SAN JUAN UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION
Lucinda Luttgen, President
Pam Costa, Vice President
Saul Hernandez, Clerk
Greg Paulo, Member
Larry Masuoka, D.M.D., Member

ADMINISTRATION
Kent Kern, Superintendent of Schools
TBD, Associate Superintendent, Schools and Student Support
Kent Stephens, Chief Financial Officer
Linda C.T. Simlick, J.D., General Counsel
Paul Oropallo, Acting Assistant Superintendent, Human Resources
Donna O'Neil, Ed.D., Assistant Superintendent, Educational Services
TBD, Acting Assistant Superintendent, Elementary Education
Rick Messer, Acting Assistant Superintendent, Secondary Education
Trent J. Allen, Senior Director, Community Relations
TBD, Senior Director, Facilities, Maintenance, and Transportation
Carl Fahle, Senior Director, Technology
Jim Shoemake, Senior Director, Labor and Employee Relations

ENCINA'S ADMINISTRATION
Richard Judge, Principal
Heidi Garner, Vice Principal
David Levis, Vice Principal
Michele Speed, Vice Principal
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**Addendums**  
- Parent Involvement Policy  
- Facilities Use Policy  
- SJUSD K-12 Pupil Behavior Guidelines  
- Teacher, Student, and Parent Pledges
ENCINA PREPARATORY HIGH SCHOOL

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

MISSION STATEMENT
The Mission of Encina Preparatory School is to design and deliver an excellent education program which is guided by the Encina Core Values.

CURRICULUM AND INSTRUCTION
To improve student achievement by ensuring all teachers are highly skilled in the intentional use of highly effective, research based instructional practices.

COORDINATED STUDENT SERVICES
To provide students the support and resources they need to be successful Encina Graduates.

ADVOCACY
To support student goals for high school graduation, entrance to college, or entrance into the workplace through meaningful relationships between teachers, students, and their families.

GOVERNANCE
To create a sustainable, shared governance system that enables staff to execute at high levels — the core purpose of the school.

SCHOOL POLICIES
To create a safe and non-disruptive environment in which students can learn and achieve.
EXPECTED STUDENT LEARNING RESULTS (ESLRS)

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 PREPARATORY HIGH SCHOOL TELEPHONE NUMBERS

Athletic Director .......................................................... 971-5813

Attendance Office .................................................. 971-7550
Rachel Herrera, Senior Records & Reports Clerk

Community Parent Liaison and Family Resource Center ........................................... 971-5844
Barry Roth
Heddy Crowder ..................................................... 971-5891

Counseling (CD Office) ........................................... 971-7547
Beth Hein, Counselor
Eliseo Millan, Counselor
Bianca Soriano, Counselor
Carmen Bohannon, Secretary ........................................ 971-7585

FAX Machines
Main Office .......................................................... 971-7555
Counseling Office ................................................ 971-7508
Registrar .............................................................. 979-5882

Financial Office .................................................. 971-5887
Larisa Petersen, Controller

Food Services/Kitchen .......................................... 971-7594
Deborah Butler, Supervisor

Home & Hospital Instruction ................................ 971-7502

Library ................................................................. 971-7562
Marsha Lucas, Librarian
Jason Olthoff, Textbook Clerk

Principal’s Office (Main Office) ................................ 971-5839
Richard Judge, Principal
Nicole LoBese, Secretary

Registrar ............................................................. 971-7551
Laura Mejia-Lopez

School Community Worker .................................. 979-8879 or 979-8024
Melanie Barbeau

Vice Principal’s Office ........................................... 971-7544
Heidi Garner, Vice Principal
David Levis, Vice Principal
Michele Speed, Vice Principal
Betty Simko, Secretary
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**BLOCK SCHEDULE**

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Extended day period; NCT part of the regular instructional day

NCTE: This list does not include the testing schedule to be used in the School. These will be published separately.
San Juan Unified School District
2014-2015 School Year Calendar

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Holidays:
- September 1, Labor Day
- November 11, Veterans' Day
- November 27, Thanksgiving Day
- November 28, Local Holiday
- December 25, Christmas Day
- December 26, 29, 30, 31 Winter Break
- January 1, New Year's Day
- January 19, Martin Luther King, Jr. Day
- February 16, Presidents' Day
- February 17, Lincoln's Day Observed
- April 3, Local Holiday
- May 25, Memorial Day

First/Last Day of Service: August 12 - June 4
Non-Instructional Days: August 12 - June 4
Non-Instructional Days: August 12 - Staff Development Day
Student First/Last Day: August 14 - June 4

Semester Dates - Secondary (MS & HS):
- August 14 - January 5 (84 days)
- January 6 - June 4 (96 days)

Trimester Dates (Elem & K-9):
- August 14 - November 12 (12 Weeks)
- November 13 - March 6 (12 Weeks)
- March 9 - June 4 (12 Weeks)

Strike through days represent "School Recess Days"
Board Approved: 1/14/14
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ATTENDANCE

Regular daily attendance is an essential component to success in school. Parents and guardians should contact the Vice Principals' secretary to receive their Zangle access information.

- Parents and guardians may track their child's attendance at https://sis.sanjuan.edu/parentconnect.
- Students may also check on their own attendance at https://sis.sanjuan.edu/studentconnect.

TO REPORT AN ABSENCE
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 Student's name and ID number
  > The date or dates of absence
  > The reason for absence
  > Your name and relationship to student
  > A contact phone number

EXCUSED ABSENCES
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 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
- 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

HOMEWORK REQUESTS FOR EXCUSED ABSENCES
When a student will be absent for 3 or more days, the student or parent 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.
INDEPENDENT STUDY
If a student will be out of school for five or more days, parents need to contact the office to inquire about an independent study contract. However, an independent study contract is a privilege, not a right.

TARDIES AND EARLY DISMISSALS
- 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.
- 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 Attendance 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.

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.

TRUANCIES
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.

- Seniors who accumulate 42 or more periods of truancy during the school year will NOT be allowed to participate in the graduation ceremony.
- Seniors who accumulate 42 or more periods of truancy during the school year 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 24 or more periods of truancy.

ERRORS IN ATTENDANCE
If a student, parent, or guardian notices an error to the attendance record, the student should immediately:
1. Get a correction form from the Attendance Office.
2. Have the teacher complete the correction form.
3. Turn the correction form in to the Attendance Office.

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 the appropriate disciplinary action.
DRESS CODE

The dress code is established to promote a positive, psychologically safe, and appropriate learning environment. Extremes in dress or clothing regarded as a distraction from the learning environment are not permitted. Clothing will promote physical and psychological safety.

If an administrator, teacher, or staff member advises the student that he or she is inappropriately dressed, the student will NOT argue. The student will immediately go to the Vice Principals’ office to change or get loaner clothing. The Vice Principals will assign the appropriate consequence.

*Senate Bill 310 requires that school districts allow students to wear sun-safe clothing to include hats, while outdoors at school. Ed Code and this bill allow each school site to set dress code policies.*

PROHIBITED CLOTHING AND ACCESSORIES:

- Clothing, accessories or backpacks with pictures or messages that promote or symbolize the use of drugs, alcoholic beverages, or tobacco
- Clothing that has messages that are sexually suggestive, vulgar or promote threats or 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.

SPECIFIC CLOTHING RESTRICTIONS:

- Sagging is not permitted.
- 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, shorts and cut-offs must not be shorter than arms straight at side resting fingertips.
- Swim suits and running shorts are not permitted.
- Shoes must be worn at all times; house slippers are prohibited.

SPECIFIC ACCESSORY RESTRICTIONS:

- Bandanas of any color, haimets, do-rags and wave caps are prohibited.
- Chains and spiked jewelry of any type are prohibited.
- Hats are not to be worn indoors.
- Belts may not hang from the waist.
**ADDITIONAL RESTRICTIONS:**
In addition to the San Juan Unified School District’s dress code, Encina Preparatory High School restricts the following:

- Solid Red and Solid Blue T-shirts/sweatshirts/hats/etc. (include *Predominately Red / Predominately Blue*) are not allowed. Red and Blue are known *gang colors*. Students wearing predominately red/blue garments are assumed to be sending signals that they are or may be gang-affiliated or gang-associated. Therefore, these garments are 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.

- Individuals identified by the administration and Sheriff department as associated with gangs may have additional dress code restrictions.

- Sun glasses are prohibited in classrooms or offices.

**CONSEQUENCES**
These are the consequences for students who do not comply with dress code guidelines:

- **First Offense:**
  The inappropriate attire will be confiscated and returned to a parent/guardian, student may be sent home to change, or student will be asked to change into loaner clothing (if available).

- **Second Offense:**
  The inappropriate attire will be confiscated and returned to parent or guardian. The student may be sent home to change, or student will be asked to change into loaner clothing (if available). Additionally, the student will be assigned Saturday School.

- **Third Offense:**
  The student will be home-suspended and a parent conference will be *required* before his or her return to school.

- **Subsequent Offenses:**
  The student will be home-suspended and a parent conference will be *required* before his or her return to school.
ELECTRONIC DEVICES

- Cell phones, iPod, etc. are **allowed** to be used by students **before and after school, during breaks and at lunch**.
- Cell phones, iPod, etc. are **not to be used** by students in the classroom without the expressed permission from the individual teacher.
- Cell phones, iPod, etc. are to be on **silent mode** or turned completely off (not just to vibrate mode) while in the classroom.

If a student disregards these rules, the student will give the device to the teacher or staff member. The device will be locked up in the Vice Principals’ Office.

If a student refuses to give his/her electronic device to a teacher (or any staff member) when asked, the student will be referred to the Vice Principals’ Office for defiance.

A parent or guardian must then retrieve the device either before or after school.

**Encina is not responsible for any lost, broken, or stolen personal electronic devices.**

COMPUTERS

**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 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.

**PERSONAL INFORMATION:** When using the Internet, a student should **never give out personal information**.
- Do not respond to any requests for personal information.
- Do not give out home addresses, telephone numbers, birthdates, etc.
- Do not give out personal information about others.
STUDENT RESPONSIBILITIES AND EXPECTATIONS
FOR CLASSROOM BEHAVIOR

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

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 are expected to bring the following materials to school daily:

- Binder
- Pencils and pens
- Paper
- PE Clothing (if taking PE class)

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.

HALL PASSES: Students out of class are required to have a hall pass to leave the classroom area. No passes during first 10 minutes of class. Students misusing passes will be subject to disciplinary action.

RESTROOMS: There should be no loitering in the restrooms. Any student without a pass to the restroom may be referred to the Vice Principals’ Office.

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 burden of being responsible, productive citizens at school and in society. Their 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).
UNACCEPTABLE BEHAVIOR

TARDY POLICY: Students are to be inside the classroom when the last bell has rung. Excused tardies are those accompanied by a valid school pass. A student entering class after 30 minutes without a pass is considered absent and may be subject to truancy sanctions. Unexcused tardies are counted cumulatively for each 2-term grading period (August – December and January – June).

SOCIAL PROBATION: When a student commits acts that disrupt the educational process, violate standards of citizenship or violate the San Juan Unified 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.
- Social probation prohibits a student from attending dances, sporting events, dramatic productions, graduation activities, etc.
- Social probation prohibits a student from participating 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).

BULLYING/HARASSMENT: Words or actions 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, and invading the rights of a student or group of students 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 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 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 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.
STUDENT CONFLICTS AND FIGHTING

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. 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.

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 includes 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. Hitting back is not 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) 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.
EXTRA-CURRICULAR ACTIVITIES

School rules are enforced at all school-sponsored functions, regardless of the time or day of such events.

IDENTIFICATION CARDS: Students receive a picture identification card upon registration. ID cards will be needed for all transactions at school such as using the computer lab, checking out text and library books, checking into the office, on-site, Saturday School, purchasing tickets and entry to all school functions. Students shall carry their ID card while attending school and at all school functions. The first card is issued at no cost to the student. Replacement of lost or stolen cards will cost $5.00.

STUDENT BODY STICKERS: Student body stickers 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! Cost of the sticker is $20.00.

AFTER SCHOOL: For student safety, students who do not have official school business such as 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.

- ASSETS: After school program for 9th thru 12th grade students
- BRIDGES: After school program for 6th thru 8th grade students

DANCES

High School dances are for 9th thru 12th grade students of Encina and guests by approved guest pass only. Students in 6th, 7th, and 8th grades will not be allowed to attend the night dances. Dances specifically for our middle school students will be scheduled separately.

DANCE REGULATIONS

- Admission is given only to 9th thru 12th grade Encina students with current Encina identification cards who have purchased a ticket, no refunds.
- Appropriate school attire is required.
- Admission to the dance is during the first hour of the dance only. No one will be admitted after the first hour without prior administrative approval.
- A person may not leave the dance and be readmitted.
- 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.
- Students on home suspension, expulsion or social probation are not allowed to attend Encina dances.
- Parents are expected to pick up students promptly after dances.

GUESTS AT DANCES

- A current Encina student may bring one non-Encina guest. The Encina student must obtain a guest pass and approval from the Vice Principals’ Office before purchasing the ticket.
- Guests must have a current I.D. card and pre-sold ticket.
- No guest over 20 will be allowed to attend.
MODES OF TRANSPORTATION

BICYCLES: Bicycle riding is prohibited on campus for safety reasons. Students are encouraged to park their bicycles in the compound. The compound is an unlocked fenced-in area located between the E and F wings and near S-9. To prevent theft, students must lock their bicycles. Encina Preparatory is not responsible for stolen or damaged bicycles.

SKATEBOARDS AND SCOOTERS: Skateboards and scooters should not be ridden on campus before, during or after school. Skateboard racks are available near F-1 and the library. Students who are riding their skateboard or scooter in the hallways will have it confiscated and placed in the VP office where it can be picked up at the end of the day. If this becomes a persistent problem a student may be asked not to bring a skateboard or scooter on campus.

PARKING: The student parking lot is located in front of the gym and by the cafeteria. The speed limit on campus is 5 m.p.h. The parking lot is off limits during school hours including lunchtime.

DRIVER’S LICENSES: Any one driving on the Encina campus (including all parking lots, entrances and exits) must possess a current Driver’s License. (California State Law)

ADDITIONAL INFORMATION

DROPPING/ADDING CLASSES: According to SJUSD Policy, after 10 school days for the block schedule of each semester, students may not add a course for full credit. Students who drop a course after 10 regular school days for block schedule shall receive a drop “F” grade for that class which will appear on the transcript as a 5 unit class with an “F” grade. The final decision concerning drop “F” for all class changes will be determined by the Principal.

STATE-MANDATED 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.

- California High School Exit Exam (juniors, seniors) 11/4/13 – 11/5/13
- California High School Exit Exam (sophomores & seniors) 2/3/14 – 2/4/14
- California High School Exit Exam (make up) 3/17/14 – 3/18/14
ADDITIONAL SCHOOL SERVICES

FINANCIAL OFFICE: This office is located in the administration building and is open before school, at lunch and after school.

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, or log on to http://nutrition.sanjuan.edu/. The snack bar is located inside the cafeteria serving sandwiches, nachos, cookies and popsicles for students' eating pleasure.

LIBRARY: The library supports and encourages student success. Staff is available to help students locate and check out materials and textbooks. The library is equipped with reference, periodicals, fiction collections and college catalogs. Most books may be checked out for a two week period and renewed as needed. 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.

LIBRARY HOURS: The library is open Monday – Friday from 7:30 a.m. to 4:00 p.m. The library computer lab is open before school, at lunch and after school. Students are required to have a pass from their teacher to use the library during class or lunch. 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 bring the medication to the Vice 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.

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 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. This process to check eligibility takes 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.
PARENT, GUARDIAN, AND COMMUNITY INVOLVEMENT

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 club which helps the school by supporting all school programs. All parents are encouraged to join.

ENGLISH LANGUAGE ACQUISITION COMMITTEE (ELAC): This is a parent committee concerning the ELL program.

COMMUNITY FAMILY RESOURCE CENTER: The Encina Community Partnership Coordinator and Community Liaison help coordinate activities involving Encina and the surrounding community. They can be reached at 971-5891 or 971-5844.

PARENT/TEACHER CONFERENCES: Parents are encouraged to contact the Counseling office at 971-7547 to request a conference with your student’s teachers. Conferences are typically scheduled before school during teacher prep, or after school.

POINT WEST ROTARY: This organization is a community based volunteer group that raises money to support Encina and other community organizations. You can contact Point West Rotary online or at 916-929-2992.

PRINCIPAL’S ADVISORY COUNCIL (PAC): The PAC is a group of students who meet on a monthly basis to discuss issues, concerns and ideas to further enhance school achievement, safety and student involvement. The agenda is student driven.

SAFETY COMMITTEE: Administrators, teachers, parents, students and community members work together to provide a safe environment for all students at Encina Preparatory High School. Parents and students are encouraged to participate in the safety committee, interested parents please call 971-7544.

SCHOOL SITE COUNCIL: The governance body for Encina Preparatory High School is the Encina Preparatory 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. A copy of the by-laws is available for review at the Principal’s office.

VISITORS: Parents and legal guardians are encouraged to visit Encina. All visitors must sign in at the Vice Principals’ office and obtain a visitor’s pass that must be worn visibly. No student visitors are allowed. For classroom visitation, parents need to contact the teacher at least 24 hours in advance.
PHYSICAL EDUCATION AND SPORTS

P.E. CLOTHES: Students should wear suitable clothing for physical education. Encina physical education clothes are available for purchase at the Finance Office. During the colder months, sweatpants and sweatshirts are acceptable attire. All students are expected to dress for P.E.

P.E. LOCKERS: PE lockers may be used for storage of PE clothes, street clothes and books during the PE class period only. To prevent problems, students are encouraged 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.

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

OVERVIEW OF SPORTS BY SEASON

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<td>Track and Field</td>
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<td></td>
<td>Co-ed</td>
</tr>
<tr>
<td>Volleyball</td>
<td></td>
<td>Women</td>
<td></td>
</tr>
<tr>
<td>Wrestling</td>
<td></td>
<td></td>
<td>Co-ed</td>
</tr>
</tbody>
</table>

For any student who wishes to participate in a sport at Encina, the student must be eligible both physically and academically. Additionally, students must meet the residence requirements.

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)
ACADEMIC 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.

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 proofs of residence, have on file an inter-district transfer (renewed annually).
- Students who have transferred from another school to Encina attend must establish approved residency through the Sac-Joaquin California Interscholastic Federation.

PRACTICE AND COMPETITION
Teams normally hold practice after school Monday through Friday, and practice should not exceed two and a half hours (2½ hours). Pre-league season lengths vary by sport, but Sierra-Delta League competition is generally a double round-robin for seven teams.
ENCINA ENROLLMENT REQUIREMENTS
FOR 6TH – 8TH GRADES

All students must be enrolled in a seven-period day. Any student may take courses beyond the rigor of his or her grade level courses with the approval of his or her counselor, advocacy teacher, and the specific course teacher.

The following chart details the general requirements for all students enrolled in grades 6th through 8th grades at Encina.

<table>
<thead>
<tr>
<th>6TH GRADE</th>
<th>7TH GRADE</th>
<th>8TH GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advocacy 6</td>
<td>Advocacy 7</td>
<td>Advocacy 8</td>
</tr>
<tr>
<td>English</td>
<td>English</td>
<td>English</td>
</tr>
<tr>
<td>Math</td>
<td>Math</td>
<td>Math</td>
</tr>
<tr>
<td>Exploration</td>
<td>Exploration</td>
<td>Exploration</td>
</tr>
<tr>
<td>Ancient</td>
<td>Social</td>
<td>Social</td>
</tr>
<tr>
<td>History</td>
<td>Science</td>
<td>Science</td>
</tr>
<tr>
<td>Earth</td>
<td>Life</td>
<td>Physical</td>
</tr>
<tr>
<td>Science</td>
<td>Science</td>
<td>Science</td>
</tr>
<tr>
<td>Physical</td>
<td>Physical</td>
<td>Physical</td>
</tr>
<tr>
<td>Education</td>
<td>Education</td>
<td>Education</td>
</tr>
</tbody>
</table>

Student Government
Offered during zero period.

Student Government
Offered during zero period.

Student Government
Offered during zero period.

All courses taken by each student are to be college-prep unless otherwise determined by the student’s counselor, advocacy teacher, and/or case manager in consultation with the student and parent/guardian.

DROPPING/ADDING CLASSES: According to SJUSD Policy, after 20 school days of each semester, students may not add a course for full credit. Students who drop a course after 20 regular school days for block schedule shall receive a drop “F” grade for that class which will appear on the transcript as a 0 unit class with an “F” grade. The final decision concerning drop “F” for all class changes will be determined by the Principal.
ENCINA ENROLLMENT REQUIREMENTS
FOR 9TH – 12TH GRADES

All students must be enrolled in a seven-period day. Any student may take courses beyond the rigor of his or her grade level courses with the approval of his or her counselor, advocacy teacher, and the specific course teacher.

The following chart details the general requirements for all students enrolled in grades 9th through 12th grades at Encina.

<table>
<thead>
<tr>
<th>FRESHMAN YEAR</th>
<th>SOPHOMORE YEAR</th>
<th>JUNIOR YEAR</th>
<th>SENIOR YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>9TH GRADE</td>
<td>10TH GRADE</td>
<td>11TH GRADE</td>
<td>12TH GRADE</td>
</tr>
<tr>
<td>Advocacy 9</td>
<td>Advocacy 10</td>
<td>Advocacy 11</td>
<td>Advocacy 12</td>
</tr>
<tr>
<td>English 1</td>
<td>English 2</td>
<td>English 3</td>
<td>English 4</td>
</tr>
<tr>
<td>Math</td>
<td>Math</td>
<td>Math</td>
<td>Math</td>
</tr>
<tr>
<td>Algebra, Geometry, Algebra 2, PreCalculus, or AP Calculus</td>
<td>Algebra, Geometry, Algebra 2, PreCalculus, or AP Calculus</td>
<td>Algebra, Geometry, Algebra 2, PreCalculus, or AP Calculus</td>
<td>Algebra, Geometry, Algebra 2, PreCalculus, or AP Calculus</td>
</tr>
<tr>
<td>Biology</td>
<td>Chemistry, Physics or Physiology</td>
<td>Chemistry, Physics or Physiology</td>
<td>Chemistry, Physics or Physiology</td>
</tr>
<tr>
<td>World Geography</td>
<td>World History</td>
<td>U.S. History</td>
<td>• American Government and Economics</td>
</tr>
<tr>
<td>• Visual/Performing Art or World Language</td>
<td>• Visual/Performing Art or World Language</td>
<td>• Visual/Performing Art or World Language</td>
<td>• Visual/Performing Art or World Language</td>
</tr>
<tr>
<td>Physical Education 1</td>
<td>Physical Education 2</td>
<td>College Prep Elective</td>
<td>College Prep Elective</td>
</tr>
</tbody>
</table>

Student Government
Offered during zero period.

Student Government
Offered during zero period.

Student Government
Offered during zero period.

Student Government
Offered during zero period.

All courses taken by each student are to be college-prep unless otherwise determined by the student’s counselor, advocacy teacher, and/or case manager in consultation with the student and parent/guardian.

DROPPING/ADDING CLASSES: According to SJUSD Policy, after 20 school days of each semester, students may not add a course for full credit. Students who drop a course after 20 regular school days for block schedule shall receive a drop "F" grade for that class which will appear on the transcript as a 5 unit class with an "F" grade. The final decision concerning drop "F" for all class changes will be determined by the Principal.
HIGH SCHOOL GRADUATION REQUIREMENTS
FOR SAN JUAN UNIFIED SCHOOL DISTRICT

1. Complete a minimum of 220 credits. Credit adjustment may be necessary if coming from a block schedule high school.

2. Complete the following required courses – 160 credits.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>REQUIRED # OF CREDITS</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>40 credits</td>
<td>To be taken every year</td>
</tr>
<tr>
<td>World History</td>
<td>10 credits</td>
<td>To be taken in 10th Grade</td>
</tr>
<tr>
<td>Mathematics</td>
<td>20 credits</td>
<td>Must complete Algebra and Geometry</td>
</tr>
<tr>
<td>Physical Education</td>
<td>20 credits</td>
<td>PE 1 --- 9th Grade</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PE 2 --- 10th Grade</td>
</tr>
<tr>
<td>Health</td>
<td>5 credits</td>
<td>To be taken in 10th Grade</td>
</tr>
<tr>
<td>U.S. History</td>
<td>10 credits</td>
<td>To be taken in 11th Grade</td>
</tr>
<tr>
<td>American Government</td>
<td>5 credits</td>
<td>To be taken in 12th Grade</td>
</tr>
<tr>
<td>Economics</td>
<td>5 credits</td>
<td>To be taken in 12th Grade</td>
</tr>
<tr>
<td>Social Studies Elective</td>
<td>5 credits</td>
<td>Geography, Psychology, or Sociology</td>
</tr>
<tr>
<td>Biology</td>
<td>10 credits</td>
<td></td>
</tr>
<tr>
<td>Physical Science</td>
<td>10 credits</td>
<td></td>
</tr>
<tr>
<td>Visual or Performing Arts</td>
<td>10 credits</td>
<td>• 10 or more credits of Foreign Language will reduce the Visual/Performing Arts requirement to 5 credits.</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>10 credits</td>
<td>• 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.</td>
</tr>
<tr>
<td>AND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual or Performing Arts</td>
<td>5 credits</td>
<td></td>
</tr>
</tbody>
</table>

3. Student must pass both Math and English portions of the High School Exit Exam.

All students enrolled at Encina must take courses according to the school's grade level enrollment policy which exceed district graduation requirements.
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. Mathematics: 3 years
   Algebra 1, Geometry, and Algebra 2
4. Laboratory Science: 2 years
   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, or 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.cusmentor.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 tests, achievement tests, SAT II, AP tests, or successful completion of the appropriate community college courses. Students who score 560+ in math on the SAT I 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.
UNIVERSITY OF CALIFORNIA
ENTRANCE REQUIREMENTS
A – G REQUIREMENTS

The required classes for entrance into the UC system are outlined below. Students must take 15 units of high school courses to fulfill the Subject Requirement – seven units of which must be taken in the last two year of high school. (A unit is equal to an academic year, or two semesters of study). UC requirements are subject to change.

a. History and Social Science ---- 2 years required
   One year of US History or one half year of US History and one half year of Civics or American Government; and one year of World History, Cultures and Geography.

b. English ---- 4 year required
   Four years of college-preparatory English. (Not more than two semesters of 9th grade English may be used to meet this requirement.)

c. Mathematics ---- 3 years required, 4 recommended
   Three years, including Algebra 1, Geometry, and Algebra 2 (above courses taken in 7th and 8th grades are acceptable).

d. Laboratory Science ---- 2 years required, 3 recommended
   Two years of laboratory science in at least two of these three areas: Biology, Chemistry, and Physics (not more than 1 year of 9th grade lab science may be used to meet this requirement).

e. Languages other than English ---- 2 years required, 3 recommended.
   Two years of the same language other than English. Courses in languages other than English taken in 7th and 8th grade are acceptable if they meet our high school requirements.

f. Visual or Performing Arts ---- 1 year required
   Complete a single year-long approved course (i.e., the second semester is to be a continuation of the first semester). Example: Semester 1 – Beginning Ceramics, Semester 2 – Beginning Ceramics OR Semester 1 – Acceptable VPA courses for University of California are designated, in the course description book.

g. College Preparatory Electives ---- 1 year required
   One year, in addition to those required in a-f above, chosen from the advanced areas: Visual and Performing Arts, History, Social Science, English, Advanced Mathematics, Laboratory Science, and languages other than English (a third year in the language may be used for the "e" or "g").

Additionally, a student's GPA is very important to gaining admission. Students must receive a grade of "C" or higher in all UC a-g course work. The University of California requires the ACT with writing or SAT I examination. The ACT test will have an optional writing assessment which will be required by UC's.
The Regents of the University of California have approved an additional path through which our top graduates may become eligible for admission to the University of California. The path is called Eligibility in the Local Context (ELC).

The ELC program ensures that top performing students-drawn from the top nine percent of each participating high school-from all over California have the opportunity to join us at UC. ELC status adds value to the application and is one of the 14 factors considered when applications are reviewed.

The University of California system includes the following campuses:
- UC Berkeley
- UC Davis
- UC Irvine
- UCLA (Los Angeles)
- UC Merced
- UC Riverside
- UC San Diego
- UC Santa Barbara
- UC Santa Cruz
- UC San Francisco --- This campus does not accept undergraduates.

Undergraduate admissions information may also be obtained on the web at [http://www.ucop.edu/pathways](http://www.ucop.edu/pathways).

REMEMBER: The University of California Entrance Requirements are subject to change. It is the responsibility of the student to know the requirements.
ADDENDUMS

- Parent Involvement Policy
- Facilities Use Policy
- SJUSD K-12 Pupil Behavior Guidelines
- Teacher, Student, and Parent Pledges
ENCINA PREPARATORY HIGH SCHOOL
PARENT INVOLVEMENT POLICY

PART I  GENERAL EXPECTATIONS

Encina Preparatory High School agrees to implement the following statutory requirements:

- The school will jointly develop with parents, distribute to parents of participating children, a School Parental Involvement Policy on which the school and parents of participating children agree.

- The school will notify parents about the School Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.

- The school will make the School Parental Involvement Policy available to the local community.

- The school will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.

- The school will adopt the school's school-parent compact as a component of its School Parental Involvement Policy.

- The school agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

  *Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

  (A) that parents play an integral role in assisting their child’s learning;

  (B) that parents are encouraged to be actively involved in their child’s education at school;

  (C) that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

PART II  DESCRIPTION OF HOW SCHOOL WILL IMPLEMENT REQUIRED SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. Encina Preparatory High School will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy and its Single Plan for Student Achievement under section 1112 of the ESEA:

   **School Parent Involvement Policy Process:**

   The Encina Preparatory High School Site Council will ratify and maintain the Parental Involvement Policy through the following actions:

   a. Review, amend and/or ratify the policy in a scheduled meeting of the Council.
b. Analyze the Annual Parent Survey results and determine whether the results indicate a need to change the Policy.

c. Schedule an annual meeting to review and revise the components of the Policy as necessary.

d. Publish the results of the review to parents/guardians.

**Single Plan for Student Achievement Process:**

a. The Encina Preparatory High School Site Council is the governing body responsible approval of the Single Plan for Student Achievement.

b. The Site Council will receive and approve/modify goals and action plans developed by the School Staff and direct that they be published in the annual SPSA.

c. The staff will recommend the means of collecting and analyzing data to be reported to the Site Council for the Council's approval.

d. The SPSA will be published annually and made available via links on the School's website or in paper format by written request.

2. Encina Preparatory High School will take the following actions to distribute its Parent Involvement Policy.

The Parent Involvement Policy will be posted on the school's web-site. In addition, a copy of the policy will be mailed to all parents in the registration packet.

3. Encina Preparatory High School will convene an annual meeting to inform parents of the following:

   EPHS will host an annual meeting for all parents in the evening during the early part of the school year. Parents will be notified by personal mailed flyer and calendared event on the school website. At our annual Title 1 meeting parents will be informed:

   a. of their child's school participates in Title I;

   b. of the requirements of Title 1;

   c. of the rights of parents to be involved.

   d. Progress of the school in test scores, attendance, graduation rates and program offerings.

4. Encina Preparatory High School will involve parents of participating students, in an organized, ongoing and timely way, in the planning review, and improvement of its Title I programs and parental involvement policy. (20 U.S.C. 6318 §(c)(3).

   a. Provide parents with opportunities to give input and suggestions for revision of the school policy through a variety of ways.

   b. Utilize a variety of communication techniques to enhance parent participation.
5. Encina Preparatory High School will provide parents of participating students with timely information about Title I Program. (20 U.S.C. 6318§ (c)(4)(A).

a. Provide parents with a copy of the school-parent involvement policy via the student welcome letter, on the website, and the school’s front office.

b. The school posts notices in the school facilities, on the school’s website, and through the use of automated phone calls about parent workshops and meetings.

6. Encina Preparatory High School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

a. At least once each year Encina Preparatory High School parents will be invited to enter into focused inquiry and conversation with school staff regarding annual state assessment results, and curriculum embedded benchmark assessment results. The school will share their analysis of the results and elicit parent feedback regarding the school’s analysis. Together staff and parents will discuss adjustments to the school academic program which are deemed necessary in response to the data analysis.

b. Our School Site Council will analyze our school academic performance data each year. This data along with the results from our Academic Program Survey results will serve as the basis for our Single School Plan for Student Achievement.

c. Our ELAC committee will meet four times each year. This committee will be a forum in which parents of English Language Learners will be given an explanation of language instruction and how the program will help their child. Parents will also be invited to give input into school programs and issues which effect ELL students.

d. If required, our Title 1 parents will receive an annual update of the school’s program improvement status each year through a mailed correspondence. This letter will include information about parental rights to school choice beginning with year 1 of program improvement status and continuing on until the school has made the Annual Yearly Progress (AYP) benchmark proficiencies required by the No Child Left Behind (NCLB) legislation for two consecutive years. Beginning with year 2 of program improvement status Title 1 parents will be advised that their child may be eligible for Supplemental Educational Service and this eligibility will continue on until the school has accomplished two consecutive years of making the AYP benchmark proficiencies stipulated by NCLB legislation. Additionally, parents will be informed and encouraged to participate in the development of action plans which address the school’s academic program needs.

7. Encina Preparatory High School will provide parents with opportunities to participate, as appropriate, in decisions relating to the education of their children. The school will respond to any resulting suggestions as soon as practically possible. (20 U.S.C. § 6318 (c)(4)(C).

a. Utilize a variety of communication techniques to enhance parent participation.

b. Conduct an annual parent survey requesting parental input on workshops.

c. Provide opportunities to evaluate and identify barriers to successful parental involvement.
EPHS makes a conscious effort to schedule meetings at the times that are most convenient to parents or guardians. We provide food at meetings to encourage attendance. We provide child care for parents with small children. At most meetings the school provides translators so that all in attendance may understand the topics of discussion and participate as they desire.

8. Encina Preparatory High School will provide to parents of participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.

At the fall Back-to-School Night, parents are encouraged to meet with the student's teachers to gain an understanding of the curriculum, testing procedures, grading policies, and procedures for parents to contact teachers. Teachers are expected to contact parents whenever they determine that a student is not meeting standards in their class.

9. Encina Preparatory High School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, homeless, or are of any racial or ethnic minority background).

An annual parent survey will be conducted to review school effectiveness as perceived by the parent community. When the results of the survey are received from the district the school will hold an annual parent meeting. Parents will be invited to review the survey results and to offer suggestions which address areas of concern. The school will use the findings of the survey and the parent analysis to design future strategies for more parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

PART III  

SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

10. Encina Preparatory High School will help build staff and parent capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:

a. The school will hold an annual school data meeting for parents. Attention will be given to presenting information in a manner which makes the information understandable and accessible. Translators will be available for the meetings. Topics will include analysis of school API and AYP results, sub-group data, and, when appropriate, program improvement status. The meeting format will include input from the principal regarding the data and school interventions currently in place to address achievement gaps. Parents will be invited to share their view of the data and to offer suggestions for improved connections between home and school.

b. All parents will receive a letter mailed to their home informing them of their child's assessment results on the annual STAR state achievement tests.

c. Multiple media sources such as Connect Ed, the district newsletter, and district and school level websites will be used to convey annual school progress toward district, state and federal goals. The school parent involvement policy will be posted on the school's web site.
d. Parents will receive their student’s assessment results and be invited to speak with school personnel regarding the state STAR results.

11. Encina will, with the assistance of the district, provide assistance to parents of children served by the school in understanding state’s academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title 1, how to monitor a child’s progress and work with educators to improve the achievement of their children (20 U.S.C. § 6318 (e)(1)).

   a. The school will offer parents a special workshop each year to provide an explanation of the statewide assessment systems, standards, and other accountability measures.
   b. Teachers will hold conferences with parents of children in their Advocacy classrooms.

12. Encina will provide such other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. § 6318 (e)(1)).

   a. The school will provide a parent resource center or area for parents where they may use the computer to check grades or send an email to a teacher.

13. The school will, with the assistance of the district, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement by:

   a. Parent education training regarding how to support key grade level standards at home will be offered to parents.
   b. Information about how to help students at home with homework and other curriculum-related activities will be offered to families at the annual Back to School Night and in the school newsletter, as well as in parent-teacher conferences.

14. Encina Preparatory High School will, with the assistance of the district and parents, educate its teachers, and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

   a. Staff will receive training in how to reach out to parents in ways that establish trust and rapport and build strong partnership aimed at student success.
   b. Connect ED will be used at all sites to inform parents of important school information. Messages will be translated when possible.
   c. Schools will provide a monthly newsletter to parents.

PART IV ACCESSIBILITY

15. Encina provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migrant students. Information and school reports are provided in a format and language that parents understand. (20 U.S.C. § 6318 (f)).
• The school will use the student handbook, school Web site, signage at the school entrance, and parent orientation meetings to provide information about the School-wide Title I Policy.

16. The school will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

• The following documents are translated (Russian, Ukrainian, Spanish, and Romanian) for parents:
  i. California High School Exit Exam results
  ii. California English Development Test
  iii. Standardized Testing and Reporting (STAR) Results
  iv. No Child Left Behind Teacher Qualifications letter
  v. English Language Learner Program Enrollment
  vi. Uniform Complaint Procedures
  vii. Enrollment Options Letter
  viii. Home Language Survey
  ix. District Parent Rights and Responsibilities
  x. Parent/Student Handbook
  xi. Progress Report
  xii. Report Card
  xiii. Unexcused Absence Form
  xiv. Truancy Notice
  xv. Suspension Notice

Additionally, the AT&T interpretation phone service is available to all school sites. Interpreters will be made available for school site needs, whenever possible.

ADOPTION

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Site Council Minutes of May 22, 2013 meeting.

This policy was adopted by Encina High School Site Council on 5/21/13 and will be in effect for the period of 8/1/13 – 6/30/15.

Richard Judge, Principal

(Date)
FACILITIES USE POLICY
BY CLUBS, TEAMS, FACULTY OR OFF-CAMPUS ORGANIZATIONS

All persons or organizations planning to use any field, building or other part of the Encina campus must meet one of the following numbered criteria prior to use. All other uses are strictly prohibited.

ENCINA-AFFILIATED CLUBS/ORGANIZATIONS, TEAMS, OR FACULTY

1. If an Encina-sponsored student club/organization, the following are required:
   - Must have an approved constitution on file with ASB and a current staff member as its advisor
   - Must have the prior written approval of school’s administration AND the Student Activities Director for the planned event
   - Must have the event on the school’s activities calendar and NIDs calendar
   - Must have the advisor present for the entire event

2. If an Encina-sponsored sports or cheerleading team, the following are required:
   - Must have the prior written approval of school’s administration AND the Athletics Director/Cheer Coach for the planned event (including practices)
   - Must have the event on the school’s activities calendar and NID’s calendar
   - Must have the team’s coach (or assistant coach) present for the entire event

3. If an Encina-sponsored faculty organization, the following are required:
   - Must have the prior written approval of school’s administration for the planned event
   - Must have the event on the school’s activities calendar
   - Must have a faculty member present for the entire event

OFF-CAMPUS ORGANIZATIONS

4. If an off-campus organization* or any other club/organization not listed about (including parent groups), the following are required:
   - Must have a District/school approved SJUSD facility use form on file for the event planned, meeting all requirements therein
   - Must have the event on the school’s activities calendar

*Any organization not directly affiliated with, authorized by, and funded through Encina as an ASB club, athletics team, or faculty-run program/organization is considered an off-campus organization, even if affiliated with SJUSD, and must meet the criteria of the aforementioned #4.
The K-12 Pupil Behavior Guidelines are designed to allow school administration to assess incidents on an individual basis, and to issue pupil discipline that is age appropriate and based on a progressive discipline model.

Under California Education Code section 48900.5(a), “Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil’s record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil’s presence causes a danger to persons.”

School site administrators may use discretion when warranted to provide other means of correction to suspension and/or expulsion.

<table>
<thead>
<tr>
<th>Education Code</th>
<th>Other Means of Correction</th>
<th>May Suspend</th>
<th>May Recommend Expulsion</th>
<th>Contact Safe Schools</th>
</tr>
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</table>
| 48900(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
* Threats  
* Fight | May be considered | Yes | Yes | Optional |
| 48900(a)(2) Willfully used force or violence upon the person of another, except in self-defense. (Reference: 48915(a)(1)(A) and 48915(a)(1)(E)) | May be considered | Yes | Yes | Required |
| 48900(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. (Reference: 48915(a)(1)(B), 48915(c)(1), 48915(c)(2), and 48915(c)(5)) | May be considered | Yes | Yes | Required |
| 48900(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.  
* Under the influence  
* Possession  
* Furnishing  
* Sale (Reference: 48915(a)(1)(C), and 48915(c)(3)) | May be considered | Yes | Yes | Optional |
| 48900(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant. | May be considered | Yes | Yes | Required |
| 48900(e) Committed or attempted to commit robbery or extortion. (Reference 48915(a)(1)(D)) | May be considered | Yes | Yes | Required |
| 48900(f) Caused or attempted to cause damage to school property or private property.  
* Minimal damage  
* Extensive damage | May be considered | Yes | No | Optional |
<p>| 48900(g) Stole or attempted to steal school property or private property. | May be considered | Yes | Yes | Optional |</p>
<table>
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<tr>
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<tbody>
<tr>
<td>48900(b) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.</td>
<td>May be considered</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
| 48900(i) Committed an obscene act or engaged in habitual profanity or vulgarity.  
  * Obscene act  
  * Habitual Profanity | May be considered | Yes | Yes | Optional |
<p>| 48900(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code. | May be considered | Yes | Yes | Optional |
| 48900(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. | May be considered | Yes | No | No |
| 48900(l) Knowingly received stolen school property or private property. | May be considered | Yes | Yes | Optional |
| 48900(m) Possessed an imitation firearm. As used in this section, &quot;imitation firearm&quot; means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. | May be considered | Yes | Yes | Optional |
| 48900(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code. (Reference 48915(c)(4)) | Not considered | Required | Required | Required |
| 48900(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. | May be considered | Yes | Yes | Optional |
| 48900(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. | May be considered | Yes | Yes | Required |
| 48900(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, &quot;hazing&quot; means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, &quot;hazing&quot; does not include athletic events or school-sanctioned events. | May be considered | Yes | Yes | Optional |
| 48900(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act. | May be considered | Yes | Yes | Optional |
| 48900(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury. | May be considered | Yes | Yes | Optional |
| 48900.2 In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purpose of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. | May be considered | Yes | Yes | Optional |</p>
<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>48900.3 In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48900.4 In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>48900.7 In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48915(a)(1)(A) Causing serious physical injury to another person, except in self-defense.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48915(a)(1)(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48915(a)(1)(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following: The first offense for the possession of not more than one avoidusio ounce of marijuana, other than concentrated cannabis. The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48915(a)(1)(D) Robbery or extortion.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48915(a)(1)(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48915(c)(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>48915(c)(2) Brandishing a knife at another person.</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>48915(c)(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>48915(c)(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>48915(c)(5) Possession of an explosive.</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
</tbody>
</table>
School District Responsibilities

A pupil shall not be disciplined, suspended, or recommended for expulsion unless the superintendent, a designee or the principal of the school in which the pupil is enrolled determines the pupil has violated one or more parts of the California Education Code. A pupil may be disciplined, suspended or expelled for acts enumerated in the California Education Code that are related to school activity or school attendance occurring at any district school or within any other school district, including, but not limited to, any of the following: while on school grounds; while going to or coming from school; during the lunch period whether on or off campus; during, while going to or coming from a school-sponsored activity.

Student Responsibilities

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools - California Education Code section 48908.

Parent/Guardian Home Interventions - When Pupil Is Suspended

Please make the home suspension a teachable moment for your student. Consider the following strategies: Request homework and missed assignments for the period of suspension (it may take teachers a day or two to put this work together for you). Make sure the pupil completes any missed assignments. During the suspension, try to make this time as boring as possible so they won’t want to be on suspension again. Provide adult supervision on the day(s) of suspension. Limit or restrict access to television, phone, internet, video games, and friends. Help the pupil think of other ways they could have dealt with the situation. Pupils are less likely to get into trouble when they are involved in positive activities. Find something the pupil likes and get them involved (sports, arts, youth groups, drama, etc.). Connect with community resources to help the pupil - see www.211Sacramento.org or ask a school counselor/administrator. The goal of suspension is for the pupil to learn from their mistakes and not repeat them.

Definitions

- **Suspension**: is the removal of a pupil from the classroom for disciplinary reasons for a defined period of time. A principal or designee may suspend a pupil for up to five days. A suspension may be extended under certain conditions. Pupils placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during suspension.
- **Expulsion**: as ordered by the Board of Education, is the removal of a pupil from all schools in the San Juan Unified School District for violating the California Education Code. The expulsion is for a defined period of time not to exceed one calendar year.
- **Brandishing**: is to wave a weapon menacingly.
- **Assault**: is an unlawful attempt, coupled with present ability, to commit a violent injury on the person of another.
- **Battery**: is any willful and unlawful use of force or violence upon the person of another.
- **Serious bodily injury**: means a serious impairment of physical condition, including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement.
- **Self-defense**: to establish the defense, the person must be free from fault or provocation; must have no means of escape or retreat; and there must be an impending peril.
- **Terroristic threat**: shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.
- **Bullying**: any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Education Code section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
  - Placing a reasonable pupil or pupil in fear of harm to that pupil’s or those pupils’ person or property.
  - Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
  - Causing a reasonable pupil to experience substantial interference with his or her academic performance.
  - Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

Electronic act: the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

1. A message, text, sound, or image.
2. A post on a social network Internet Web site including, but not limited to:
   - Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in the definition of bullying.
   - Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in the definition of bullying. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed that the pupil was or is the pupil who was impersonated.
   - Creating a false profile for the purpose of having one or more of the effects listed in the definition of bullying. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile. Notwithstanding an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet. "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
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 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, at a minimum, annual parent-teacher conferences and frequent reports on student progress.
☐ I will provide opportunities for parents to volunteer and participate in their child’s class.
☐ I will provide opportunities to observe classroom activities.
☐ I will encourage respect and appreciation of the diverse cultures on our 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’s 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 happy and productive person in society. I also understand my parent(s)/guardian(s) and teachers 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 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 extra-curricular activities to promote pride in self and school.

Student’s 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 commit to support and attend at least one function or activity that impacts my child.
☐ I will review my child’s progress via weekly academic reports and Zangle.
☐ 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 commit to attend all required conferences related to my child’s academic progress and behavior.
☐ I will treat my child’s teachers with respect.

Parent’s Signature: ___________________________  Date: ______________