Mission Statement

Encina Preparatory High School faculty and staff will create a college culture established quality education, develop skills for life-long learning and honor cultural diversity.
VISION STATEMENT
The Encina Preparatory High School community will forge a collaborative culture focused on life-long learning for college and career success in a global society.

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

Counseling Office
The staff in the counseling office is responsible for coordinating a comprehensive system of support that will promote student connectedness to our academic program, extracurricular activities, and work-based learning. All counselors are available via appointment. Referrals from parents, staff, or caring peers are encouraged.

Class Assignments and Changes
Encina Preparatory WILL adhere to a strict class change policy. Students who request a schedule change MUST prove the change fits within the following:
- The student has two classes scheduled for the same period
- the student has not met the prerequisites for the class
- the student is repeating a class that was successfully passed

Students have twenty (20) days into each semester to request a schedule change ONLY because of the above conditions. After 20 days, absolutely no student schedule changes or appointments for changes will be made. Any dropped class after the 20th day of instruction will result in a withdrawal “F”.

Graduation Requirements
All students must complete 220 credits.

Students in grades 7, 8, 9, 10, 11 shall register for 7 classes; students in grade 12 shall register for a minimum of 6 classes. All students must pass Algebra I.

All students must pass the California High School Exit Exam.

The following required courses (not including electives necessary to complete graduation requirements):

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<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English</td>
<td>40</td>
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<tr>
<td>Mathematics (to include Algebra 1)</td>
<td>20</td>
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<tr>
<td>Physical Education</td>
<td>20</td>
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<tr>
<td>Health</td>
<td>5</td>
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<td>U.S. History</td>
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<td>World History</td>
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<td>American Government</td>
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<td>Social Science</td>
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<td>Economics</td>
<td>5</td>
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<tr>
<td>Physical Science</td>
<td>10</td>
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<tr>
<td>Life Science/Biology</td>
<td>10</td>
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<tr>
<td>Visual/Performing Art</td>
<td>10</td>
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<tr>
<td>Electives</td>
<td>70</td>
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Attendance Office
On those occasions when an absence may occur, please follow these guidelines:
Clear the absence within 5 school days by note or phone call from the parent or guardian. The 24-hour Attendance Line is 971-7550. The note or message should include the following:
- Student’s name and ID number and a contact number
- The date of absence
- Your name and relationship to student
- Reason for absence

Per the California Education Code only the following absences are considered excused:
- Illness (up to 10 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 requested)
- Funeral – One day for funeral services within California; three days for services out of state. Absences will be considered excused for services for immediate family members only: parent, step-parent, grandparent, sibling (including step-sibling), and any relative residing in the house
- Court appearance
- Observance of a holiday or ceremony of pupil’s religion.

Students who arrive after the school day has started should go directly to the Attendance Office with a note from a parent, doctor, dentist, etc.

Early Dismissal:
- Any student leaving school before the end of their instructional day must obtain a signed, authorized early dismissal slip from the Attendance Office prior to leaving campus. Early dismissal may be obtained either by note or phone call from the student’s parent or guardian. The note or phone call must be submitted to the Office prior to the issuance of the early dismissal. After-the-fact parent permission is not legally permissible. It is unlawful for anyone to take a student from school during the school day without permission.

Correcting Attendance:
- If a student notices an error to their attendance record, s/he should immediately get a correction form from the Attendance Office and have the teacher correct the error and then turn the form in to the Attendance Office.
Parents may track their child’s attendance on Zangle at https://sis.sanjuan.edu/parentconnect. Students may also check on their own attendance at https://sis.sanjuan.edu/studentconnect. Parent(s)/Guardian(s) should contact the Vice Principals’ secretary to receive their Zangle access information.

**Truancy:** Any absence for one or more periods, or a partial period, without permission of the school, parent(s) or guardian(s) is considered truancy. Students who accrue truancies are subject to various sanctions and stipulations per the School and District’s attendance policies.

**Senior Truancy:** Seniors who accumulate 42 or more periods of truancy during the school year will not be allowed to participate in the graduation ceremony and will be placed on social probation for the remainder of the school year. Seniors enrolled after the 1st semester and mid-year graduates will not participate in the graduation ceremony if they accumulate 21 or more periods of truancy.

**Habitual Truancy:** A School Attendance Review Board may take appropriate action including referral for legal disposition through the courts in order to meet the special needs of students with school attendance or school behavior problems. (Education Code section 48320 et seq.; Board Policy 5113)

Please Note: Any attempts to use false pretenses as a means to clear or correct absences or obtain early dismissals will subject the student to disciplinary action.

**School Services**

**Art Gallery:** Showcasing student and professional artwork, the Art Gallery is the first gallery of its kind in the San Juan Unified School District to feature contemporary art by nationally known artists. The Gallery provides opportunities for students to participate in shows, opening receptions, and interaction with professional artists. The Gallery sponsors artist lectures, slide presentations and workshops. Art shows and receptions are open to the public.

**Bulldog Barks:** The parent Newsletter is published each month and mailed to the students’ home. Activities, calendars, and school news keep students and their families informed.

**Campus Monitors:** The campus monitors are acting under the direction of the school administration. They help keep the campus safe and maintain school policies and rules.

**Community/Parent Liaison:** The Encina Community Liaison coordinates activities involving Encina and the surrounding community. The Liaison may be reached at 971-5891.

**Family Resource Center:** The program provides services to students in foster care, including advocacy, academic counseling, tutoring, educational assessment, mentoring, and links to community services. In addition, we provide crisis counseling, vocational training, emancipation services, training for independent living, and links to community services is provided. Barry Turner can be reached at (916) 979-8117.

**Homeless Student Liaison:** Assist in removing barriers that keep homeless students out of school. Contact Melanie Barbeau at 916-979-8024.

**Bridges After School/Assets Program:** These programs provide homework support, enrichment and pro-social recreation in a safe and positive environment. A $30, nonrefundable, registration fee is due at the time of confirmed enrollment. Please do not make a payment until enrollment is confirmed by telephone. Please contact Debbie Timpson, at 971-5933, for more information regarding scholarships and fees.

**Finance Office**

Located next to the snack bar, student insurance forms and shop cards may be obtained from the financial office. Students pay fines and charges here. Finance is open an half hour before and after school and during both lunch periods.

**Insurance:** Students may purchase accident insurance. Packets are available in the financial office.

**Food Services**

Encina’s cafeteria provides hot lunches, sandwiches and salads. Breakfast is available in the morning with a hot breakfast sandwich, rolls, milk and fruit juice on the menu. Students eligible for free or reduced price breakfast/lunch may pick up an application in the Counseling Center. The snack bar is located inside the cafeteria serving sandwiches, nachos, cookies, etc., for students’ eating pleasure.

**Homework Requests for Excused Absences**

Students that will be absent 3 or more days may request homework by calling the counseling office at 971-7547. Homework pick-up is between 7:30 a.m. and 3:30 p.m. Completed homework may be returned to the counseling office.

**Library and Textbooks**

The library supports and encourages student success. Staff is available to help students locate and check out materials and textbooks. Students are responsible for their textbooks and in case of theft or loss are required to pay for them before another book can be issued. The library is equipped with reference, periodicals, fiction collections, computers and college catalogs, open Monday – Friday and is open before/after school and during lunch periods. Most books may be checked out for a two week period and renewed as needed. Students are required to have a pass from their teacher to use the library during class. Student identification is required to use Library services.
Lost And Found
Lost and found items may be reclaimed in the following locations:
- books in the library
- valuables in the Vice Principals’ office in the main office
- items lost in PE in the physical education teacher’s office

Medication
Students taking medication prescribed by a physician must complete a medication form available through the Vice Principal’s secretary. Medication will be administered to the student according to the medical prescription only.

Parent/Teacher Conferences
Parents are encouraged to their student’s teachers via their district email @ http://www.sanjuan.edu/Encina or by phone. Additional concerns may be addressed by contacting your student’s counselor at 971-7547.

Safety Committee
Administrators, teachers, parents, students and community member’s work together to provide a safe environment for all students at Encina Preparatory High School. Resource personnel are available and workshops are provided to assist the team in promoting this safe environment.

School Pictures
Students will have their picture taken at the start of the school year and makeup picture day. If the Student ID is lost or stolen, there is a $5.00 replacement charge. Report lost id to the Vice Principals’ office.

Associated Student Body Stickers
Student body cards support Encina and save students money through price reductions at school activities. Students who purchase a student body sticker are able to attend all athletic events FREE! Proceeds from the student body card sales support student activities throughout the year. Students participating in athletics, pep squad, clubs and student government are encouraged to purchase a student body cards. Cost of the sticker is $20.00.

Testing
The purpose of the following tests is to assist teachers, students, and parents to assess learning and growth of students. Student’s results are compared nationally, regionally, and locally. It is important that all students participate to the best of their ability for accuracy. Students must pass the English and Math California High School Exit Exam to receive a high school diploma.
- PSAT 10/17/2012
- California High School Exit Exam (11, 12) 11/6-7/2012
- California High School Exit Exam(10, 12) 2/5-6/2012
- California High School Exit Exam(10-12) 3/12-13/2012
- STAR Testing * 4/22/2012 – 5/10/2012
*Dates subject to change

Transcripts
Seniors may request the registrar to send an official copy of their transcript to colleges. 24 hour notice is required for all transcripts. There is a $2.00 fee for transcripts.

Work Permit
Students less than 18 years of age must possess work permits when employed. Application forms are available in the Attendance Office. Grades, behavior, and attendance must be satisfactory to receive a work permit. This process takes 48 hours. ALL STUDENTS WHO RECEIVE A 2ND ATTENDANCE LETTER, MAY LOSE THEIR WORK PERMIT IMMEDIATELY FOR THE REMAINDER OF THE SCHOOL YEAR.

Student Government
Encina Preparatory Student Government seeks to involve all students and give them a voice in student affairs. Members are responsible for approving the calendar, budget, running elections and directing student activities. All students seeking class or student body office must meet the following qualifications: have and maintain 2.0 G.P.A. with no F’s in academic or citizenship grades.

School Governance
School Site Council: The governance body for Encina Preparatory High School is the Encina Preparatory High school Site council. The council develops the Single Plan for Student Achievement (SPSA) and 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. A copy of the by-laws is available for review at the Principal’s office.

English Language Acquisition Committee – Parents who wish to serve on a committee concerning the ELL Program.

Interscholastic Athletics Sports Program
Eligibility
Before trying out for or participating on a team, a student must fulfill the following clearance requirements:
- Have a yearly physical.
- Show proof of medical insurance (minimum of $1,500 medical and accidental injury). Medical insurance is available through the school district at the financial office. A different coverage is necessary for those participating in football.
- To participate without restrictions, students must have a 2.0 GPA on a 4.0 scale in all enrolled classes. Student must have passed at least the equivalent of 20 semester periods of work at the completion of the most recent grading period and currently be enrolled in at least 20 semester periods of work. (Bylaw 205)
• Athletes declared ineligible more than once during any sport are ineligible the remainder of that sport season. However, they may participate in other sports.
• Reside within Encina’s boundaries, or have on file (renewed yearly) an inter-district agreement, and the CIF Eligibility Form.
• Turn in a parent consent form.

The teams normally hold practice after school, Monday - Friday. Each student participating in interscholastic athletics should have the understanding that it is his/her responsibility to meet all team requirements set by the coach and the athletic department GRADES ARE CHECKED EVERY QUARTER FOR ELIGIBILITY. Please direct questions to the Athletic Director or the Vice Principal in charge of athletics, 971-7544.

Booster Club: A club for parents to support all school programs. All Parents Are Welcome And Encouraged To Join.

School Policies
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.

AFTER SCHOOL: For student safety, students who do not have official school business such as meeting with a teacher, tutoring, club activities, or athletic events must be off school grounds by 4:00. Students who are participating in ASSETS or BRIDGES must stay in the designated areas. Students waiting to be picked up must wait in front of the school.

Bicycles
Bicycle riding is prohibited on campus for safety reasons. Students are encouraged to lock their bicycles in the compound. There are two compounds: one is located between the E and F wings and a second next to the Childhood Education portables. To prevent theft, students must lock their bicycles. Encina Preparatory is not responsible for stolen or damaged bicycles.

Closed Campus
Encina students are to remain on campus once they have arrived to school. Once on campus, if a student wishes to leave prior to the end of their scheduled day, they must obtain a signed, authorized early dismissal from the Attendance Office. Students who leave campus without a valid early dismissal will be regarded as committing a closed-campus violation and will be subject to disciplinary action.

Computer Usage Form
When using school computers 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 may be disciplined, and you may lose computer privileges. School computers are for school-related education and research only. See Board Policy 0440.1 or AR 0440.1 for further details.

Dance Regulations
• Dances for grades 6-8 are for Encina students only – no guests. Students in grades 9-12 are not to attend these dances.
• Dances for grades 9-12 are for students of Encina (with current school identification cards) who have purchased a ticket. A current Encina student may bring one non-Encina guest. He/she must obtain a guest pass and approval from the Vice Principals’ Office before purchasing the tickets. Students on home suspension, expulsion or social probation are not allowed to attend Encina dances. Guests must have a current I.D. card and pre-sold ticket. No guest over 20 will be allowed to attend. Students in grades 6-8 may not attend these dances.

All school rules apply at the dance. Any offensive conduct and/or inappropriate dancing will result in dismissal from the dance and the possibility of additional disciplinary action. A person may not leave the dance and be readmitted. No one is admitted into the dance one hour after the dance begins. Appropriate school attire is required. Parents are expected to pick up students promptly.

Electronic Devices
Cell phones, iPods, etc. are allowed before and after school, during breaks and at lunch. They are not to be used during instructional time without expressed teacher permission. It is the student’s responsibility to be sure their devices are turned completely off (not just to vibrate mode) while in the classroom. If a student uses an electronic device in the classroom, or if a cell phone rings in the classroom, or if the device is seen or heard for any reason at all in the classroom, a teacher will ask the student to hand over the cell phone in order to send it up to the Vice-Principal’s office. The student must pick up confiscated electronic device either before or after school. If a student refuses to give his/her electronic device to a teacher (or any staff member) when asked to, the student will be referred to the Vice Principals’ Office for defiance. Encina is not responsible for lost, broken, or stolen electronic devices. There will be NO searches conducted by Administration and/or their designee for stolen electronic devices.

Hall Passes
Students out of class are required to have a hall pass to leave the classroom area. No passes will be issued during first 10 minutes and the last 10 minutes of class. Students misusing passes will be assigned disciplinary consequences.

Harassment and Bullying
Words or actions, whether in person or via electronic media such as texting or internet (Cyber-bullying), directed against a
student or group of students that are sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting class-work, creating substantial disorder, invading the rights of a student by creating an intimidating or hostile environment is considered harassment. Due to the seriousness of the offense and the requirements of the California Education Code, an infraction of this rule will result in suspension and may result in a request for expulsion. Harassment should be reported immediately to a teacher or administrator.

**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 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 request for expulsion. Students and staff are to report suspected cases of hate violence to an administrator immediately.

**IDENTIFICATION BADGES/CARDS**
All students will be issued a school ID card and that must be carried at all times. Students will be charged $5 for a replacement ID card.

**Parking**
The student parking lot is in front of the gym and by the cafeteria. The speed limit on campus is 5 mph. The parking lot is off limits during school hours including lunchtime.

**Physical Education**
**P.E. Clothes:** Students should wear a school Physical Education uniform during Physical Education classes. The cost is $5.00 for T-shirts and $5.00 for shorts. These are available for purchase. Students will obtain their uniform in P.E. class. During the colder months, sweat pants and sweatshirts are acceptable attire.

**P.E. Lockers:** PE lockers must be used for storage of PE clothes, street clothes and books during the PE class period only and must be secured with a lock. Students will not to share lockers. PE lockers are not to be used for storage of books throughout the school day. The school is not responsible for the loss and/or theft of these items. Lockers are subject to search by school officials.

**Restrooms**
There should be no loitering in the restrooms. Any student without a pass to the restroom is subject to disciplinary consequences.

**School Supplies**
Students are responsible for bringing paper, pencils, pens, notebooks, etc., for their classes.

**Skateboards**
Skateboards will not be ridden on campus at any time. Skateboards must be stored in a classroom with teacher permission, in the designated skateboard lockers, or in the VP’s office. The school is not responsible for lost, stolen or damaged skateboards.

**Smoking**
San Juan Unified School District has a strict “no smoking” policy for all San Juan District schools. There is no smoking anywhere on the school campus at any time. This includes the area between Arden and Hurley on Bell Street.

**Social Probation**
When students commit acts that disrupt the educational process, violate standards of citizenship or violate the Board’s philosophy of zero tolerance related to health and safety issues, the following social probation procedures may be implemented: Social probation prohibits a student from attending non-mandatory school events or functions, including but not limited to, dances, sporting events, dramatic productions, graduation activities, etc.

While a student is on social probation, he/she may not participate in any extracurricular school-sponsored event even if the student is a member of the group, team, or organization hosting or participating in the event or function.

Students on social probation and assigned by a teacher to participate in a co-curricular event are prohibited from participating in such functions. In order to assure that the student receives the required co-curricular academic credit, the student will be assigned a comparable assignment. Terms of social probation are determined by the administration. Board Policy 5131.5 (a). Encina applies Social Probation to infractions due to fighting, drugs, alcohol, vandalism, chronic truancy, excessive tardiness, and/or excessive disciplinary issues.

**Tardy Policy**
Students are to be inside the classroom when the tardy bell has rung. Late students will be admitted receiving a tardy with disciplinary consequences. Tardies are cumulative (not per class) Disciplinary consequences for tardiness will be assigned per school tardy policy.

**VISITORS**
All visitors must sign in, including Parents and legal guardians, at the Vice Principals’ office to obtain a visitor’s pass that must be worn visibly. **No student visitors are allowed.** Parents interested in visiting a classroom need to contact the teacher at least 24 hours in advance.
Student Rights and Responsibilities

Students have rights, as do all citizens, under the Constitution, as well as the California Education Code and SJUSD policy. Students must remember they also carry the responsibility of being responsible, productive citizens at school and in society.

Student rights include the following:

1. The right to be heard. Students are encouraged to voice constructive criticism through student government, school site council, teachers, counselors, administrators, and other channels of communication as long as the process does not substantially disrupt the orderly operation of school. (CEC 48907, SJUSD Policy 5145.2 AR 5145.5)

2. The right to an education in a safe, clean environment. Students are asked to be aware of receptacles for trash and put all litter in them.

3. The right to full use of class time for receiving instruction and for learning.

4. The right to fair, consistent and respectful treatment by staff members and students.

5. The right to a hearing before a penalty is imposed. When a student is referred for some wrongdoing, the student should be afforded the opportunity to offer his/her version of the incident to school authorities (SJUSD Policy 5144.1).

6. The right to seek redress of grievances through the district grievance procedure (SJUSD Policy 5145.5).

Student Responsibilities And Expectations for Classroom Behavior

From the beginning to the end of the class, teachers must be free to teach and students must be free to learn. Students are expected to show respect for the teacher and other students in the classroom. Any behavior that disrupts instruction is inappropriate. Specifically, students are required to come to class prepared to work and to stay on task for the class period. Students must comply with the classroom rules as described by each teacher. When a student displays disruptive behavior in the classroom, the teacher will first work with the student to alter that behavior. If that effort fails, the student who continues to disrupt the learning process will be referred to the school administrators or counselors. The school will notify parents, who will be expected to aid in correcting the behavior.

District-Wide and Encina (6-12) Dress Code

The District-wide high school dress code applies to all schools. Any school may have additional restrictions to meet the needs of the school. Violation of the dress code will result in disciplinary action. 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. It is the responsibility of the parents and students to know and follow the school rules regarding the dress code.

Prohibited Clothing/Accessories

- Clothing or accessories with pictures or messages that promote or symbolize the use of drugs, alcoholic beverages, or tobacco
- Clothing that has messages that are sexually suggestive or promote violence
- Clothing or accessories considered by school officials or law enforcement to denote gang affiliation, cult affiliation, satanic reference, or any profane or racially offensive item
- Pajamas or sleep wear
- Shoes must be worn at all times. House slippers may not be worn
- Underwear may not be exposed
- The torso must be covered; bare midriffs, backs, or cleavage must not be exposed
- Strapless or spaghetti strap tops, muscle shirts, tank tops, tube tops, or any excessively revealing clothing is not permitted; this includes backless tops and see-through clothing
- Skirts must be of moderate length; shorts and cut-offs must have a three inch inseam; swim suits and running shorts are not permitted
- Sagging is not permitted. Belts may not hang from the waist
- Bandanas of any color, hairnets, headbands, and wave caps are prohibited.
- Chains and spiked jewelry or accessories of any type are prohibited.

Pants, Shorts, Skirts

- Pants must fit appropriately, worn at the hips or higher, free of holes and hemmed.
- Skirts/Shorts must be of moderate length. No short shorts allowed.
- Swim suits and running shorts are not permitted.
- Undergarments are not to show at any time. No sagging.
- Belts must be worn to the belt loops and not hang from the waist.
- Pajama bottoms are not allowed
**Shirts**
- Strapless, tube tops, halter, excessively revealing shirts/blouses are not permitted.
- Boys shirts must have sleeves. No muscle shirts or tank tops allowed.
- Shirts must cover midriffs.
- Shirts with messages that sexually suggestive, vulgar, or promote or symbolize violence, drugs, or alcohol are prohibited.

**Shoes**
- Shoes must be worn at all times.
- No red or blue shoelaces allowed.
- No slippers.

**Hats/Headgear**
Hats with pictures, numbers or letters, or messages that promote or symbolize the use of drugs, alcoholic beverages, or tobacco, or which promote violence or are sexually suggestive may not be worn.
- Encina hats may be worn outside for sun protection.
- Beanies in black, white or gray, may be worn outside during cold weather.
- Bandanas, hairnets, do-rags, and wave caps are prohibited.
- Sunglasses are not to be worn in classes or offices.

**Accessories**
- Jewelry must be of inappropriate messages/pictures that promote or symbolize drug use, alcoholic beverages, or tobacco and spikes and metal studs.
- No hanging chains allowed.
- 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.

**Gang Related Clothing/Accessories Considerations**
In order to promote a safe and tolerant learning environment any clothing, accessories, or items determined by law enforcement or administration to connote gang affiliation or affiliation are prohibited.

It has been determined that certain gangs (also known as criminal gangs or street gangs) are operating in and around Sacramento City and surrounding areas. The wearing of gang-related clothing on school premises or during school-sponsored activities threatens the health and safety of the students and impairs the school environment accordingly. Students may not wear, possess, use, distribute, or display any clothing, color, jewelry, emblem, badge, symbol, colored bandana, or sash which represents or evidences membership or affiliation with any gang or promotes gang-related activity.

- Students are prohibited from wearing any color garments purposely signally that they are or may be gang affiliated or gang associated. This may include wearing several items of a particular color designated as gang colors.
- 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.
- Individuals identified by the administration and Sheriff department as associated with gangs will have additional dress code restrictions.

**Other inappropriate clothing accessories or body markings, determined by the school administration to be deterrent to safety or to detract from the educational process may be prohibited**

**STUDENTS WHO VIOLATE THE DRESS CODE GUIDELINES WILL BE SENT TO THE VICE PRINCIPALS’ OFFICE WHERE THE INAPPROPRIATE ITEM(S) WILL BE CONFISCATED AND THE STUDENT WILL BE REQUIRED TO CHANGE INTO CLOTHES PROVIDED BY THE SCHOOL. REFUSAL TO COMPLY WILL RESULT IN DISCIPLINARY ACTION.**

**Student Conflicts**
Let an adult on campus know if you are feeling unsafe, threatened, or harassed. These feelings may interfere with your ability to concentrate on your schoolwork, so it is important that the problem be addressed quickly. Avoid listening to and spreading gossip. The only outcome of gossip is hurt feelings and anger. Adopt the attitude, “If I did not hear it with my own ears, it is not worth being hurt or angry about it.”

Don’t confront another student when angry. The other person may react defensively, unsure of what you might do. Ask for help from an adult on campus, if you are not able to forget about or ignore what the other student is doing that makes you angry. Make an appointment with your counselor. He/She can give you additional suggestions, meet with the other student, or arrange a meeting for the students involved in order to solve the problem in a safe and non-confrontational manner.

**Definitions And Consequences 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.

**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.

**Fighting** is defined as mutual combat, contributing to or perpetuating a fight. This includes hitting back. Consequences for fighting range from suspension to 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)** escalates the potential of a fight occurring and the seriousness of the fight. Students can be suspended for up to five days for this behavior.

**SEXUAL HARASSMENT**

To promote an environment free of sexual harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-services or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment.

The Board shall not tolerate the sexual harassment of any student by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action.

The Board encourages students or staff to immediately report incidences of sexual harassment to the principal or designee. The Superintendent or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person. (Board Policy S-5145.7)

**DISCRIMINATION AND/OR RACISM**

No person shall be subjected to discrimination on the basis of sex, ethnic group identification, race, national origin, religion, color, sexual orientation, or mental or physical disability. Any student making discriminatory and/or derogatory remarks of a racist nature will be subject to suspension.

**DISCIPLINE AND BEHAVIOR**

Students’ conduct shall be in accordance with established behavioral expectations stated in this handbook. **Students may be assigned the same consequences for misbehavior occurring to and from school as indicated for infractions while on school campus or at school-sponsored events.** Students will be held accountable for any behavior during non-school hours which affects their school attendance or the school attendance of another student. While the consequences listed for the various unacceptable behaviors will be followed, the school administration may at any time place a student on home suspension if it is determined that such an action serves the best interest of the student(s) and/or the school.

**TYPES OF CONSEQUENCES**

1. Warning
2. Parent Contact
3. Detention: All detentions must be served. Failure to serve will result in further disciplinary action.
4. Campus Beautification: Campus Beautification is an alternative consequence.
5. In-School Intervention: In-School Intervention assignment means that a student is placed in the In-School Intervention room as assigned by an administrator under the supervision of a member of the school staff and are subject to the following conditions:
   - Students may be required to serve the assigned In-school intervention before permitted to return to regular classes.
   - Students are responsible for obtaining their own work from their teachers prior to the In-school intervention date.
   - Report on time or be assigned additional consequences.
   - Students may not be permitted to participate in or attend any school related activities.
   - Students sent to the office for not following In-school intervention rules, regulations, or directions of the adult in charge may be suspended or may be assigned another full day of In-school intervention
6. Suspension: Suspension is the temporary removal of a pupil from his/her regular classroom by a teacher or from school by an administrator. Students will be suspended: (1) when other means of correction have failed, or (2) when the student’s continued presence on campus is considered by the administration to be dangerous or disruptive to others, or (3) for specific serious offenses. Students who are suspended from school may not return to the campus or to any other school campus during the suspension. Supervision of the student on suspension is the responsibility of the students' parents/legal guardians. Students are not allowed to
participate in, or attend any school activities including practices and/or rehearsals, until the suspension has been completed.

7. **Expulsion:** Expulsion is the removal of a student from enrollment in all district schools as ordered by the Board of Education when other means of correcting student behavior have failed or if the continued presence of the student on the school campus is considered to be dangerous to the physical safety of others. The behaviors that will automatically lead to an expulsion hearing are listed in the Sequential Guide at the end of this handbook.

**APPEAL PROCESS**

Any student and/or parent or guardian has the right to appeal any decision related to violations of school rules. Within 24 hours of the appeal, the parent or guardian will receive a reply from the principal or his designee and/or the Superintendent or her designee. The purpose of the appeal process is to review the facts of the specific incident and to ensure that all students are dealt with in a manner consistent with the policies outlined herein. The process is as follows:

- Parent/guardian/student makes the decision to appeal.
- An appointment is made by the principal to review the appeal.
- A decision is made by the principal within 24 hours of submitting the appeal request to the principal.
- If the person is still dissatisfied with the results of the appeal, the person can contact the Assistant Superintendent of Secondary Education (971-7119) to obtain a complaint form. This form is submitted to the Assistant Superintendent. The Assistant Superintendent or their designee will arrange for an appointment to review the appeal.

**CONFISCATED ITEMS**

Confiscated items will be turned in to the Vice Principal's Office within 24 hours by staff unless other arrangements have been made. Confiscated items will be returned to student and/or parents/guardians. **Items not picked up by the end of each semester may be discarded. The school is not responsible for lost or stolen items.**

**PERSONAL BELONGINGS**

*Encina is not responsible for student belongings or valuables including lost or stolen items. Students are discouraged from bringing valuables or large amounts of money to school (more than $20).* In the event of theft, damage, or loss, students are responsible for all school materials checked out to them, including textbooks, calculators, etc. Students with outstanding bills will be placed on exclusion until accounts are cleared.

**DISPLAYS OF AFFECTION**

It is the desire of Encina Preparatory High School to encourage the development of new and long-lasting friendships. However, the inappropriate display of affection or sexual contact between two persons is not allowed. Parent contact will be made for those students unwilling to cooperate.

**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. Searches may include, but are not limited to, a student’s person, backpack and locker.
<table>
<thead>
<tr>
<th>Education Code Violation</th>
<th>1st Violation</th>
<th>2nd Violation</th>
<th>Additional Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td>48915(c1) Possession, selling, or otherwise furnishing a firearm.*</td>
<td>5 day home suspension, law enforcement notification, and mandatory recommendation for expulsion</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>48915(c2) Brandishing a knife.*</td>
<td>5 day home suspension, law enforcement notification, and mandatory recommendation for expulsion</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>48915(c3) Unlawfully selling a controlled substance.*</td>
<td>5 day home suspension, law enforcement notification, and mandatory recommendation for expulsion</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>48915(c4) Committing or attempting to commit sexual assault or battery.*</td>
<td>5 day home suspension, law enforcement notification, and mandatory recommendation for expulsion</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>48915(c5) Possession of an explosive.*</td>
<td>5 day home suspension, law enforcement notification, and mandatory recommendation for expulsion</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>48915(a1) Causing serious physical injury to another person, except in self-defense.*</td>
<td>5 day home suspension, law enforcement notification, request for expulsion, unless the principal finds that expulsion is inappropriate, due to the particular circumstance</td>
<td>5 day home suspension, law enforcement notification, and request for expulsion</td>
<td>N/A</td>
</tr>
<tr>
<td>48915(a2) Possession of any knife, or other dangerous object of no reasonable use to the pupil.*</td>
<td>5 day home suspension, law enforcement notification, request for expulsion, unless the principal finds that expulsion is inappropriate, due to the particular circumstance</td>
<td>5 day home suspension, law enforcement notification, and request for expulsion</td>
<td>N/A</td>
</tr>
<tr>
<td>48915(a3) Unlawful possession of any controlled substance except for the first offense of possession of not more than one ounce of marijuana.*</td>
<td>5 day home suspension, law enforcement notification, request for expulsion, unless the principal finds that expulsion is inappropriate, due to the particular circumstance</td>
<td>5 day home suspension, law enforcement notification, and request for expulsion</td>
<td>N/A</td>
</tr>
<tr>
<td>48915(a4) Robbery or extortion.*</td>
<td>5 day home suspension, law enforcement notification, request for expulsion, unless the principal finds that expulsion is inappropriate, due to the particular circumstance</td>
<td>5 day home suspension, law enforcement notification, and request for expulsion</td>
<td>N/A</td>
</tr>
<tr>
<td>48915(a5) Assault or battery upon a school employee.*</td>
<td>5 day home suspension, law enforcement notification, request for expulsion, unless the principal finds that expulsion is inappropriate, due to the particular circumstance</td>
<td>5 day home suspension, law enforcement notification, and request for expulsion</td>
<td>N/A</td>
</tr>
<tr>
<td>48900(a1) Caused, attempted to cause, or threatened to cause physical injury to another person. Threats</td>
<td>Alternative to suspension or a 1-3 day home suspension and parent conference</td>
<td>3-5 day home suspension and parent conference</td>
<td>5 day home suspension, involuntary transfer, or request for expulsion</td>
</tr>
<tr>
<td>Fight</td>
<td>3-5 day home suspension and parent conference</td>
<td>3-5 day home suspension, parent conference, or possible involuntary transfer</td>
<td>5 day home suspension and request for expulsion</td>
</tr>
<tr>
<td>48900(a2) Willfully used force or violence upon another person.*</td>
<td>5 day home suspension, parent conference, law enforcement notification, involuntary transfer, or request for expulsion</td>
<td>5 day home suspension, law enforcement notification, and request for expulsion</td>
<td>N/A</td>
</tr>
<tr>
<td>48900(b) Possession, sale, or furnishing of any knives, firearms, or other dangerous objects.*</td>
<td>5 day home suspension, law enforcement or fire marshal notification, request for expulsion, unless the principal finds that expulsion is inappropriate, due to the particular circumstance</td>
<td>5 day home suspension, law enforcement notification, and request for expulsion</td>
<td>N/A</td>
</tr>
<tr>
<td>48900(c) Possession, use, sale, or furnishing, or otherwise being under the influence of alcohol, controlled substance, or an intoxicant.*</td>
<td>3-5 day home suspension and parent conference, or alternative to suspension</td>
<td>3-5 day home suspension, involuntary transfer, or request for expulsion</td>
<td>5 day home suspension and request for expulsion</td>
</tr>
</tbody>
</table>

<p>| Under the influence | 3-5 day home suspension and parent conference, or alternative to suspension | 3-5 day home suspension, involuntary transfer, or request for expulsion | N/A |
| possession | 3-5 day home suspension | 3-5 day home suspension or | N/A |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Possible Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>48900(d)</strong> Offering, arranging, or negotiating to sell drugs, alcohol or any intoxicant and then substituting a look-alike substance intended to represent drugs, alcohol, or an intoxicant.*</td>
<td>5 day home suspension, law enforcement notification, request for expulsion</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>48900(e)</strong> Committed or attempted to commit robbery or extortion.*</td>
<td>5 day home suspension, law enforcement notification, request for expulsion, unless the principal finds that expulsion is inappropriate, due to the particular circumstance</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>48900(f)</strong> Caused or attempted to cause damage to school or private property.</td>
<td>Alternative to suspension or 1 day home suspension, restitution, and parent conference</td>
<td>1-3 day home suspension, restitution, and parent conference</td>
</tr>
<tr>
<td>Extensive damage</td>
<td>3-5 day home suspension, law enforcement notification, involuntary transfer, or request for expulsion</td>
<td>5 day home suspension, restitution, law enforcement notification, request for expulsion</td>
</tr>
<tr>
<td><strong>8900(g)</strong> Stealing or attempting to steal school or private property.</td>
<td>Alternative to suspension or 1 day home suspension, restitution, and parent conference</td>
<td>3-5 day home suspension, restitution, and parent conference</td>
</tr>
<tr>
<td><strong>48900(h)</strong> Possessed or used tobacco or nicotine products.</td>
<td>Alternative to suspension and parent conference</td>
<td>1 day home suspension and parent conference</td>
</tr>
<tr>
<td>Habitual Profanity</td>
<td>1-3 day home suspension and parent conference</td>
<td>3-5 day home suspension and parent conference</td>
</tr>
<tr>
<td>Obscene act</td>
<td>Alternative to suspension and parent conference</td>
<td>5 day home suspension and parent conference</td>
</tr>
<tr>
<td><strong>48900(j)</strong> Possessed, offered, arranged, or negotiated to sell any drug paraphernalia</td>
<td>1-3 day home suspension and parent conference</td>
<td>1-3 day home suspension</td>
</tr>
<tr>
<td>Defiance of authority</td>
<td>3-5 day home suspension and parent conference</td>
<td>5 day home suspension and request for expulsion</td>
</tr>
<tr>
<td>Unlawful or habitual parking</td>
<td>1-3 day home suspension and parent conference</td>
<td>1-3 day home suspension</td>
</tr>
<tr>
<td>Unauthorized parking</td>
<td>Alternative to suspension or 1 day home suspension</td>
<td>1-3 day home suspension</td>
</tr>
<tr>
<td>Failed to serve Saturday School and/or detention</td>
<td>Alternative to suspension or 1 day home suspension</td>
<td>1-3 day home suspension</td>
</tr>
<tr>
<td>Electronic device violation</td>
<td>Alternative to suspension or 1 day home suspension</td>
<td>1-3 day home suspension</td>
</tr>
<tr>
<td>Closed campus violation</td>
<td>Other disruptive or defiant behavior</td>
<td>1-3 day home suspension</td>
</tr>
<tr>
<td>Initiating a false fire alarm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inappropriate computer access</td>
<td></td>
<td></td>
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<tr>
<td>Reckless driving</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trespassing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verbal altercation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other disruptive or defiant behavior</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>48900(l)</strong> Knowingly received stolen school or private property.</td>
<td>1-3 day home suspension, restitution, and parent conference</td>
<td>3-5 day home suspension and parent conference</td>
</tr>
<tr>
<td><strong>48900(m)</strong> Possession of an imitation firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.</td>
<td>5 day home suspension and parent conference</td>
<td>5 day home suspension and parent conference</td>
</tr>
<tr>
<td><strong>48900(n)</strong> Committed or attempted to commit sexual assault or battery.*</td>
<td>5 day home suspension, law enforcement notification, and mandatory expulsion</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>48900(o)</strong> Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding</td>
<td>3-5 day home suspension, possible request for expulsion</td>
<td>5 day home suspension, request for expulsion</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Suspension Options</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>48900(p)</td>
<td>Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.*</td>
<td>5 day home suspension, law enforcement notification, and request for expulsion</td>
</tr>
<tr>
<td>48900(q)</td>
<td>Engaged or attempted to engage in an act of hazing initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause bodily danger, physical harm, or personal degradation, or disgrace resulting in physical or mental harm, to any student or other person attending any school.</td>
<td>3-5 day home suspension, parent conference, and possible request for expulsion</td>
</tr>
<tr>
<td>48900(r)</td>
<td>Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.*</td>
<td>1-5 day home suspension, parent conference, alternative to suspension, or possible request for expulsion</td>
</tr>
<tr>
<td>48900(t)</td>
<td>Aided or abetted in the infliction or attempted infliction of physical injury to another person.*</td>
<td>3-5 day home suspension, parent conference, possible request for expulsion</td>
</tr>
<tr>
<td>48900.2</td>
<td>Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature (Applies to grades 4-12).</td>
<td>Alternative to suspension or 1-5 day home suspension and parent conference</td>
</tr>
<tr>
<td>48900.3</td>
<td>Causing, threatening, or attempting to cause, or participating in an act of hate violence as defined as willfully interfering with or threatening another person or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation; speech that threatens violence, when the perpetrator has the apparent ability to carry out threat, may be considered an act of hate violence (Grades 4-12).</td>
<td>3-5 day home suspension, parent conference, and possible request for expulsion</td>
</tr>
<tr>
<td>48900.4</td>
<td>Students in grades 4 through 12: Intentionally engaged in harassment, threats and/or intimidation which are directed against school district personnel or pupils, that is sufficiently severe or pervasive, and invading the rights of either school personnel or pupils by creating substantial disorder, and creates an intimidating or hostile educational environment.</td>
<td>1-5 day home suspension, parent conference, alternative to suspension, or possible request for expulsion</td>
</tr>
<tr>
<td>48900.7</td>
<td>Making terrorist threats against students, school officials and/or property.</td>
<td>3-5 day home suspension, law enforcement notification, and possible request for expulsion</td>
</tr>
</tbody>
</table>

* = Law Enforcement MUST be notified and a Critical Incident Report must be filed with the Safe School's Office for bolded Education Code violations.
# Encina Preparatory High School

## BELL SCHEDULES

### REGULAR SCHEDULE (All classes, all day) Monday, Thursday and Friday

<table>
<thead>
<tr>
<th>Period</th>
<th>Start</th>
<th>End</th>
<th>Period</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:00 am</td>
<td>8:53 am</td>
<td>1</td>
<td>8:00 am</td>
<td>8:53 am</td>
</tr>
<tr>
<td>2</td>
<td>8:58 am</td>
<td>9:51 am</td>
<td>2</td>
<td>8:58 am</td>
<td>9:51 am</td>
</tr>
<tr>
<td>Advocacy</td>
<td>9:56 am</td>
<td>10:49 am</td>
<td>Advocacy</td>
<td>9:56 am</td>
<td>10:49 am</td>
</tr>
<tr>
<td>Lunch A</td>
<td>10:49 am</td>
<td>11:19 am</td>
<td>Lunch B</td>
<td>11:47 am</td>
<td>12:17 pm</td>
</tr>
<tr>
<td>3</td>
<td>11:24 am</td>
<td>12:17 pm</td>
<td>3</td>
<td>10:54 am</td>
<td>11:47 am</td>
</tr>
<tr>
<td>4</td>
<td>12:22 pm</td>
<td>1:15 pm</td>
<td>4</td>
<td>12:22 pm</td>
<td>1:15 pm</td>
</tr>
<tr>
<td>5</td>
<td>1:20 pm</td>
<td>2:13 pm</td>
<td>5</td>
<td>1:20 pm</td>
<td>2:13 pm</td>
</tr>
<tr>
<td>6</td>
<td>2:18 pm</td>
<td>3:11 pm</td>
<td>6</td>
<td>2:18 pm</td>
<td>3:11 pm</td>
</tr>
</tbody>
</table>

### BLOCK SCHEDULE (Odd classes + Advocacy; Even classes + Advocacy) Tuesday and Wednesday except 12/11, 12/12, 12/18, 12/19, 1/8, 1/9, 4/23, 4/24, 4/30, 5/1, 5/28, 5/29 these will be “regular schedule”

<table>
<thead>
<tr>
<th>Period</th>
<th>Start</th>
<th>End</th>
<th>Period</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2</td>
<td>8:00 am</td>
<td>9:30 am</td>
<td>1/2</td>
<td>8:00 am</td>
<td>9:30 am</td>
</tr>
<tr>
<td>Advocacy</td>
<td>9:35 am</td>
<td>10:27 am</td>
<td>Advocacy</td>
<td>9:35 am</td>
<td>10:27 am</td>
</tr>
<tr>
<td>Lunch A</td>
<td>10:27 am</td>
<td>10:57 am</td>
<td>Lunch A</td>
<td>10:32 am</td>
<td>12:02 pm</td>
</tr>
<tr>
<td>3/4</td>
<td>11:02 am</td>
<td>12:32 pm</td>
<td>3/4</td>
<td>12:02 pm</td>
<td>12:32 pm</td>
</tr>
<tr>
<td>5/6</td>
<td>12:37 am</td>
<td>2:07 pm</td>
<td>5/6</td>
<td>12:37 pm</td>
<td>2:07 pm</td>
</tr>
</tbody>
</table>

### MINIMUM DAY SCHEDULE (No Advocacy)

<table>
<thead>
<tr>
<th>Period</th>
<th>Start</th>
<th>End</th>
<th>Period</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:00 am</td>
<td>8:31 am</td>
<td>1</td>
<td>8:00 am</td>
<td>8:31 am</td>
</tr>
<tr>
<td>2</td>
<td>8:36 am</td>
<td>9:07 am</td>
<td>2</td>
<td>8:36 am</td>
<td>9:07 am</td>
</tr>
<tr>
<td>3</td>
<td>9:12 am</td>
<td>9:43 am</td>
<td>3</td>
<td>9:12 am</td>
<td>9:43 am</td>
</tr>
<tr>
<td>Break A</td>
<td>9:43 am</td>
<td>10:03 am</td>
<td>4</td>
<td>9:48 am</td>
<td>10:19 am</td>
</tr>
<tr>
<td>4</td>
<td>10:08 am</td>
<td>10:39 am</td>
<td>Break B</td>
<td>10:19 am</td>
<td>10:39 am</td>
</tr>
<tr>
<td>5</td>
<td>10:44 am</td>
<td>11:15 am</td>
<td>5</td>
<td>10:44 am</td>
<td>11:15 am</td>
</tr>
<tr>
<td>6</td>
<td>11:20 am</td>
<td>11:51 am</td>
<td>6</td>
<td>11:20 am</td>
<td>11:51 am</td>
</tr>
</tbody>
</table>

Minimum days:

Thursday 9/6, 9/13, 10/11, 11/8, 12/13, 1/10, 2/7, 3/7, 4/11, 5/9, 5/23, 6/5