only those requirements of this District which may reasonably be expected in the time remaining in the normal four-year period of attendance.

RECOMMENDED FOUR YEAR COURSE OF STUDY

1. **APPLIED SKILLS EMPHASIS**

(may be in such areas as Art, Home Economics, Industry and Technology or Business)

<u>FRESHMAN</u>	<u>SOPHOMORE</u>	<u>JUNIOR</u>	<u>SENIOR</u>
Language Arts	Language Arts	Language Arts	Language Arts
Algebra 1A	World History	U.S. History	Gov't/Econ
Health/Acad Careers	Algebra 1B	Science	Elective
P.E.	P.E.	Elective	Elective
Fine Arts	LifeScience	Elective	Elective
Elective	Elective	Elective	Elective

NOTE: Electives should be courses developing applied skills

2. **COLLEGE PREPARATORY** (Cal State/University of California)

<u>FRESHMAN</u>	<u>SOPHOMORE</u>	<u>JUNIOR</u>	<u>SENIOR</u>
Language Arts	Language Arts	Language Arts	Language Arts
Math	Math	Math	Gov't/Econ
Health/Acad Careers	World History	U.S. History	Elective*
P.E.	P.E.	Lab Science	Elective*
World Language/Fine Art	World Language	World Language/Elective	Elective
Science/Elective	Lab Science	Elective	Elective

UNIVERSITY AND COLLEGE ADMISSION REQUIREMENTS

NOTE: Many UC and CSU campuses are impacted, and some majors at some campuses are highly competitive and can only accept a limited numbers of students each year. For acceptance to these campuses and into these majors, students must possess academic qualifications that go well beyond the minimum admission requirements summarized in the following pages.

PLEASE SEE YOUR COUNSELOR FOR SPECIFIC REQUIREMENTS.

UNIVERSITY OF CALIFORNIA (UC)

All campuses of the University of California have the same undergraduate admission requirements. (Irvine, Los Angeles, Santa Barbara, Berkeley, Riverside, Davis, San Diego, San Francisco, Santa Cruz and Merced. Some schools are more selective than others.)

A-G Subject Requirements: To satisfy this requirement, you must have successfully completed a specific sequence of high school courses in the subjects listed below. To be accepted by the University, they must appear on a list certified by your high school principal as "Courses to Meet Requirements for Admission to the University of California." Your counselor or principal will have a copy of this list. This list is available on the UC website at <http://www.ucop.edu>

The grades you earn in the A-G subjects taken in the tenth and eleventh grades are the only grades the University will use to calculate your grade-point average for admission.

It will take 15 units (one unit is equivalent to a one-year course) of high school work to fulfill the subject requirement. At least 7 of the 15 units must have been earned in courses taken during the last two years of high school.

- a. United States History and/or U.S. Government and World History: Two years required; three years recommended.
- b. English Composition, Literature, etc.: Four years required; maximum of one year in the 9th grade allowed.
- c. Mathematics: Three years of Mathematics - Algebra, Geometry, and Intermediate Algebra (Algebra 2) required; four recommended.
- d. Laboratory Science: Biology, Chemistry, Physics, etc. Two years required; three recommended.
- e. Foreign Language: Two years of same foreign language required; three recommended.
- f. College Preparatory Elective Courses: One year required. This course must be chosen from any of the following areas: Social Science, English, Advanced Mathematics, Laboratory Science, Foreign Language and specified advanced visual and/or performing arts courses. (See UC approved list)
- g. One year of Visual and Performing Arts.

YOU MUST ALSO HAVE COMPLETED ALL A - G SUBJECTS WITH SATISFACTORY GRADES OF "C" OR BETTER. ELD COURSES IN READING AND LANGUAGE ARTS DO NOT COUNT TOWARD UC/CSU (EXCEPT ELD ADV).

If your grade-point average is 3.5 or higher in the A-G subjects taken during 10th-11th grades, you are eligible for admission to the University, regardless of the scores you earn on the standardized tests used for the Examination Requirement. If your grade-point average is below 3.5 but above 3.0, you are eligible for admission to one of the UC campuses if you achieve the composite or total test score specified on the Eligibility Index. You must remember that to be accepted at the more popular campuses and/or in the more popular majors, students **must exceed these minimum subject, G.P.A., and SAT, or ACT requirements.**

The grades earned in A-G subjects taken in the ninth grade or earlier are not used to calculate your grade-point average for admission. However, these courses are used to meet the subject requirements if they are completed with a grade of "C" or higher.

College Preparatory Elective Courses: Of the 1 unit in elective courses required under the "f" subject requirement, the units must be completed with a grade of "C" or better, and all units must be accepted by the high school for graduation.

Honors Level Courses: To encourage you to take honors courses in high school, the University gives extra weight to grades earned in UC approved honors level courses. The grades you earn in four units (eight semesters) or more (depending on the UC campus) of honors level courses taken during your 10th and 11th grades of high school are counted on a scale of "A" equals 5 points, "B" equals 4, and "C" equals 3. The UC campuses use a variety of GPA's in the admission process.

Examination Requirements: To satisfy these admission requirements, you must submit scores from the standardized tests described below:

1. One aptitude test, either a or b:
 - a. The Scholastic Aptitude Test (SAT)
 - b. The American College Test (ACT).

2. These entrance exams should be taken in March or April, May, and/or June of **JUNIOR YEAR**. Most colleges will not accept test scores after the December test date of the senior year.

You must remember that to be accepted at the more popular campuses and/or in the more popular majors, students **must exceed** these minimum subjects, GPA, and SAT or ACT requirements.

YOU MUST ALSO HAVE COMPLETED ALL A-G SUBJECT REQUIREMENTS WITH SATISFACTORY GRADES "C" OR BETTER.

CALIFORNIA STATE/POLY UNIVERSITY (CSU)

Bakersfield, Channel Islands, Chico, Dominguez Hills, Fresno, Fullerton, East Bay, Humboldt, Long Beach, Los Angeles, Monterey Bay, Maritime Academy, Pomona, Northridge, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, and Stanislaus.

A. **Subject Requirements**

1. Four years of college preparatory English.
2. Three years of mathematics. (Algebra 1, Geometry, Algebra 2)
3. Two years of same foreign language.
4. Two years of a laboratory science.
5. Two years of History (U.S. and/or U.S. Government AND World History)
6. One year of visual and performing arts. (fields of art, music, drama, humanities)
7. One year of approved electives - additional courses from #1 thru 6 requirements

YOU MUST COMPLETE ALL 15 SUBJECT REQUIREMENTS WITH SATISFACTORY GRADES "C" OR BETTER!

B. **Examination Requirement:** To satisfy this admission requirement, you must submit scores from the standardized tests described below:

1. One aptitude test, either a or b:
 - a. The Scholastic Aptitude Test (SAT)
 - b. The American College Test (ACT).

COMMUNITY COLLEGES

Any high school graduate or any adult 18 years of age or over, who can show evidence that he can benefit from the instruction, may be admitted to the community college.

Math and English placement tests must be taken at the college to determine proper placement in basic subject areas.

Community Colleges offer three types of programs:

1. Lower division work for transfer as a junior to a four-year college.
2. Two-year certificate programs.
3. Make-up for students with high school deficiencies.

Applications to community colleges are generally available beginning in February and are accepted by the schools starting March 1st. See college website or your counselor for more information.

PRIVATE COLLEGES

Private colleges vary in their entrance requirements. It is important that you check their catalogs very carefully. Discuss your situation with your counselor. You must determine whether you will meet entrance requirements; it is wise to apply to more than one college since you may not be accepted by your first choice. The counseling office has excellent resources on all independent colleges and universities in California.

MILITARY ACADEMIES

U.S. Air Force, U.S. Merchant Marine, U.S. Army, U.S. Naval, and U.S. Coast Guard are the available military academies. (U.S. Coast Guard applicant procedures are different from below. See your counselor for details.)

If a young person would like to attend one of the service academies, the following must be done:

1. Complete application on or before September of the year prior to high school graduation. Preferably student should begin application for nomination procedures in March or April of junior year.
2. Be at least 17 years of age and not have passed one's 22nd birthday.
3. Be a resident of the 15th Congressional District.
4. Be of good moral character.
5. Be unmarried or never have been married.
6. Be in the upper third of his class and score above 1800 on SAT.
7. Not be suffering from an obvious physical defect that is not correctable.

Nominations are based upon scholastic aptitude, counselor recommendation, a personal interview by the service academy's review board, and competitive selection by the academy.

North Orange County
Regional Occupational Program
385 N. Muller St. Anaheim, CA 92801
(714) 502-5858
www.nocrop.us

What is ROP?

ROP stands for Regional Occupational Program and is an important part of the course offerings at Esperanza High School. Currently 12 ROP classes are taught on Esperanza's campus. North Orange Country ROP also offers free, hands-on job training, career guidance planning, and job placement assistance to all students 16 years old and older. A current ROP schedule of classes can be found on the ROP website www.nocrop.us.

Why should I take ROP classes?

- Try out a career to see if you like it
- Earn credits towards graduation
- Learn skills to prepare for a career
- Help decide on a major in college
- Meet UC/CSU college entrance requirements

Where are ROP classes located?

- On the Esperanza campus
- On 25 other area high school campuses
- At ROP sites
- In local businesses

How/when do I sign up?

- At 'Taking Care of Business' in August
- At the beginning of a semester, see your counselor or Ms. Gullotti in Counseling
- Any time during the semester in specified classes as space permits

How can I take an ROP class if I already have a full schedule?

- Some ROP classes are offered at Esperanza zero period
- Many ROP classes are offered in the late afternoon, evenings, and Saturdays

How are credits earned?

- Students earn 1 credit for every 15 hours they spend in the classroom (75 hours = 5 credits); Seniors enrolled in Work Experience class also receive 1 credit for every 30 hours they work
- Unlike traditional Esperanza classes where a student is guaranteed 5 credits (if a passing grade is earned), ROP gives variable credits... attendance is crucial!

Accounting
 Apprenticeships
 Aquatic/Marine Diving
 Architectural Desktop
Art in Animation
 Artisan Breads
 Auto Body Repair
 Automotive Technology
 Baking and Pastry
 Basic Occupational Training
 Building Industry Technology Academy (BITA)
 Business Practices for the Digital Office
 Business Technology
 Business Technology: High Tech Center for Visually Impaired
 CAD-Drafting/Computer Aided Design
 Cake Decorating I
 Career Training for Transition
 Careers With Children/Preschool Assistant
 Catering and Event Planning
Child Development
 CAN Continuing Education
 CNC Machining
 Computer Applications
Computer Graphics & Design
 Computerized Medical Insurance Billing
 Construction Occupations
 Cooking, Advanced
 Cosmetology Occupations (wait-list is full)
 CPR for Health Care Providers
 Culinary Arts
 Dental Assistant
 Dental Assistant Front Office/Dentrix
 Dental Core
 Direct Support Professional Training
 Design and Fabrication for Engineering Careers
 Drafting/Computer-aided Drafting and Design
 Emergency Medical Technician
 Emergency Medical Responder
Engineering, Principles of (Project Lead the Way)
Engineering Design, Intro to (Project Lead the Way)
 Entrepreneurship
 Esthetician
 Exploring Medical Careers
 Financial Services/Banking
Fire Technology
 Floral Design
Forensic Science/Crime Scene Investigation

Frozen Desserts
 Fundamental Skills Learning Lab
 Garde Manger
 Health Fitness/Sports Medicine Technician
 Health Unit Coordinator
 High Tech Center for the Visually Impaired
 Home Health Aide for CNAs - fee-based course
 International Cuisine
Legal and Law Enforcement Occupations
 Lifeguard Training (American Red Cross)
 Manicuring
Marine Science/Advanced Diving
 Masonry
 Medical Assistant: Clinical (Back Office)
 Medical Assist Front Office/ Health Unit Coordinator
Medical Careers I / Intro to Health Care
Medical Careers II / Pathophysiology
Medical Careers III / Medical Assisting
 Medical Core
 Medical Insurance Billing / Coding
 Microsoft Office Instruction
 Multimedia Production
 Nutrition and Menu Planning
 Nurse Assistant, Acute Care
Nursing Fundamentals
 Nurse Assistant, Long Term Care
 Pasta, Pasta, Pasta
 Pharmacy Technician
Photography
 Preschool/School-Age Assistant - CC
Principles of Teaching and Learning
 Print Technology (Graphic Communications)
 Professional Dance
 Restaurant Management
Retail Careers – Work Experience
Restaurant Careers – Work Experience
 Safety and Sanitation Certification Course
 Saucier
 Telemetry Technician (Monitor)
 Theme Park/Tourism – Work Experience
 Video Production
Visual Communications
 Vocational Nursing
 Water Safety Instructor (American Red Cross)
Welding/Metal Fabrication
 Windows 98-2003 and Windows XP
 Wood Manufacturing

- Classes in **bold** are held at Esperanza H.S.
- Underlined classes are available during school day and/or after school at Esperanza H. S.
- *Italicized* classes are UC approved Fine Art or Elective courses

DEFINITION OF KEY TERMS

ADVANCED PLACEMENT PROGRAM (AP) AP is a program of college-level courses and exams for secondary school students. Over 90 percent of the colleges that most AP candidates have attended give credit and/or advance placement to whose AP Examination grades are considered acceptable. High school courses in English, Advanced Mathematics, History, Laboratory Science, and Foreign Language are offered in the AP program.

ALTERNATE COURSES An opportunity for the student to choose a course in the event it is not possible to schedule the first choice.

CREDIT The credit is Placenta Unified School District's academic measure for successful completion of work. In a subject meeting five periods a week for a semester, the student receives five (5) credits; successful completion requires a grade of A, B, C, or D. To graduate, students must earn 230 credits.

CURRICULUM The course of study offered in a school.

ELECTIVE COURSES These are courses not specifically required for graduation, but which a student should select to coincide with interests, aptitudes and future education or career plans.

HIGH SCHOOL RECORD Among the documents that a person acquires in a lifetime, few are as important or as permanent as the record of a student during the four years in high school. The principal of each high school is required by law to maintain the educational record of each student enrolled. This record is called a transcript. It contains a list of all the classes and grades a student has taken in high school. Acceptance at a college or university will be based heavily on the quality of a student's high school record.

HONORS CLASSES (H) Honors classes are offered for academically talented students in the Art, English, Foreign Language, Math, Science and Social Science areas. Students are selected for such classes on the basis of teacher recommendation, test scores and previous academic achievement.

PREREQUISITES These are requirements, recommendations or classes which must be fulfilled before a student may enroll in a particular course. Example: Algebra 1 before Geometry.

REQUIRED COURSES These are specific subjects which a student must complete in order to earn a diploma from Esperanza High School.

SEMESTER The school year consists of two semesters of 18 weeks each, with each semester divided into two quarters for the purpose of reporting grades to parents. Only semester grades are recorded on the student's transcript.

A.S.B. INFORMATION

THE STUDENT COUNCIL

The Student Council is the legislative and supervisory body of the Associated Student Body. It is composed of elected and appointed officers and the Director of Activities as designated by the school constitution. The Student Council meets daily to conduct all business and finance for the Associated Student Body and plans all extracurricular activities.

A.S.B. ELECTIONS

Election days will be announced in the daily bulletin. Students running for office must meet district eligibility standards.

I.D. CARDS AND A.S.B. CARDS

All students will be issued an Identification Card. **THIS CARD MUST BE CARRIED AT ALL TIMES AND USED FOR IDENTIFICATION AT SCHOOL AND FOR ALL SCHOOL**

ACTIVITIES. I.D. cards are required for admission to all school dances. Esperanza ID cards are made during "Taking Care of Business" week in August. Any student missing this week must obtain their ID card at make up picture day scheduled the first few weeks of September. A \$10.00 fee will be charged for replacement of any lost or stolen I.D. card. Replacement I.D. cards can be obtained between the hours of 7:30-7:50 a.m. Monday - Friday at the Finance Office. Seniors will be assigned a special colored ID card. This card must be used when going off campus at lunch. Seniors abusing the privilege of the senior card are subject to disciplinary action.

An A.S.B. sticker can be purchased for \$55.00. This entitles the holder to a discount admission at all home and away athletic events. It also provides active membership in the Associated Student Body. Discounts for all school activities as well as for the yearbook, are included. The A.S.B. Sticker will save a student approximately \$200.00, if not more, at athletic events and activities. Students who do not purchase an A.S.B. sticker will be issued an Identification Card. New students are to obtain their ID card within the first week of enrollment.

YEARBOOK/VIDEO

Yearbook sales will be announced throughout the year, and will be sold during "Taking Care of Business". Prices will be available in the summer mailer for purchase during registration.

AZTEC EXPRESS CARD

The Aztec Express Card is a consumer discount card produced and sold by Esperanza High School. The back of the card is printed with the names of local merchants that offer specific discounts to customers who present the card. Cards are sold through the Finance Office and are available to the general public. The cost of the card is \$10.00 and can save you literally hundreds of dollars.

ESPERANZA HIGH SCHOOL STUDENT PLANNER AND HANDBOOK

To help your students stay organized, the Faculty Club sells the "Esperanza High School Student Planner". Prices will be available in the summer mailer for purchase during "Taking Care of Business". All students are encouraged to purchase a planner to help them stay organized over the course of the year. **(Sold only during "Taking Care of Business")**. This year's planner also includes a complete student handbook and dates of all school activities. All proceeds from the sale of the planner go to student scholarships. **A separate check should be made payable to Esperanza Faculty Scholarship Fund.**

FINANCE OFFICE

The Finance Office is open for student business before school 7:30 - 7:50 a.m., break, lunch and after school until 3:15 p.m. No student business may be conducted during class hours even if the student has a free period. The only exception will be if the event or activity is such to require additional sale hours and is set in the original scheduling planning with administrative and Finance office approval.

DEBTS: School debts are turned in to the Finance Office and entered into the student's account. This account then becomes "locked" for any further business. Examples of debts are: lost, damaged or non returned school and library books, athletic equipment and uniforms, club fundraising debts, returned checks, transportation fees, etc. To clear this debt and unlock one's account, the item(s) and/or payment must be turned in to the Finance Office. If there is a discrepancy, please check with the staff member who turned in the debt and bring a note from them requesting a release from the debt.

RETURNED CHECKS: Please resolve any returned checks IMMEDIATELY! Cash or money order must be returned to the Finance Office to cover the amount of the check plus the bank fee. Returned checks are a debt on the student's account. Failure to resolve the matter promptly will result in the student's loss of purchased items (i.e. yearbook, ASB, tests, etc).

WEB-STORE:

You make purchases using a credit card on the Web-Store. Log on to: **www.esperanzahs.com** click on the link to the Finance Office, then Web-Store. You log in using the students perm ID# as the log in name; use the students' first initial and last name (all lower case) as the password.

Example- Log on: 12345 Password: jsmith

The Finance Office will accept the following methods of payment: credit cards, cash, checks and money orders.

PLEASE NOTE: A FEE APPLIES TO PURCHASES MADE USING THE WEB-STORE.

SCHOOL CLUBS

Esperanza has a student organization for every interest. Each offers opportunities for leadership, planning, and means of developing pride in one's accomplishments. New clubs may be planning, and means of developing pride in one's accomplishments. New clubs may be and approved by the Student Council. All clubs must meet the following requirements:

- * All clubs must be open to all members of the student body.
- * Each club must have a constitution approved by the Student Council.
- * All clubs finances must be deposited and handled under the general ASB treasury and are subject to audit as required by law.
- * All clubs must have a faculty advisor who will assume responsibility for the club.
- * All club meetings and activities will be held during the school day unless special arrangements are approved by the administration.

Master Club List

Club Name

Academic Decathlon
Art Club
Aztlan
Best Buddies
Creative Impulse
California Scholarship Federation (CSF)
Collegiate Scholar Program
Cure Finders Club
Dance Company
Drama Club
Dreams for Change
Ecology Club
Fellowship of Christian Athletes (FCA)
German Club
HOSA
Junior Statesmen of America
Key Club
Mock Trial
National Honor Society (NHS)
Parent Teacher Student Association (PTSA)
Red Cross Club
Spanish Club
Speech and Debate
Student Leadership
Yearbook

Advisor

Nguyen
Linsely, Kowalski
Cummings
Galvan
Leonard
Slack
Elwood
Montelone
Gehringer
DeFriese
Leonard
Simpson
Lukach
Kaulard
Easton/Holo
Willis
Nguyen, K.
TBA
Fenton
TBA
Freeman/Schulman
Elwood
Munsell
TBA
Cusick

CO-CURRICULAR ELIGIBILITY

A co-curricular activity is one which generally takes place outside of classroom time and is an extension of the regular curriculum. Co-curricular activities include, but are not limited to the following:

- a. Athletic Teams
- b. Drama clubs of theatrical performances
- c. Colorguard
- d. Musical performance groups
- e. Pep squads
- f. School publications
- g. Forensics or debate teams
- h. Student government

It is the policy of the Placentia-Yorba Unified School District that in order for a student to participate in any co-curricular activity, the student must maintain a grade average of 2.0 ("C" average) on a scale of 4.0. If, at the end of a grading period the student has *not maintained a 2.0 grade point average, the student will be placed on academic probation for one grading period*. During the probationary period a student may engage in co-curricular activities only if an academic improvement plan is on file with the counseling office.

A student not earning a 2.0 grade point average at the conclusion of the probationary period will be deemed ineligible for participation in the co-curricular program until the grade point average is raised to a minimum of 2.0 at the end of a subsequent grading period. The grading periods referred to in this policy are 1st quarter, 1st semester, 3rd quarter, 2nd semester.

Athletics at Esperanza High School give students a chance to participate in interscholastic competition. Every male and female student is urged to compete in the sports of his/her choice. Freshmen entering with a G.P.A. below 2.0 will be placed on probationary status. Participation in athletics is a privilege, not a right, and may be revoked by school personnel when athletes violate the code of conduct. The following are the general standards set by the school and the California Interscholastic Federation (CIF). The Athletic Clearance packet contains specific information.

1. **Before a student may try out or participate in any athletic activity, a completed Athletic Clearance Packet must be read, filled out and signed, where appropriate, by the student and his/her parent. This packet contains pertinent information in regards to the athletic program and the student/parent responsibilities. This packet must be filled out for each school year and may be obtained from the Finance Office or the coach.**
2. A physical and a medical doctor's clearance are required before any participation in any form of athletics, including tryouts. All physical information including the doctor's signature and doctor's office stamp must be an original copy. No Xerox or faxed copies will be accepted. The physical is valid one calendar year to the day. The official Sports Pre-Assessment (physical) form is attached to the clearance packet or may be obtained from the Finance Office. Physicals by Chiropractors are not accepted by the District.
3. A student must have medical and hospital insurance before participating in any sport, including tryouts. This is required by state law. Insurance coverage from a personal policy that satisfies state requirements or the approved policy provided for purchase from Meyers-Stevens & Toohey Co. Inc., will be accepted. A front and back copy of your insurance card or a copy of your policy is required.
4. A student must maintain a 2.0 GPA in order to be eligible.
5. A student must demonstrate and maintain satisfactory citizenship without any school debt or truancies.
6. A student is recommended to be a part of ASB (purchased at "Taking Care of Business" or in the Finance Office).
7. A student must meet all school board policy requirements.
8. All students who are a member of any sport must complete a transportation packet. The Placentia-Yorba Linda Unified School District has established transportation fees for those students who use the bus to travel to and from extra curricular activities. The transportation fee is necessary to continue with our existing programs. The fees are determined by bus usage for each individual sport.
9. **WITHOUT ATHLETICS CLEARANCE YOU WILL NOT BE ELIGIBLE TO TRYOUT OR PARTICIPATE IN ANY ATHLETIC ACTIVITIES.**

Men's Athletics

Cross Country
Football
Water polo

FALL

Basketball
Soccer
Wrestling

WINTER

Baseball
Golf
Lacrosse
Swimming
Tennis
Track and Field
Volleyball

SPRING

Women's Athletics

Cross Country
Golf
Tennis
Volleyball

Basketball
Soccer
Water polo

Lacrosse
Softball
Swimming
Track and Field

ATHLETIC EVENT DRESS CODE AND CONDUCT

Students must follow all guidelines as set forth by the School Dress Code Policy and the requirements of individual coaches for the athletic program in which they participate. Appropriate attire for the sports venue will be worn at all times in a manner and standard set forth by the coach and athletic program. (I.E., students may not wear bathing suits anywhere on campus except pool deck).

Student spectators attending athletic events are required to follow all school rules and CIF rules regarding dress code, face paint, and artificial noise makers.

Any student in violation of guidelines set forth in this policy will receive consequences which could include study work hours, suspension, and/or be barred from participating in athletic programs or events.

ATTENDANCE PROGRAM

1. A student that ACCUMULATES TWELVE absences PER CLASS, PER SEMESTER will be put on an ATTENDANCE CONTRACT. This represents approximately one-seventh of the semester. A student ACCUMULATING THIRTEEN absences in a semester may be withdrawn from the class without credit.
2. All absences are counted toward the maximum EXCEPT:
 - a. Verified doctor or dental appointments.
 - b. Injury or illness verified by doctor
 - c. School activity.
 - d. Accepted Religious holiday
 - e. Death in the immediate family - up to 3 days. (Parents, brother, sister or grandparents).

When a student accumulates absences not excused under the program as outlined above:

Eight class absences: The parent will receive an automated written message by mail notification listing course period, course title, teacher and number of accumulated absences. In some cases the attendance supervisor will make telephone contact with the home.

Twelve class absences:

1. Absences involving a school activity, religious holiday, doctor or dentist, or if there is a death in the immediate family will not be included in the twelve absence limit.
2. If 12 absences remain, a conference may be held with the student, parent/guardian, Assistant Principal or Dean of Attendance.
3. During the conference, the following will be discussed:
 - a. reasons for excessive absences
 - b. possible solutions
 - c. sign attendance contract
 - d. withdrawal from class with loss of credit for a semester
 - e. transfer to any comprehensive high school in the Placentia-Yorba Linda Unified School District
 - f. transfer to El Camino Real Continuation School

Thirteen class absences:

1. The student may be withdrawn from the class without credit for that semester.
2. If the student's class load drops below the minimum of five classes, the student may be transferred to another comprehensive high school in the district or to the district continuation high school.

Absences for field trips, assemblies, athletic events: All students are responsible for class assignments, tests, etc. that are assigned or due on the day of the field trip and must notify their teachers prior to these absences.

ATTENDANCE INFORMATION

ABSENCE AND READMITTANCE PROCEDURE

A student who has been absent from one or more classes must get a readmit from the attendance office before being allowed to return to class. **WHEN A STUDENT IS ABSENT, A WRITTEN NOTE OR PHONE CALL IS REQUIRED** upon the student's return to school. The attendance window opens at 7:00am – 3:30pm. Students returning to school after an absence should arrive early to obtain a readmit. **STANDING IN LINE WILL NOT EXCUSE TARDINESS TO CLASS.**

Absences must be cleared within 24 hours of the student's return to school. Phone number is (714) 986-7540 X13120.

AUTOMATED ABSENCE CALLING SYSTEM

To provide better communication with the parents, we have an automated system in place that will call home when a student is marked absent in two or more classes during the day. Parents who are aware of their student's absence **DO NOT NEED TO CALL THE OFFICE**, and should simply send a note when their child returns to school. A parent only needs to call the attendance office if they feel there is a mistake or to check on a suspicious absence.

TRUANCIES

Pursuant to State Law (Education Code _48200 et. Seq., Penal Code _272) all students, age 6-18 years old, are required to attend school. Parents and/or students may be prosecuted for failure to follow this law. Possible consequences for 3 or more truancies may include fines up to \$500, incarceration, restriction of driving privileges, and the imposition of Community Service.

Any absence that has not been verified by a parent note or phone call within 24 hours of the student's return will automatically be converted to truancy.

A one period unverified absence will result in 2 hours of Study/Work Program and any unverified absence of 2 or more periods will result in 4 hours of Study/Work Program for each day of absence, leading up to a possible referral to the Student Attendance Review Board (SARB).

S.A.R.T. (School Attendance Review Team)

A student identified as having excessive absences or habitual truancies may be scheduled to meet with S.A.R.T. This team will discuss:

- a. reasons for excessive absences
- b. possible solutions
- c. sign S.A.R.T. agreement
- d. further consequences

If the absence pattern continues after the S.A.R.T. meeting has been held, the student and parent/guardian may be referred to S.A.R.B. (School Attendance Review Board) at Placentia Police Department and/or the Orange County District Attorneys office for further action.

WHEN YOU NEED TO LEAVE SCHOOL (OFF CAMPUS PASSES):

Every time a student leaves school he/she **MUST** obtain an off campus pass **BEFORE** he/she leaves. The following guidelines exist for students obtaining off campus pass:

1. Students cannot leave campus at any time for any reason without an off campus pass first. Failure to obtain an off campus pass before leaving school will result in STUDY WORK PROGRAM, even if a note is brought the next day.
2. Off campus passes, except for illness, are issued before school, at break, and lunch ONLY. (NOT during class)
3. Students MUST SHOW ID in order to get an off campus pass.
4. If a student returns to school on the same day, the student must check in with the attendance office prior to returning to class.
5. No student except seniors with lunch passes will be permitted to leave school at lunch unless **a parent/guardian signs them out IN PERSON. THIS INCLUDES 30 MINUTES PRIOR TO LUNCH PERIOD.**

SAMPLE QUESTIONS OFTEN ASKED ABOUT ATTENDANCE:

1. **Why does my note that states my child is ill count as one of the 12 absences?**

Students are allowed 12 absences per semester before being put on an **ATTENDANCE CONTRACT**. This usually covers the normal illnesses. If illness is a recurring problem, a signed note by a physician must be on file in the attendance office.

2. **Why should I write a note when my child is ill if it counts as one of the 12 absences?**

The State of California requires us to account for the reasons of absences. If there is no parent note to verify the absence within the (2) day limit, the absence must be treated as unverified.

3. **We cannot afford to go to the doctor every time my child is ill. How can illnesses then be excluded in the 12 absences?**

Generally, a student will not be ill 12 times (1/7 of the semester) unless it is a chronic health condition that is being monitored by a medical professional. If illness is a recurring problem, the school Health Office can verify an illness which is then not counted against the student.

4. **What procedure do I follow if, for example, my child has a broken leg or undergoes surgery?**

If possible, please notify the Attendance Office if your child will be on an extended absence. Upon their return have them bring in a slip from the doctor verifying the days they were under medical care.

5. **Where do I turn in the doctor's slip?**

Have your student bring it to the Attendance Office with a parent note upon returning to school.

6. **My child has to go to court and will miss school. Will this absence count against my child?**

Yes. The 12 days are allotted for such emergencies and problems.

7. **Do suspensions count against my child?**

Yes. The 12 days allow for such problems.

8. **My child sings in the choir and will be on a tour missing 3 days of school. Do these absences count against my child?**

No. Any school related activity which keeps a student out of class, does not count against the student.

9. **My child was called to the Assistant Principal's office and missed a class. Will this count against my child?**

No. This is a school related absence.

10. **We are going on vacation for 10 days and taking our child out of school. Will this count as part of the 12 absences?**

Yes. This will count as 10 days of absences.

IF YOU HAVE FURTHER QUESTIONS, PLEASE CALL THE ATTENDANCE OFFICE

GENERAL SCHOOL INFORMATION/POLICIES

DETENTION

Teachers and administrators may detain any student before or after school if they believe the detention may have a positive effect on the student's behavior or achievement. Normally, a twenty-four (24) hour notice will be given to students who are requested to serve a detention or study work program.

FLOWERS/GIFTS

Students may **not** receive flowers, balloons or gifts at school. Please do not send these items to be delivered to students during the school day.

STUDENT VISITORS

We do not allow student visitors. Prospective students must contact the office to set up a tour and possible visitation or the classroom/campus with an Assistant Principal.

HALL PASSES

Students must have a hall pass in order to leave the classroom during the class period. Students that are detained for any reason should request a hall pass to avoid being marked tardy in the following class.

BRIDGE POLICY

All students must use the overpass when crossing Kellogg Drive.

EXCEPTION: Bridge pass obtained with a doctors note from EHS health office.

HOMEWORK POLICY

Students should be prepared to spend an average of forty five minutes (45) per day doing homework for each core academic course taken. Projects, special collections, semester notebooks and other such long-term assignments will not be included in the regular allotment of time. If a student does not appear to have sufficient homework to meet the minimum standard as stated above, parents are urged to contact his/her teacher or a counselor to discuss the situation.

MAKEUP WORK

The students of Esperanza High School are responsible for the work missed during an absence. **Students may not make up any homework or tests missed while truant.** Work being made up should not be considered as a form of punishment, but rather as a conscientious effort on the part of the teacher to assist the student in maintaining his level of achievement, and on the part of the student to meet his responsibilities. Makeup work will be graded as any other work. If a student has been absent for disciplinary reasons, the action should be reflected in the citizenship grade, if that student has otherwise met the requirements of the course.

The following are suggested guidelines for classroom make-up work. For short absences, one, two or three days, it is suggested that work be made up within a week's time. For long absences, an agreement should be reached between the teacher and student as to the due date for the make-up work. This should be an adequate but not excessive period of time. Required work not completed within established timeliness will become an "F".

HOMEWORK IN CASE OF EXTENDED ABSENCE

A great deal of time and effort is required to prepare homework assignments for students who are absent. For that reason, A STUDENT MUST BE ABSENT THREE DAYS, WITH MORE ABSENCE ANTICIPATED, BEFORE HOMEWORK ASSIGNMENTS CAN BE REQUESTED FROM THE TEACHERS. Parents should contact the **Attendance Office** to request homework.

It is necessary that a 24 hour notice be given teachers in order to prepare homework. If the duration of the illness will be lengthy (four weeks or more) parents should contact the counseling office regarding a home teacher.

HONORS/AP GRADING EXPECTATION POLICY

Students enrolled in the honors/AP classes at Esperanza are expected to maintain a grade of "A" or "B" in these classes. If the grade falls below a "B" at the semester, they are officially placed on probation for the following semester. Two consecutive semester grades lower than "B" will result in removal from the honors class for that subject area. One semester grade of a "D" or "F" will result in that class being dropped.

HONOR ROLL

Each semester an Honor Roll will be published by the Principal based on a non-weighted grade point average of 3.50-4.00. Honor Roll stickers for your ASB card will be issued to each student meeting the criteria.

Distinguished Aztecs Academic Recognition Criteria

The Distinguished Aztecs Academic Recognition is a program that was established by the PTSA of Esperanza to recognize the top scholars of the year. Each spring, the administration submits names of honorees to the PTSA. The criteria used for selection is based on a 4.0 or better grade point average or weighted 4.0 grade point average for those involved in honors or AP (Advanced Placement) classes. For the seniors, the recognition is based on their cumulative grade point average for their three and a half years at Esperanza. The second semester of the previous year and the first semester of the current school year are used to determine the sophomore and junior honorees. The first semester grades are used to determine honorees in the freshman class.

PTSA has long outgrown the original name of Top 25 for this program, which led to the current name of Distinguished Aztecs Academic Recognition. PTSA is always very proud to recognize and honor many more than twenty-five students per class as the class sizes have swelled through the years. The honorees will receive certificates and medals for their achievements. A bronze medal will be awarded to the first year recipients, a silver medal to the second year recipients, and a gold medal to the third year recipients. A special four-year medallion, to be worn at graduation, is presented to those students who have earned the Distinguished Aztecs Academic Recognition for all four years at Esperanza.

The Distinguished Aztecs Academic Recognition program is a PTSA sponsored program. This program is solely funded by donations from our community and the generosity of interested parents.

MORNING ANNOUNCEMENTS

The morning announcements are read during 3rd period and posted daily. Announcements contain important information to students, such as test dates, activities, changes of school policy, etc. Students who represent school organizations may submit items for inclusion in the morning announcements, with faculty sponsor approval. **THE BULLETIN CAN ALSO BE READ ON esperanzahs.com WEBSITE.**

COURSE PROGRAM CHANGES

Students are encouraged to work out their class schedules with counselors, teachers and parents prior to registration, as it will be difficult to make program changes after the semester begins. The following dates will be observed regarding program changes during the 18 week semester:

1. Student initiated changes for schedule errors and improper class placements will be made during the **FIRST WEEK OF THE SEMESTER**. After two weeks, only ROP or Instructional Aide may be added, if available. New classes will not be added after this time, except by administrative action.
2. Student-initiated class drops may be made up to the end of the first and third quarter grading period without the grade being recorded on the transcript. After these grading periods a "W" (withdrawal), followed by a letter grade which describes the student's performance, will be affixed ("W-A", "W-B", "W-C", "W-D", "W-F") on the permanent record card.
3. Students cannot initiate a class change or drop during the last three weeks of the semester. (16th, 17th, and 18th weeks.)
4. School-initiated changes related to class placements or class withdrawals will be made at the discretion of the principal or his designee. Poor attendance, poor classroom behavior and/or violation of school rules are examples of criteria for school initiated schedule changes.
5. School-initiated class drops will have designated a "W-F" (withdrawal-failing) on the transcript and the date of the action.

VISITOR REGISTRY

For safety and security reasons, Esperanza is a closed campus. All visitors and parents are required to check-in at the office on West Campus and Main Campus. All non-registered visitors and parents will be asked to leave immediately.

SEXUAL HARASSMENT POLICY

"Sexual harassment": any sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitutes sexual harassment when:

- A. Submission to the conduct is made either explicitly or implicitly a part of the academic environment.
- B. Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting the students; or
- C. Such conduct has the purpose or effect of unreasonable interference with a student's academic performance or creates an intimidating, hostile or offensive learning environment as part of school related activities.

To report a violation of Esperanza's sexual harassment policy, students notify their counselor or an Assistant Principal.

TARDY SWEEP

Students out on campus and not in their class after the late bell rings will be escorted to the office and Study/Work Program hours will be assigned.

S.E.T. MEETINGS (SITE GUIDANCE MEETING)

The Student Evaluation Team meetings are held for disciplinary reasons as noted in the Student Handbook to determine one of three outcome, students to remain at Esperanza High School on a (1) Behavior Contract, (2) student is transferred to another High School within the PYLUSD (El Dorado, Valencia or Yorba Linda High School – Location of transfer recommended by the S.E.T. members) or (3) the student is recommended for district expulsion.

TEXTBOOKS

Textbooks are issued free of charge to students. Students are responsible for the care and return of these books. Students will be charged accordingly if books are lost, stolen or damaged beyond normal wear.

AERIES/ABI

Grades will be available online for parents to view through the districts grade reporting program. Please our front office secretary if you have misplaced your log-in information. Instructions to log into the system are available on the district website at www.pylusd.org.

REPORT CARDS

Four report cards are issued annually, two each semester. An interim report card is issued in the middle of the semester and used to report pupil progress. The final report card, issued at the end of the semester will be recorded on the student's permanent record.

ACADEMIC HONESTY

Academic honesty is a fundamental principle of scholarship. Academic dishonesty includes, but is not limited to, such things as cheating; inventing false information or citations, plagiarism, and helping someone else commit an act of academic dishonesty.

Content of research papers is expected to provide a means to distinguish a student's own work from the work and ideas of others. Credit must be given to the source of the ideas or words of another. Students are expected to do their own work on tests and on independent homework assignments, neither giving assistance to other students nor getting assistance from other students or sources.

Students will be encouraged to learn together, for example, in study groups furthering their knowledge and understandings by interaction, cooperation and sharing. However, evidence of that learning demonstrated by work to be assessed by the teacher will be the responsibility of the individual student and is to be arrived at independently.

The consequence of academic dishonesty or plagiarism will include but not be limited to receiving a "0" grade on that work and will also involve a parent contact. Academic clubs such as CSF, NHS, and CSP will be notified of this violation. Subsequent violation of this policy may result in the course being failed.

THE ROAD TO SUCCESS

COMMITMENT TO ACADEMIC EXCELLENCE

Esperanza High School believes that schools have the responsibility to teach students the basic skills to be successful in life. However, educating students is a three-way responsibility shared by each individual parent, the student, and the school. **Without all three parties cooperating, success will be limited.**

Esperanza High School has a commitment to provide the necessary resources for a sound secondary school program. In turn, students and parents must fulfill certain commitments if the student is to gain the maximum benefits from the school program. We believe that the parent, student, and school commitment should be as follows:

Parent Commitment

1. **Insist** that the student attend school **every** day unless illness or a family emergency occurs.
2. Telephone the school Attendance Office when the student is going to be absent. Send a note when the student returns from an absence, when a call is not made.
3. See that the student gets the appropriate amount of sleep on school nights to be attentive and alert in class.
4. Provide a meal for the student before he/she comes to school each day.
5. Provide **uninterrupted** study time and reading time each school night for the student.
6. Check with the student daily regarding homework assignments and monitor completion of assignments.
7. Immediately contact teachers to request a conference if there is a question concerning student progress or lack of homework.
8. Consistently checking your child's progress with Aeries to be aware of your child progress and attendance. If any questions please contact teacher through Esperanza website: esperanzahs.com

Student Commitment

1. Attend assigned classes every day unless illness or a family emergency occurs.
2. Complete and turn in all class assignments on time.
3. Bring the required materials to class each day.
4. Seek immediate assistance from the teacher when class assignments are not understood.
5. Be attentive in class to the instruction occurring. Be committed to gaining the best education possible.
6. Give total effort to learning the material taught in each assigned class.
7. Follow all school rules and regulations.
8. Seek the assistance of teachers, counselors, and school personnel when academic or personal problems occur which inhibit learning.
9. Check Aeries constantly to be aware of your progress.

School Commitment

1. Employ well-qualified staff who know their subject matter and who understand the sociological, physiological and psychological make-up of young adults.
2. Provide a good learning environment.
3. Provide the proper curriculum to meet student needs.
4. Provide materials and equipment necessary for proper instruction.
5. Provide a safe environment where students can attend school without fear.
6. Establish and administer reasonable rules and regulations regarding student behavior.
7. Provide parents with regular reports on their student's attendance, academic progress, and school behavior.
8. Provide appropriate, varied classroom learning opportunities to encourage academic progress.
9. Provide appropriate, varied homework assignments to facilitate and enhance learning.

PROCEDURE FOR RESOLVING CONCERNS OR PROBLEMS

1. Contact the teacher for a telephone conference or an appointment to discuss your questions or concerns personally.
2. Contact your student's counselor for additional assistance, if needed after contacting the teacher.
3. If the problem persists, contact the appropriate Assistant Principal.
4. If the above steps have failed to resolve the problem, please contact the Principal.

ESPERANZA HIGH SCHOOL

CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

Our goal at Esperanza High School is to help each student become a productive and effective citizen in our society. We know the vast majority of students will work toward this goal by respecting the rights of others, respecting personal and school property, and by practicing acceptable patterns of behavior and courtesy.

In an effort to support the positive actions of the vast majority of students, disciplinary action will be taken against the few students who fail to conduct themselves in an acceptable manner.

The following are consequences for failure to adhere to school rules and regulations. **THESE RULES ARE IN EFFECT ON SCHOOL GROUNDS, OFF CAMPUS DURING SCHOOL HOURS, AT SCHOOL SPONSORED FUNCTIONS, OR WHILE TRAVELING TO OR FROM SCHOOL OR SCHOOL ACTIVITIES.**

STUDY WORK PROGRAM (HOURS)

This term is used to describe hours assigned in a mandatory study hall. Hours are assigned as a disciplinary tool by both teachers and school administrators for failure to follow class or school rules. Saturdays between 8:30 a.m. - 12:30 p.m. Students assigned hours should meet in the lunch area behind the attendance office, 10 minutes prior to their scheduled start time. Students must have enough study or homework materials to keep them busy during assigned time. **NO CELL PHONES or ENTERTAINMENT DEVICES MAY BE USED. PARENTS MAY RESCHEDULE HOURS ONE TIME PER SEMESTER. REQUESTS MUST BE MADE IN WRITING AND RECEIVED PRIOR TO THE SCHEDULED HOURS. STUDENTS MAY BE PLACED ON A HOLD LIST IF THEY FAIL TO ATTEND THEIR ASSIGNED STUDY WORK HOURS.**

TRUANCY ABSENCES (Per School Year)

- Incident 1 4 hours SATURDAY Study/Work Program for two or more periods per day, parent contact. 2 hours for single period truancy.

- Incident 2 4 hours SATURDAY Study/Work Program for two or more periods per day, parent contact. 2 hours for single period truancy.

- Incident 3 4 hours SATURDAY Study/Work Program for two or more periods per day, parent contact, SART meeting. 2 hours for single period truancy.

- Incident 4 4 hours SATURDAY Study/Work Program for two or more period truanacies per day, parent conference, Possible SARB filing. 2 hours for single period truancy. **CONTRACT**

- Incident 5 4 hours SATURDAY Study/Work Program for two or more period truanacies per day, parent conference, Possible SARB filing. 2 hours for single period truancy. **CONTRACT** Refer to District Attorney.

TARDIES (Per Semester)

- Tardy 1-3 Handled by teacher: Possible warning/detention/parent contact.
- Tardy 4 Handled by teacher: PARENT CONTACTED BY PHONE or MAIL and detention assigned.
- Tardy 5 Handled by teacher: Possible warning/detention/possible parent contact.
- Tardy 6 Handled by teacher: PARENT CONTACTED by phone or letter and detention assigned, student placed on HOLD list.
- Tardy 7 Handled by teacher: Possible warning/detention/parent contact.
- Tardy 8 **CONTRACT**, parent conference.
- Tardy 9 **ADMINISTRATIVE ACTION: DROP FROM CLASS WITH A “WF”, LOSS OF ACTIVITIES, DANCES, LUNCH PASS, PARKING PRIVILEGES, AND OTHER CONSEQUENCES AS DEEMED NECESSARY BY THE ADMINSTRATIVE TEAM.**

NOTE: A STUDENT TARDY TO ANY CLASS IN EXCESS OF THIRTY (30) MINUTES IS

TRUANT. When a student arrives late for class, it is their responsibility to check-in with the teacher to ensure their recorded absence is changed to a tardy.

OUT OF BOUNDS, OFF CAMPUS (During Enrollment) - out of bounds includes: parking lots, fields, courts, driveways and other designated athletic campus areas.

- Incident 1: 2 hours Study/Work Program, parent contact.
- Incident 2: 4 hours Study/Work Program, parent contact, student placed on HOLD list.
- Incident 3: One day suspension for defiance, parent contact.
- Incident 4: Two days suspension for defiance, S.E.T. meeting, **CONTRACT**
- Incident 5: **ADMINISTRATIVE ACTION WHICH MAY INCLUDE BUT NOT LIMITED TO LOSS OF PRIVILEGES AND ACTIVITIES, DANCES, LUNCH PASS, PARKING PRIVILEGES, AND OTHER CONSEQUENCES AS DEEMED NECESSARY BY THE ADMINSTRATIVE TEAM.**

THE FACULTY PARKING LOT IS OUT OF BOUNDS FOR ALL STUDENTS AT ALL TIMES INCLUDING BEFORE AND AFTER SCHOOL DROP OFF AND PICKUPS.

DISTRACTIVE TOYS

- Incident 1: Item to be confiscated, 2 hours Study/Work Program
- Incident 2: Item to be confiscated, 2 hours Study/Work Program, parent contact
- Incident 3: One day suspension for defiance.
- Incident 4: **ADMINISTRATIVE ACTION WHICH MAY INCLUDE BUT LIMITED TO LOSS OF PRIVILEGES AND ACTIVITIES.**

CONTINUED DISOBEDIENCE, MISCONDUCT (Per Class/Per Year)

(After parent teacher contact and/or conference)

- Incident 1: 4 hours Study/Work Program, parent contact
- Incident 2: 4 hours Study/Work Program and PARENT CONTACT/CONFERENCE WITH TEACHER, CLASS SUSPENSION OR CONTRACT
- Incident 3: **DROP FROM CLASS WITH A "W/F" GRADE**

VANDALISM , DEFACING SCHOOL PROPERTY, GRAFFITI, THEFT, POSSESSION OF STOLEN PROPERTY

- Incident 1: Payment for damages, possible Study/Work Program, possible suspension, possible S.E.T. meeting, possible police action, possible school transfer, possible district expulsion.
- Incident 2: Payment for damages, suspension, **SCHOOL TRANSFER**, possible police action, possible district expulsion.

FIRECRACKERS, EXPLOSIVES, FALSE ALARMS, FIRES

- Incident 1: 1-5 day suspension, report to Fire Marshall, possible S.E.T. Meeting, payment for damages, **CONTRACT**, possible police action, possible school transfer, possible expulsion.
- Incident 2: Five day suspension, report to Fire Marshall, **SCHOOL TRANSFER**, payment for damages, possible expulsion, possible police action.

DANGEROUS OBJECTS, WEAPONS (INCLUDING LOOK-ALIKE WEAPONS)

- Incident 1: 1-5 day suspension, possible police action, possible school transfer, possible expulsion, **CONTRACT**, S.E.T. meeting.
- Incident 2: Five day suspension, **SCHOOL TRANSFER**, possible expulsion, possible police action.

DEFIANCE OF AUTHORITY, DISRUPTING SCHOOL ACTIVITIES, WILLFULLY DEFYING THE VALID AUTHORITY OF SUPERVISORS, TEACHERS, OR ADMINISTRATORS. (During Enrollment)

- Incident 1: 4 hours Study/Work program, possible 1 to 5 day suspension
- Incident 2: 1 to 5 day suspension, **CONTRACT**, possible S.E.T. meeting.
- Incident 3: Five day suspension, **SCHOOL TRANSFER**.

USE OF PROFANITY OR VULGARITY

- Incident 1: 4-8 hours Study/Work program, parent contact.
- Incident 2: 1 day suspension, parent contact.
- Incident 3: 2 days suspension, **CONTRACT**, possible S.E.T. meeting.
- Incident 4: Five day suspension, **SCHOOL TRANSFER**.

PROFANITY, VULGARITY OR BLATANT DISRESPECT DIRECTED TOWARD OR ABOUT A STAFF MEMBER

- Incident 1: 3-5 day suspension, S.E.T. meeting, **CONTRACT**, **drop from class** and loss of credit, **POSSIBLE SCHOOL TRANSFER**.
- Incident 2: Five day suspension, **SCHOOL TRANSFER**.

INAPPROPRIATE SEXUAL CONDUCT

- Incident 1: 1-5 day suspension, possible S.E.T. meeting, **CONTRACT**, possible school transfer, possible police action, possible district expulsion.
- Incident 2: Five day suspension, **SCHOOL TRANSFER**, possible district expulsion, possible police action.

FIGHTING, HAZING*, ASSAULT, VERBAL THREATS, EXTORTION, INTIMIDATION OR SEXUAL HARASSMENT

- Incident 1: 1-5 day suspension, possible S.E.T. meeting, **CONTRACT**, possible drop from class, possible school transfer, possible police action, possible district expulsion.
- Incident 2: 5 day suspension, **SCHOOL TRANSFER**, possible district expulsion, possible police action.

*The act of forcing fellow students to do ridiculous or painful things, as in initiation. Student-athletes may not engage in any form of hazing or rights of initiation in school activities, to include interscholastic athletics. Students agree not to haze or be hazed. Students who have knowledge of hazing incidents must report them to a coach, athletics administrator, or any other responsible school official.

PHYSICAL ASSAULT AGAINST STAFF MEMBER

- Incident 1: 5 day suspension, **SET Meeting, drop from class, POSSIBLE SCHOOL TRANSFER**, police action, possible district expulsion.
- Incident 2: Five day suspension, **SCHOOL TRANSFER**, possible district expulsion, possible police action.

POSSESSION OR USE OF TOBACCO, CLOVES or OTHER SUBSTANCES (During Enrollment)

(SMOKING/CHEWING/ETC.)

- Incident 1: 1 day suspension, parent contact; possible police action
- Incident 2: 2 days suspension, parent contact; possible police action
- Incident 3: 2-5 days suspension, S.E.T. meeting, **CONTRACT**; possible police action.
- Incident 4: Five day suspension, **POSSIBLE SCHOOL TRANSFER**, possible district expulsion, possible police action.

POSSESSION, USE OR UNDER THE INFLUENCE OF ANY CONTROLLED SUBSTANCE (INCLUDING "LOOK ALIKE") OR POSSESSION OF PARAPHERNALIA

- Incident 1: 3-5 day suspension, **S.E.T meeting, CONTRACT, POSSIBLE SCHOOL TRANSFER**, possible police action, possible district expulsion.
- Incident 2: 5 day suspension, **SCHOOL TRANSFER**, possible police action, possible district expulsion.

SELLING OR FURNISHING ANY CONTROLLED SUBSTANCE (INCLUDING "LOOK ALIKE") OR PARAPHERNALIA

- Incident 1: 3-5 day suspension, police action, S.E.T. meeting, **POSSIBLE SCHOOL TRANSFER**, possible district expulsion.
- Incident 2: 5 day suspension, **SCHOOL TRANSFER**, possible police action, possible district expulsion.

UNLAWFULLY POSSESSED, USED, SOLD, OR OTHERWISE FURNISHED, OR BEEN UNDER THE INFLUENCE OF, ANY CONTROLLED SUBSTANCE, AS DEFINED IN SECTION 11007 OF THE HEALTH AND SAFETY CODE. AN ALCOHOLIC BEVERAGE, OR ANY INTOXICANT OF ANY KIND.

- Incident 1: 3-5 day suspension, **S.E.T meeting, CONTRACT, POSSIBLE SCHOOL TRANSFER**, possible police action, possible district expulsion.
- Incident 2: 5 day suspension, **SCHOOL TRANSFER**, possible police action, possible district expulsion.

SELLING OR FURNISHING OR SALE TO MINORS OF ALCOHOLIC BEVERAGES AND OTHER DRUGS WHETHER THE ACTUAL FURNISHING OCCURS ON OR OFF CAMPUS DURING SCHOOL HOURS (including party flyers)

- Incident 1: 3-5 day suspension, **CONTRACT, S.E.T. meeting**, possible school transfer, possible police action, possible district expulsion.
- Incident 2: 5 day suspension, parent conference, **POSSIBLE SCHOOL TRANSFER**, possible district expulsion, possible police action.

If it is established that alcohol or other drugs have been actually furnished to students in connection with the on-campus solicitation (i.e., flyers advertising beer parties), the student may be subject to expulsion.

PANHANDLING, GAMBLING

- Incident 1: 2 hours Study/Work Program, parent contact
- Incident 2: 4 hours Study/Work Program, parent contact
- Incident 3: Parent conference, possible suspension, possible police action, possible school transfer.

PARKING VIOLATION – There is NO PARKING Allowed on the Freshmen Focus Campus

- Incident 1: 2 hours Study/Work Program, parent contact. (car may be ticketed impounded)
- Incident 2: 2 hours Study/Work Program, parent contact. (car may be ticketed impounded)
- Incident 3: 4 hours Study/Work Program, parent contact. Parking privilege revoked. (car may be impounded)
- Incident 4: **ADMINISTRATIVE ACTION WHICH MAY INCLUDE BUT NOT LIMITED TO LOSS OF PRIVILEGES AND ACTIVITIES, DANCES, LUNCH PASS, PARKING PRIVILEGES, AND OTHER CONSEQUENCES AS DEEMED NECESSARY BY THE ADMINSTRATIVE TEAM.**

DRIVING VIOLATION (RECKLESS DRIVING, SPEEDING, ETC.)

- Incident 1: 4 hours Study/Work Program, possible parking privilege revoked, parent contact.
- Incident 2: Parking privilege revoked.

THROWING FOOD, LITTERING .

- Incident 1: Warning or 2 hour Study/Work Program, parent contact.
Incident 2: 2 hour Study/Work Program, parent contact.
Incident 3: 4 hour Study/Work Program, parent contact.
Incident 4: One day suspension for defiance, parent conference (S.E.T. Meeting).
Incident 5: **ADMINISTRATIVE ACTION WHICH MAY INCLUDE BUT LIMITED TO LOSS OF PRIVILEGES AND ACTIVITIES, DANCES, LUNCH PASS, PARKING PRIVILEGES, AND OTHER CONSEQUENCES AS DEEMED NECESSARY BY THE ADMINSTRATIVE TEAM.**

BUS REFERRAL

Bus referrals will be handled by the bus drivers and/or transportation department. Possible warning, Study/Work Program, and/or bus suspension.

NO-SHOW TO STUDY/WORK PROGRAM (*During Enrollment at Esperanza*)

- Incident 1: Double Study/Work Program hours, parent contact.
Incident 2: 1 day in-house suspension, parent contact, still must attend assigned hours additional hours will be assigned, **HOLD LIST, LOSS OF PRIVILEGES AND ACTIVITIES, DANCES, LUNCH PASS, PARKING PRIVILEGES, AND OTHER CONSEQUENCES AS DEEMED NECESSARY BY THE ADMINSTRATIVE TEAM.**
Incident 3: 1-3 day Suspension/**S.E.T. Meeting, possible school transfer**

PARENTS MAY RESCHEDULE HOURS ONE TIME PER SEMESTER. REQUESTS MUST BE MADE IN WRITING AND RECEIVED PRIOR TO THE SCHEDULED HOURS. SCHOOL ACTIVITIES OR WORK DOES NOT EXEMPT YOU FROM SATUDAY SCHOOL HOURS.

I.D. CARDS

All students must carry their student I.D. card with them at all times. Student I.D. cards are mandatory at all school activities.

- Incident 1: 2 hours Study/Work Program
Incident 2: 4 hours Study/Work Program, **ADMINISTRATIVE ACTION WHICH MAY INCLUDE BUT NOT LIMITED TO STUDENT PLACED ON HOLD LIST, LOSS OF PRIVILEGES AND ACTIVITIES, DANCES, LUNCH PASS, PARKING PRIVILEGES, AND OTHER CONSEQUENCES AS DEEMED NECESSARY BY THE ADMINSTRATIVE TEAM.**

ACADEMIC DISHONESTY (*During four year Enrollment*), see page 26

- Incident 1: Zero on assignment; teacher contacts parent; referral to the office
Incident 2: Zero on assignment; counselor contacts parent; **CONTRACT**
Incident 3: Possible drop from class with a "WF".

REFERRAL FROM A SUBSTITUTE TEACHER

Each Incident: 4 hours Study/Work Program, Parent Contact
(Any type of misconduct considered disruptive, harmful or dangerous to any individual or school program will result in immediate disciplinary action.)

FORGERY (Under no circumstance can the student sign for parent, even with parent permission During Enrollment)

- Incident 1: 4 hours Study/Work Program, parent contact.
Incident 2: 1 day Suspension, parent contact.
Incident 3: 2 day Suspension, S.E.T. meeting, **CONTRACT**.
Incident 4: **ADMINISTRATIVE ACTION WHICH MAY INCLUDE BUT LIMITED TO LOSS OF PRIVILEGES AND ACTIVITIES, DANCES, LUNCH PASS, PARKING PRIVILEGES, AND OTHER CONSEQUENCES AS DEEMED NECESSARY BY THE ADMINSTRATIVE TEAM.**

CELL PHONES, ELECTRONIC SIGNALING DEVICES, ELECTRONIC ACCESSORIES and IPOD

You may have your cell phone in your possession at school under the following conditions:

- Cell phone may not be used on campus, during regular school hours (before 7:55 a.m. and after 2:45 p.m.) This means that you may not use a cell phone for any reason during the school day including during break, lunch, passing periods, open periods in your schedule or during athletic periods.
- All cell phones/bluetooths must be **turned off and stored out of sight in your backpack, purse, or pocket.**

School faculty and staff are not responsible for finding or replacing stolen or lost items.

If we see or hear your phone during school hours (including break, lunch & between classes) these are the consequences:

ELECTRONIC EQUIPMENT WILL NOT BE AVAILABLE FOR PICK UP BY A PARENT UNTIL AFTER 3:00 P.M. THE DAY OF CONFISCATION

- Incident 1: Electronic Equipment confiscated, student may pick up after 3:00pm, 2 hours Study/Work Program
Incident 2: Electronic Equipment confiscated, parent contacted for return, 4 hours Study/Work Program Student may be placed on the HOLD list during the school year until hours have been served.
Incident 3: Electronic Equipment confiscated, parent contacted for return, 4 hours Study/Work Program
Incident 4: Electronic Equipment confiscated, parent contacted for return ,Suspension, **CONTRACT**
Incident 5: **ADMINISTRATIVE ACTION WHICH MAY INCLUDE BUT NOT LIMITED TO LOSS OF PRIVILEGES AND ACTIVITIES, DANCES, LUNCH PASS, PARKING PRIVILEGES, AND OTHER CONSEQUENCES AS DEEMED NECESSARY BY THE ADMINSTRATIVE TEAM.**

NOTE: Any student refusing to give Electronic Equipment to authority when asked will be in defiance.

STUDENT NETWORK/INTERNET ACCEPTABLE USE AGREEMENT

All students are required to sign the student Network/Internet and Acceptable Use Agreement in order to use school computers. Any violation of this agreement could result in a loss of a class where computer use is a major component of the curriculum.

PARKING PERMITS MAIN CAMPUS ONLY (Sophomores, Juniors and Seniors)

Students who drive cars to school must have an EHS parking permit. They may be obtained during Taking Care of Business and from the Finance office for \$10.00. **A permit does not guarantee a parking space.** Students must show current registration and valid drivers license. Student cars must be parked only in marked spaces in the student parking lot **ON MAIN CAMPUS ONLY** and not in the faculty parking areas or in visitor parking spaces. Parking permits will be required on all student cars and must be displayed appropriately (must be hanging from the rear view mirror or on the dash board). There is a replacement charge of \$10.00. **Illegally parked cars are subject to impound.**

Students who drive or park their car inappropriately are subject to school discipline, towing and citations by the Anaheim Police Department. **The school assumes no responsibility for cars parked on campus.** A car parked in the school parking lot or around school grounds are subject to the same rules under educational law of search and seizure.

HEALTH SERVICE

The school health clerk maintains an office on campus and is available to help with any health problems and questions. Students wishing to visit the health clerk during class time must have a hall pass from their teacher. Students should call parent from the health office only.

PROCEDURE IF MEDICATION IS TO BE TAKEN DURING SCHOOL HOURS

If it is necessary for a student to take medication during school hours, contact the health clerk for the proper procedure. **It is illegal for a student to carry medication on his/her person when on campus.**

LOST AND FOUND

Articles that are found on campus will be sent to the lost and found department in the attendance office. These articles will be kept until the semester. At the end of each semester, the remaining articles will be donated to charitable organizations.

NUTRITION/LUNCH POLICY

In an effort to facilitate supervision, and cut down on the amount of custodial time devoted to trash pick-up, students will eat their food in the designated eating areas. We solicit your support and cooperation in contributing to a cleaner environment.

RULES AND REGULATIONS:

1. Students are to eat food only in the lunch area. Eating in school buildings will not be permitted.
2. Students are expected to deposit trash in the receptacles provided.
3. Students are not to be in the buildings during lunch unless directly supervised by a staff member.

Suggestion: Students may wish to bring snacks from home for nutrition break in order to avoid long waiting lines and the possibility of not being served before the passing bell.

PREPAID COMBO LUNCHES

Placentia-Yorba Linda Unified School District offers prepaid combo lunches to all students. Food Services personnel accepts free and reduced lunch applications and issue new lunch numbers in the cafeteria office. They will sell prepaid lunches at the cafeteria office.

Students may purchase a minimum of ten (10) lunches. Prepaid lunches will cost the regular price of \$3.00 per student. Cash or personal checks payable to PYLUSD FOOD SERVICES will be accepted as payment.

LUNCH PERMITS

Lunch permits will be issued to SENIORS ONLY! Seniors wishing to leave school at lunch on a regular basis must have a parent or guardian come to school and sign for a LUNCH PERMIT. This permit must be shown every time the student leaves campus. No student will be allowed to leave campus without showing a permit. Seniors who abuse or argue the stipulations of the lunch permit privilege will have the pass revoked. (i.e. use of fake pass, use of another students' pass, giving your pass to another, forged off campus pass, returning late to your next class or truant to your next class or taking students off campus who do not have a lunch permit).

SENIORS who do not have a regular LUNCH PERMIT MUST BRING WRITTEN PARENT AUTHORIZATION AND OBTAIN AN OFF-CAMPUS PERMIT for lunch. These permits must be obtained before the lunch period begins (before school or at nutrition break.) These permits will not be issued on a regular basis.

No other students will be permitted to leave school at lunch unless a parent/guardian signs them out in person.

DANCES

Dances are held for the enjoyment of Esperanza students. If your name is on the HOLD list you will NOT be able to purchase a dance ticket until it is cleared. Guests 21 years and over and 8th grade and younger are not permitted to attend dances. Current Esperanza ID cards are required in order to purchase a ticket. The purchaser must also bring his/her date's current Esperanza ID card or pre-approved guest pass. All Esperanza students must have their current Esperanza ID for admission to the dance. Guests must have a current photo ID from their school or a valid driver's license for admission. Certain dances are for Esperanza students exclusively.

All dance attendees should dress appropriately. The school dance agreement dress code applies and will be enforced. There will be random alcohol tests. No alcohol, tobacco or drugs are allowed. You may be searched upon entering. Please do not bring gum, rave items, canes, pens or pencils, wallet chains, lighters, weapons, etc. All school rules are in effect. Please dance in a respectable manner. These rules have been set in place for your safety and the safety of others.

Procedure for dance ticket purchase:

1. Students must complete a dance agreement prior to purchasing a dance ticket (dance agreement valid for one year).
2. If bringing a guest, the Esperanza student must obtain a guest pass from the Attendance Office. It must be filled out by the student, signed by the guest and approved by the guest's high school administrator if he/she is in high school. The completed guest pass must be returned to the Attendance Office for approval. Once approved, the student may pick up the yellow copy and bring it to the Finance Office to purchase tickets.
3. A current Esperanza student ID card is required in order to purchase tickets. Single tickets require only the purchaser's ID card. Couple tickets require the purchaser's current Esperanza ID card and the guest's Esperanza ID card or approved guest pass. NO PREVIOUS YEAR'S ESPERANZA ID CARD IS VALID.
4. Tickets may be purchased before and after school, break, and lunches ONLY. Cash and imprinted checks are accepted.
5. Tickets sales will end the Wednesday prior to the dance at lunch.
6. If the student is on the HOLD list, he/she will not be able to purchase a ticket until the HOLD has been resolved.

PHYSICAL EDUCATION

The Esperanza High School Physical Education Department will require uniforms for all students enrolled in the regular program. The uniform will consist of a t-shirt with the student's name on the front and shorts (no buckles, snaps, zippers, or pockets). Esperanza uniforms can be purchased at the "Taking Care of Business" or through the Physical Education Department at any time after registration. The cost will be \$10.00 for the shorts and \$10.00 for the t-shirt. Checks should be made out to Esperanza High School. Socks and tennis shoes must be worn. If you have any questions regarding the purchasing of the P.E. uniforms, you may call Keri Walters, Women's Athletic Director.

PHYSICAL EDUCATION NON-SUIT POLICY:

1. Warning and student will not earn any points for the day.
2. Teacher assigned detention and student will not earn any points for the day.
3. 2 – hours, parent notification and student will not earn any points for the day.
4. 4 – hours, parent notification and student will not earn any points for the day.
5. Referral to counselor and contract, parent notification and student will not earn any points for the day.
6. **ADMINISTRATIVE ACTION: POSSIBLE DROP FROM CLASS WITH A "WF", LOSS OF ACTIVITIES, DANCES, LUNCH PASS, PARKING PRIVILEGES, AND OTHER CONSEQUENCES AS DEEMED NECESSARY BY THE ADMINSTRATIVE TEAM.**

ESPERANZA HIGH SCHOOL

STUDENT DRESS CODE

School Board Policies establish that students shall wear appropriate clothing and footwear and groom themselves for school in a manner which does not offend the decency of, or reflect negatively on, or detract from any phase of the educational program. The Esperanza High School administration and staff believe that dress affects the academic environment at school and in some cases can be disruptive to the learning environment. Therefore, the following dress restrictions apply to students while on campus and at all school sponsored events including dances.

ALL CLOTHING MUST BE CLEAN AND IN GOOD REPAIR

- **Shirts/Tops**--Clothing shall conceal undergarments at all times. See-through or fishnet fabrics, backless clothing, tube tops, low cut revealing tops, and bare midriffs are prohibited.
- **Pants/Shorts/Skirts**--Pants or shorts that sit below the hip level are not allowed. Undergarments cannot be visible in any way. Revealing shorts or skirts are also prohibited.
- **Illegal/Obscene**--Any apparel, jewelry, accessory or inscription on personal belongings which could be construed as depicting or promoting the illegal, the obscene, or are sexually suggestive are not allowed. Specifically that which depicts or promotes alcohol, drugs, tobacco, and obscenities are also prohibited.
- **Offensive**--Apparel, jewelry, accessories, manner of grooming, and inscriptions on personal belongings, including backpacks and book covers, that are sexually suggestive, or by virtue of color, arrangement, trademark, universal meaning or any other attributes, express or advocate racial, ethnic, or religious prejudice are not allowed.
- **Jewelry/Accessories**--Spiked jewelry, chains, and other dangerous apparel are prohibited.
- **Shoes**--Bare feet are not allowed. Appropriate shoes must be worn at all times.
- **Hats**--The wearing of hats is at the discretion of the classroom teacher. **Bandanas, Do Rags and hairnets are not allowed.**

**DRESS CODE CONSEQUENCES
DURING ENROLLMENT AT ESPERANZA**

INCIDENT 1: Item may be confiscated, alternative clothing may be loaned, warning given, parent contacted, student may be sent home.

INCIDENT 2: Item may be confiscated, alternative clothing may be loaned, parent conference possible, one Study Work Hour assigned, student may be sent home.

INCIDENT 3: Item may be confiscated, alternative clothing may be loaned, parent conference held, suspension possible, two Study Work Hours assigned.

INCIDENT 4: Item may be confiscated, alternative clothing may be loaned, parent conference held, four Study Work hours assigned, student placed on behavior contract.

INCIDENT 5: Item may be confiscated, alternative clothing may be loaned, parent conference held, student suspended 1-5 days, **ADMINISTRATIVE ACTION WHICH MAY INCLUDE BUT LIMITED TO LOSS OF PRIVILEGES AND ACTIVITIES, DANCES, LUNCH PASS, PARKING PRIVILEGES, AND OTHER CONSEQUENCES AS DEEMED NECESSARY BY THE ADMINSTRATIVE TEAM.**

DRESS CODE AT ALL SCHOOL SPONSORED EVENTS INCLUDING DANCES MUST MEET SCHOOL POLICY AS STATED IN THE STUDENT HANDBOOK. ATHLETIC EVENTS ALSO FALL UNDER THE GUIDELINES OF CIF AND THE BLUEBOOK RULES.

THE ESPERANZA HIGH SCHOOL ADMINISTRATIVE TEAM RESERVES THE RIGHT TO MAKE ANY AND ALL NECESSARY CHANGES AS DEEMED ESSENTIAL FOR THE SAFETY OF ALL STUDENTS AND STAFF.

Steps For Completing the Community Service Requirement

The following procedures are to be followed by the student in order to successfully fulfill the 40 hour community service requirement:

- 1. Student Packet:** All information outlining the Community Service program and requirements are available on the Esperanza website www.esperanzahs.com, listed under the "Counseling" menu. This includes information on how to locate acceptable agencies from which students may choose and all documentation procedures. This information needs to be shared with parents. Printed copies are available upon request.
- 2. Permission Form:** The permission form is available on the Esperanza website (counseling, community service) and is required that all incoming 9th graders or new Esperanza students sign and returned the form during "Taking Care of Business" week. If this did not happen, then one must be picked up, signed, and returned by the student to the Attendance Office as quickly as possible. Students entering Esperanza after August will be given the permission form at the initial counseling appointment. Community service may not begin until the signed form is returned.
- 3. Selecting an Agency/Organization:** Community service is work performed with a non-profit organization for which you receive no pay. Organizations should be selected from flyers displayed on the Community Service Bulletin Board located in the Attendance Office, or the school website www.esperanzahs.com. Students may choose service opportunities not listed in the Guide with pre-approval from the Community Service Coordinator by returning a completed and signed request form. Any student who is completing community service through a court probation program may not use those hours to fulfill the graduation requirement. Also, community service performed for family members, for profit businesses, or private individuals will not count toward the community service requirement. When a student is unsure of the acceptability of an organization, always check with the Community Service Coordinator prior to beginning.
- 4. Contacting the Agency:** Students are responsible for contacting the agency to determine days and times to perform the service. See the "*How to Get Started*" section to assist you.
- 5. Community Service Verification Form:** Students are responsible to complete the top half of the Community Service Verification form. At the end of the service activity, the bottom half of the form is to be filled out and signed by the individual at the agency who supervised the student. The completed form is turned in to the Community Services Coordinator **within 30 days of completing the activity**. Many students choose to serve their hours for the same organization over a long period of time. CS Verification forms need to be turned in on a monthly basis in order to receive credit. Please remember to keep a copy for your records.
- 6. Miscellaneous:**
 - students may use as many completed forms as is necessary to complete the required hours of community service.
 - the service may be performed anytime during the year, outside of regular school hours, including summer, winter, and spring vacations.
 - any student who has a personal problem relative to this requirement should contact the Community Service Coordinator.
 - completed hours of community service will appear on the student's transcript.
 - requests for a print-out of completed hours can be made with the Community Service Clerk.
- 7. Falsifying Documents:** Community service documents that have been falsified in any way will result in school suspension and may also include the loss of graduation privileges or school transfer.
- 8. Awards** - Community service hours can be used to enhance college applications and create scholarship opportunities. See your counselor for more details.

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**Bell Schedules
2011 - 2012
Tuesday-Friday Regular Day**

6:55 - 7:47	Period 0
7:55 - 8:50	Period 1
8:58 - 9:52	Period 2
9:52 - 10:02	Break
10:10 - 11:07	Period 3
11:15 - 12:09	Period 4
12:09 - 12:39	Lunch
12:47 - 1:41	Period 5
1:49 - 2:45	Period 6

PLC Monday Schedule

Period 0	6:50 – 7:40
Staff Collaboration Time	7:30 - 8:15
Period 1	8:28 - 9:17
Period 2	9:25 - 10:14
Break	10:14 - 10:24
Period 3	10:32 - 11:24
Period 4	11:32 - 12:21
Lunch	12:21 - 12:51
Period 5	12:59 - 1:48
Period 6	1:56 - 2:45

ASSEMBLY SCHEDULE

Period 0	6:55 - 7:45
Period 1	7:55 - 8:42
Period 2	8:50 - 9:37
Assembly	9:45 - 10:26
Break	10:26- 10:36
Period 3	10:44 - 11:31
Period 4	11:39 - 12:26
Lunch	12:26 - 12:56
Period 5	1:04 - 1:51
Period 6	1:59 - 2:45

