

ENCINA PREPARATORY HIGH SCHOOL

ADMINISTRATION

Greta Scholtes, Principal
Michele Speed, A-L, Vice Principal
Lori Sato, M-Z, Vice Principal

COUNSELORS

Eliseo Millan, A-L, Counselor
Beth Hein, M-Z, Counselor
Bai Zhen, Intervention Counselor

School Telephone Numbers

Main Office Number: (916) 971-7538

Push 0 to reach an operator

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

CORE PURPOSE

ENCINA PREPARATORY HIGH SCHOOL MISSION STATEMENT

Our mission at Encina Preparatory High School is to design and deliver an excellent education program guided by the Encina Core Values.

ENCINA STUDENTS ARE:

- Effective Communicators
- Critical Thinkers
- World Citizens and Active Community Members
- Career Oriented
- Technologically Competent
- Responsible, Respectful, Kind, and Safe

THE ENCINA COMMUNITY IS COMMITTED TO:

- A high quality and equitable education
- Engaging multiple voices and perspectives
- Fair, consistent, and respectful treatment of each other
- Restoring and repairing relationships
- A safe, responsive, and clean environment

ENCINA CORE VALUES

- Every student CAN learn.
- Equity is valued across the Encina campus.
- Quality First Instruction/ Highly Effective Instructional Practices.
- Every student is valued for who they are.

SCHOOL CALENDAR & BELL SCHEDULES

August 12	First day of school Minimum Day: 8:30am-1:35pm	January 14	Awards Rally, 4 th period
August 13	Minimum Day: 8:30am-1:35pm	January 17	No School
September 2	Minimum Day: 8:30am-1:35pm	January 19	12 th Grade Pizza & Parents, 5:30pm, Library
September 3	Back to School Rally: 4 th period	February 2	Pizza & Parents, 5:30pm, Library
September 6	No School	February 4	Progress 4 Grade Reports
September 8	Pizza & Parents: 5:30pm-6:30pm, Library	February 21-25	No School
September 10	Progress 1 Grade Reports	March 15	Minimum Day: 8:30am-1:35pm Student Led Conferences
September 15	HBCU College Fair, Encina	March 16	Minimum Day: 8:30am-1:35pm Student Led Conferences
September 16	College Fair, Rio Americano	March 18	Progress 5 Grade Reports No School
October 5	Minimum Day: 8:30am-1:35pm Student Led Conferences	March 21	No School
October 6	Minimum Day: 8:30am-1:35pm Student Led Conferences	April 1	Spring Rally, 4 th period
October 7	Progress 2 Grade Reports	April 11-15	No School
October 8	No School	April 29	Progress 6 Grade Reports
October 13	PSAT: 10 th & 11 th grade students 10 th & 11 th grades: 8:30am-3:46pm 9 th & 12 th grades: 11:10am-3:46pm	May 18	12 th Grade Pizza & Parents, 5:30pm, Library
October 22	Homecoming Rally: 4 th period	May 20	End of Year Rally, 4 th period
October 23	Homecoming Game, 11:00am Homecoming Dance: 7:30pm-10:30pm, Small Gym	May 25	Senior Awards Night, 6:00pm, Cafeteria
November 4	Minimum Day: 8:30am-1:35pm	May 27	Senior Finals
November 11 & 12	No School	May 31	Senior Finals
November 12	Progress 3 Grade Reports	June 1	Senior Checkout
November 22-26	No School	June 3	Graduation
December 16	Odd Finals: 8:30am-3:15pm	June 6	Odd Finals: 8:30am-3:15pm
December 17	Even Finals: 8:30am-1:40pm	June 7	Even Finals: 8:30am-1:40pm Semester 2 Ends
December 20- January 3	No School		
January 3	Semester 1 Ends Grades mailed on January 7		

BELL SCHEDULES

Regular: Monday, Tuesday, Wednesday, Friday		
Period	Start	End
0	7:32 AM	8:25 AM
1	8:30 AM	9:23 AM
2	9:28 AM	10:21 AM
3	10:26 AM	11:19 AM
4	11:24 AM	12:22 PM
Lunch	12:22 PM	12:52 PM
5	12:57 PM	1:50 PM
6	1:55 PM	2:48 PM
7	2:53 PM	3:46 PM

Early Release: Thursday		
Period	Start	End
0	7:42 AM	8:25 AM
1	8:30 AM	9:13 AM
2	9:18 AM	10:01 AM
3	10:06 AM	10:49 AM
4	10:54 AM	11:37 AM
Lunch	11:37 AM	12:07 PM
5	12:12 PM	12:55 PM
6	1:00 PM	1:43 PM
7	1:48 PM	2:31 PM

Minimum Day Schedule		
Period	Start	End
0	7:50 AM	8:25 AM
1	8:30 AM	9:05 AM
2	9:10 AM	9:45 AM
3	9:50 AM	10:25 AM
4	10:30 AM	11:05 AM
Lunch	11:05 AM	11:35 AM
5	11:40 AM	12:15 PM
6	12:20 PM	12:55 PM
7	1:00 PM	1:35 PM

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, submitting via the Parent Portal, 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.)**

EXCUSED ABSENCES: Per the California Education Code	UNEXCUSED ABSENCES
Illness (up to 5 days or the period equivalent for illness unverified by a physician)	Missed the bus
Quarantine under the direction of a county or city health officer	Out of town
Medical, dental, optometry, or chiropractic services rendered. (A medical note from the doctor is required).	Family Vacation
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.	Any illness other than the student's illness
Court appearance (visual documentation required)	Accompany parent to a parent's appointment
Observance of a holiday or ceremony of the student's religion	

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 has **5** has five days to make those changes.

They 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.

PLAGIARISM & CHEATING

In keeping with the emphasis on integrity in school, academic dishonesty will not be accepted. 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.

CONFIDENTIAL REPORTING

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.

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 7:30am and 4:00pm. All other visitors must have prior approval to visit and must register in the Principal's office.

CLOSED CAMPUS VIOLATIONS	OUT OF BOUNDS	NO LOITERING
Once students arrive on campus no matter the time of day or reason including zero period, they cannot leave without an early dismissal.	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, Katherine Johnson Middle School hallways, and/or be in the front of the school.	Students must not loiter on campus afterschool or afterschool events. If you are in an afterschool program (athletics, IYT, ASSETS, etc), then you must be in that location within 20 minutes of school concluding.
	Meeting a parent in the parking lot to pick up a lunch is a violation of this rule.	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.

DRESS CODE

High standards of dress promote good citizenship and a positive and safe learning environment. The dress code is established to promote a positive, safe, and appropriate learning environment.

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 or accessories considered by school officials or law enforcement to connote gang affiliation, or any profane or racially offensive item.
- Any clothing that is derogator or hateful to individuals or groups and/or is likely to be inflammatory in a school setting is prohibited.
- Safe footwear must be worn at all times.
- The torso must be covered; bare midriffs or back must not be exposed.
- No visible underwear.
- Skirts and shorts must be of moderate length.
- Strapless, 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.

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. Students who repeatedly violate this policy will be considered defiant and will be subject to disciplinary consequences. The Administration and their representatives have the right to update or modify specific gang restrictions as warranted.

ELECTRONIC DEVICES

- Students are expected to be respectful, responsible, and safe when using their electronic devices on campus.
- Teachers are expected to create a clear Electronic Device Policy to be shared with their students and posted in their syllabus as well as their classroom.
- If a student chooses to not follow their teacher's policy, they will be asked to turn their electronic device into the Vice Principal's office for the remainder of the day.
- After the dismissal bell, students will be able pick up their phone from the VP office.

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.**

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.**

ACTIVITIES AND PROGRAMS

Student Activities

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 complete list of extracurricular activities, spirit days, dances, and other school-sponsored events are available on the Encina App or the school website.

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).
- 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.

HIGH SCHOOL GRADUATION REQUIREMENTS

Class of 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 – 220 credits.

Subject	High School Graduation Requirements	UC/CSU College Entrance Requirements
English	40 credits	4 years
Social Science	35 credits <ul style="list-style-type: none"> • <i>World History, US History, Economics/Government & Social Studies Elective</i> 	2 years <ul style="list-style-type: none"> • <i>World History</i> • <i>US History</i>
Math	20 credits	2 years (<i>Must complete at least through IM 2</i>)
Science	20 credits <ul style="list-style-type: none"> • <i>Life Science , Physical Science</i> 	2 years required 3 years recommended
PE	20 credits	n/a
Visual and Performing Arts	10 credits	1 year
Health	5 credits	n/a
Additional Courses	60 credits	1 year <ul style="list-style-type: none"> • <i>Must be A-G approved course</i>

Class of 2023 & Beyond

Subject	High School Graduation Requirements	UC/CSU College Entrance Requirements
English	40 credits	4 years
Social Science	35 credits <ul style="list-style-type: none"> • <i>World History, US History, Economics/Government & Social Studies Elective</i> 	2 years <ul style="list-style-type: none"> • <i>World History</i> • <i>US History</i>
Math	30 credits	3 years (<i>Must complete at least through IM 3</i>)
Science	30 credits <ul style="list-style-type: none"> • <i>Life Science , Physical Science & 1 additional course</i> 	2 years required 3 years recommended
PE	20 credits	n/a
World Language	20 credits (<i>Must be of the same language</i>)	2 years
Visual and Performing Arts	10 credits	1 year
Health	5 credits	n/a
Additional Courses	30 credits	1 year <ul style="list-style-type: none"> • <i>Must be approved A-G course</i>

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.

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 available 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 office 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.

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.