

Encina Preparatory

(6-12)

High School

Home of the Bulldogs



2019/2020

Student and Parent Handbook

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ENCINA PREPARATORY (6-12) HIGH SCHOOL

ADMINISTRATION

Richard Judge, Principal
Michele Speed, Vice Principal
Lori Sato, Vice Principal
Corinne Poirier, Vice Principal

COUNSELORS

Eliseo Milan, High School A-L
Beth Hein, High School, M-Z
Bianca Petersen, Middle School

School Telephone Numbers

(916) 971-7538

Athletic Office	(916) 971-5813	Parent/ Family Support	(916) 971-5898
Attendance		Finance Office	(916) 971-5887
- <i>Absence only (leave a message)</i>	(916) 971-7550	McKinney Vento	(916) 971-8024
- <i>Early Dismissals only</i>	(916) 971-7542	Principal's Office	(916) 971-5839
Community Partnership	(916) 971-5891	Records	(916) 971-7551
Counseling office	(916) 971-7547	Vice Principals' Office	(916) 971-7546

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ENCINA PREPARATORY (6-12) HIGH SCHOOL

VISION STATEMENT

All Encina graduates will be academically qualified and intellectually prepared to succeed at a four-year university.

CORE PURPOSE (MISSION STATEMENT)

The Mission of Encina Preparatory (6-12) High School is to design and deliver an excellent education program which is guided by the Encina Core Values.

Effective Communicators Who

- Achieve language proficiency in speaking, reading, listening, and writing English.
- Access and evaluate information using a variety of means.
- Articulate ideas to diverse audiences.
- Collaborate successfully in a team environment while respecting and embracing individual differences.

Critical Thinkers Who

- Identify, organize, analyze, interpret and evaluate information.
- Use and apply information and available resources to new situations.
- Ask questions about their world and know where to seek answers.
- Transfer academic concepts and skills to real world situations.

World Citizens and Active Community Members Who

- Demonstrate respect for and understanding of diverse cultures.
- Demonstrate an appreciation for multiple views and opinions.
- Demonstrate skills in resolving conflicts.
- Participate ethically and morally as active citizens in the local and global community.

Career Oriented Students Who

- Understand the connection between academic curriculum and real-life application.
- Demonstrate the skills and knowledge necessary to access career opportunities.
- Understand the importance of a healthy, active lifestyle.
- Make appropriate decisions based on personal ethics and core values.

Technologically Competent Students Who

- Apply appropriate technology to facilitate and enhance knowledge and skills.

ENCINA CORE VALUES


- Every student CAN learn. We will meet their needs without shaming while building capacity.
- Equity
- Quality First Instruction/ Highly Effective Instructional Practices
- Every student is valued for who they are

STUDENTS RIGHTS & RESPONSIBILITIES

B.A.R.K.S

BULLDOGS HAVE THE RIGHT TO:

- A rigorous education
- To voice their concerns appropriately
- Fair, consistent, and respectful treatment from staff and other students
- A safe and clean environment

<p>IN THE CLASSROOM, BULLDOGS ARE:</p> <p>RESPONSIBLE</p> <ul style="list-style-type: none"> • Be on time • Come prepared • Follow classroom norms <p>RESPECTFUL/KIND</p> <ul style="list-style-type: none"> • Use materials properly • Use polite language • Voice level 1 or 2 <p>SAFE</p> <ul style="list-style-type: none"> • Always walk • Safe hands and feet • Keep personal property safe 	<p>IN THE HALLWAY, BULLDOGS ARE:</p> <p>RESPONSIBLE</p> <ul style="list-style-type: none"> • Have a pass • Not use passes during the first 10 or last 10 minutes. • Go directly to your destination • Return directly from your destination <p>RESPECTFUL/KIND</p> <ul style="list-style-type: none"> • Use polite language • Voice level 1 or 2 <p>SAFE</p> <ul style="list-style-type: none"> • Always walk • Safe hands and feet • Carry or walk skateboards, bikes, and scooters.
<p>IN THE BATHROOM, BULLDOGS ARE:</p> <p>RESPONSIBLE</p> <ul style="list-style-type: none"> • Have a pass during class time • Use the bathroom and leave <p>RESPECTFUL/KIND</p> <ul style="list-style-type: none"> • Voice level 1 or 2 • Keep it clean <p>SAFE</p> <ul style="list-style-type: none"> • Safe hands and feet • Maintain hygiene 	<p>DURING MEALS, BULLDOGS ARE:</p> <p>RESPONSIBLE</p> <ul style="list-style-type: none"> • Keep areas clean • Maintain orderly line • Be prepared in line • Provide pass as necessary <p>RESPECTFUL/KIND</p> <ul style="list-style-type: none"> • Use polite language • Use activity materials appropriately <p>SAFE</p> <ul style="list-style-type: none"> • Always walk • Stay in designated area
<p>IN THE OFFICE, BULLDOGS ARE:</p> <p>RESPONSIBLE</p> <ul style="list-style-type: none"> • Have a pass • Go directly to your destination • Follow directions <p>RESPECTFUL/KIND</p> <ul style="list-style-type: none"> • Use polite language • Voice level 1 or 2 <p>SAFE</p> <ul style="list-style-type: none"> • Always walk • Stay in designated area 	

Encina Preparatory (6-12) High School

Student/Parent Commitment Contract

Encina’s standards are emphasized by the BARKS philosophy of Bulldogs Are Responsible, Respectful, Kind, and Safe. As an active participant in the educational process at Encina, we will all be committed to the following:

	Student Commitment	Parent Commitment	Teacher/Staff Commitment
Academics	<ul style="list-style-type: none"> - Expected to work to their full potential and to demonstrate academic responsibility. - Communicate with teachers regarding progress. - Seek support to ensure academic success. 	<ul style="list-style-type: none"> - Provide student with the appropriate guidance to ensure academic responsibility. - Work with student and communicate with teachers when necessary. - Check student progress regularly to hold student accountable for academic success. 	<ul style="list-style-type: none"> - Conduct engaging lessons and assign rigorous course work for college and career readiness. - Utilize a variety of instructional strategies and supports to ensure all students learn. - Conduct fair and accurate assessments that measure student understanding of standards.
Attendance	<ul style="list-style-type: none"> - Expected to attend all classes, every day, on time. - Commit to make up all missed assignments, within the allotted amount of time, after being absent. - Honor the closed campus policy and will not leave campus for any reason without receiving an early dismissal. 	<ul style="list-style-type: none"> - Expected to support good attendance and punctuality from student. - . - Ensure that the attendance office is notified of student absences within 5-school days. 	<ul style="list-style-type: none"> - Provide students with appropriate work when they return from an absence. - Communicate in a timely manner with students about missed work due to absences. - Model appropriate attendance.
Behavior	<ul style="list-style-type: none"> - Be responsible and follow all school rules. - Come to school appropriately dressed by complying with the school/district dress code policy. - Promote a safe school environment by refraining from any behavior that puts others in danger and impedes their ability to learn. - Seeking proactive solutions to conflicts with others. 	<ul style="list-style-type: none"> - Encourage student to act appropriately and follow school rules. - Ensure student is appropriately dressed and complying with the school/district dress code policy. - Understand the Encina and SJUSD guidelines for suspension and expulsion and support the school when appropriate action is taken. 	<ul style="list-style-type: none"> - Teach and review classroom norms and expectations. - Provide each student with a safe, positive, and challenging learning environment. - Protect each student’s right to learn by fairly, firmly, and consistently enforcing school rules. - Adhere to the California Standards for the Teaching Profession.
School Culture	<ul style="list-style-type: none"> - Expected to treat all people (students and staff) with respect and kindness. - Demonstrate pride in their school and takes ownership for a positive experience. - Actively engage in athletics, clubs, student organizations, and other extracurricular activities. 	<ul style="list-style-type: none"> - Enthusiastically encourage student to participate in extracurricular activities. - Follow established protocols when seeking resolution for student issues and assume good will. - Participate in Student Led Conference to the best of your ability. 	<ul style="list-style-type: none"> - Participate and/or support the demonstration of school pride. - Treat students, peers, and parents with respect and kindness. - Follow established protocols when seeking resolution for student issues and assume good will.

School Calendar & Bell Schedules

August 6-8	Bulldog Registration, 8:00a.m. - 10:30a.m., Library	November 19	MASCOT
	Bulldog Registration, 1:00p.m.- 3:30p.m., Library	November 22	Grading Period Ends (progress reports)
August 8	Parents & Pastries, 1:00p.m. – 3:00p.m., Cafeteria		
August 8	Senior Student & Parent Meeting/ Registration, 8:30 – 9:00a.m., Cafeteria	December 7	ELAC Meeting, 11:00a.m. – 1:00p.m., N-5
August 15	First Day of School, 8:15a.m.	December 16	MASCOT
August 15	Minimum Day, 8:15a.m. - 1:20p.m.	December 18	Food Distribution, Tennis Court, 3:30p.m.
August 16	Minimum Day, 8:15a.m. – 1:20p.m.	December 18	Semester 1 Finals (Odd Block)
August 19	MAP Testing Window Begins	December 18	Semester 1 Finals (Even Block)
August 21	Food Distribution, 3:30p.m., Tennis Court	December 23 – January 6	No School – Winter Break
August 23	School Pictures		
August 27	Senior Class Meeting, Advocacy Classes	January 6	No School – Teacher Work Day
		January 6	Grading Period Ends (semester grades)
September 2	No School – Labor Day	January 7	Minimum Day – 8:15a.m. – 1:20p.m.
September 9 -13	Week of Welcome Spirit Week – Dress Up Days	January 10	HS Student Senate Meeting
September 10	Junior Class Meeting, Advocacy Classes	January 15	Food Distribution, 3:30p.m., Tennis Court
September 13	All School Rally, 2:25p.m., Large Gym	January 16	MASCOT
September 13	Grading Period Ends (progress reports)	January 20	No School – Martin Luther King Jr. Day
September 18	Food Distribution, 3:30p.m., Tennis Court	January 21 – 24	Random Acts of Kindness Week
September 18	ELAC Parent Meeting, 4:00p.m. – 6:00p.m., Room N-5	January 24	Blood Drive
September 20	Fall MAP Testing Window Ends	January 25	ELAC Meeting, 11:00a.m. – 1:00p.m.
September 20	HS Student vs. Staff Volleyball Game, 3:30p.m.	January 28	Senior Class Meeting
September 24	Senior Class Meeting, Advocacy Classes	January 31	All School Rally, 2:25p.m., Large Gym
September 26	Minimum Day, 8:15a.m. – 1:20p.m.	January 31	High School Winter Formal, 7:00-10:00p.m., Small Gym
September 30 - October 3	SLC's (odd block -Monday/Wednesday, even block – Tuesday/Thursday)		
		February 4 – 6	Early Smiles
October 2	Class of 2020 Dessert Nigh Fundraiser	February 6	Pizza & Parents, 5:00 - 6:00p.m., Library
October 4	No School	February 7	MASCOT
October 7	No School	February 7	Grading Period Ends (progress report)
October 9	Cash for College, 6:00p.m., Cafeteria	February 11	Minimum Day – 8:15a.m. – 1:20p.m.
October 11	Grading Period Ends (progress reports)	February 17 – 21	No School – President's Week
October 15	Sophomore Class Meeting	February 25	Senior Class Meeting
October 16	PSAT		
October 16	Food Distribution, 3:30p.m., Tennis Court	March 2 – 20	Pennies for Patients
October 18	MASCOT	March 13	HS Student Senate Meeting
October 22	Junior Class Meeting	March 16	No School
October 25 - November 1	Red Ribbon Week	March 18	Food Distribution, 3:30p.m., Tennis Court
October 26	ELAC Meeting, 11:00a.m.- 1:00p.m.	March 19	MASCOT
October 29	Senior Class Meeting	March 20	Grade Period Ends (progress report)
October 29 – 30	Vision to Learn	March 20	All School Rally, 2:25p.m., Large Gym
October 31	Minimum Day – 8:15a.m. – 1:20p.m.	March 24	Minimum Day - 8:15a.m. – 1:20p.m.
		March 25	Sports a Rama, 3:15p.m.-4:30p.m., Large Gym
November 1	HS Homecoming Rally, 1:45p.m.-2:40p.m., Large Gym	March 25 – 27	Early Smiles
November 1	Homecoming Dance, 7:00pm-10:00pm, Small Gym	March 31	Senior Class Meeting
November 2	Homecoming Celebration & Game, 11:00a.m., Field		
November 4	Vision to Learn	April 6 – 10	No School – Spring Break
November 5	PWR Partners in Leadership Conference, 7:30 – 3:00p.m., Sac State	April 13 – 16	SLC's (odd block -Monday/Wednesday, even block – Tuesday/Thursday)
November 8	No School	April 13 – 17	CA Science Testing for 12 th graders
November 8	Pizza & Parents, 5:00- 6:00p.m., Library	April 15	Food Distribution, 3:30p.m., Tennis Court
November 11	No School - Veteran's Day	April 20	CAASPP Testing Starts
November 13	Early Smiles	April 25	Junior/ Senior Prom, 7:00p.m. -10:00p.m., California Auto Museum
November 15	HS Student Senate Meeting	April 28	Senior Class Meeting
November 19	Winter MAP Testing Window Opens		
November 19	Senior Class Meeting		

ODD BLOCK SCHEDULE

Grade 6-8				Grades 9-12			
Period	Start	End	Mins.	Period	Start	End	Mins.
				0	7:00AM	7:53AM	53
1	8:15AM	9:45AM	90	1	8:15AM	9:45AM	90
3	9:50AM	11:20AM	90	3	9:50AM	11:20AM	90
1st Lunch	11:20AM	11:50AM	30	5	11:25AM	12:55PM	90
5	11:55AM	1:25PM	90	2nd Lunch	12:55PM	1:25PM	30
7	1:30PM	3:00PM	90	7	1:30PM	3:00PM	90
	Periods run at the same time for grades 6-12						
	Extended day period; NOT part of the regular Instructional day						

ACADEMY SCHEDULE (on Odd Block Days)

Early Session				Late Session			
	Start	End	Mins.		Start	End	Mins.
AM Session 1	8:15AM	11:20AM	185	PM Session 1	10:25AM	12:55PM	150
1st Lunch	11:20AM	11:50AM	30	2nd Lunch	12:55PM	1:25PM	30
AM Session 2	11:55AM	12:50PM	55	PM Session 2	1:30PM	3:00PM	90

EVEN BLOCK SCHEDULE

Grade 6-8				Grades 9-12			
Period	Start	End	Mins.	Period	Start	End	Mins.
				0	7:00AM	7:53AM	53
2	8:15AM	9:45AM	90	2	8:15AM	9:45AM	90
1st Lunch	9:45AM	10:15AM	30	4	9:50AM	11:20AM	90
4	10:20AM	11:50AM	90	2nd Lunch	11:20AM	11:50AM	30
6	11:55AM	1:25PM	90	6	11:55AM	1:25PM	90
	Periods run at the same time for grades 6-12						
	Extended day period; NOT part of the regular Instructional day						

ACADEMY SCHEDULE (on Even Block Days)

Early Session				Late Session			
	Start	End	Mins.		Start	End	Mins.
AM Session 1	8:15AM	9:45AM	90	PM Session 1	8:50AM	11:20AM	150
1st Lunch	9:45AM	10:15AM	30	2nd Lunch	11:20AM	11:50AM	30
AM Session 2	10:20AM	12:50PM	150	PM Session 2	11:55AM	1:25PM	90

MINIMUM DAY/ALL CLASSES

Grade 6-8				Grades 9-12			
Period	Start	End	Mins.	Period	Start	End	Mins.
				0	7:18AM	7:53AM	35
1	8:15AM	8:50AM	35	1	8:15AM	8:50AM	35
2	8:55AM	9:30AM	35	2	8:55AM	9:30AM	35
3	9:35AM	10:10AM	35	3	9:35AM	10:10AM	35
4	10:15AM	10:50AM	35	4	10:15AM	10:50AM	35
1st Lunch	10:50AM	11:20AM	30	5	10:55AM	11:30AM	35
5	11:25AM	12:00PM	35	2nd Lunch	11:30AM	12:00PM	30
6	12:05PM	12:40PM	35	6	12:05PM	12:40PM	35
7	12:45PM	1:20PM	35	7	12:45PM	1:20PM	35

Periods run at the same time for grades 6-12

Extended day period; NOT part of the regular Instructional day

ACADEMY SCHEDULE

Early/Late Session Combined

	Start	End	Mins.
AM Session 1	8:15AM	10:50AM	155
1st Lunch	10:50AM	11:20AM	30
AM Session 2	11:25AM	12:50PM	85

RALLY SCHEDULE (All classes, all day)

Grade 6-8				Grades 9-12			
Period	Start	End	Mins.	Period	Start	End	Mins.
				0	7:00AM	7:45AM	45
1	8:15AM	9:00AM	45	1	8:15AM	9:00AM	45
2	9:05AM	9:50AM	45	2	9:05AM	9:50AM	45
3	9:55AM	10:40AM	45	3	9:55AM	10:40AM	45
1st Lunch	10:40AM	11:10AM	30	4	10:45AM	11:30AM	45
4	11:15AM	12:00PM	45	2nd Lunch	11:30AM	12:00PM	30
5	12:05PM	12:50PM	45	5	12:05PM	12:50PM	45
6	12:55PM	1:40PM	45	6	12:55PM	1:40PM	45
7/RALLY	1:45PM	3:26PM	101	7/RALLY	1:45PM	3:26PM	101

Periods run at the same time for grades 6-12

Extended day period; NOT part of the regular Instructional day

ACADEMY SCHEDULE

Early Session				Late Session			
	Start	End	Mins.		Start	End	Mins.
AM Session 1	8:15AM	10:40AM	145	PM Session 1	10:51AM	11:30AM	39
1st Lunch	10:40AM	11:10AM	30	2nd Lunch	11:30AM	12:00PM	30
AM Session 2	11:15AM	12:50PM	95	PM Session 2	12:05PM	3:26PM	201

POLICIES AND PROCEDURES

Academics and Grades

Addressing Classroom Concerns

This is meant to be a guide for students and parents to address classroom concerns with teachers. It applies to classroom situations involving homework, tests, academic and citizenship grades and behavioral issues.

1. The student should make arrangements to discuss the matter at a time convenient for both the student and the teacher. Class time is not the appropriate time for such a meeting.
2. If the student feels that the issue has not been resolved, the next step would be for the parent to schedule a meeting directly with the teacher.
3. If the meeting with the teacher, parent and student does not resolve the issue, the next step is to have a meeting that includes the student's vice-principal.
4. The last step in the process would be a meeting with the parent, student, teacher and the principal.

This is a progressive process allowing concerns to be resolved.

Grades

Teachers have the ultimate responsibility for assessing the academic achievement of students. If a grade is to be changed for any reason, it can only be done by the teacher on the approved grade change form and in accordance with board policy.

Incomplete Grades

Teachers may choose to issue a grade of "incomplete" when a letter grade cannot be assigned due to missing a summative assignment critical to demonstrating mastery of essential standards. Incompletes are calculated in the GPA as an "F" grade. Incompletes due to missing a final exam or other final summative assessment must be made up no later than three (3) weeks after the last day of the semester. Any Incomplete grades not made up by then will be converted to an F grade.

Homework and Make-Up Work

Homework is at the discretion of the teacher. Homework/makeup work is the responsibility of the student. It is the student's job to develop regular study habits and to complete all assignments. Students who are absent for any reason, shall be allowed to complete all missed assignments and tests that can be reasonably provided. Upon satisfactory completion and within a reasonable time limit, as determined by the teacher, the student shall receive credit.

Parent Portal/Scholastic Reports

Each student and parent should familiarize themselves with the Parent Portal program, which is a computerized program that allows access via the internet to all educational information including but not limited to grades, progress, absences, homework, and missing assignments. In addition, on the Friday following the close of the progress report grading periods, Encina will hand deliver Scholastic Progress Report Cards to students to share with their parents. **Copies will be mailed home at the end of each semester.**

Short Term Independent Study

Short term Independent Study is available at Encina for approved reasons only. Students who must be out of school for verified reasons may request a short term independent study contract through their counselor for absences longer than two weeks and shorter than four weeks. This process must be initiated in advance. All short term independent study requests are subject to approval.

Physical Education: Clothes & Lockers

All students in Physical Education are required to wear athletic apparel in order to participate in activities safely. Closed toed athletic shoes are a requirement as well as athletic shorts, a t-shirt, and/or sweats or warm-ups (no jeans). The uniform can be any color other than red or blue. They can be brought from home or an Encina Physical Education Uniform may be purchased through the student government program. **Students are also required to use a lock and locker in the locker room. Locks may be checked-out and borrowed from the Physical Education Department or brought from home. Encina Preparatory (6-12) High School is not responsible for lost, stolen, or damaged items.** If a student borrows a lock and it is lost they will be required to pay \$6 to cover the cost of the lock.

Attendance

Success at Encina is dependent upon attendance and students are expected to attend all classes each day. **By law**, the only excused absences are illness, medical/dental, family funeral, court appearances, and religious observances. All other absences that are parent approved are cleared, but are considered documented unexcused absences. Every attempt should be made to schedule medical and dental appointments outside the school day. Doctor's notes are always accepted to excuse absences, but are mandatory when a student reaches the 10 days of parent verified absences. Attendance can be viewed online through the Q Parent and Student Portals.

Attendance Procedures

Parents/Guardians have **five (5)** school days to clear their student's absences. This can be done by sending a note, emailing EncinaAbsence@sanjuan.edu, using the San Juan Unified School District mobile app, or making a phone call to the Attendance Office. Office. **Absences ONLY call (916) 971-7550 and leave a message, and for early Dismissals ONLY call (916) 971-7542.**

Please give the following information when leaving a telephone message, emailing, or writing a note:

- **Name of person clearing the absence and relationship to student**
- **Student's first and last name (and the spelling of both)**
- **Date(s) of absence(s)**
- **Give reason (e.g., ill, medical appointment, business appointment, etc.)**

Early Dismissals (EDs)

Students who need to leave campus early must notify the Attendance Office by bringing a note signed by their parent/guardian or have their parent/guardian call the attendance office **before** they leave school on that day. To request an early dismissal, parents/guardians can call (916) 971-7542. If the line is not answered leave a message as this line will be checked frequently. State the name of your student, the time for the early dismissal, if it is medical or personal and relationship to the student. Notes can also be written and must contain the time the student is to leave school. The attendance office will give the student an Early Dismissal form. The student must show the ED to his or her teacher at the time they are to leave. If the student returns to school on the same day they must bring back the ED and sign back in at the Attendance Office before returning to class. The ED will be time stamped and used as a pass back to class. Once students have arrived on campus, regardless of the time, they are never to leave campus without an ED or that constitutes as a Closed Campus Violation. Disciplinary consequences will be assigned for Closed Campus Violations. Absences due to early dismissals in which parents have called in the absence after the fact will be recorded as truancies and disciplinary consequences will be issued for Closed Campus Violation.

Types of Absences

EXCUSED ABSENCES

Per the California Education Code only the following absences are considered excused.

- Illness (up to 5 days or the period equivalent for illness unverified by a physician)
- Quarantine under the direction of a county or city health officer
- Medical, dental, optometry, or chiropractic services rendered. (A medical note from the doctor is required).
- Funeral --- One day is excused for funeral services within California; three days are excused for services out of state. This excused absence is for services for immediate family members only. Immediate family includes parent, step-parent, grandparent, sibling (including step-sibling), and any relative residing in the house.
- Court appearance (visual documentation required)
- Observance of a holiday or ceremony of the student's religion

UNEXCUSED ABSENCES

- Missed the bus
- Out of town
- Family Vacation
- Any illness other than the student's illness
- Accompany parent to a parent's appointment

Illness at School

If a student becomes ill at school and cannot attend class, the student is to report as soon as possible to the Attendance Office and a parent will be contacted. The student is NOT to leave campus without getting an early dismissal from the attendance office.

Late Arrivals

When a student returns to school after being absent or tardy for more than 30 minutes, **the student must first check in with the attendance office.**

Tardies

Students are expected to arrive to class before the final bell rings. Chronic Tardies will be referred to the VP Office. Prior to being referred to Administration, teachers have the right to assign classroom consequences to students tardy to their class. If you have specific questions about tardies, please check "Q" and/or contact the teacher for the period in which the student was marked tardy.

Errors in Attendance

If a student, parent, or guardian notices an error to the attendance record, the student should immediately:

- Get a correction form from the Attendance Office.
- Have the teacher complete the correction form.
- Turn the correction form in to the Attendance Office.

CODE OF CONDUCT/DISCIPLINARY PROCEDURES

Students are required to conform to school rules and regulations and provisions of criminal and civil law both on campus and at off campus school related activities.

SCHOOL WIDE BEHAVIOR BARKS

Students will demonstrate RESPONSIBLE by:

1. Following all school rules, policies, and each teacher's individual classroom rules.
2. Being prepared and on time.
3. Remaining on task and completing work/projects on time.
4. Showing self-discipline by not using electronic devices during class time except for teacher initiated purposes.
5. Understanding and following the Encina dress code.

Students will demonstrate RESPECTFUL/KIND by:

1. Bringing all necessary materials to class.
2. Being in class on time and ready to work every period.
3. Using polite language with a volume of level 1 or 2 indoors.
4. Being an active participant in classroom discussions and classroom work.

Students will demonstrate SAFETY by:

1. Always walking to your destination.
2. Hand and feet safety. No play fighting.
3. Keep property safe.

***Progressive discipline will be assigned to students who do not follow Encina's school wide behavior expectations**

ACADEMIC DISHONESTY

In keeping with the emphasis on integrity in school, academic dishonesty will not be tolerated. Students who cheat will be given an F on the assignment and may be given an F in citizenship. Additional disciplinary consequences may be assigned.

BULLYING/CYBER BULLYING

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Cyber bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyber bullying include derogatory text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Bullying and/or Cyber bullying will not be tolerated at Encina Preparatory (6-12) High School. If a student feels they are being bullied, they can report it to any adult on campus, send a text message to (916) 243-5552,

phone (916) 979-8477, or report via the district website at www.sanjuan.edu/bullying. Vice Principals will investigate and issue appropriate consequences that may range from admin counseling to suspension and/or expulsion.

CLASS SUSPENSION

If your student is unable to conduct his/herself in a manner conducive to maintaining a productive learning environment, California Education Code affords teachers the right to suspend a student from their class for up to two days. Should this occur, your student will be sent to the Vice-Principal's office and the teacher will contact you within 24 hours.

CLOSED CAMPUS VIOLATIONS/OUT OF BOUNDS/NO LOITERING

Only currently registered students may be on campus between 6:45am and 4:00pm. All other visitors must have prior approval to visit and must register in the Principal's office. Parents must give a minimum of 24 hour notice to the Vice Principal's Secretary if they wish to accompany or visit their student's classroom. Once students arrive on campus no matter the time of day or reason including zero period, they cannot leave without an early dismissal or it will be considered a closed campus violation (CCV). Parents cannot clear these absences retroactively. In addition, some locations on campus are considered out of bounds. For safety reasons, students are not to enter parking lots, sports fields and stadium, be in any classroom or locker room without a teacher present, and/or be in the front of the school. Meeting a parent in the parking lot to pick up a lunch is a violation of this rule. Disciplinary consequences with a minimum of a Saturday School will be issued for Closed Campus/Out of Bounds violations up to and including home suspension.

Students must not loiter on campus after school or after school events. Since there is no supervision 20 minutes after school or school events, it is not safe for them to be on campus. Students loitering after school or after a school event may be prohibited from attending the next event, referred to administration, and subject to disciplinary action. Students that attend Bridges or ASSETS have 10 minutes to reach their destination or they will not be admitted into the programs and will be sent home.

CONFLICT MEDIATION

Should a student have any conflicts with another student they should see their Vice Principal and/or Counselor. If you suspect a friend may be in danger of getting into a verbal or physical confrontation, please report this to your Counselor or Vice Principal, they will protect your anonymity. Students engaging in physical or verbal altercations will be subject to disciplinary consequences.

DRESS CODE

High standards of dress promote good citizenship and a positive, wholesome, and safe learning environment. The appearance of the student body reflects upon the climate of the school. Students are expected to meet standards of dress and grooming that are acceptable in a positive learning environment. The district-wide dress code applies to all schools. The dress code is established to promote a positive, psychologically safe, and appropriate learning environment. Extremes in dress or clothing regarded as disruptive or a distraction from the learning environment are not permitted.

PROHIBITED CLOTHING/ACCESSORIES

- Clothing or accessories with pictures or messages that promote or symbolize the use of drugs, alcoholic beverages, or tobacco or are sexually suggestive or promote violence. Clothing displaying "Backwoods" are also prohibited.
- Clothing or accessories considered by school officials or law enforcement to connote gang affiliation, cult affiliation, satanic reference, or any profane or racially offensive item.
- Any clothing that is derogatory to individuals or groups and/or is likely to be inflammatory in a school setting is prohibited.
- Shirts, jackets, pants, backpacks, hats, binders, papers, etc., with printing of "Old English" lettering or any letters resembling it and any gang-related names ---- "**RIP**", "**In Memory of . . .**" are not allowed.
- Pajamas of any sorts are not allowed to be worn at school.
- Shoes must be worn at all times.
- Undergarments may not be exposed or worn as outerwear. This includes boxer shorts and sports bras.
- The torso must be covered; bare midriffs, back, or excessive cleavage must not be exposed.
- "Sagging" is not permitted. Belts may not hang down from the waist.
- Skirts and shorts must be of moderate length.
- Strapless or spaghetti strap tops, tube tops, or any excessively revealing clothing are not permitted; this includes backless tops and see-through clothing. Tank tops with straps less than one inch wide or arm openings that show excessive skin under the armpits are forbidden.
- Bandanas of any color and hairnets are prohibited.

Teachers and administrators have discretion in making judgments related to the appropriateness of dress. Students who violate the dress code will be sent to the VP offices to change clothes. Repeat offenders will be considered defiant and will be subject to disciplinary consequences.

ANTI-GANG ASSOCIATION CONTRACT

In an effort to maintain a safe, secure and orderly campus, the following restrictions for behavior and dress that is gang affiliated will be dutifully enforced:

- Any color which represents a gang/ affiliation/ organization and or letters to include Old English are not permitted. This includes but is not limited to any red, blue and brown clothing (blue jeans are excluded).
- Hats or other apparel/ clothing accessories determined by school officials or law enforcement to amplify gang, drug, weapon or criminal meaning or affiliation are prohibited.
- No possession of bandanas, wave caps, headbands or dew rags. No gang hair styles, fashioning of gang hair styles, cutting of eyebrows or shaved strips on sides of head.
- Tattoos that are deemed to have gang affiliation including Old English, area codes drawings, tear drops, three/four dots, swastikas and stars or anything deemed by the administration or representatives of the administration to be gang related, must be covered at all times (this might be done with clothing, gloves, Band-Aids or make-up).
- Any drawing, photos (to include cell phone or any other electronic device) that has any gang related material on it is forbidden, this includes binders, backpacks, classroom work, books or anywhere on your person is forbidden.
- When out on campus, to maintain a safe and orderly and secure environment you may not claim territory and/or loiter or "group up" for the purpose of intimidation as determine by the school Administration and their representatives.
- Threatening, intimidating, bullying, harassing, fighting or attempting to fight and gang language is strictly forbidden.

This Administration and their representatives have the right to update or modify specific gang restrictions as warranted.

Violation of any of the above conditions or engagement of any activity that the school officials deem violates this contract will result in consequences, which may include up to a five day suspension for violating contact conditions.

ELECTRONIC DEVICES

Students are expected to show self-discipline by keeping electronic devices off and out of sight during class time except for teacher initiated academic purposes. The use of portable speakers to play amplified music on campus is prohibited. If students violate this expectation, the device may be taken by the teacher and turned into administration where the phone will be secured in the Vice Principals' office. The first time offender will be able to pick up their phone at the conclusion of the school day. Repeat offenders will have to have a parent/guardian retrieve the device in the Vice Principals' office between the hours of 7:30am – 3:30pm. If a student refuses to give his/her electronic device to a staff member when asked to do so, the student will be referred to the Vice Principals' office for defiance and may be suspended. This policy is in compliance with Assembly Bill 272. Note: *All personal items are the sole responsibility of the owner. Staff will not disrupt the learning environment to search for lost or stolen items. If there is an emergency, parents/guardians can reach students through one of our offices.*

COMPUTER USAGE FORM

You agree to follow the directions of teachers and school staff, rules of the school, school district, and rules of any computer network you access. You must be considerate and respectful of other users.

Use of school computers and access to the Internet is a privilege. If you do not follow the rules, you will be disciplined and you will lose computer privileges.

School computers are for school-related education and research only.

- Do not use school computers and networks for personal or commercial activities.
- Do not change any software or documents (except documents you create).
- Do not produce, distribute, access, use, or store information which is private or confidential, copyright protected, harmful, threatening, abusive, obscene, pornographic, or denigrating to others.
- Do not produce, distribute, access, use, or store information which interferes or disrupts the work of others or causes congestion or damage to systems.

HATE VIOLENCE

Causing, attempting to cause, threatening to cause, or participating in an act of hate violence committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, ethnic/national origin group, or sexual orientation group **is hate violence.** Due to the seriousness of this offense and the requirements of this section of the

California Education Code, any infraction of this rule will result in suspension and may result in a recommendation for expulsion. Students, Parents, Guardians and teachers are to report suspected cases of hate violence to an administrator immediately.

SMOKING

San Juan Unified School District has a strict “no smoking” policy including vaping for all San Juan District schools. **There is no smoking anywhere on the school campus at any time.**

LOITERING

Students are not permitted to loiter on Wayland Avenue and Wittkop Way or in the vicinity of Arden Way and Bell Street.

INAPPROPRIATE DISPLAYS OF AFFECTION

In a public place such as a school, excessive displays of affection are inappropriate. Respect each other and those around you by acting in a mature manner.

SOCIAL PROBATION

Participation in all extracurricular activities at the comprehensive high school is a privilege, not a right. Social probation prohibits a student from attending or participating in any non-mandatory school function, activity, or event. These activities include, **but are not limited to**, participation on athletic teams including practices, events, dances, proms, drama and/or musical productions, club membership, graduation ceremony, special events, recognition programs, tryouts, or school sponsored activities of any type.

Social probation may be used at any time school officials deem it an appropriate behavioral sanction or that it would be effective in changing undesirable behavior.

FIGHTING

Fighting is defined by the SJUSD as a physical confrontation between two or more students --- mutual combat, contributing to or perpetuating a fight. **This may include hitting back.** Consequences for fighting range from suspension to recommendation for the expulsion process.

Definitions Associated with Fighting:

Breaking up or Preventing a Fight is characterized by seeking help from the nearest adult; encouraging the students to walk away; or surrounding a friend and moving him/her away from the argument.

Defending One’s Self is characterized by putting hands up to block or prevent a hit; putting hands out to keep the other student at a distance; repeating over and over the desire to NOT fight; calling for help; turning away; or walking away. **Administration will have the final say on determining self-defense.**

Threatening/Initiating Fights will be treated the same as fighting. The following behaviors communicate a willingness to fight: remaining engaged in an argument; stepping towards the other student; clenching fists; throwing down items being held, i.e. backpack, books, etc.; and removing outer garments, such as a jacket. Threats of any school employee or their property, including via the Internet, will result in suspension and possible recommendation for the expulsion process.

Jumping In (aiding and abetting) is joining in on another student’s fight or contributing to/perpetuating the fight. Students can be suspended for up to five days for this behavior.

Running to or being present to watch a fight (aiding and abetting) or videotaping escalates the potential of a fight occurring and the seriousness of the fight. Students who are caught running, watching, videotaping, and/or sharing a fight video could receive consequences for their actions. This includes uploading a fight in any content of social media/ electronic communication.

GUIDELINES FOR SUSPENSION AND EXPULSION

A comprehensive list of the San Juan Unified School District’s guidelines for Suspension and Expulsion are located on our school and district websites

SEARCH AND SEIZURE

In order to maintain a safe educational environment, it is sometimes necessary for Administration to conduct a search of a student’s property or person to seize weapons or contraband. The search must be reasonable, related to the school official’s

duties and may not be done randomly. **Per SJUSD Administrative Regulation 5145.12, the parent/guardian of the student being searched shall be notified by the district as soon as possible after the search.**

VICE PRINCIPALS' CENTER AND ON SITE POLICIES

VICE PRINCIPALS' CENTER EXPECTATIONS

The Vice Principals' Center is an area used for on-site detention and a waiting room for students meeting with a Vice Principal.

When a student arrives at the Vice Principals Center, voluntarily or involuntarily, the following expectations will be enforced:

Student will...

1. Arrive at the VP Secretary's Office with a pass or referral.
2. Check in the VP Secretary.
3. Phone is put away and off when entering the VP Center unless used with permission by the Room Monitor for an assigned purpose. If you are not following the phone protocol, the Room Monitor will collect your phone and it will be returned at the end of the period.
4. Quietly sit down in a seat assigned by the Room Monitor and wait to be seen by a Vice Principal.
5. Complete assignments provided by Room Monitor.
6. Not engage with other students while in the VP Center – **This means NO TALKING!**
7. Remain properly seated while in the VP Center until called upon by a Vice Principal.

The Vice Principals Center consists of the following areas:

- The Vice Principal's Secretary Office
- Each Vice Principal's Office
- The On-Site Detention area

VICE PRINCIPAL CENTER CONSEQUENCES

The following consequences will be enforced for students that are sent to the Vice Principals Center, voluntarily or involuntarily (including students waiting to meet with a Vice Principal for non-disciplinary reasons that are disruptive in the VP Center):

1. Lunch detention (minimum consequence)
2. After school detention
3. Wednesday School
4. Saturday School
5. Home Suspension

ACTIVITIES AND PROGRAMS

Clubs

All students are encouraged to find a school activity of interest so that they can enter into it with enthusiasm, participate fully, and strive for excellence. Students should get involved, contribute their ideas and work, and enjoy the benefits of cooperative teamwork, group accomplishment and personal achievement. A list of Encina Preparatory (6-12) High School Clubs can be found on the school website or see Ms. Reich, the Student Activities Director in R-2.

Dances

- All fines must be paid in the finance office before purchasing a dance ticket.
- **Must have current school ID to attend dance, to purchase tickets and/or pay fines.**
- **There are NO refunds for dance tickets.**
- Encina dances are for Encina students and **one** pre-registered guest. You must turn in a guest pass to the Vice Principal's office by the Wednesday before the dance for guest approval.
- Guests must adhere to all school rules.
- Refunds will not be given (Unless directed by administration.) All dances will be from 7:00 – 10:00 p.m. for high school.
- No one may enter a high school dance after 8:00pm.
- All Encina Preparatory (6-12) High School rules are in effect during the dance. Tobacco, alcohol or any other controlled substance is not permitted at a dance or on school property. Any student under the influence of a controlled substance or in possession of a controlled substance will not be allowed into the dance, and will be turned over to an administrator

and/or sheriff who will contact a parent or guardian. Students involved with controlled substances will be placed on immediate suspension as per the school discipline guidelines and student contract.

- High School Dances: Once a student leaves the dance, he or she may not return and must leave campus.
- If a student sneaks into the dance they will be removed, and will not be allowed to attend the next dance.
- Loitering in the parking lot or around the campus will not be permitted.
- Inappropriate dancing may lead to consequences including being removed from the dance and barred from further dance attendance.
- Students not picked up within 20 minutes after any dance may not be allowed to attend the next school event and may be referred to administration for disciplinary action.

Student Government

Members of the student government consist of elected Student Body Officers and appointed positions. This group of students, working together with the student body for its welfare, considers all matters and proposals before they are presented to the student body. Interested students should contact the Activities Director for more information on criteria and the process for applying.

ATHLETICS

Athletics at Encina are an integral part of a well-rounded educational experience. We feel that our athletic offerings are diverse enough to meet the needs of every student on campus. The Athletics Office can be reached at 971-5813. Encina’s sports program includes the following:

Fall Sports	Winter Sports	Spring Sports
Cross Country	Boys Basketball	Baseball
Football	Girls Basketball	Softball
Girls Volleyball	Wrestling	Track and Field
	Girls Soccer	Tennis
	Boys Soccer	Boys Volleyball

Athletic Eligibility

Before participating in any athletic team activity or sporting event, each student must meet the following academic requirements:

- To participate without any restrictions, student-athletes must maintain a **2.0 GPA** on a 4.0 grade scale in all enrolled classes. Students must be enrolled with a **full-time academic load** (CIF Bylaw 205).
- Grades are checked four times during the semester (twice per quarter).
 - **Fall semester**
October 10, 2019 - Progress Report
January 6, 2020 - Report Cards
 - **Spring Semester**
March 20, 2020 - Progress Report
June 10, 2020 - Report Cards
- An athlete who is declared ineligible more than once during a sport season will remain ineligible for the remainder of that sport season. The student can return to competition the following season, if the student has regained academic eligibility at the end of the grading period.

Physical Eligibility

Before participating in any athletic team activity or sporting event, each student must fulfill the following clearance steps:

- Have an annual physical. This physical is valid for 365 days.
- Show proof of medical insurance (with a minimum coverage of \$1,500 medical and accidental injury).
- Provide parent permission for participation (Agreement for Team Participation)
- Provide parent permission for transportation (Athletic Activities Transportation Form)

Residency Eligibility

Before participating in any athletic team activity or sporting event, each student must meet the following residence requirements:

- Student-athletes must reside within San Juan Unified School District boundaries, and be able to provide proof of residence and/or have on file an inter-district transfer (renewed annually).
- Students who have transferred from another school to Encina must establish approved residency through the Sac-Joaquin California Interscholastic Federation.

COMMUNICATION AND PARENT INVOLVEMENT

Communication

Bulletin

The school bulletin is read daily during all second period classes and posted on the school website. All notices to appear in the bulletin must receive prior approval from a staff member. Bulletin notices must be submitted electronically to the Student Activities Director before 4:00 p.m. on the Thursday of the week's **preceding publication**.

Delivery of Messages

We make every effort to keep classroom disruptions to a minimum. In an emergency, should you need to contact your child, please call the front desk at (916) 971-7538 and a message will be delivered to their classroom. If your child has forgotten an item that they require for class, you can bring it to the front desk and a pass will be sent for your child.

Encina Bulldog Newsletter

The parent newsletter is published quarterly and available on-line. Hard copies are mailed home. Activity calendars as well as school and class news keep students and parents informed.

Website

Encina maintains a web page with a Calendar of Events, Daily News & Information, Staff Directory, and individual teacher web pages by course. Go to www.sanjuan.edu/encina.

School App

Encina's school app is in the planning stages. It will be unveiled this year. Be sure to check the website and social media platforms for more information throughout the year.

Social Media

Encina has an active social media community follow the official school posts here:

Facebook: <https://www.facebook.com/EncinaHS>

Instagram and Twitter: @EncinaHS

ASB and each Student Body class maintains their own social media accounts.

Parent Organizations

Encina encourages and offers a variety of ways for parents to be involved in the Encina Community.

Alumni: Many alumni are active and stay connected through social media (Facebook). Additionally, there is an alumni website: www.encinahighschool.com (not affiliated with SJUSD).

Booster Club: This is a parent, staff, alumni, and community members club which helps support all school programs. All are welcome to join. Contact Barry Roth for more information at (916) 971-5844.

English Language Advisory Committee (ELAC): This is a parent committee advising the ELL program.

Community Family Resource Center: The Encina Community Partnership Coordinator and team will help coordinate activities involving Encina and the surrounding community. They can be reached at (916) 971-5844.

Parent/ Family Support Ambassador: Anthony Brooks is the Parent/Family Support Ambassador. He represents a body that act as a liaison between the district and the parent community with an overall goal of supporting the educational success of all students and promoting parent voice. Also, to help navigate the school system and A-G graduation requirements.

Safety Committee: Administrators, teachers, parents, students and community members' work together to provide a safe environment for all students at Encina Preparatory (6-12) High School. Parents and students are encouraged to participate in the safety committee; interested parents please call (916) 971-7544.

School Site Council: The governance body for Encina Preparatory (6-12) High School is the Encina Preparatory (6-12) High School Site Council (SSC). The council assists in the development and monitoring of the Single School Plan for Student Achievement (SPSA) and the site budget. The council has ongoing responsibility to review with the principal, teachers, parents, students, and other school personnel the implementation and effectiveness of the plan.

Visitors: All visitors must sign in at the Front Desk and obtain a visitor's pass that must be worn visibly this includes parents and guardians. Students are not allowed to bring visitors to school at any time. For classroom visitation, parents need to contact the Administrator/ teacher at least 24 hours in advance.

COUNSELING

Class Changes Initiated by the Student

Schedule changes are limited to academic necessity only. Students should see their counselor if they feel a schedule change is appropriate. Class changes are only allowed for level changes (e.g. completed course in summer school, didn't complete prerequisite class) or if student was scheduled in the wrong course (e.g. a Freshman in a Junior English class). No class changes will be accommodated after the 20th day of instruction.

Counseling Services

The Counseling Office is located in the administration building. Credentialed school counselors assist students with their academic, college, career, and social-emotional needs. Students are encouraged to see their counselor on their own time, before school or after school. If the student is unable to do this, they may make an appointment before school, after school, or at lunch. The student will be seen immediately in cases of an emergency.

HIGH SCHOOL GRADUATION REQUIREMENTS

Class of 2020, 2021 & 2022

FOR SAN JUAN UNIFIED SCHOOL DISTRICT

1. Complete a minimum 220 credits. Credit adjustment may be necessary if coming from a block schedule high school.
2. Complete the following required courses – 160 credits.

COURSE	REQUIRED # OF CREDITS	DETAILS
English	40 credits	To be taken every year
World History	10 credits	To be taken in 10 th Grade
Mathematics	20 credits	Integrated Math I or II
Physical Education	20 credits	P.E. 1 & P.E. 2 P.E. 1 is require for all 9 th graders
Health	5 credits	To be taken in 9 th Grade
U.S. History	10 credits	To be taken in 11 th Grade
American Government	5 credits	To be taken in 12 th Grade
Economics	5 credits	To be taken in 12 th Grade
Social Studies Elective	5 credits	Psychology or AP Psychology or Ethnic Studies
Biology	10 credits	9 th Grade
Physical Science	10 credits	Chemistry or Physics
Visual of Performing Arts	10 credits	<ul style="list-style-type: none"> • 10 or more credits of Foreign Language will reduce 10 credits of Visual/ Performing Arts requirements. • However, if a student plans to attend a UC or CSU campus, the student will need an additional year (10 credits) of Visual/ Performing Arts.

Class of 2023 & Beyond

COURSE	REQUIRED # OF CREDITS	DETAILS
English	40 credits	Must include English 1-4 or the equivalent(s).
Social Science	35 credits	Must include 10 world history credits, 10 US History credits, 5 American government credits, 3 economics credits and 5 social studies elective credits.
Mathematics	30 credits	Math through IMA 2 is a minimum
Science	30 credits	Must include at least 20 credit of lab science, including 10 physical science and 10 life science credits.
PE & Health	25 credits	Must include 20 physical education credits and 5 health credits.
World Language	20 credits	Must be 20 credits of the same world language to meet A-G.
VAPA (art) or CTE	10 credits	Must be 10 credit of the same VAPA to meet A-G.

All students enrolled at Encina must take courses according to the school's grade level enrollment policy which exceed district graduation requirements.

More Information:

Individual schools may have additional requirements. Counselors can also offer flexibility based on student needs. For A-G consideration courses must be passed with a least a C- grade. For more information about the graduation requirements, college A-G requirements and sample course plans, please visit our website www.sanjuan.edu/collegecareerready.

CLASS OF 2020 GRADUATION INFORMATION

All graduating seniors have an opportunity to participate in our graduation ceremony. Students must complete all requirements by the day of Senior Check-out. Senior teachers will give final grades and sign check out cards on or before Senior Check-out Day. Students have to be cleared from the Finance Office, Attendance, and Textbooks before you can check out. No Exceptions.

Graduation

The Class of 2019 will graduate at Encina High School on Friday, June 5th at 7:00pm. The location on campus is still to be determined. Students are required to provide their own cap and gown. They will be available for purchase monthly from Herff Jones. Dates are listed below. If you are experiencing a hardship and cannot get your own, please see Ms. Mayra in the V.P. Office to fill out a request for a loaner. Requests will only be taken until February 1st, so plan early. Students will each be given a minimum of 10 tickets. Two are V.I.P. or all weather tickets. If it rains, those two are the only ones that will be valid for the alternative location. Requests for up to 10 extra tickets will be taken and will be filled as tickets are available. Requests will be taken until May 1st. They are not guaranteed. There is a dress code for the evening. More information will come out as we approach graduation date.

Cap & Gowns

Caps and gowns are on sale from Herff Jones. You can purchase yours on campus or online. If you purchase yours at Encina, it is less expensive as there is no service charge. Karl Hanf (Herff Jones Representative) will be here the first Wednesday of every month until March beginning on September 19th. The price rises in January. No Encina staff will collect any money or orders. Don't wait! Get yours now and save yourself some money.

DAYS TO BUY CAP & GOWNS

DATE	TIME	PRICE
Wednesday, September 4	Lunch B	\$27
Wednesday, October 2	Lunch B	\$27
Wednesday, November 6	Lunch B	\$27
Wednesday, December 4	Lunch B	\$27
Wednesday, January 8	Lunch B	\$40
Wednesday, February 5	Lunch B	\$40
Wednesday, March 4 – LAST DAY TO BUY CAP & GOWNS	Lunch B	\$40

SENIOR TRUANCY POLICY

- Students with a combination of tardies and unexcused (Y code) absences totaling 42 periods will not be eligible to walk at graduation.
- You have 5 days to clear absences before you will be marked truant and they will turn into Y's.
- 7 tardies equals 1 period of absences.
- The total number missed is combined for absences and tardies.
- If you feel that you have put yourself in jeopardy of not walking, you can make up some of your absences in afterschool detention, Thursday school, or Saturday School if space permits. 1 hour of detention is worth 1 period or 1 Y. No phones, headphones, or electronics will be permitted. You must come with some type of work to make up or bring a book. If you do not have either, you will be asked to leave and the makeup time will not count.
- If you receive more than 42 periods with Y's, you will also be put on Social Probation which means you cannot attend or participate in any extracurricular activities including Prom or senior activities.

CALIFORNIA STATE UNIVERSITIES

ENTRANCE REQUIREMENTS

Admission is determined by high school grade point average (GPA), scores on either the ACT or SAT I tests and completion of the specific subject requirements listed below with a grade of “C” or better. The GPA is based on work completed in 10th, 11th, and 12th grade college prep courses (designated on transcript with a “P”).

1. English: 4 years
2. Integrated Math I, II, III
3. U.S History, World History, American Government, Economics, Psychology
4. Laboratory Science: 2 years in areas of Biology, Chemistry or Physics
5. Foreign Language: 2 years (3 years recommended)
Two years of the same Foreign Language
6. Visual/ Performing Arts: 1 year
Art/ Drama/ Music
7. Electives: 1 year

Students must take one year of elective college preparatory courses. This one-year elective must be beyond those listed in #1 - #6. Students may choose from the following fields: History, English, Advanced Math, Laboratory Science, Foreign Language, Social Studies, and Visual/Performing Arts.

The California State University System includes the following campuses:

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

CSU planning may be done at the web site at: <http://www.csumentor.edu>

English Placement Test (EPT) and Entry Level Math (ELM) testing must be done before registering for classes. These may be satisfied by appropriate scores on the SAT I or ACT test, achievements test, SAT II, AP tests, or successful completion of the appropriate community college courses. Students who score 560+ in math on the SAT and 550 + in English are exempt from taking the EPT and ELM test. Students who don't pass the test must take remedial classes the first year of college.

ADDITIONAL STUDENT SERVICES

Bicycle Storage

Bicycles and Skateboards must not be ridden while on campus. Further, skateboards are not allowed to be carried from class to class during the school day. A locked, fenced-in area is located near the E/F wing for students' to lock their bicycles during school.

Students who are riding their skateboard or scooter in the hallways will have it confiscated and placed in the VP Center where it can be picked up at the end of the day. After school hours, the compound is not locked. Encina assumes no responsibility for bicycles/skateboards left in the compound or lockers. Students in violation of these rules may be referred to administration and subject to disciplinary action.

Finance Office: Parents/Visitors can access from 7:30a.m. - 4:00p.m. Students may access before school or afterschool. They may have access during lunch with adult permission only.

Food Services: Encina currently participates in the State's Community Eligibility Provision (CEP) program for food services. Therefore, all students enrolled at Encina are eligible to receive a breakfast and lunch free of charge. Because under current law enrollment at the school automatically qualifies all students in the program, no enrollment application is required. However, the school may need to collect some financial data from families during the school year as part of the program's auditing and authorization process.

Food Deliveries: NO FOOD DELIVERIES ON CAMPUS. We do not allow any food deliveries on our campus. If you order food including orders from your parents and it delivered from a food delivery company, the school will refuse the delivery and you will not receive your food. We are a closed campus.

School Pictures/ID Cards

Students are required to have their picture taken at the beginning of the school year regardless of whether or not photos are being purchased. These photos will be used in the school yearbook as well as for mandatory I.D. cards. A student ID card is provided to each student and will be distributed in English classes. The current school ID card must be carried while the student is on campus or attending any Encina function. The Student I.D. Card must be used to transact any business with the school offices. The first card is free; replacement cards can be purchased in the finance office for \$5.00.

Library: The Library serves students and staff by supporting student growth and success in academics and life, by providing reading and research materials, computers, internet access for learning-related activities, producing class assignments, and a place for quiet study. Library staff can assist students in learning to locate and use materials, checking out materials, and developing critical thinking and research skills. Most materials may be checked out for a 3-week period and renewed as needed. Students are responsible for returning books in a timely manner and in good condition so that others may use them. Lost or unreasonably damaged books will result in fines, and may prevent students from receiving diploma and/ or transcript. Computers are to be used for learning and students must sign in at the circulation desk **before** using a computer.

Library Hours: The Library is open from 7:30 to 8:00 before school, during both lunches, and from ½ to 1½ hours after school on regular schedule and block schedule days. Meetings scheduled after school may make the Library unavailable on some days, which will be posted. During class time, students must have a written pass from their teacher; during lunches, students must have a pass from a teacher or a semester-long pass which can be obtained from the Librarian. The Library may be closed at times due to scheduled meetings and staff developments.

Lost and Found: Lost and found items may be reclaimed at the Front desk. If not claimed in timely manner, then items will be donated.

Medication: Students taking medication prescribed by a physician must bring the medication to the Principal's office in its original container with a doctor's note. Medication will be administered to the student according to the medical prescription only.

Textbooks: Textbooks are checked out to each student when their classes are scheduled by the teacher. Students are responsible for each textbook checked out to him/her and must be kept in good condition and turned in on time. All textbooks are due the date of the class final and the same book must be turned in as was originally checked out to the student. Students will be charged for books not turned in or unreasonably damaged. If a student needs to check out a textbook individually, the teacher should arrange this with the textbook staff.

Transcripts: Seniors may request the Registrar to send an official copy of their transcript to colleges. 5 business days' notice is required for all transcripts.

Work Permits: Any student who is less than 18 years of age **must** possess a valid work permit to be legally employed. Application forms are available in the Attendance Office. Grades, behavior, and attendance must be satisfactory to receive a work permit. The process to check eligibility takes at least 48 hours. Any student who receives a **2nd Attendance Letter** will lose their work permit

immediately. This ineligibility will remain in effect for the remainder of the school year.

COMMUNITY RESOURCES

A Community for Peace	(916) 728-7210
AIDS Hotline	(800) 367-2437
ALANON/ALATEEN	(916) 334-2970
Alcoholics Anonymous	(916) 4541100
CA Youth Crisis Line	(800) 8435200
CALL 211 Sacramento	Dial 211 or (916) 498-1000
Children’s Protective Services	(916) 875-5437
Drug Detection Laboratories	(916) 366-3113
Francis House	(916) 443-2646
La Familia Counseling Center	(916) 452-3601
Legal Services of Northern California	(916) 551-2150
National Council Alcohol & Drug Dependency (NCADD)	(916) 922-9217
New Directions Counseling Center	(916) 966-4523
Next Move-Formerly Sacramento Area Emergency Housing	(916) 455-2160
Planned Parenthood	(916) 446-5037
Renters Help Line	(916) 389-7877
Sacramento Chinese Community Services	(916) 442-2523
St. John’s Shelter Program for Women and Children	(916) 453-1482
Suicide Prevention Service	(916) 368-3111
Sutter Counseling Center	9916) 929-0808
Terra Nova Counseling	(916) 239-9646
Travelers Aid – Emergency Assistance Agency	(916) 399-9646
Volunteers of America	(916) 442-3691
WEAVE	(916) 448-2321 (916) 920-2952 – crisis line
White House Counseling Center	(916) 971-7640

PARENT RESOURCES

Title I School-Level Parental Involvement Policy

Encina Preparatory (6-12) High School has jointly developed a written Title I parent involvement policy with input from Title I parents. Encina has been identified as a Title I school. **The existing parent involvement policy** is reviewed at least once a year during a School Site Council meeting where it is revised and approved. The revised PIP is then shared with school staff and the parent community. Parents are encouraged to suggest changes, which will be presented to the SSC. Parents are asked for input on a needs assessment and the School Plan for Student Achievement at School Site Council Meetings.

Encina has distributed the policy to parents of Title I students. Encina’s parent involvement policy is provided to parents as follows:

- As part of the parent handbook that is provided to parents and students at:
 - Schedule pick-up prior to the start of the school-year.
 - At registration appointments with counselors for new students enrolling after the school-year begins.
 - Available for pick-up at our reception desk.
- Electronic posting on school website.
- ELAC and SSC meetings.

The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Involvement of Parents in the Title I Program

To involve parents in the Title I program at Encina Preparatory (6-12) High School, the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.
- During the Annual Title I meeting, parents will be informed about information regarding curriculum purchased with Title I funds, including curriculum and/or materials purchased for ELs.
- During the Annual Title I meeting, the most recent School Plan for Student Achievement is reviewed with parents including school/grade previous state and local student achievement data, proficiency goals for the year, and Title I budget.
- During the school's Back-to-School event, parents are informed of the school wide program, including parent rights, and provided the means to access their student's achievement data and communicate goals and expectations with teachers and staff.
- Information is also distributed at the ELAC and SSC meetings.
- During scheduled student conferences with their teacher and parent, the following information may be provided to parents: academic goals for the school-year, progress on reaching grade level proficiency, performance on school-based assessments, district assessments, and state assessments.

The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.

- Twice-yearly student-led conferences may be held for parents, students, and teachers to set annual academic goals, review progress, and make revisions as needed. Times are set according to parent availability.
- Parents are invited to schedule an appointment with the teachers, principal (or designee) and/or counselor at any time throughout the school year.
- Parents are invited to attend School Site Council meetings.
- Parents are informed and invited to participate in the School Site Council which meets a minimum of six times throughout the year. Parents are informed of each meeting by an annual school calendar, bulletin board postings, web-site announcements, and various electronic media and hard copy platforms.
- Parents of English Language Learners are also encouraged to participate in ELAC, which meets a minimum of four times a year, and are provided with the same information provided at SSC, including information about Title I programs.
- Encina Preparatory (6-12) High School provides to the extent possible these announcements in languages other than English for our EL community.

The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review*, and improvement of the school's Title I programs and the Title I parental involvement policy. **

- Encina's Academic Program is reviewed, progress-related data presented, and input provided during School Site Council meetings periodically throughout the year.
- The Parent Involvement policy and SPSA is reviewed jointly with parents during the Annual parent meeting.
- Planning meetings are scheduled during the year to review, and if necessary, to revise SPSA so it is aligned with the policy and addressing the emerging needs of our students. Information from these meetings is distributed during monthly SSC and ELAC meetings. Minutes are maintained in multiple locations and formats to be accessible to all parents.
- Upon identification of parental need for information in another language or in another format, the school will take steps to ensure that the parent request is fulfilled.

The school provides parents of Title I students with timely information about Title I programs.

- Parents are provided information about school wide programs at Back to School and Open House events, School Site Council meetings, ELAC Meetings, student conferences, and are welcomed to schedule an appointment with the teachers and/or principal (or designee) at any time throughout the year.

The school will, with the assistance of the district, provide assistance to parents of children served by the school in understanding topics such as the following:

- The State's academic content standards, including the Common Core State Standards.
- The State's student academic achievement standards.
- The State and local academic assessments including alternate assessments.
- The requirements of Title I.
- How to monitor their child's progress.
- How to work with educators.

The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.

- Teachers explain the curriculum, assessment and proficiency to all students during the first week of school or by providing a course syllabus
- The annual Title I parent meeting.
- Student parent/teacher conferences

If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.

- School Site Council meetings are public and parents are invited to attend.
- Parents are encouraged to become involved in the joint development and review of the School Plan for Student Achievement through participation in School Site Council meetings and the English Language Advisory Committee.
- The school will build capacity and increase parent/community involvement in the planning and implementation of school programs and activities to improve student academic achievement and school performance through their participation in the School Site Council (SSC), the Encina Community-Family Resource Center, English Language Advisory Committee, special school events and as classroom volunteers.
- Parents are invited to schedule an appointment with the teachers and/or principal (or designee) at any time throughout the school year.
- Parent feedback will continue to be incorporated through surveys (ex: bi-annual District Parent and Student Survey) and discussions at meetings. Parents are invited to participate in school/community events.
- Two-way communication between parents and the school is vital to the success of students. Parents are informed about important school wide events, meetings and schedules. A calendar of important dates and events is on the school website. Letters, phone calls, various electronic media and hard copy platform, progress reports and informal and formal conferences are held concerning students' behavior, student progress and, classroom standards, test scores, work samples, and instructional goals. The administrators, staff and parents work effectively toward achieving our long-range goals.
- Title I informational meetings are held within School Site Council Meetings.

School-Parent Compact

Encina Preparatory (6-12) High School distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students. The school's responsibility is to provide high-quality curriculum and instruction. Parents will be responsible for supporting their children's learning.

The importance of ongoing communication is crucial between parents and teachers through parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities.

- The School Site Council, with input from staff, students, and parents, developed and will revise the school-parent compact.
- It is the belief of all stakeholders that an important part of a child's growth depends on developing self-discipline and understanding the school rules and BARKS; which are adopted for the benefit of the majority. These rules are to be recognized and obeyed by everyone at all times. It is also our belief that this kind of self-discipline is the beginning of a responsible and law-abiding adult citizen in our community.
- The Parent Student Handbook is sent home at the beginning of each school year to all students and also provided through a variety of other means throughout the year as needed. The handbook contains the Students Behavior Code, Student Discipline Policy, and visitation policy and the Parent/School compact and other relevant information.
- The School Compact is to be signed by each student, parent, and teacher every year. It is then returned and filed by each teacher.
- Parents of Arabic, Farsi, and Spanish speaking students are provided translation keys to help them understand grade transcripts.

Building Capacity for Involvement

Encina Preparatory (6-12) High School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.

- Parents are sent a report of their student's state test scores in the mail.
- At the Back-to-School event, parents are provided account and password information to access their students' progress on-line.
- Data analysis of student assessments and achievement is presented to and reviewed by the School Site Council.
- Student-led conferences.
- Parents of Arabic, Farsi, and Spanish speaking students are provided translation keys to help them understand grade transcripts.

The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement.

- Training for parents on the student information system (Q) to work with their children to improve their grades, attendance and performance on assessments are provided at Back to School Night and during parent conferences.
- The Community Family Resource Center provides parents with computer-access to Q.
- Administration and teachers are available and welcome the opportunity to meet with parents upon request.
- Trainings for parents during ELAC/SSC meetings.

With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and how to work with parents as equal partners.

- The staff values all parent contributions and works with parents as equal partners.
- During SSC meetings parent input is encouraged and valued.
- Coordinates and integrates the Title I parental involvement program with other programs and conducts other activities, which encourage and support parents in participating more fully in the education of their children.
- Booster Club provides an opportunity for parents to lend voice to the needs of the school and the allocation of discretionary extra funds.
- Distributes to Title I parents information related to school and parent programs, meetings, and other activities in a form and language that the parents understand.
- Notices are provided in English, Spanish, Arabic, and Farsi.
- If needed, meetings are translated into Spanish, Farsi and Arabic.
- Provides opportunities for parent involvement activities requested by Title I parents.
- Faculty conducts numerous parent meetings throughout the year to discuss topics at parent or faculty request regarding student achievement.
- School survey questionnaires are sent home to the parents of all students and analyzed when making decisions and drafting the school plan.

The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.

- School Site Council
- English Learners Advisory Council
- Community Family Resource Center (CFRC)
- SJUSD Family and Community Engagement Department

The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.

- All information related to school and parent programs is provided in English, Spanish, Farsi and Arabic and in a format that parents can understand.
- Parents of Farsi, Arabic and Spanish speaking students are provided translation keys to help them understand grade transcripts.

The school provides support for parental involvement activities requested by Title I parents.

- Faculty members are available and welcome the opportunity to meet with parents upon request.
- All parent requests for reasonable support are submitted to the Administration for consultation and consideration.

- Encina’s CFRC provides information for parents regarding parenting classes offered through other local agencies.
- Encina’s SSC provides periodic updates to parents during council meetings regarding budgetary concerns, academic standards, test results, the importance of school attendance, standards-based education, etc.
- Program goals and evaluations are discussed at School Site Council meetings. An annual evaluation of the content and effectiveness of the parental involvement policy is achieved during School Site Council meetings.
- Welcome Orientation for incoming 6th grade students is held prior to the beginning of the school year.

Accessibility

Encina Preparatory (6-12) High School provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.

- Information is posted online via the school’s website.
- Voice, email, and text messages regarding school events and information are distributed via the District automated communication system.
- Periodic fliers and announcements are provided in English, Spanish, Farsi and Arabic.
- Meetings are translated into Spanish, Farsi and Arabic upon request or as needed.
- Translations are available for parents who request it during parent-teacher conferences, SSTs and IEPs, either through staff interpreters or the District’s language line contractor.
- Parents with disabilities are provided with school-wide access.

*It may be helpful to include the parent involvement policy review in the annual review of the Single Plan for Student Achievement.

**The policy must be updated periodically to meet changing needs of parents and the school. If the school has a process in place for involving parents in planning and designing the school’s programs, the school may use that process if it includes adequate representation of parents of Title I children. [20 USC 6318 Section 1118(c)(3)].

ADOPTION

This Parental Involvement Policy has been developed jointly with, and agreed upon with, parents of children participating in Title I, Part A programs, as evidenced by Site Council Minutes of May 21, 2019 meeting.

This policy was adopted by Encina Preparatory (6-12) High School on May 21, 2019 and will be in effect from July 1, 2019 through June 30, 2020.

**SAN JUAN UNIFIED SCHOOL DISTRICT
2019-2020 K-12 Pupil Behavior Guidelines**

See the San Juan Unified School District Family Handbook for more information regarding Pupil Behavior Guidelines.

**SAN JUAN UNIFIED SCHOOL DISTRICT
Uniform Complaint Process**

See the San Juan Unified School District Family Handbook for more information regarding Pupil Behavior Guidelines.



**SAN JUAN UNIFIED SCHOOL DISTRICT
TITLE I PARENT COMPACT
ENCINA PREPARATORY (6-12) HIGH SCHOOL**

***** This agreement is between the student’s teacher, the student, and the parent.
A copy of this document can be found in the Parent/Student Handbook. *****

THE TEACHER PLEDGE

I understand the importance of the school experience to every student. I recognize my duties as an educator and commit to act as a positive role model. Therefore, I, as a member of the staff of Encina Preparatory (6-12) High School, agree to carry out the following responsibilities to the best of my ability.

- I will deliver rigorous, standards-based lessons and provide high-quality curriculum and instruction.
- I will ensure ongoing communication through parent-teacher conferences and frequent reports on student progress.
- I will, upon request, provide opportunities for parents to volunteer and participate in their child’s class.
- I will, upon request, provide opportunities to observe classroom activities.
- I will encourage respect and appreciation of the diverse cultures on campus.
- I will provide a safe environment that nurtures academic success.
- I will model and promote professional behavior school wide.
- I will work together with parents, teachers, students, and staff to prepare students for the future.

Teacher Signature: _____

Date: _____

THE STUDENT PLEDGE

I realize that my education is important to me and will give me more choices in life. It helps me develop tools I need to become a positive and productive person in society. I also understand my parent(s)/guardian(s) and teacher(s) want me to put forth my best effort. I know I am the one responsible for my own success, and that I must work hard to achieve it. Therefore, I agree to carry out the following responsibilities to the best of my ability.

- I will respect culture and diversity.
- I will follow all school expectations.
- I will put forth my best effort in academics to promote pride in self and school.
- I will utilize various resources on and off campus that further develop my academic skills.
- I will work with teachers, staff, families, and the outside community to promote respect, fairness, safety and professionalism.
- I will participate in activities that instill well-roundedness and promotes pride in self and school.

Student Signature: _____

Date: _____

THE PARENT PLEDGE

I realize that my child’s education is very important. I understand that my participation in my child’s education will help his/her attitude and achievement. Therefore, I agree to carry out the following responsibilities to the best of my ability.

- I will support and attend at least one function or activity that impacts my child.
- I will review my child’s progress via academic reports and/or Q.
- I will provide a productive space for my child to study and complete his/her homework.
- I will ensure my child is prepared for school each day.
- I will ensure my child attends school each day on time.
- I will keep open communication with Encina regarding my child’s attendance, behavior, and progress.
- I will attend all requested conferences related to my child’s academic progress and behavior.
- I will treat my child’s teachers with respect and open-mindedness.

Parent Signature: _____

Date: _____



ENCINA PREPARATORY (6-12) HIGH SCHOOL

PARENT/VISITOR CODE OF CONDUCT

In order to maintain an orderly, respectful and secure educational environment for the students and staff of Encina Preparatory (6-12) High School, it is essential that all staff, parents and visitors in or around our buildings be aware of their responsibilities and adhere to Encina's expected code of conduct.

PARENTS ARE EXPECTED TO:

- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society, appropriate rules are required to maintain a safe and orderly environment.
- Ensure that children bring only items appropriate and related to the instructional program at school.
- Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and the school.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with issues, problems, concerns and peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Provide a place for study and ensure homework assignments are completed.
- Review the Code of Pupil Discipline with their child and sign it.

PUBLIC CONDUCT ON SCHOOL PROPERTY

Schools are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building Principal or his/her designee is responsible for all persons in the building and on the grounds.

THE FOLLOWING RULES APPLY TO VISITORS TO THE SCHOOLS:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must report to the front office upon arrival at the school. They will be required to sign the visitor's register binder and will be issued a visitor's badge. This badge must be worn at all times while in the school or on school grounds. The visitor must return the badge back to the front office and sign out in the binder before leaving the building.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- Parents, guardians or guest of Encina who wish to observe a classroom while school is in session are required to arrange such visits with the classroom teacher(s) with a minimum of a 24 hour notice so that class disruption is kept to a minimum.
- Teachers are not expected to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.

CONDUCT PROHIBITED ON SCHOOL PROPERTY - NO PERSON SHALL:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson.

- Disrupt the orderly conduct of classes, school programs or other school activities at any time, day or night.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at the school function.
- Possess or use weapons in or on school property or at school function, except in the case of law enforcement officers. Loiter on or about school functions.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

PERSONS IN VIOLATION OF THE CODE OF CONDUCT

The authorization of a visitor to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.

The district reserves its right to pursue civil or criminal legal action against any person violating the code. It is within the authority of the school principal to deny the right to access school grounds and facilities. California Education Code section 44811 states in part that "Any parent...whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor." Education Code section 44810 states in part that "(a) Every ...adult...including but not limited to any such...adult who is the parent or guardian of a pupil of the school, who comes upon any school ground or into any schoolhouse and there willfully interferes with the discipline, good order, lawful conduct, or administration of any school, class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor."

Pursuant to the above cited Education Code sections, as well as Penal Code sections 602.1 (b) (Intentional interference with a business establishment), and 415.5 (Offenses committed on school grounds), you may be given notice that, if your disruptive behavior continues, we will be forced to prohibit you from entering the Encina campus, except when invited for lawful educational matters concerning your child and/or to conduct lawful legitimate school-related business.

Any parent or visitor who is asked to leave the school must meet with the principal or designee before being allowed back on campus for any reason. Refusal to meet or continued violation of the Code of Conduct could result in permanent ejection/removal from the school for the remainder of the school year and/or a meeting with district officials.

Encina Alma Mater

*Encina High, our alma mater,
Cardinal and Gold ---*

*We're for you and all you stand for
Loyalty untold.*

*Ever striving, onward driving
We will never fail.*

*Encina High, our alma mater ---
Hail to you all hail.*

The San Juan Unified School District Board of Education is committed to equal opportunity for all individuals in district programs and activities. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

If you believe you have experienced unlawful discrimination, please contact the District's Title IX Coordinator:

*Linda C. T. Simlick, General Counsel
3738 Walnut Avenue
Carmichael, CA 95608
(916) 971-7110*

LegalServices@sanjuan.edu

All school programs, activities and student clubs are available to all students, without regard to actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or on the basis of a student's association with a person or group with one or more of these actual or perceived characteristics.