

AP BULLETIN 2017/18

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ASSISTANT PRINCIPAL REFERRAL GUIDELINES

When a student referral is sent to the office, please use the following guide to make sure the appropriate individual receives the referral. This will ensure proper action in a timely manner.

Assistant Principals

Nicoleta Bogart
(9th)

Johana Bielma
(10th)

Manuel Narvaza
(11th)

David Lopez
(12th)

The following areas of concern should be referred to an assistant principal:

1. Possession of a weapon and/or potentially dangerous object. Please call the main office (397-3803), and a campus assistant will have the student removed from class.
2. Possession of and/or being under the influence of drugs, alcohol, or tobacco (this includes paraphernalia and any other related items). If there is suspicion about a student's condition, please call the main office (397-3803), and a campus assistant will have the student removed from class.
3. Verbal/physical threat and/or assault directed toward staff member or student. Call for assistance to come to your room.
4. Fighting.
5. Potential for physical confrontation.
6. Theft.
7. Damage to school property or private property.
8. "Tagging"-style writing on anything.
9. Inappropriate dress. Please send the student directly to the office.
10. Ongoing misbehavior in class that keeps instruction from continuing when previous parent and counseling intervention has been unsuccessful.
 - Profanity / vulgarity
 - Defiance
 - Sexual harassment
 - Any derogatory material attacking any group based upon race, ethnicity, religion, sexual preference, and physical or mental disabilities.

COUNSELOR REFERRAL GUIDELINES

Lauren Didio

Mark Madell

Caryn Hoffman

Neysa Novak

Bibiana Jones

Christina Robles

Kristen Ereno

Katie Treat

Tim Lopez

Requests for counseling assistance should be submitted to counselors for the following situations:

1. Suicide threats
2. Suspected child abuse
3. Inability of a student to perform at a satisfactory level in class
4. Minor discipline that might best be handled on a non-disciplinary basis (intervention to correct behavior and keep the problem from escalating)
5. Ongoing problems with absences and/or tardies
6. Ongoing problem with class preparation (lack of homework, not having textbooks or other materials, etc.)
7. Class disruption
8. Personal/interpersonal problems of students
9. Harassment / bullying behavior
10. Requests for screening for Special Education, GATE, etc.
11. First Offense: Cheating.

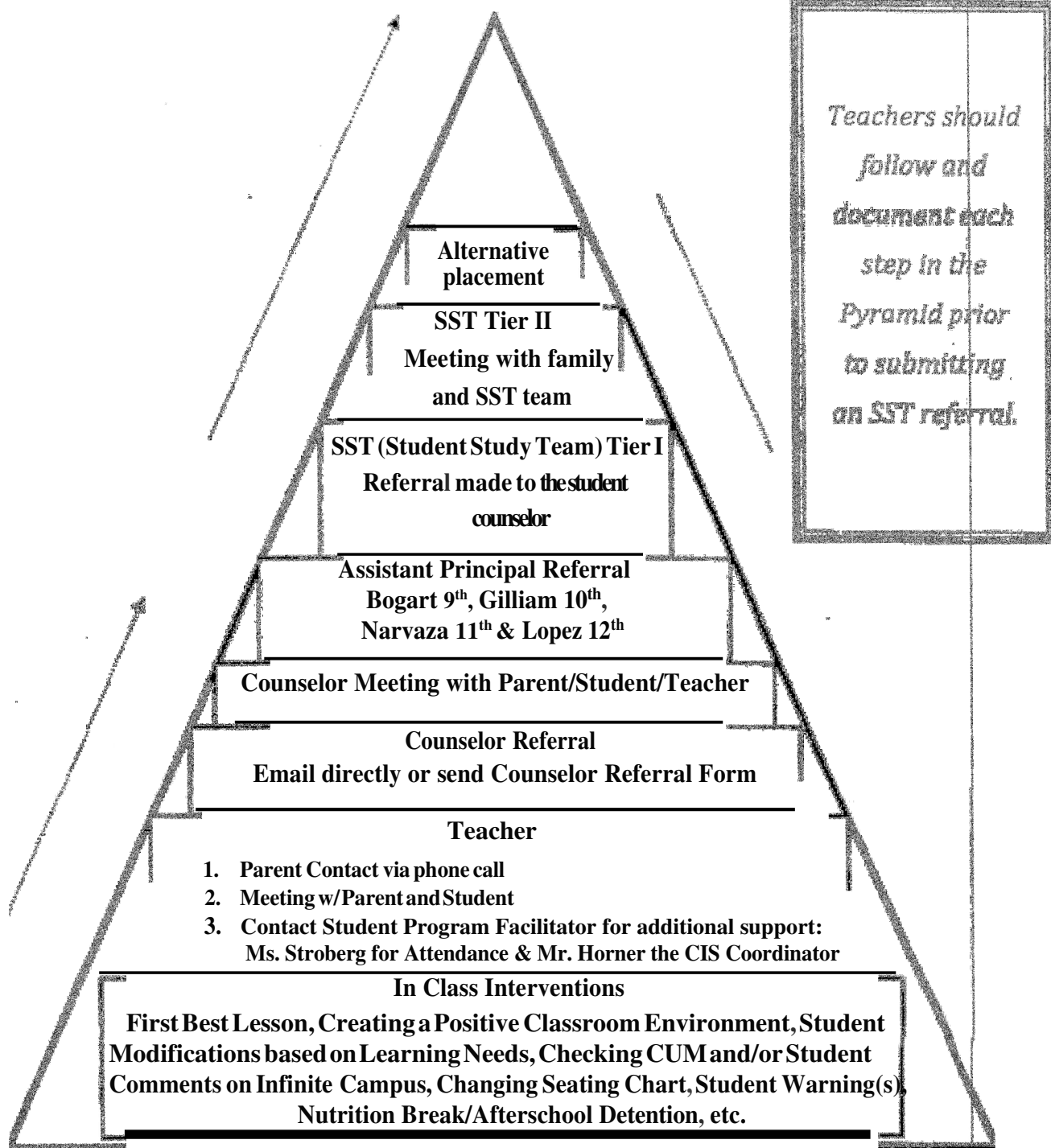
ADVANCED PLACEMENT: (AP) EXAMS FOR AP COURSES

Students who are enroll in AP Courses are strongly encourage to take the corresponding AP Exam offered by the College Board in May. Student's work (exams) will be evaluated by unbiased college and university professors and AP teachers using college-level standards. Most colleges and universities in the U.S. and Canada, and institutions in more than 30 countries, grant students credit, placement, or both for qualifying AP exam grades (not AP course grades), providing you with more study options in college. (e.g. take upper level courses in field of interest, pursue a double major or a B.A./M.A. program, or gain time to study abroad.) Many colleges accept up to a full year of college credit (sophomore standing) through a sufficient number of qualifying AP exams grades.

See www.collegeboard.com/apstudents

ELH Intervention Pyramid

Teachers should follow and document each step in the Pyramid prior to submitting an SST referral.



EASTLAKE HIGH SCHOOL'S POLICIES AND PROCEDURES

School policies are established to maintain a safe and secure campus where students can experience academic success without fear of harassment and/or intimidation.

ANTI-DISCRIMINATION STATEMENT

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. (SUHSD Administrative Policy #2224)

HARASSMENT

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, which creates an intimidating, hostile, or offensive educational or social environment for students, faculty, or staff. Acts of sexual harassment at school or at any school activity will be investigated in a timely manner and serious disciplinary action will be taken if proven to be factual. (District policy #5349.1 and Ed. Code #212.6)

Bullying harassment includes, but is not limited to, any kind of comments, threats, or actions that create an intimidating or hostile atmosphere. Every student has the right to pursue an education without being concerned about physical, verbal, or emotional abuse. Acts of harassment at school or at any school activity will be investigated and disciplinary action will be taken if allegations prove to be factual, even if incidents originate outside of school hours (i.e. Cyberspace, phone threats, etc.) when disruption is brought onto the school campus or attendance is affected for fear of safety.

PROHIBITED ITEMS

Items brought to school and taken into the classroom should be for the purpose of enhancing the instructional process, not interrupting the process. **The list below is meant to be a general guideline and is not all-inclusive.** There are specific laws against these items being brought to school, and students can be subject to suspension/expulsion. (District policy #5113 and Ed. Code #48900)

- ◆ Shooting devices (including guns, imitation firearms, paintball guns, BB guns, pellet guns, darts, slingshots, bows and arrows).
- ◆ Any type or size of knife, razor blade or pointed combs.
- ◆ Explosives of any kind, including fireworks, poppers, stink bombs, shells, etc.
- ◆ Pepper spray and Mace.
- ◆ In possession of, under the influence of, furnishing, or selling: alcohol, narcotics (including any related paraphernalia such as roach clips, bongs, lighters, e-cigarettes, hookah pens, etc., prescription drugs not prescribed for student, or tobacco products.
- ◆ In possession of, under the influence of, furnishing, or selling any substance represented to be alcohol, intoxicant, or a controlled substance.
- ◆ Obscene, pornographic materials, comments, or written statements through any medium.
- ◆ Any material attacking any group based upon race, ethnic identity, religion, sexual preference, and physical or mental disabilities.
- ◆ Gambling and gambling equipment.
- ◆ Permanent marking pens (e.g. Sharpie) or spray paint.
- ◆ Pocket chains or ornamental jewelry that constitute a potential safety hazard (including studded bracelets, necklaces, wallet chains, etc.).
- ◆ Laser pointers.

- ◆ Any other dangerous object of no reasonable use to the student at school or at any school activity
- ◆ Any food items such as: chips, sodas, candy, homemade food items, etc., with the intention of selling or distributing these items to other students. Students who are found to be selling food items to other students are subject to having the items confiscated and being disciplined.
- ◆ Homemade food should not be brought and distributed to students.

ELECTRONIC DEVICE POLICY

Video cameras, digital cameras, cell phone cameras, and any recording devices are not to be used, visible, or on during school hours (7:10 a.m. – 2:16 p.m.), unless being used for a specific class in which case, student must have written teacher permission as well as the permission of any person who is being photographed or recorded. If these items are used without permission, students will be assigned Saturday School or suspension. **Eastlake High personnel will not be held liable for items which are stolen when brought to school.**

Cell phones & personal music systems (with headphones) may only be used during **Nutrition Break and Lunch**. They ***should not*** be used during class time unless directed by a teacher for academic purposes or anytime when a student is outside of class during the period with a hall pass. They ***must*** be turned off and put away when usage is not acceptable. If a cell phone or other electronic device is misused during the school day, it may be taken away and turned into the office. In this case, the parent or guardian will have to pick up the device from the main office.

During high stake testing, cell phones must be turned off and completely stowed away during the entire testing period. Use of cell phones during State or District wide testing may result in test score invalidation, or 1-2 days suspension.

Consequences: No phone calls should be made or received during class time. Cell phones ringing or not put away in the classroom may result in a 4-hour Saturday School. Illegal electronic device usage at any time when it is not permitted will also result in a 4-hour Saturday School. Habitual violations will result in additional consequences.

If a device needs to be taken from a student, please fill out the Electronic Device form and give it to one of the AP Secretaries in the main office after that particular period. The AP secretary will store the device until the parent or guardian is able to pick it up from the school. An email should be send to one of the Assistant Principals regarding the situation.

It is the sole responsibility of the individual student to safeguard any electronic device that is brought to school.

CLOSED CAMPUS

District policy mandates that schools in the district have closed campuses. When a student arrives at school, he/she must remain at school until the end of the school day.

In case of illness, students must clear through the nurse before leaving campus. Students without current emergency card information will not be released.

In order to leave school early, students are required to submit a written request before school signed by the parent to the Attendance Office. The request can also be faxed (fax number: 397-3832). The request should include the student's full legal name, time and reason for the early release, the name of the person picking up student, and the parent/guardian signature. We advise parents to be familiar with the school's time schedule and the student's class schedule as they plan ahead for student release.

A student who leaves campus for any reason without prior authorization from the nurse, attendance secretary, or an administrator is considered truant, **and this truancy cannot be cleared by the parent. Students who are found off-campus or those returning from leaving campus without permission are subject to a search for prohibited items that may have been acquired off school grounds.**

Chula Vista loitering ordinance indicates that any student off school grounds between the hours of 7:00 a.m. – 2:00 p.m. may be cited and fined by the Chula Vista Police Department.

Being outside the enclosed gates results in Saturday School.

RELATED CAMPUS SAFETY ISSUES

All students need to carry their school identification with them at all times.

Parents and community members desiring to volunteer in our Safety Committee should contact an Assistant Principal.

Identification cards for work experience students or those with “no class” must be carried at all times and presented to EHS personnel when leaving campus. Designated exits will be announced.

Students are not permitted to go to their cars (either in the school parking lot or on the street) during school hours. If students are found in the parking lot, they will be assigned Saturday School.

Seniors with a period of “no class” in the middle of a full menu school day must remain on campus. They should remain in the area of the senior lawn unless otherwise directed.

Absolutely no student visitors are allowed to accompany students to classes.

Any adult visitors must go through the main office to sign in and receive a visitor’s pass.

Parental classroom visits require a minimum of one day advance notice with an Assistant Principal.

P.E. LOCKERS

Students should not store or bring large sums of money or valuable items in PE lockers; **we do our best to ensure locker room security; however, the school is not liable for the cost or replacement of books or personal articles lost through theft or negligence. We strongly discourage students from bringing cell phones and electronics devices to their PE class.**

Lockers are located in the P.E. dressing rooms and will be issued only to students in PE classes.

The locker is to be used only by the student to whom it is assigned.

Only combination locks will be allowed on lockers.

With reasonable suspicion school administration reserves the right to enter school lockers at any time to ensure a safe and secure school climate.

Students involved with any locker room thefts are subject to arrest, suspension, and/or expulsion.

Students must be diligent in locking their locker during PE.

PARKING

Parking spaces for students are very limited, and are on a first come first serve basis. Students may not park at the Community Park or at the Church parking lot. Off campus or overflow parking for students, is available at the Home Depot parking lot.

Parking anywhere other than the designated student marked spaces (white) may result in the vehicle being ticketed.

We do our best to protect vehicles, but Eastlake High School is not liable for vandalism or theft of personal property.

By state law students using bicycles, skateboards, rollerblades, or inline skates as a mode of transportation to and from school must wear helmets. None of the above-mentioned is to be used on campus during the school day. Bicycle racks are located north of the gym in a fenced area.

TRAFFIC

Drop off of students 20 minutes before school begins is best to relieve congestion.

Pick up and drop off only on white painted curbs. It is unlawful to drop off and pick up on RED painted curbs.

Parents must not allow students to exit vehicles in the middle of the street or on bike lanes. Always obey signs to ensure safety for everyone. Let courtesy prevail!

Please refrain from entering private property to drop off or pick up students. (i.e. Antigua Apartment Complex)

POLICY ON DRUGS AND ALCOHOL

Any student found to be under the influence of or in possession of an illegal substance and/or drug paraphernalia at school or while under the school's jurisdiction will be subject to the following consequences:

Parent/guardian notification.

Law enforcement contact

School suspension.

Possible involuntary transfer to another school.

Possible expulsion.

Restriction from all school activities during suspension (sports, dances, any school activity)

Required parent conference if student is permitted to return to Eastlake High School.

PLEASE NOTE: The Drug Canine Unit may make random visits to our campus.

ACADEMIC HONESTY POLICY

Doing one's own work is essential to the academic and personal integrity of each student. To falsely take credit for work that belongs to another student or source is not acceptable behavior.

Plagiarism is the copying of another student's work and/or the copying of material from another source (i.e., Internet or published) and taking personal credit for it.

Cheating is taking an examination/quiz in a dishonest way, as by having improper access to answers. Use of a cell phone in class/during a test is deemed to be cheating.

Participating in an act of cheating and / or plagiarism is unacceptable and causes a student's credibility to be in question. Consequences for cheating and/or plagiarism are as follows:

On the first offense all of the following may occur:

A grade of "0" on the assignment or on the test with no make-up opportunity

Parent notification by the teacher

Possible failing grade in citizenship

Referral to counselor for intervention

On subsequent offenses all of the following may occur:

A grade of "0" on the assignment or on the test with no make-up opportunity

Referral to the Assistant Principal with disciplinary consequences that may include:

In-school suspension (if available)

Saturday School

Out-of-school suspension

Transfer to another school

Parent, student, teacher, and assistant principal conference

Failing grade in citizenship

Both the student providing the material/test answers and the student receiving the information are equally guilty and subject to equal consequences.

DRESS GUIDELINES

Eastlake High School is committed to a safe and secure campus where students can learn without fear of harassment, intimidation, or distraction. Students are required to wear clothes that are neat in appearance and appropriate for school (CA Title V, Sec. 302; SUHSD Policy 5146). **We reserve the right to include additional articles of clothing to this list throughout the year.** For the safety of all students we have established the following guidelines throughout the length of the school day:

Attire should protect the health and safety of the students.

Attire should not interfere with the educational process.

Shoes or sandals must be worn at all times. Bedroom slippers are not acceptable,

Attire design and/or decoration must not refer (in pictures or words) to the promotion of violence, sex, drugs, alcohol, gangs, profanity, or degrading remarks about any given group.

Low-cut pants, short mini-skirts, short shorts, short dresses, half-shirts, off-shoulder tops, backless/strapless/halter-type shirts, see-through clothes, and clothes with low necklines are not appropriate for school. Midriffs should be covered and at minimum, the bottom of the shirt should meet the top of the pants.

All undergarments for both male and female students are to be covered at all times.

Pajama tops and/or bottoms and lounge pants are not appropriate for school.

Hats, beanies, and headbands may be worn on campus. Bandanas are NOT permitted. Students are required to remove hats and beanies inside the classroom.

Pocket chains or ornamental jewelry that constitutes a potential safety hazard (including studded bracelets, necklaces, wallet chains, etc.), are not to be worn at school.

RE: Gang Attire

The Sweetwater Union High School District also prohibits the wearing, use, possession, distribution, display or presence of any apparel, jewelry, emblem, badge, symbol, sign, accessory, gloves (including baseball batting gloves), notebook or manner of grooming which, by virtue of color, arrangement, trademark or any other attribute, is recognized as, or denotes membership or affiliation with any gang (SUHSD Policy 5150).

Students arriving at school improperly dressed will be referred to the office. Parent will be contacted to bring a change of clothing or the student will be given alternative clothes to wear for the day. Repeat dress code violations may result in further disciplinary actions. We accept donations that are clean and appropriate.

EASTLAKE HIGH SCHOOL

ATTENDANCE GUIDELINES

ATTENDANCE PROCEDURES

- Students are required by state law to attend every class every day!
- All absences are initially recorded as un-excused until a phone call, blue slip, or note from the parent/guardian is received by the attendance office. (Attendance: 397-3810 - Notes are preferred)
- At the end of the day an automated phone message is made home after each un-cleared absence.
- **Students have 30 school days to clear un-cleared absences.**
- Any student bringing in a forged or altered note or blue slip will be assigned In-School Suspension or Saturday School. Repeated offenses will result in further consequences.
- Excessive absences will result in the student and the parent being referred to the Student Attendance Review Board (SARB).
- Students are encouraged to check their attendance with the attendance coordinator or with their teachers, and resolve any discrepancies as soon as possible.

HOW TO EXCUSE ABSENCES

- Absences have a 30-day window to be excused; otherwise, the excuse has to be approved by an assistant principal
- Parents/guardians should provide reason, whether for medical or personal reasons, for absence through the attendance office through a phone call or a signed note.

HOW TO CLEAR ABSENCES

- Unexcused absences may be cleared through Saturday school
 - One full Saturday school (4 hours) clears 6 hours of absences or 12 tardies or one of the following combinations:
 - 1 block (2 hours) period and 8 tardies
 - 2 block periods and 4 tardies
 - 3 block periods and 0 tardies
 - 1 hour absent and 10 tardies
 - 2 hours absent and 8 tardies
 - 3 hours absent and 6 tardies
 - 4 hours absent and 4 tardies
 - 5 hours absent and 2 tardies
 - 6 hours absent and 0 tardies

INDEPENDENT STUDY

If a student needs to be absent from school for 5-15 days, an Independent Study Contract must be completed.

- Parents must notify the attendance coordinator by submitting a written request one week before the absence is scheduled to begin. This request must include the student's full legal name, the dates that the student will be out of school, the reason for the absence, and the parent/guardian signature.
- The student will then be directed as to the process of collecting homework assignments and signatures required to complete the Independent Study packet.

- Upon student return from absence, student is responsible for submitting all completed assignments to Assistant Principal.

Grading Policy for Attendance

- Students are expected to be on time to their classes. If an emergency occurs, and your child is unable to get to school on time, please send a note with them to the attendance office the same day or the following day. All the tardies that are not cleared during this time frame must be cleared by attending lunch detention. One lunch detention will clear one tardy.
- Un-excused tardies in a grading period may result in a lower grade in citizenship.
- Un-excused absences may result in missing assignments/assessments and the possibility of not been able to make them up.

NONPRIVILEGED LIST FOR EXTRA-CURRICULUM ACTIVITIES

- Students who would like to attend any school activities (School dances, Prom, Grad Night, Senior Breakfast, etc.), must not have more than 5 period absences and tardies combined.
- Students must pay their school fees (AP Exam fees, Library fees, Laptop fees, any ASB fees, etc.) in order to attend any school activities (School dances, Prom, Grad Night, Senior Breakfast, etc.).
- Students must return their sports gear at the end of the season, in order to attend any school activities (School dances, Prom, Grad Night, Senior Breakfast, etc.).

OFF CAMPUS PERMITS/IDENTIFICATION CARDS

Students are to submit notes for the purpose of leaving school early at the attendance window in the morning before school. A call slip will be sent out for students when they are to leave. Students must report to the attendance office to pick up the "Off-Campus Permit" and sign out. They are to check back in the attendance office, if they return that day. **A student who leaves campus for any reason without authorization from the nurse, attendance secretary, or an administrator is considered truant and this truancy cannot be cleared by the parent.** This is very important for the school to be accountable for each of our students. Identification cards for "No Class" must be carried at all times and presented to EHS personnel when leaving campus. Designated exits will be announced.

HEALTH OFFICE

The Health Office at Eastlake High School is open to all staff, students and visitors Monday through Friday, during school hours.

STAFF SERVICES

Evaluation of blood pressure, treatment of injury and accident report preparation and referral for Worker's Compensation medical evaluation, interpretation of medical documents, information and referral to community resources, health: information, education and support etc.

STUDENT MEDICAL SERVICES

The Health Office is open to all students. If a student arrives during the last half of a passing period or during a class, the student must arrive with a hall pass from that or the next classroom teacher. All students may come without hall passes during their "free" time i.e. before or after school, nutrition or lunch. The nurse is available to: treat injuries, complete student accident reports, evaluate health concerns (i.e. elevated temperature, sore throat, cough, lung congestion, urinary frequency or painful urination, abnormal or painful "lump", nutrition concerns, headache, stomach ache, emotional concerns, etc.), screen and refer: vision, hearing, scoliosis; evaluate and provide Physical Education short duration excuses (modify participation), SUHSD paperwork for longer duration PE program modifications, evaluation of blood pressure, height and weight, dental evaluations and referral, low cost health insurance, California Children's Services and Child Protective Services referrals, health: information, education, support and referral, etc.

STUDENT RELEASE FROM CAMPUS

Contacting parent/guardian/emergency contact:

If the nurse determines that the student should or must leave campus, the nurse will contact a designated responsible person to make the arrangements.

MEDICINE

No student is allowed to take over-the-counter (OTC) medication at school unless an OTC medication authorization form is on file in the Nurse's office, which the parent has signed. No student is allowed to take prescription medication at school unless a Physician's statement is on file in the nurse's office, which the physician and parent has signed. The school physician recommendation for medication form may be obtained from the school nurse. However, a parent or legal guardian may come to the school to administer medication to their child at any time (go to the Health office and request that the student be called from class). No medications may be "dropped off" for a student.

IMMUNIZATIONS

California law requires that an immunization record be presented to the school nurse by the parent or guardian upon enrollment registration of a student. Usually this will be the child's personal immunization record given to parents by the doctor or clinic which shows the month, day and year the required dose was received and stamped by the doctor or clinic.

For children transferring from another school, a record may be either a copy of the blue California School Immunization Record (also called the CSM PM-286B, or "the blue card"), the California or another state's school immunization record (provided it includes month, day and year of the immunizations), or the child's personal immunization record with entries made by a physician or clinic with month, day and year for the dates. A child's California School Immunization Record (CSIR card) from another school, like any other immunization record submitted, must be reviewed to make sure all entry requirements have been met for this school. If a student does not meet the State of California immunization requirements, they will not be able to proceed with registration until proof of adequate immunizations is provided.

Immunization requirements for students enrolled in California schools have changed on almost a yearly basis. At the present time, all students attending school at Eastlake High School should have completed the following immunizations.

MANDATORY IMMUNIZATIONS:

- POLIO:** Minimum of 3 doses with at least 1 given no earlier than 4 days before the student's second birthday.
- DT/DPT:** Minimum of 3 doses with at least 1 given no earlier than 4 days before the student's second birthday.
- MMR:** Minimum of 2 doses with at least 1 dose on or after the student's first birthday.
- VARICELLA:** Commonly known as Chickenpox is required of all out of state entrants. Vaccination requires 1 dose if it was administered when the student was less than 13 years of age, 2 doses are required if the child is 13 years of age or older. If the child has had the actual disease, written verification is required from their health care provider.
- TDAP:** All students entering, advancing or transferring into 7th grade will need proof of an adolescent whooping cough booster immunization (called "Tdap").

SUGGESTED IMMUNIZATIONS "BOOSTERS" / TESTING:

- DT:** Booster immunization every 7-10 years
- HEPATITIS A:** is a series of 2 doses
- HEPATITIS B:** is a series of 3 doses
- MCV4 (Menactra):** Provides protection against 4 types of meningitis
- GARDISIL:** 3 dose series for males and females. Prevents Human Papilloma Virus infection. It also aides in the prevention of some types of cervical cancer in women.
- PPD:** An intradermal skin test to determine exposure to Tuberculosis. Testing is recommended every 3-5 years if negative; if converts to positive, your medical care provider may order a chest X-ray followed by administration of anti-Tuberculosis medication.

VISION SCREENING

In high school, vision screenings are not mandated at any specific grade level. The Snellen eye test (eye chart at 20 feet) may be performed on all students new to California schools or if the student or parent requests the screening or the nurse (or staff member) observes the student struggling with near or distance vision, or complains of headaches or blurred vision. He/she will be referred to a medical or optometric doctor evaluation if the student's test warrants it.

HEARING SCREENING

In high school, the screening may be performed on those exposed to loud noises, referred by a parent or teacher, students with a previously diagnosed hearing problem, students without proof of a hearing screening in 3 years and any student enrolling in SUHSD as a first time California schools student. The student's hearing is tested bilaterally at 25 decibels at the frequencies of 1000, 2000, and 4000 HZ. If a student requires more than 25 decibels of sound in order to perceive the tone, an audiogram (more thorough test) is performed; this test is repeated at 3 weeks. If the condition persists, a medical referral is completed and the parents requested to follow up with an audiologist.

DIABETES SCREENING

Diabetes screening information and referral is provided upon entrance into 7th grade in all California schools. In addition, nurses throughout 7 – 12 grades have specialized training to observe for early signs of diabetes or the risk factors leading to the development of diabetes. This screening will be provided to each student upon visitation by the student to the Health Office on site. Information will be provided to the parent or guardian if the need arises.

PROGRAM CHANGES

Program changes are limited to the first two weeks of school at the beginning of each semester. Students will need to fill out the Change of Program form that is given out by the counselors. Counselors will call out the students and evaluate the appropriateness of the course change request.

STUDENT INTERVENTIONS

We seek to support all students in their academic success at EHS. Interventions include:

- Homework Zone
- Saturday School Academies
- TAAP (Titan Academic Assistance Program)
- Tutoring

When students discover difficulties in a class, we encourage them to work with their counselors by going through the following intervention process.

- Step 1. Counselor will gather information from the reporting party-student and / or parent.
- Step 2. Counselor will contact teacher regarding the student and/or parent concern.
- Step 3. Per Communication Procedure in Registration packet, teachers are to contact parent and student within 48 hours to address concern.
- Step 4. Per Communication Procedure, if there is a need to address an issue beyond the initial teacher response, a conference with the teacher/parent/student may be made with the counselor.
- Step 5. Per Communication Procedure, if the issue is not adequately resolved by the parent/student/teacher/counselor, they should meet with an administrator.
- Step 6. Per Communication Procedure, the administrator and/or teacher will take the appropriate action needed to resolve the issue.

SATURDAY SCHOOLS

2017/2018

CAFETERIA- 8 AM TO 12 NOON

First Semester

August: 5, 12, 19, 26

September: 2, 9, 16

October: 7, 14, 21, 28

November: 4, 18

December: 2, 9, 16

Second Semester

January: 13, 20, 27

February: 3, 10, 24

March: 3, 10, 17

April: 7, 14, 21, 28

May: 5, 12, 19, 26



EASTLAKE HIGH SCHOOL

Bell Schedule 2017-18

Schedule: **Full Menu**

Periods	Start	End
Period 1	7:10	8:13
Period 2	8:20	9:17
Nutrition	9:17	9:27
Period 3	9:34	10:31
Period 4	10:38	11:35
Lunch	11:35	12:08
Period 5	12:15	1:12
Period 6	1:19	2:16
Period 7	2:23	3:13

Schedule: **Block Schedule**

Periods	Start	End
Per. 1 & 4	7:10	9:11
Bulletin	9:11	9:21
Nutrition	9:21	9:31
Per 2 & 5	9:38	11:37
Lunch	11:37	12:10
Per 3 & 6	12:17	2:16
Period 7	2:23	3:13

Schedule: **Minimum Day**

Periods	Start	End
Period 1	7:10	7:55
Period 2	8:02	8:45
Period 3	8:52	9:35
Period 4	9:42	10:25
Nutrition	10:25	10:35
Period 5	10:42	11:25
Period 6	11:32	12:15
Lunch	12:15	12:50
Period 7	12:57	1:40

Schedule: **Block Assembly**

Periods	Start	End
Per. 1 & 4	7:10	8:57
Assembly	9:04	9:44
Nutrition	9:51	10:01
Per 2 & 5	10:08	11:52
Lunch	11:52	12:25
Per 3 & 6	12:32	2:16
Period 7	2:23	3:13

Schedule: **PSAT**

Periods	Start	End
Period 0	6:39	7:03
PSAT	7:10	10:25
Nutrition	10:25	10:35
Period 1	10:42	11:06
Period 2	11:13	11:37
Period 3	11:44	12:08
Lunch	12:08	12:41
Period 4	12:48	1:12
Period 5	1:19	1:43
Period 6	1:50	2:16
Period 7	2:23	3:13

Schedule: **Pro Hour Assembly**

Periods	Beginning Time	Ending Time
Period 1	7:10	7:52
Period 2	7:59	8:40
Assembly	8:47	9:24
Nutrition	9:24	9:38
Period 3	9:45	10:26
Period 4	10:33	11:14
Lunch	11:14	11:47
Period 5	11:54	12:35
Period 6	12:42	1:23
Period 7	1:30	2:20

Teacher's Duty Day: 7:05-2:20 pm

Schedule: **Pro-Hour**

Periods	Start	End
Period 1	7:10	8:02
Period 2	8:09	8:58
Nutrition	8:58	9:06
Period 3	9:13	10:02
Period 4	10:09	10:58
Lunch	10:58	11:31
Period 5	11:38	12:27
Period 6	12:34	1:23
Period 7	2:23	3:13

Schedule: **Final Exam**

Periods	Start	End
P. 1,4,3	7:10	9:10
Nutrition	9:10	9:33
P. 2,5,6	9:40	11:40
Lunch	11:40	12:15
Period 7	12:22	1:22



Eastlake High School

Dates to Remember

2017-18 School Year

OPEN HOUSE

August 10, 2017

March 15, 2018

SCHOOL OPENING/CLOSING

July 20, 2017	Semester 1 Begins	January 10, 2018	Semester 2 Begins
September 15, 2017	End of Quarter 1	March 16, 2018	End of Quarter 3
October 4, 2017	Classes Resume	April 2, 2018	Classes Resume
December 15, 2017	End of Quarter 2/Semester 1	June 6, 2018	End of Quarter 4/Semester 2

PROGRESS REPORTS/SEMESTER REPORT CARDS - TENTATIVE

September 1, 2017	Semester 1 - Progress Report #1	February 23, 2018	Semester 2 - Progress Report #1
October 27, 2017	Semester 1 - Progress Report #2	April 20, 2018	Semester 2 - Progress Report #2
December 15, 2017	Semester 1 - Final Grades	June 6, 2018	Semester 2 - Final Grades

MINIMUM DAYS

August 11, 2017	For Open House, 8/10
December 15, 2017	End of Quarter 2/Semester 1
March 16, 2018	For Open House, 3/15
May 25, 2018	Day of the Teacher
June 6, 2018	Last day of school

FINAL EXAMS

December 12, 2017	Semester 1 Final (1,2,7)
December 13, 2017	Semester 1 Final (4,5,7)
December 14, 2017	Semester 1 Final (3,6)
June 1, 2018	Semester 2 Final (1,2,7)
June 4, 2018	Semester 2 Final (4,5,7)
June 5, 2018	Semester 2 Final (3,6)

PRO HOUR DAYS (1:23 p.m. – Student end time) P / PA

July 20, 2017	Staff Inservice	January 12, 2018	Staff Inservice
July 21, 2017	Staff Inservice	January 19, 2018	Staff Inservice
July 28, 2017	Staff Inservice	January 26, 2018	Staff Inservice
August 4, 2017	Staff Inservice	February 2, 2018	Staff Inservice
August 18, 2017	Staff Inservice	February 9, 2018	Staff Inservice
August 25, 2017	Staff Inservice	February 23, 2018	Staff Inservice
September 1, 2017	Staff Inservice	March 2, 2018	Staff Inservice
September 8, 2017	Staff Inservice	March 9, 2018	Staff Inservice
September 15, 2017	Staff Inservice	April 6, 2018	Staff Inservice
October 6, 2017	Staff Inservice	April 13, 2018	Staff Inservice
October 13, 2017	Staff Inservice	April 20, 2018	Staff Inservice
October 27, 2017	Staff Inservice	April 27, 2018	Staff Inservice
November 3, 2017	Staff Inservice	May 4, 2018	Staff Inservice
November 17, 2017	Staff Inservice	May 11, 2018	Staff Inservice
December 1, 2017	Staff Inservice	May 18, 2018	Staff Inservice
December 8, 2017	Staff Inservice		

PSAT

October 18, 2017 PSAT Test

} **Special Bell
Schedule-Late
arrival Grades
9, 11 & 12**

STAFF DEVELOPMENT

July 17, 2017	(No Student Attendance)
July 18, 2017	(No Student Attendance)
July 19, 2017	(No Student Attendance)
October 2, 2017	(No Student Attendance)
October 3, 2017	(No Student Attendance)
January 8, 2018	(No Student Attendance)
January 9, 2018	(No Student Attendance)

HOLIDAYS/BREAKS

September 4, 2017	Labor Day
Sept. 18 – 29, 2017	Fall Break
November 10, 2017	Veteran's Day
Nov. 20 - 24, 2017	Fall Break & Thanksgiving Holiday
Dec. 18-Jan. 9, 2018	Winter Break
January 15, 2018	Dr. Martin Luther King Jr. Day
February 16&19, 2018	Lincoln Day/President's Weekend
March 19 – 30, 2018	Spring Break
May 28, 2018	Memorial Day

EASTLAKE DISCIPLINE GUIDELINES

PARENT WILL AUTOMATICALLY BE NOTIFIED WHEN A STUDENT IS SUSPENDED AND IS INELIGIBLE FOR ANY SCHOOL RELATED ACTIVITY

BEHAVIOR	DEFINITION	CONSEQUENCE
Assault	Violent physical attack on a person.	Suspension/Possible recommendation for Expulsion . Possible transfer. Police notified
Alcohol use	This is a prohibited item and may not be used (or in possession) at school or school-related activities.	Suspension, referral to counseling possible police contact and possible transfer to another school.
Amorous conduct	Repeated Hugging, kissing, public display of affection.	Parent notified, AP detention or Saturday School.
Brandishing a Knife	Physically threatening toward another student.	Suspended, and expulsion Recommendation. Police notified.
Cell phones	Having cell phones in use, turned on, or visible during unacceptable times.	1 st incident: Saturday School; Subsequent, Saturday School or ISS.
Defacement, Damage To School Property, Graffiti	Damaging, disfiguring, graffiti to school or private property.	Suspension, police notified, restitution to school, possible transfer to another school, possible Expulsion .
Defiance, Disrespect	Refusal to obey the authority of any staff member.	Saturday School, ISS, Suspension, Counselor referral or school transfer or community service.
Disorderly Conduct	Campus or classroom disruption by a student due to inappropriate behavior.	Saturday School, ISS, suspension. Counselor referral, community service or school transfer.
Drug use or Possession	Under the influence or in possession of illegal drug on campus or at a school-related activity.	Suspension or Expulsion . Police notified, counseling referral, parenting class or possible transfer to another school and referral to intervention agency.
Drug paraphernalia	Drug-related materials prohibited on school campus or at school-related activity.	Suspension or Expulsion . Police notified, counseling referral, parenting class, possible transfer to another school, and referral to intervention agency.
Drug sales	Sale or attempted sale of illegal drug on campus or school-related activity.	Suspension / Recommend for Expulsion . Police notified, parenting class and referral to intervention agency.
Extortion/Intimidation/ Cyberspace Bullying	Any act that threatens a fellow student or attempts to extract any type of payment from another student. Use of internet or cell phone to intimidate/threaten injury.	Saturday School /or Suspension. Possible police involvement. Parent notification. Peer mediation referral.
Fighting	Two or more people engaged in physical combat.	Suspension, police notified, possible Expulsion , possible transfer to another school, peer mediation.

Forgery	Signing another person's name on a school document.	Saturday School, possible suspension. Parent notification.
Foul Language	Inappropriate language during school hours.	Lunch detention, Saturday School/possible suspension.
Inappropriate school Attire	Wearing of any prohibited items outlined in the Dress Guidelines.	Change of clothing, repeated offenses may mean Saturday School, parent notification or possible suspension.
Lazer Pointers	Possession or use on campus or at school-related activity.	Pointer confiscated/parent conference Saturday School or suspension assigned.
Off Campus Without permission	Violating closed campus policy or being in unsupervised areas without authorization.	Subject to search/possibly assigned to work program or Saturday School. Parent notified. Possible citation and arrest by CVPD.
Possession of Prohibited Items	In possession of any items delineated on prohibited items list.	Item confiscated and returned to parent or police.
No Show to Saturday School	Defiance, failure to attend the assigned Saturday School.	ISS or Suspension. Ineligible status.
Sexual Harassment	Any act that threatens, degrades, or disgraces a fellow student.	Saturday School and /or Suspension. Parent notified. Possible police involvement.
Tardiness	Late to any class throughout the day.	Lunch detention, Saturday School or Possible suspension for ongoing tardy problems.
Smoking or use of tobacco or possession of tobacco related substances	Tobacco is prohibited and may not be used on campus or at school-related events.	Saturday School and/or Suspension. Referral to TUPE coordinator.
Theft	Act of stealing school or personal property.	Suspension, expulsion, police notified, restitution and possible transfer to another school.
Intimidation or threat to Faculty /Staff member	Any act or threat to injure, degrade, or disgrace a school employee.	Suspension, possible Expulsion , police involvement, parent meeting possible transfer to another school.
Truancy/Excessive Absences	Absence with no valid reason.	Automated phone call to home number Saturday School, Parent conference, Contact Student Attendance Review Board (SARB). School attendance laws Review, referral to District Office Truancy Intervention Program.
Weapons or prohibited dangerous items.	Any explosive (i.e. poppers, firecrackers), gun, knife, chain slingshot, dart, or any other weapon or dangerous item is illegal at school.	Suspension or Expulsion , police notified, possible transfer to another School and/or community service.

EASTLAKE HIGH SCHOOL

1120 Eastlake Parkway
Chula Vista, CA 91915-2102
(619) 397-3800
FAX (619) 656-9736

Date: 2017/2018
To: Faculty and Staff
From: Assistant Principals
Re: **Suspension by Teacher**

Section 10601 of the Education Code of the State of California reads:

A teacher may suspend, for good cause, any pupil from their class for the day and the day following. The teacher shall immediately report the suspension to the appropriate administrator for action. **As soon as possible, the teacher shall contact the parent or guardian of the pupil to attend a parent - teacher conference regarding the suspension.** A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he/she was suspended, during the period of suspension, without the concurrence of the teacher of the class and the administrator.

In view of the statute quoted above and for the sake of uniformity, teachers are to pursue the following procedures when suspending students.

1. The teacher will notify the appropriate assistant principal by written referral that the pupil is suspended and will state the cause.
2. **The teacher is responsible for contacting the parent within 24 hours of the suspension period and setting up a conference.** The conference may be held before or after school or during the teacher's prep period.
3. The assistant principal will be present at the conference if requested by the teacher.
4. The student will return to class on the third day following the teacher suspension.

Do not put students outside your classroom. You are responsible for them and will assume all liability for their actions and behavior.

Eastlake High School Communication Procedure

TEACHER/CLASSROOM RELATED:

If an issue is teacher/classroom related, the issue should be expressed to the teacher either in person, by written note, phone message left with the school office or email. The teacher will not be called from class to discuss an issue. A student with an issue can request that a counselor, administrator or parent initiate the contact.

If counselors or administrators receive notice about a teacher/classroom issue, they should inform the teacher as indicated above.

Notes, emails and phone calls to a teacher will be responded to within 48 hours (i.e. at least notification from the teacher that he/she is working on resolving the issue) after they are received, barring unforeseen circumstances.

Parents/guardians, the teacher and the student should work together to resolve the issue.

If there is a need to address an issue beyond the initial teacher response, a conference with the teacher/parent/student may be arranged with the counselor.

If there is a need to address an issue with more than one teacher, a meeting can be arranged by the counselor or the assistant principal.

If the issue is not adequately resolved by the parent/teacher/student/counselor, the parent/teacher/student/counselor should meet with an administrator (Assistant Principal, Principal, Psychologist as necessary).

The administrator and/or teacher will take the appropriate action needed to resolve the issue.

Confidentiality will be maintained.

Anonymous issues will generally not be addressed.

ATHLETIC RELATED ISSUE (the District Athletic Director may be consulted at any time):

If an issue is athletics related, the issue/question should be referred to the coach.

If the coach is unable to answer/resolve the issue, the issue should next be referred to the Athletic Director.

If the Athletic Director is unable to resolve the issue, it should next be referred to the Assistant Principal in charge of athletics.

If the Assistant Principal in charge of athletics is unable to resolve the issue, it should be referred to the principal.

FORMAL COMPLAINT PROCESS:

If any issue cannot be resolved through this process, the district formal complaint procedure may be initiated.

HALL PASS POLICY

1. **Limit use of hall passes during the first 15 minutes or the last 15 minutes of class.**
2. Any student out of class for any reason must have one of the following:
 - (A) Approved **RED** hall pass
 - (B) Student aide name tag
 - (C) Call slip from counselor or administration
 - (D) Green classroom initiated pass
3. The **RED** plastic hall pass is the **only authorized pass**. No other hall pass should be used.
4. **INSTRUCTIONS FOR USE:**
 - (A) One student out of class at a time.
 - (B) Students are to go directly to their listed destination and take care of their business. Students found wandering on campus will be escorted back to their classroom.
 - (C) Keep hall pass use to an absolute minimum.
 - (D) Do not allow students to leave class to use the phone.
5. Teacher name and room number should be placed on back of the **HALL PASS in permanent ink**.
6. **DO NOT RELEASE YOUR STUDENTS EARLY FROM CLASS. YOU ARE RESPONSIBLE FOR THEM FOR THE ENTIRE CLASS PERIOD. THIS PUTS UNDUE PRESSURE ON YOUR FELLOW TEACHERS AND IS DISRUPTIVE TO THE ENTIRE CAMPUS.**
7. Keep the hall passes out of sight and away from students.

EASTLAKE HIGH SCHOOL

1120 Eastlake Parkway
Chula Vista, CA 91915-2102
(619) 397-3800
FAX (619) 656-9736

Date: 2017/2018
To: Faculty & Staff
From: Assistant Principals
Re: **Teacher Notification of Student Suspension**

As mandated by **Ed. Code Section 49079**, the State of California requires that teachers be notified of any act which a student is suspended with the exception of possession or use of tobacco or related tobacco products.

To comply with **ECS 49079**, Eastlake High School will post a list with the cover sheet, **“Office List”** in the teacher workroom above the Xerox machine. The **“Office List”** will catalogue the students who were suspended within the last three years (exception: tobacco offenses). If you would like further information regarding the suspension, please see the students’ assistant principal.

We will continue to inform staff of student suspensions via Outlook e-mail. A hard copy is also available from the assistant principal’s secretary.

Education Code Section 49079 states:

Notification to teacher of pupils whose actions are grounds for suspension or expulsion; offense; punishment

- a. A school district shall inform the teacher of each pupil who has engaged in, or reasonably suspected to have engaged in, any acts described in any of the subdivisions, except subdivision (h), of Section 48900. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.
- b. A school district, or school district officer or employee, is not civil or criminally liable for providing information under this section unless it is proven that the information under this section was false and that the district or district officer or employee knew that the information was false, or was made with reckless disregard for the truth or falsity of the information provided.

- c. An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a), is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or a fine not to exceed one thousand dollars (\$1000) or both.
- d. For the 1996/97 school year and each school year thereafter, the information provided shall be from the previous three years.
- e. Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.



EASTLAKE HIGH SCHOOL

“CALIFORNIA DISTINGUISHED SCHOOL”

1120 Eastlake Parkway
Chula Vista, California 91915

Senior Activities/Graduation Contract

Senior activities are a privilege and all seniors may attend. However, senior students at Eastlake High School must accept and abide by the following to be eligible to participate in the senior activities for the year:

- I clearly acknowledge if I violate any school rule, policy and/or regulation during the school year of my senior year, which results in a suspension, I may be prohibited from attending senior extra-curricular activities, including: Prom, Grad Night, Senior Breakfast, and the Graduation Ceremony.
- I clearly acknowledge if I am found to be engaged in inappropriate and/or illegal behavior (i.e., fighting, being under the influence, etc.) at a senior school sponsored event (Prom, Grad Night, etc.) I may be prohibited from participating in the Graduation Ceremony.
- I will pay ALL debts to the school, before the library and/or A.S.B. deadline.
- I understand that I must adhere to all clearance procedures to attend both Grad Night and Prom, and that any underclassman I invite to Prom as my guest, is also subject to all of the aforementioned behavior guidelines.
- I understand that I need to clear any un-excuse absences/tardies in order to attend any extra-curriculum activities.
- I understand that I will be hold accountable for all of the above even if I do not return this contract.

All seniors must have a copy of this contract on file.

All seniors have the right to appeal to Mr. Espinoza if they disagree with the loss of privilege(s) regarding senior activities.

Print Student Name: _____ Date: _____

Student Signature: _____

Parent Signature: _____