6501 S. Passons Boulevard
Pico Rivera, California 90660
www.erusd.k12.ca.us/elrancho/
(562) 801-5355

## Administration

Jonathan Lyons – Principal
Jazmin Chavez-Diaz – Assistant Principal, Curriculum
April Leal – Assistant Principal, Activities
Juan Raygoza – Assistant Principal, Student Services

## Deans

Ricardo Ramirez
Brendan Ledden

## Counselors

| ***Student Last Name*** | ***Counselor*** |
|---|---|
| A through Ca: | Marla Diaz |
| Ce through Gl: | Olga Espinoza |
| Go through L: | Jan Sell |
| M through Os: | Alex Paredes |
| Ot through R: | Ray Pena |
| S through Z: | Delia Arriola |
| College & Career: | Nancy Nasouf |
| Vocational: | Roberta Jimenez |

## Mental Health Counselor

Susie Parras

## The Mission of El Rancho High School

The community of El Rancho High School is committed to creating an environment in which students develop the skills and ethics to be college and career ready. This will be achieved through a student-centered, teacher-guided curriculum that recognizes diversity in a climate of positive parental involvement.

## El Rancho High School's Vision and Expected School Wide Learner Outcomes

El Rancho High School is committed to providing students with an education that is rigorous, engaging, and standards-based. Our highly qualified staff, along with parents and the community, will support student achievement to:

- **Improve** literacy and writing skills through a shift to the Common Core Standards and complex texts.
- **Develop** the skills to become productive members of the global community.
- **Emphasize** graduating college and career readiness, while meeting the A-G requirements, with the goal of entering and graduating from a 4-year university.
- **Acquire** 21st century skills, including critical thinking, evidence-based analysis, and technological, collaborative, and communication skills.

# Phone Directory

| | | |
|---|---|---|
| Principal | Jessica Kwek | 801-5355 |
| Asst. Principal, Curriculum | Jazmin Chavez-Diaz | 801-5300 |
| Asst. Principal, Business & Activities | Mary Chapman | 801-5314 |
| Asst. Principal, Student Services | Juan Raygoza | 801-5308 |
| Dean | Brendan Ledden | 801-5308 |
| Dean | Ricardo Ramirez | 801-5308 |
| Counselor (A-Ca) | Marla Cruz | 801-5302 |
| Counselor (Ce-Gl) | Olga Espinoza | 801-5302 |
| Counselor (Go-L) | Jan Sell | 801-5302 |
| Counselor (M-Os) | Alex Paredes | 801-5302 |
| Counselor (Ot-R) | Ray Peña | 801-5302 |
| Counselor (S-Z) | Delia Arriola | 801-5302 |
| College & Career Counselor | Nancy Nasouf | 801-5325 |
| Vocational Counselor | Roberta Jimenez | 801-5302 |
| Mental Health Counselor | Susie Parras | 801-5308 |

| | |
|---|---|
| Activities Office | 801-5314 |
| Attendance Office | 801-5318 |
| College & Career Center | 801-5325 |
| Curriculum Office | 801-5300 |
| Student Services Office/Deans | 801-5308 |
| Student Services Office/Counselors | 801-5302 |
| Health Office | 801-5328 |
| Library | 801-5355 |

# El Rancho High School
# Bell Schedules
# 2016-17

**Late Start (1b)**

| | |
|---|---|
| Period 0 | 7:00 - 7:50 |
| **Teacher Col.** | **7:45-8:30** |
| Period 1 | 8:35-9:27 |
| Period 2 | 9:33-10:25 |
| Period 3 | 10:31-11:23 |
| Period 4 | 11:29-12:24 |
| Lunch | 12:24-1:04 |
| Period 5 | 1:10-2:02 |
| Period 6 | 2:08-3:00 |

**Tuesday, Wednesday, Thursday**

| | |
|---|---|
| Period 0 | 7:00 - 7:50 |
| Period 2/1/1 | 7:55-9:23 |
| Nutrition | 9:23-9:33 |
| Period 3/3/2 | 9:39-11:07 |
| Period 4/4/5 | 11:13-12:46 |
| Lunch | 12:46-1:26 |
| Period 5/6/6 | 1:32-3:00 |

**Non-Collab (1a)**

| | |
|---|---|
| Period 0 | 7:00 - 7:50 |
| Period 1 | 7:55-8:52 |
| Period 2 | 8:58-9:55 |
| Nutrition | 9:55-10:05 |
| Period 3 | 10:11-11:08 |
| Period 4 | 11:14-12:14 |
| Lunch | 12:14-12:54 |
| Period 5 | 1:00-1:57 |
| Period 6 | 2:03-3:00 |

**Assembly Schedule**

| | |
|---|---|
| Period 0 | 7:00 - 7:50 |
| Period 1 | 7:55-8:45 |
| **ASSEMBLY** | **8:45-9:45** |
| Period 2 | 9:51-10:41 |
| Period 3 | 10:47-11:37 |
| Period 4 | 11:43-12:33 |
| Lunch | 12:33-1:08 |
| Period 5 | 1:14-2:04 |
| Period 6 | 2:10-3:00 |

*Aug. 26, 2016*
*Jun. 2, 2017*

**Finals Schedule**

| | |
|---|---|
| Period 0 | 7:00 - 7:50 |
| Period 1/2 | 7:55-9:11 |
| Period 3/4 | 9:18-10:34 |
| Nutrition | 10:34-10:52 |
| Period 5/6 | 10:59-12:15 |

*December 15 & 16, 2016*
*June 5 & 6, 2017*

**Minimum Day Schedule**

| | |
|---|---|
| Period 0 | 7:00 - 7:50 |
| Period 1 | 7:55-8:35 |
| Period 2 | 9:41-9:21 |
| Period 3 | 9:27-10:07 |
| Period 4 | 10:13-10:53 |
| Period 5 | 10:59-11:39 |
| Period 6 | 11:45-12:25 |

*Sept. 9, 2016*
*Oct. 19, 2016 (College Day)*
*Feb. 24, 2017*

Please see the Don Page for updates on daily bell schedules.
http://www.erusd.k12.ca.us/elrancho/

EL RANCHO HIGH SCHOOL
Pico Rivera, California

## FOR ALL STUDENTS AND PARENTS OF EL RANCHO HIGH SCHOOL

This information is very important to all students, either entering El Rancho High School for the first time, or returning to El Rancho High School for the 2015-16 school year. ***NOTE:*** *All registration will be completed through the Parent Portal starting this year (2015-16).* **Please be sure to read the following:**

### 1. REGISTRATION PROCEDURE

All current ERUSD students must complete Data Confirmation through the Parent Portal by June 7, 2016 posted on the Don Page (http://www.erusd.k12.ca.us/elrancho/). **Students must complete the Data Confirmation process before they can receive their schedule for the 2016-17 School Year. Program Pick up is as follows:**

| | | | | |
|---|---|---|---|---|
| Wednesday, | August 10 | **Sophomores** | Class Schedule pick-up | 8:30 - 11:00 a.m. |
| | | **Juniors** | Class Schedule pick-up | 12:30 - 3:00 p.m. |
| Thursday, | August 11 | **Seniors** | Class Schedule pick-up | 8:30 - 11:00 a.m. |
| | | **Make-Up** | Class Schedule pick-up | 12:30 - 3:00 p.m |

***Make-up ID pictures will take place each day during class schedule pick-up.***

Tuesday, August 16 **Freshman First Day (Orientation)** 7:45 a.m - 3:00 p.m.
*All freshmen will report to the Main Gym*
*Lunch will be provided & class schedules will be distributed.*

**REMEMBER -** CLASS SCHEDULES WILL NOT BE ISSUED UNTIL ALL OF THE FOLLOWING ITEMS ARE COMPLETED BY PARENTS THROUGH THE **PARENT PORTAL** THROUGH THE **DATA CONFIRMATION** PROCESS:

- Emergency Contacts (Required for all students)
- Publicity and Photo Release Form (Required for all students)
- Notice of Student Services Office Guidelines & Procedures (Required for all students)
- CaliforniaColleges.edu Online Portal Consent (Required for all students)
- Request to withhold Directory Information Form (Required for 11th & 12th grade students only)

***ALL INFORMATION MUST BE COMPLETED THROUGH THE PARENT PORTAL.***
*It is important that ERHS has accurate information on file in case of emergency.*

### 2. CLASS SCHEDULE CHANGES

If a student needs a class schedule change **for the first quarter only,** the student must see his/her counselor any day before school begins on **August 17, 2016.** Appointments may be made in the Student Services Office. Student will need to fill out a request form in order for his/her counselor to consider the change of schedule.

### 3. TEXTBOOK ISSUANCE

Textbooks are issued during the first week of school by classroom teacher. Parents should caution their son/daughter to take proper care of all books. Students are responsible for their textbooks; if they are lost, damaged, etc., a fine will be placed on the student's account and the student must pay for the book/s at the current replacement cost. All fines must be cleared with the Activities Office before attending/participating in any school activities.

### 4. SCIENCE EQUIPMENT LAB

A student in a lab science class may be assessed a fee for any damage or breakage to lab equipment for which they are deemed responsible. The fee will be added to the student's account based on the replacement cost of the damaged or broken item.

**5. ASB Cards**

ASB cards for the school year may be purchased in the Activities Office from the Student Body Banker. This card is available to all students for special discounts and privileges for school activities. Students who participate in extra-curricular activities are encouraged to purchase an ASB Card prior to beginning an activity.

**6. BICYCLES AND SKATEBOARDS**

Students who ride a bicycle to school are to park and lock them inside the fenced area adjacent to the "B" building. Bicycles are not to be ridden on sidewalks, or anywhere on campus, at any time. Riding a bicycle will result in a citation. ERHS will not be held responsible for any loss by fire, theft, damage, or malicious acts. The riding of skateboards, scooters, and rollerblades are not permitted on school grounds at any time. Bicycles and skateboards will be confiscated if student does not have a lock.

**7. STUDENT INSURANCE COVERAGE**

El Rancho High School **DOES NOT** provide medical insurance coverage for school accidents. Students participating in activities, such as athletics, and who do not have insurance coverage, must purchase a high option plan of insurance coverage. An insurance form may be obtained from the Student Body Banker in the Activities Office. Forms must be completed and returned with a **check/money order** made payable to *Myers-Stevens* to the Student Body Banker. The Student Body Banker will forward the forms to the insurance company for you.

Students **NOT** participating in sports but who wish to purchase insurance coverage for the school year must complete an insurance form and **mail the form directly** to Myers-Stevens at the address provided on the return envelope.

**8. EMERGENCY CARDS**

In the event of an emergency, every attempt will be made to contact the parents if a student requires immediate medical attention. Each student must accurate emergency contact information on file so that the school has the necessary information in order to make proper contacts. **We encourage all parents to keep the emergency information accurate.**

In the event of an emergency and/or disciplinary action, only the person(s) listed as emergency contacts will be allowed to take the student from campus. Only those listed as an emergency contact may arrange for students to leave campus, call students to the office to speak with them, and/or obtain information regarding students.

**9. INTER-DISTRICT TRANSFERS**

Students who live outside of our school district may apply to attend a school in Pico Rivera. Since attendance at El Rancho High School under an Inter-District Transfer is a privilege, students need to be sure of the following:

- Maintain satisfactory attendance ( Be present and on time to classes)
- Maintain a GPA of 2.0 or higher
- Have no Discipline Infractions and/or Suspensions

**10. INTERNET ACCEPTABLE USE POLICY**

The computer labs at El Rancho High School have Internet access. Students who wish to utilize computer lab must agree to and sign the El Rancho Unified School District Acceptable Use Policy for students.

**11. STUDENT ID'S**

All students will be issued an El Rancho Student ID Card. **This card must be in your possession at all times while on school grounds including after-school and off-campus activities and events.** Although a student will not be required to wear the ID card, the student shall present his/her ID at any time when requested by any school staff or representative of the El Rancho Unified School District. It is the student's responsibility to obtain a replacement ID. Replacement ID's are available in the Student Services Office at a cost of $5.

**12. SHORTENED SCHOOL DAY PERMIT**

Any student who has an open 5th/6th period must complete Reduced Day Schedule Request form (located in Student Services Office). Students must have a valid ID and a Shortened School Day Permit to leave campus. Replacement Shortened School Day Permits are available in the Student Services Office at a cost of $2.

**13. FRESHMAN FIRST DAY** (Freshman Orientation)

**Tuesday, August 16, 2016 from 7:45-3:00 p.m.** Meet in the El Rancho Main Gymnasium.

**14. CLASSES BEGIN**

**Wednesday, August 17, 2016 at 7:55 a.m.** (Zero period begins at 7:00 am.)

**15**. **STUDENT CONTRACT**

All students are bound by the Student Contract, which dictates certain behaviors in preparation for graduation and completion of their senior year. These will be enforced and all seniors will be bound by these. If there is any conflict between Student Contract and any other policy, the more restrictive policy will prevail. Consequences for violation of the Student Contract are listed on the contract itself (next page).

## EL RANCHO HIGH SCHOOL
## STUDENT CONTRACT

As a student at El Rancho High School, you have many activities to look forward to over the years, including graduation at the end of your senior year. All students have the responsibility of setting the standard for behavior on campus and school events. To ensure that this year is a great one, it is important that you (and your parents/guardians) understand the school rules, expectations, and the consequences of not following those rules.

**1**. **Academics**

Seniors must fulfill all district and state graduation requirements in order to be granted a diploma and participate in the Commencement Ceremony.

**2. Attendance**

Attendance for all students will be monitored during both semesters and an attendance review will be conducted on **any student** who has excessive absences and/or tardies (12 or more) during a semester. The review will include excused and unexcused absences, single period, full day absences, tardies, and truancies. All major activities will require all unexcused absences, tardies or truancies to be cleared by attending Saturday School and/or AAIP afterschool before you are allowed to purchase tickets or attend a school related function.

**3. Conduct/Citizenship**

All students are expected to maintain acceptable citizenship and conduct themselves in a positive manner. This is a requirement for participation in any school activities, including **Senior** Activities and the Commencement Ceremony. ***Any student who accumulates four (4) or more on or off campus suspension days or becomes subject to a suspended expulsion order in that same time frame may forfeit participation in any School Activity.***

**4. Fines**

All fines must be cleared with the Activities Office before attending/participating in any school activities, including Senior Activities.

Please remember that you are responsible for following school rules on the way to and from school, and at any school activity, including sporting events and dances on and off campus.

# EL RANCHO HIGH SCHOOL GRADUATION REQUIREMENTS

Requirements for graduation include the following: Satisfactory citizenship, satisfactory attendance for four (4) years (grades 9-12) and satisfactory completion of 220 high school credits in grades 9-12 as listed below. **Remember that in order for a senior to participate in the commencement exercises, that student must have fulfilled all requirements for graduation.** All students are required to pass Algebra I, as either a one or two year course. As we transition to the Integrated Math sequence, completion of Integrated Math I will meet the Algebra 1 requirement.

## SUBJECT REQUIREMENTS

| SUBJECT AREA | CREDIT REQUIRED | SUBJECT AREA | CREDIT REQUIRED *Beginning with the class of 2019* |
|---|---|---|---|
| English | 40.00 | English | 40.00 |
| Math | 30.00 | Math | 30.00 |
| P.E. | 20.00 | P.E. | 20.00 |
| Physical Science/ Life Science | 30.00 | Physical Science/ Life Science | 30.00 |
| Health | 5.00 | Health | 5.00 |
| Geography | 5.00 | Ethnic Studies | 5.00 |
| World History | 10.00 | World History | 10.00 |
| U.S. History | 10.00 | U.S. History | 10.00 |
| Government | 5.00 | Government | 5.00 |
| Economics | 5.00 | Economics | 5.00 |
| Language other than English, VAPA, or ROP | 10.00 | Language other than English, VAPA, or ROP | 10.00 |
| Electives | 50.00 | Electives | 50.00 |
| **TOTAL** | **220.00** | **TOTAL** | **220.00** |

***Students must also obtain a cumulative GPA of 2.0, for all four years of high school combined, in order to participate in commencement exercises.***

## CLASSES DESIGNATED "HONORS"

Students enrolled in classes designated "Honors" will receive an extra grade point for "A", "B", and "C" semester grades earned in each "Honors" Course.

## NON-DIPLOMA TRACK STUDENTS

Students that have been designated Non-diploma track will earn a grade of "P" (Pass) or "NP" (Not Pass), not a letter grade of A through F.

EL RANCHO HIGH SCHOOL
Pico Rivera, California

UNIVERSITY OF CALIFORNIA STUDENT ACADEMIC SERVICES

(EL RANCHO UNIFIED SCHOOL DISTRICT I.D. #052655)

Courses to meet requirements for admission:

**Underlined courses denote honors credit: A=5, B=4, C=3.**

a) **HISTORY**

AP U.S. Government
AP World History
AP U.S. History A/B
U.S. Government
U.S. History

b) **ENGLISH**

AP English Language
AP English Literature
Freshman English CP
Freshman English (H)
Sophomore English CP
Sophomore English (H)
Junior English CP
ERWC (Senior English)
ELD 4
ELD 5
(ELD 4 & 5 maximum 1 unit)

**c)** **MATHEMATICS** (*may only be used for the "c" requirement)

AP Calculus AB
AP Calculus BC
AP Statistics
Integrated Math 1
Integrated Math 2
Integrated Math 3
Integrated Math 3 (H)
*Algebra 2
Pre-Calculus (H)
Pre-Calculus
Statistics
Trigonometry

d) **LABORATORY SCIENCE**

Biology
AP Chemistry
Chemistry
AP Biology
AP Environmental Science
Marine Biology
AP Physics
PLTW Biomedical
PLTW Human Body Systems

e) **LANGUAGE OTHER THAN ENGLISH**

French 1
French 2
French 3
French 4
AP French Language and Culture
Spanish 1
Spanish 1S
Spanish 2
Spanish 3
AP Spanish Language
AP Spanish Literature
American Sign Language 1
American Sign Language 2

f) **VISUAL & PERFORMING ARTS –** (1 year required)

Advanced Art
Advanced Drama
*Art 1
*Beginning Drama
Calligraphy
AP Studio Art
AP Art History
Digital Animation
Choir
Choraleers (Adv. Choir)
Concert Band
Digital Imaging
Digital Photography
String Orchestra

**g) ELECTIVE COURSES -** All courses listed under "a - f," with the exception of Mathematics or Visual/Performing Arts courses, plus the following:

Journalism
Mexican American Heritage
Psychology
Creative Writing
Economics
Introduction to Law
Digital Animation & Design 1&2
Examining Cultural Diversity
AP Computer Science
AP Human Geography
AP Psychology
Administration of Justice
Sociology
Digital Photo
Dance
Volleyball
Basketball
Advanced Digital Imaging
Multicultural Literature
PLTW Introduction to Engineering Design
PLTW Principles of Engineering
PLTW Civil Engineering and Architecture
ROP Marketing
ROP Sports Medicine I
ROP Sports Medicine II

## EL RANCHO HONOR CREST AWARD

In order to provide additional recognition for those students who have a record of academic excellence throughout the first seven (7) semesters in their high school career, El Rancho High School has established the award of the **EL RANCHO HONOR CREST AWARD.** This award shall be affixed to the diplomas of such students. Eligibility for this award is fulfillment of the A-G criteria and a 3.333 grade point average or above for all course work from 9th grade through the end of the first semester in 12th grade.

## Admission Requirements for Higher Education
## UNIVERSITY OF CALIFORNIA
## CALIFORNIA STATE UNIVERSITY

Subject Requirement

A student applying for admission as a freshman to the University of California must have completed a minimum of fifteen units of high school work during grades 9 through 12. (A one-year course is equal to one unit; a one-semester course is equal to one-half unit).

Fifteen of these required units must have been earned in academic or college preparatory courses, as specified and defined below. Also, at least seven of the fifteen units must have been earned in courses taken during the last two years of high school.

**(Specific "a through g" course requirements)**

a. History/Social Science: 2 years.
Two years of history/social science to include: One year of U.S. history or one-half year of U.S. history and one-half year of civics or American government; and one year of world history, cultures, and geography.

b. English: 4 years.
Four years of college preparatory English--composition and literature (All English Courses must require frequent and regular practice in writing expository prose compositions of some length. Also, not more than two semesters of ninth-grade English will be accepted for this requirement.)

c. Mathematics: 3 years required; 4 recommended.
Three years of mathematics--elementary algebra, geometry and intermediate algebra (Mathematics courses taken in grades 7 and 8 may be used to meet part of the requirement if they are accepted by the high school as equivalent to its own courses.)

d. Laboratory Science: 2 years required; 3 recommended.
Two years of laboratory science providing fundamental knowledge in at least two of these three areas: biology, chemistry, and physics. Lab courses in earth/space sciences are acceptable if they have as prerequisites or if they provide basic knowledge in biology, chemistry, or physics. Not more than one year of grade 9 lab science can be used to meet this requirement. CSU require one course in biological and one in physical science.

e. Language Other than English: 2 years; 3 recommended.
Two years of one foreign language in courses that provides instruction in grammar, vocabulary, reading, and composition and that emphasize the development of aural and oral skills. (Foreign language courses taken in grades 7 and 8 may be used to meet this requirement if they are accepted by the high school as equivalent to its own courses.)

f. Visual/Performing Arts: 1 year.

g. College Preparatory Electives: 1 year.
One year, in addition to those required in "a through f" above, to be chosen from at least one of the following subject areas: history, English, advanced mathematics, laboratory science*, foreign language, social science, and fine arts. (In general, elective courses should involve considerable reading and should aim to develop a student's analytical and reasoning ability and skill with written and oral exposition.)

## Courses satisfying the "g" requirement.

History and English: Elective courses that fit the general description in "g" above are acceptable.

Advanced Mathematics: Trigonometry, analytic geometry, linear algebra, pre-calculus (mathematical and analysis), calculus, statistics, computer science, and similar courses are acceptable.

Courses containing significant amounts of material from arithmetic or from shop, consumer, or business mathematics are not acceptable.

Laboratory Science: Courses in the biological and physical sciences are acceptable.

Language Other than English: Elective courses may be in either the same language used to satisfy the "e" requirement or in a second foreign language. If a second language is chosen, however, at least two years of work in that language must be completed.

Social Science: Elective courses that fit the general description in "g" above are acceptable. In addition, these courses should serve as preparation for lower division work in social science at the University. Courses of an applied service or vocational nature are not acceptable.

Fine Arts: Elective courses in fine arts should enable students to understand and appreciate artistic expression, and to talk and write with discrimination about the artistic material studied. Courses devoted to developing creative artistic ability and courses devoted to artistic performance are acceptable. Courses that are primarily recreational or are offered under physical education are not acceptable.

Scholarship Requirement

In calculating an applicant's grade point average for admission, the University of California will use only the grades earned in the "a through g" courses (described above) taken in grades 10 through 11. These grades are counted as follows: A=4 points, B=3 points, and C=2 points. The Cal State University will use the grade point average in the "a through g" courses in grades 10-12.

1. An applicant must have earned a grade of "C" or better in all high school courses used to satisfy the "a through g" requirements.

2. The University wants to encourage students to take demanding, advanced academic courses in high school. All University of California approved Honors courses, A.P. courses, and college courses in the "a through g" college prep subjects that are transferable to the University are given extra weight in computing the grade point average for admission. Grades in honors courses will be counted as follows: A=5 points, B=4 points, and C=3 points. To be counted, these grades must have been earned in honors courses in history, English, advanced mathematics, laboratory science, and foreign language.

Courses in these subjects designed to prepare students for the Advanced Placement Examination of the College Board are examples of honors courses.

NOTE: In the context of this requirement, "certification" of honors courses is meant to be the process followed in the usual articulation agreements between high schools and the University of California. Also, this requirement pertains only to the grade point averages used by the University for the admission of freshman applicants; it should not be interpreted as a recommendation either for or against high schools adopting a similar procedure.

## College Admission and Examination Requirements

All freshman applicants must submit scores from the College Entrance Examination Board Test listed below:

1. Scholastic Aptitude Test or American College Testing (the verbal and mathematics scores must be from the same sitting.)

2. Two (2) Subject Tests in two different areas, chosen from the following: History, Literature, Math (level 2 only), Science, or Language other than English.

### COMMUNITY COLLEGE

Admission Requirement:

a. High School Diploma, or
b. Eighteen (18) years of age

Examination Requirement

No entrance examination is required for admission to a community college (Rio Hondo, East LA, Cerritos, etc). The CEBT will serve as the placement test for the English courses. All students are required to take an assessment test in English, reading, and math for placement in classes.

### PRIVATE COLLEGES AND UNIVERSITIES

Most private colleges and universities require strong academic preparation. Complete information related to college admissions, scholarships, and advanced placement is available from the College Counselor in the College and Career Center.

# COLLEGE/CAREER CENTER
## CALENDAR OF EVENTS
## 2016-17

| EVENT | DATE |
|---|---|
| **COLLEGE NIGHT** | Wednesday, September 21, 2016 |
| **ASVAB**<br>(Two dates available to take the exam) | Fall - TBA<br>Spring - TBA |
| **PSAT** | Wednesday, October 19, 2016 |
| **FINANCIAL AID WORKSHOP** | TBA |
| **CAREER CONFERENCE** | April 20-21, 2017 |
| **AP TESTING** | Monday, May 1 – Friday, May 12, 2017 |
| **ACT**<br>(All Saturday dates) | September 10, 2016<br>October 22, 2016<br>December 10, 2016<br>February 11, 2017<br>April 8, 2017<br>June 10, 2017 |
| **SAT - Tentative**<br>(All Saturday dates) | October 1, 2016<br>November 5, 2016<br>December 3, 2016<br>January 28, 2017<br>March 11, 2017<br>May 6, 2017<br>June 3, 2017 |

**Please check the College/Career Center web page (www.erusd.k12.ca.us/elrancho) for specific information for each of the events listed above. Feel free to contact our office if you have additional questions, (562) 801-5325 or follow us on Twitter *@CollegeCareerCt***

# Purpose of the School Site Council (SSC)

**California Education Code**

The California Education Code (ECC64001a) requires the School Site Council (SCC) to develop a Single Plan for Student Achievement (SPSA) for Consolidated Application programs operated at the school. The council must recommend the proposed plan to the local governing board for approval, monitor its implementation, and evaluate the results. At least annually, the council must revise and recommend the plan, including proposed expenditures of all funds allocated to the school through the Consolidated Application, to the local governing board for approval. (California Department of Education, September, 2002)

**Who Can Join?**

The council members are comprised of parents, teachers, administrators, classified employees, as well as students and the meetings are open to the public.

**The main duties of the SSC are to:**

1. Obtain input from a variety of advisory committees
2. Review school characteristics
3. Analyze current educational practice and staffing
4. Analyze student performance data
5. Establish school goals
6. Review available resources
7. Select specific improvements
8. Consider centralized services
9. Recommend the SPSA to the local governing board
10. Monitor progress (the main function of the council)
11. Evaluate the effectiveness of planned activities
12. Modify the SPSA as needed

**School Site Council Meetings**
**2016-17**
**5:00 pm in the PDC (Room H-2) at ERHS**

| | | |
|---|---|---|
| September 22, 2016 | February 2, 2017 | April 6, 2017 |
| October 13, 2016 | March 2, 2017 | May 4, 2017 |
| November 3, 2016 | | |

# WORK PERMIT ELIGIBILITY

A. INITIAL SCHOLASTIC ELIGIBILITY

In order to be eligible, any student entering from the eighth (8th) grade into a four year high school must have achieved a 2.0 grade point average on a 4.0 scale in enrolled courses at the conclusion of the previous grading period.

**1. PROBATIONARY PERIOD**

The governing board of each school district may adopt, as part of its policy, provisions that would allow a student who does not achieve the above requirement in the previous grading period to remain eligible to have a work permit during a probationary period. The probationary period shall not exceed one semester in length, but may be for a shorter period of time, as determined by the governing board of the school district. A student who does not meet the above requirements during the probationary period shall not be issued a work permit in the subsequent grading period.

If it is determined that a student be issued a work permit during the probationary period, letters of notification will be sent to parent/guardian and employer notifying them that the student has entered a probationary period. During the probationary period, the student will have the opportunity to meet the qualifying standards for a work permit that will allow the permit's probationary status to be removed. However, failure to meet the minimum requirements by the end of the probationary period will result in the immediate revocation of the work permit.

B. CONTINUING SCHOLASTIC ELIGIBILITY

In order to be eligible, any student entering from the eighth (8th) grade into a four year high school must have achieved a 2.0 grade point average on a 4.0 scale in enrolled courses at the conclusion of the previous grading period.

**1. MINIMUM REQUIREMENTS**

A student is scholastically eligible if:

(a) The student is currently enrolled in at least 25 semester credits of work.

(b) The student is passing in the equivalent of at least 25 semester credits of work at the completion of the most recent last regular grading period.

(c) The student is maintaining minimum progress toward meeting the high school graduation requirements as prescribed by the governing board.

(d) The student has maintained a minimum 2.0 grade point average on a 4.0 scale in all enrolled courses during the previous grading period .

(e) The student must demonstrate good attendance and student cannot have any truancies in their attendance record for that year.

2. **GRADING PERIOD**

The grading period is that time when all students in a school are graded. If two grades are given at the end of a grading period, scholastic eligibility shall be established according to the grade given for credit.

3. **INCOMPLETE GRADES**

A grade(s) of “Incomplete” shall not be considered a passing grade under this bylaw unless, by operation of a school grading policy, said “Incomplete” grade shall become a passing letter grade without further achievement or accomplishment by a student at a certain time.

When an “Incomplete” grade is issued, which does not automatically become a passing grade, as indicated immediately above, such “Incomplete” grade shall not satisfy the requirement until the academic deficiency, which gave rise to such “Incomplete” grade, has been satisfied and a passing grade has been substituted for the “Incomplete” grade. Upon such substitution, the substituted grade shall be considered in determining scholastic eligibility by evaluation of previous grading period grades and the substituted grade. A scholastically ineligible student may become immediately scholastically eligible upon such evaluation.

C. REVOCATION OF WORK PERMIT

If at the conclusion of the probationary period a student has failed to meet the minimum standard of a 2.0 grade point average needed for maintaining a work permit, the immediate revocation of the work permit will occur.

If a work permit is revoked, a student may be eligible to obtain another work permit during the following grading period if the student meets the minimum standard of a 2.0 grade point average. A student will not be eligible to enter into a Probationary Period following a revocation. A student who does not meet the minimum requirements will not be issued a work permit.

# Activities Office

Notice to Parents Regarding Student Fines

El Rancho High School is dedicated to providing our students with quality materials and a working environment that provides every student the opportunity to maximize their high school experience. In doing so, ERHS property is often issued to students in the form of textbooks, library books, uniforms, equipment, etc. Once issued, this property is the responsibility of the students and, ultimately, the parents/guardians. Students are expected to return all issued property at the conclusion of their enrollment in each class or activity. Items that are not returned will be considered lost and result in a fine being place on the student's record. Fines will be issued for items that are unreasonably damaged.

Any questions regarding fines may be directed to the Business/Activities Office during the hours of 7:30 a.m. and 3:30 p.m. The Business/Activities office will only accept payments via cash or money order that are made payable to *El Rancho High School*. If there is a dispute regarding a fine, a formal conference may be requested by contacting the Business/Activities Office.

Students with unpaid fines will jeopardize their participation in any school related activity including, but not limited to, the following: athletics, cheer, ASB Commission, band, drama, school dances, home athletic events, graduation activities, etc. In addition, those who have fines on their record will not receive their diplomas or transcripts until they are in good standing with the Business/Activities Office.

With your help, ERHS can continue providing our students with a positive environment and quality materials that will no doubt make their high school experience an enjoyable one.

Thank You,

Mary Chapman, Assistant Principal
El Rancho High School

**EL RANCHO HIGH SCHOOL**
**BUSINESS & ACTIVITIES**
**(562) 801-5314**
**2015-2016 School Year**

**Business & Activities**

(A) **MAKE UP ID PICTURES AND ID CARDS -** Every student must have an ID Card on them everyday to conduct any school business. Replacement fee for an ID Card is $5.00. You will receive your ID card when you pick up your program. If you did not take an ID picture, make up ID pictures will be taken in September 2016.

(B) **ASB CARDS** are always on sale. **The price is $40.00.** The ASB Card admits you to all league and some non-league games free, to all dances and activities at a reduced price, and allows a discount for both formal dances and the yearbook and is **HIGHLY RECOMMENDED** for **all students.**

(C) **PE Clothes will be available CASH ONLY**

| | | **SURCHARGE** | |
|---|---|---|---|
| Shorts and T-Shirt Set | $20.00 set | XX | $2.00 per item |
| Shorts | $10.00 each | 3X | $3.00 per item |
| T- Shirt | $10.00 each | 4X | $4.00 per item |

(D) Before any student can participate in extracurricular sports or programs that require physical endurance, an athletic packet must be completed and submitted online by the parent/legal guardian.

Athletic forms can be accessed on The Don Page (**www.erusd.k12.ca.us/elrancho**) Click on Activities, then Sports, then Athletic Clearance. Create an account for student needing athletic clearance. Complete entire online athletic document which includes:

1. 2 page Physical Examination Form (page 2 to be completed by medical doctor*)
2. Emergency Information
3. Voluntary Activities Participation Form
4. CIF/Del Rio League Code of Ethics Form
5. Responsibility Statement/Insurance Verification Form
6. Anti-hazing Policy
7. Sudden Cardiac Arrest Prevention Act Form
8. Concussion Information Form

Athletic clearance will be APPROVED when online athletic packet is complete and 2 page physical form is uploaded.

***Important!** Page 2 of the physical form must be signed and stamped by the doctor's office for verification of authenticity.

**Lockers**

El Rancho High School does not have outside lockers. Lockers will be provided for P.E. classes only. P.E. Locks are available in the Cashiers Office for $5.00.

**Attention Parents of Seniors:**
Please be aware that orders for Senior Announcements and Cap & Gowns will take place in the Fall. Orders will be given directly to the Jostens Representative. If you have questions please see Lillian Gonzalez in the Activites office or call Jostens at 1-800-JOSTENS (1-800-567-8367) or email at www.jostens.com/contact

# Yearbook 2017

## Yearbook

| Deadline | Price |
|---|---|
| Sept 23 | $50 |
| Feb 24 | $60 |
| June 6* | $75 |

* Supplies limited

## Senior Ad

| Deadline | Price |
|---|---|
| Nov 4 | $45 / $90 / $175 |
| Jan 27 | $60 / $120 / $225 |

Page Size: Quarter / Half / Full

Color Ads available Nov. 4 only

*Buy Early and Save!*

## Two Ways to Buy:

**Online**
- Go to Balfour.com
- Enter school name: "El Rancho High School"
- Use credit or debit card

**On Campus**
- Go to Cashier's Office
- Use cash or money order
- Save $5 on yearbook with ASB card (until Feb 24)

More info at
*http://www.erusd.k12.ca.us/elrancho/Yearbook/*

## STAFF DEVELOPMENT DAYS:

August 15-16, 2016
February 27, 2017
March 6, 2017

## MINIMUM DAYS:

September 9, 2016
October 19, 2016 (College Day)
February 24, 2017

## FINALS:

December 15 & 16, 2016
June 5 & 6, 2017

## No School:

Winter Recess: Dec. 19, 2016 - Jan. 6, 2017
Spring Recess: April 10 - 14, 2017

# El Rancho High School
## Student Services Office

## Guidelines and Procedures

## 2016 – 2017

El Rancho High School

**Student Services Office**

Dear Parents and Students,

Welcome to El Rancho High School. We are looking forward to four successful years of working together to provide your child with a quality, standards based education program. In this packet, you will find valuable information that will help ease the transition from middle school to high school.

El Rancho High School will provide your child with the opportunity to enroll in advanced placement, honors, college preparatory classes, as well as college electives. It is our goal that your child will complete his/her A-G requirements and be eligible to apply to a four year college at the end of his/her high school career. Your child's counselor will work with him/her to ensure that his/her educational goals and needs are met.

We are proud of our school and staff and of the accomplishments of our students. They continuously work to provide the best possible education for all of our students. Once again, we welcome you to Don Family.

*Yours truly,*

Juan Raygoza, Assistant Principal
Brendan Ledden, Dean
Ricardo Ramirez, Dean
Delia Arriola, Counselor
Marla Cruz, Counselor
Olga Espinoza, Counselor
Ray Peña, Counselor
Jan Sell, Counselor
Alex Paredes, Counselor
Roberta Jimenez, Vocational Counselor
Nancy Nasouf, College Counselor
Susie Parras, Mental Health Counselor

*El Rancho High School*
*Student Services Office*

## THE PERSONAL RESPONSIBILITY OF AN EL RANCHO HIGH SCHOOL STUDENT

As a student of El Rancho High School, you are expected to be aware of and to accept your individual responsibilities in the following areas:

### THE TEACHING-LEARNING PROCESS

You deserve the best instruction that El Rancho High School is capable of providing. For the efforts of the teachers to be as successful as possible and for you to work and achieve to the best of your ability, you must cooperate with the teachers. Teachers facilitate the process of learning in the minds of the students. Learning is a natural process and unless students work at gaining knowledge and understanding "…no genuine learning ever occurs, no matter what teachers try to do to make it occur" (Adler).

### RESPECT FOR THE RIGHTS OF OTHERS

Every right you have has attached to it an obligation. Your rights must be balanced against the rights of others, and their rights must be balanced against yours. In addition, the purpose of the school and the requirements of the educational process must be weighed in deciding who has a right to do what and what behavior needs to be punished. That is why our society has laws and why a school has rules. However, if you are one of those students who wants to take full advantage of your rights and opportunities at this school, while at the same time respecting the rights of others, we at El Rancho High School will support and help you.

### RESPONSIBILITY FOR YOUR OWN ACTIONS

You will be held responsible only for the things YOU do or fail to do. What others do or do not do is of little importance in determining whether you have accepted your responsibility as a student-citizen of El Rancho High School. If you choose to follow bad examples set by a few of the other students at El Rancho High School, you will be held responsible for your own actions and your actions only. The decision will be yours and so will the consequences. Your first responsibility, then, is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions.

# El Rancho High School
## HONOR CODE

Cheating is defined as, but not limited to, the following:

- Copy or allow any assignment to be copied by any method
- Use any unauthorized aid on quizzes, tests, or exams
- Steal, possess, or view a copy of a test beforehand
- Give or receive help on a test
- Take someone else's work and submit it as yours – PLAGIARISM
- Scan, alter, or forge any school document

Anyone found to be violating the HONOR CODE will be dealt with on an individual basis and may receive any of the following consequences from teacher and/or administrator:

- Automatic "F" (failure) on the assignment(s) or test(s)
- Parent conference
- Referral placed into student's file
- Student removed from any and all elected or appointed leadership positions for the remainder of the semester or school year
- Student removed from all extracurricular activities for the remainder of the semester or school year
- Disciplinary actions may be taken.

# ATTENDANCE OFFICE

**EVERY DAY COUNTS** in your child's education. Every day a student misses school, he/she falls more than two days behind his/her peers. Every day a student is in school, he/she raises his/her chances to score well on tests, participate in school sponsored activities, and become a responsible member of the El Rancho High School Student Body. It is your child's duty and responsibility to be involved, which begins with being **Present and On-Time Every Day.**

In a coordinated effort to improve attendance, El Rancho High School requires good attendance to participate in all school related activities. Excessive absences and/or tardies may result in the loss of participation in Athletics, Cheer, Pepsters, ASB Commission, Band, Drama, school dances, home athletic events (football games etc.).

Please remember to:

- Make sure your child comes to school **Every Day - On Time**.
- Schedule doctor's appointments after school hours.
- Plan your family vacations during school breaks and holidays.

By understanding and promoting that **Every Day Counts**, together we can continue making positive steps forward – leaps in terms of your child's future.

## CLOSED CAMPUS POLICY

El Rancho High School is a **"Closed Campus."** Students are not permitted to leave the school grounds at any time during the school day without a permit issued by the Attendance Office or Administration. When applying for a permit to leave campus, students should present a note from their parents or guardians to the Attendance Office by 8:30 a.m. It is the student's responsibility to check out with the Attendance Office before they leave campus. Failure to follow proper procedures may result in an unexcused absence, truancy, and/or citation.

## VISITOR POLICY

All visitors are required to register at the front **main office** entrance. Visitors are expected to be mindful of the ERHS dress and conduct policies.

In order to register, visitors shall, upon request, furnish the following information:

1. Proof of identity
2. His/her purpose for entering school grounds
3. His/her name, address
4. His/her age, if less than 21

Once checked in, visitors will be issued an identification badge that must be clearly visible. Teachers will not allow visitors into the classrooms who have not checked in at the office or who are not wearing appropriate identification badges.

Although verbal and written requests are acceptable, ERHS prefers that requests or invitations be submitted via email and presented upon check in.

Any visitor may be refused entry or directed to leave school property if his/her presence or actions can be reasonably deemed a disruption of school activities. When an individual is directed to leave under the above mentioned circumstances, they may be informed he/she will be guilty of a misdemeanor if they choose to reenter any district facility within 30 days after being directed to leave. If the individual who was directed to leave is a parent/guardian of the student attending ERHS, this period is reduced to 7 days.

## CLASSROOM OBSERVATIONS

Individuals who wish to observe his/her child's classroom must present this request to the teacher or principal/designee at least 24 hours in advance of their intended visit. A teacher may request an alternate date while making an attempt to schedule the visit within two teaching days.

- Parents or guardians will be allowed to visit their child's classroom for the purpose of observation only. Conferences with teachers can be scheduled for a later time.
- Individuals will not be allowed to visit classrooms where their child does not attend.
- Classroom visits may occur anytime during the year, except during testing and during the first and last weeks of school.
- Visits shall be limited to 45 minutes with no more than 2 visits per month.

***Recording devices shall not be permitted in the classroom during visitations.***

## ABSENCE/TARDY CATEGORIES FOR STUDENT ATTENDANCE

Pupils aged 6-18 are required to attend school full-time, with regular and punctual attendance. Schools are required to enforce this compulsory attendance law. When children are absent the entire school day, the reason must be identified and recorded as either excused or unexcused. Excused absences are compliant with the compulsory attendance law; unexcused absences are noncompliant and subject to truancy law after three incidents. More than five (5) absences or five (5) tardies in a school semester is considered excessive. It is the responsibility of parents to notify the Attendance Office immediately of all absences.

**Excessive absences and/or tardies may result in the loss of participation in Athletics, Cheer, Pepsters, ASB Commission, Band, Drama, school dances, home athletic events (football games, etc.).**

Excused absences recognized by California State Law:

- Personal Illness-Without a doctor's note
- Death/funeral of immediate family member (1 day local/3 out of town)
- Medical/Dental appointments (requires doctor's note)
- Extended illnesses requiring hospital or doctor's care requires a doctor's note
- Appearance in Court
- By the discretion of an administrator

Unexcused absences recognized by state California State Law:

- College Visits
- Funeral services outside the immediate family
- Religious holiday or ceremony of student's own religion
- Identified Family Emergencies
- Babysitting

All other absences are considered unexcused/truant when a student is absent from school without authorization or clearance from the Attendance Office.

## ABSENCES

When a student returns from an absence, parents can do one of the following:

- Call the Attendance Office at (562) 801-5318
- Write a note and drop it off in the attendance office

**A-G dial extension 436 * H-N dial extension 435 * O-Z dial extension 437**

**Parent explanation of absences:** Parents are to call the school by 11:00 a.m. the following day to clear an absence. **If an absence is not cleared in three (3) days, a truancy will be issued.** Saturday School/AAIP and/or Truancy Citation may be assigned on confirmed truancies.

**Extended Absences need to be reported to the Attendance Office.**
Extended non-medical absences (family emergency, vacations, babysitting, etc.) **WILL NOT** be excused by school. Special circumstances need to be reported to the student's Dean for review. Determination will be made on an individual basis. Student may be asked to serve Saturday School/AAIP to make up unexcused absences.

## SEMESTER ABSENCE, TRUANCY and TARDY POLICY

1. Teachers may fail pupils who are absent 25% (22 absences) during a semester and do not have a doctor's excuse or an administrator's exemption due to an emergency. Students whose absences exceed 22 must continue to attend the class despite the failing grade.

2. Students who accumulate excessive absences may be referred to SART (Student Attendance Review Team). A meeting will be held with Administration and assigned counselor who will address the students' attendance during a meeting with the student and his/her parent or guardian. If necessary, habitual truants will be referred to the district's SARB (Student Attendance Review Board).

3. Consequences for poor attendance may include, but are not limited to the following:
   - Parent-Teacher conference
   - Placement on a daily attendance contract
   - Daily sign-in sheet
   - The parent may be required to make a classroom visitation
   - AAIP (Academic and Attendance Improvement Program)
   - Detention
   - Saturday school
   - Loss of school related privileges such as: field trips, athletics, after school activities
   - Removal from extra curricular activities
   - Removal from elected and appointed leadership positions

**CHANGE OF ADDRESS AND/OR PHONE NUMBER - Please read carefully!** In an emergency, the office must be able to locate parents/guardians. Please DO NOT block the El Rancho High School phone number, as it will delay the office in reaching you. If a student moves or changes phone numbers, the Attendance Office should be informed immediately. If a parent/guardian changes jobs, the Attendance Office should be informed of the new work phone number immediately.

**OFF-CAMPUS PERMITS**

Off-campus permits are issued for medical appointments and personal matters that cannot be handled after school hours. Students show their off-campus permit to teacher and leave at specified time. There are 3 ways to obtain this permit:

**a)** Student must present a **signed note** from a parent/guardian to the Attendance Office **before school** or at **nutrition** to obtain an off-campus permit. At that time, an off-campus permit will be issued. ***OFF-CAMPUS passes will not be issued during class time.*** **PLEASE ALLOW 10-15 MINUTES FOR YOUR STUDENT(S) TO ARRIVE AT THE OFFICE.**

**b)** A parent/guardian may **pick up the student in person** that has not presented a note to the Attendance office. Parent needs to arrive **1hour** prior to the appointment time.

- If the student has Physical Education or is at lunch at the time of the parent's request, **it may take up to 45 minutes for the student to arrive at the office.**
- If a parent is arriving to pick up a student and it falls in the **last ten minutes of the class period**, the parent will need to wait until the next class period begins to have the student called out.

**c)** Parents may send a signed fax to the attendance office at (562) 801-5306 to request an off campus permit for the student. **Please allow adequate time for attendance office to process request and give student time to arrive at the office.**

*** PLEASE NOTE: If a student should leave campus without permission, (without white off campus pass from the Attendance Office,) a truancy can be issued for the class(es) missed. Please have your student(s) follow policy and always check-out through the Attendance Office.**

# TRUANCY AND TARDY POLICIES

**TRUANCIES**

A truant is "any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof…" (Education Code, §48260.)

- A student may lose (at teacher's discretion) the privilege of making up missed work as a penalty for truancy.

- If a student is truant for any part of the school day, LASD or School Police Officer may issue truancy citation.
- Truancies will affect citizenship and may affect academic grades.
- **ALL TRUANCIES MAY BE ASSIGNED SATURDAY SCHOOL and/or AAIP.**

## TARDIES

Student Expectations:

- Because tardiness interferes with satisfactory classroom procedures and disrupts the learning process, all students are expected to report to all classes on time.
- Students are to be seated in their assigned seat by the time the tardy bell rings. Students who are standing inside or outside of class will be considered tardy.
- Students are required to be in class for the first and last ten minutes of class. Those leaving the classroom/office are required to possess a visible "blue" pass.

1st Tardy — Teacher warning to student.

2nd Tardy — Parent notification **from teacher** through Teleparent.

3rd Tardy — Teacher warning, parent notification and next day 15 minute teacher assigned detention. *No show for detention will result in student referral to Student Services Office.

4th Tardy — **Student Services Office will assign AAIP/SSP.** Parents will be notified through Teleparent and/or AAIP/SSP detention form and documented in permanent record.

5th-7th Tardy — Teacher warning, parent notification, and next day 15 minute teacher assigned detention. *No show for detention will result in student referral to Student Services Office.

8th Tardy — **Student will be referred to the DEAN. The Dean will contact parents and assign AAIP/Saturday School. In addition, one or more of the following interventions may be assigned:**

- Parent-Teacher Conference
- Placement on a daily contract
- Daily sign-in
- Classroom visitation by the parent
- Loss of school privileges such as: field trips, dances, etc.
- Removal from extracurricular activities
- Removal from elected and appointed leadership positions
- **Referral to Student Attendance Review Team (SART) or Student Attendance Review Board (SARB)**

**NOTE: Tardies past eight (8) will be referred to the Dean in groups of four (4). The student will receive a referral to the Dean on the 12th tardy, the 16th tardy and so on.**

## TARDY POLICY

All students are expected to report to all classes on time. Students who are continuously late will be assigned detention in the Attendance and Academic Improvement Program (AAIP).

Consequences:

- Students will be assigned detention for 4 tardies.
- Students who fail to serve detention will be assigned Saturday School.
- Students who fail to serve Saturday School may be suspended.
- Loss of school privileges after 12 or more tardies

The Student Services Office will notify those students who must serve detention to clear tardies. After school detention, (AAIP), will occur Tuesday – Thursday from 3:15-4:00, and before school on Fridays from 7:30-8:10 am. Please refer to the AAIP schedule for locations. Once a student serves his/her detention, the Attendance Office will clear his/her tardies.

## SATURDAY SCHOOL

Saturday School begins at 8:00 a.m. and ends at 12:00 noon. Students are to report to the cafeteria no later than 8:00 a.m. Students should arrive at least 10 minutes early.

The student is responsible for coming prepared with schoolwork or reading materials (Newspapers and magazines are prohibited).

- IPods, MP3 players, etc., are prohibited. Cell phones must be turned off and should not be visible or they will be confiscated.
- Bicycles and skateboards must be locked.
- Student must attend for the entire 4 hour period in order to receive credit.
- If a student is asked to leave Saturday School at any time due to behavior issues, he/she will be considered absent and may be suspended and/or may receive a truancy citation.

✶ **Failure to serve Saturday School will be considered defiance and may result in the loss of participation in Athletics, Cheer, Pepsters, ASB Commission, Band, Drama, school dances, home athletic events (football games, etc.) and/or suspension.**

## (AAIP) Academic And Attendance Improvement Program

Students must report to the assigned detention room for the week at **3:15 and remain there until 4:00 P.M. on Tuesday-Thursday.** Students who show up late will not be permitted in and will be re-assigned to the following AAIP session and/or suspended by his/her Dean.

AAIP may include on campus improvement projects or individual class room study. Students will be expected to work diligently on whatever assignment is determined by the supervisor(s). All students assigned AAIP are to bring homework and/or be prepared to perform community service.

## THE BAN LIST

**What is the Ban list?** The ban list is a report generated by the Student Services Office that determines student eligibility for after school events.

**How does a student end up on the ban list?** A student ends up on the ban list for two main reasons. The first is if the student is tardy to class more than eleven times, so on your twelfth time, you are banned. The second main reason is if you have six or more period truancies.

**What is a truancy?** Students get a truancy when they do not go to any class and their parents do not excuse their absence. For example, if you are sick and you forget to have your parents clear your absence, you would get a full day of period truancies, and be banned. So it is essential that your parents clear your absences. (They have twenty days to do so) You will also earn a truancy if you ditch or miss any class for **any reason that is not excused**.

**Is the Ban list permanent?** If a student is placed on the ban list he or she can still go to any event as long as:

1) By the week before the event the student has cleared their truancies, so that they are under 6 period truancies.
2) By the week before the event the student has cleared their tardies and are under 12 tardies.
3) Tardies and truancies DO NOT reset at the beginning of the second semester. They are with you all year.

**How does a student know if they are on the ban list?** Student Services will periodically, about once a month, send out notification to students that they are on the ban list. However, students should keep track of their own tardies and truancies on Student Portal. Truancies are labeled as 'T' on the attendance page. Tardies are labeled as both 'L' and 'M' on the attendance page.

**How does a student make up truancies and tardies?** Students are able to make up their truancies and tardies by:

1) Attending Saturday school for:
    a) Normal Saturday School (10 tardies or 6 truancies cleared)
    b) Saturday School Enrichment - Teacher held to help students with the classes. Determined if and when by classroom teachers. (10 tardies or 6 truancies)
    c) AAIP - Tuesday/Thursday after school detention - (2 tardies-0 truancies)
    d) After School Campus beautification - On case by case basis, 2 tardies cleared per 45 minutes worked. Only available with prior approval from student services.
    e) APEX classes, and athletics, held on Saturday do NOT clear tardies. They will continue to clear truancies.

## HOMEWORK REQUEST

Parents may request homework for pick up from their child's teachers as long as the request is put in **24 hours ahead of time.** The homework is requested at the Student Services Office and may be picked up after the 24 hour notice. No same-day requests will be granted.

## UNASSIGNED/OPEN PERIOD(S) DURING SCHOOL DAY

***Students who have unassigned/open periods at the beginning or end of the school day must leave the school campus. These students must be in possession of student ID and open period/off campus pass at all times.*** *Loitering is prohibited on school grounds*.

## FLOWERS, BALLOONS, FOOD ITEMS, AND OTHER DELIVERIES

Students ***ARE NOT*** permitted to bring balloons, flowers, food items, beverages and baked goods (cakes, cupcakes etc.) to school at any time. **Flowers, food items, beverages and baked goods *WILL NOT* be delivered to students during school hours. *Money can be delivered to the attendance office only.**

**PLEASE DO NOT DELIVER ANY ITEMS THROUGH THE GATES. SUCH ITEMS WILL BE CONFISCATED.**

# ACTIVITIES AND DANCE POLICIES

Students interested in participating in school sponsored events or extracurricular activities (Winter Formal, Prom, etc.) must complete a clearance form through the Student Services Office and the Business/Activities Office. All requirements from each office must be met before clearance is given and students are allowed to purchase tickets.

All students are encouraged to participate in school planned activities. School planned activities include but are not limited to: school dances, Winter Formal, Prom, athletic events, field trips and Graduation Commencement. **Because school planned activities are considered a privilege, student must be in good standing at ERHS. Good standing for this purpose can mean that the student: has good and regular attendance, does not have excessive tardies, and has satisfactory classroom and campus behavior.** Students who are truant as defined by Education Code 48620 and students who are suspended the day of the event will be denied admittance.

### Activity Permits

Activity permits must be obtained 72 hours in advance of the activity from the activity supervisor, coach, club advisor, or teacher. Permits signed by parents and teachers must be returned to the activity supervisor. Teachers have the right to refuse permission for students to leave their class for activities.

### Lost and Found

Lost items are turned into the Activities Office. Students may check in the Activities Office to claim lost items. Lost and found items not claimed will be given to a local charity.

**Textbooks**

Students will be issued textbooks in core courses. It is the student's responsibility to care for the books properly and return them to teachers at the conclusion of the course. Fines will be levied for damaged or non-returned books. In addition, students are often issued school property for other classes/activities, such as athletic or band uniforms. Failure to return school property will also result in a fine placed on student records. **Students will not receive their diplomas or transfer their transcripts until all fines are cleared.**

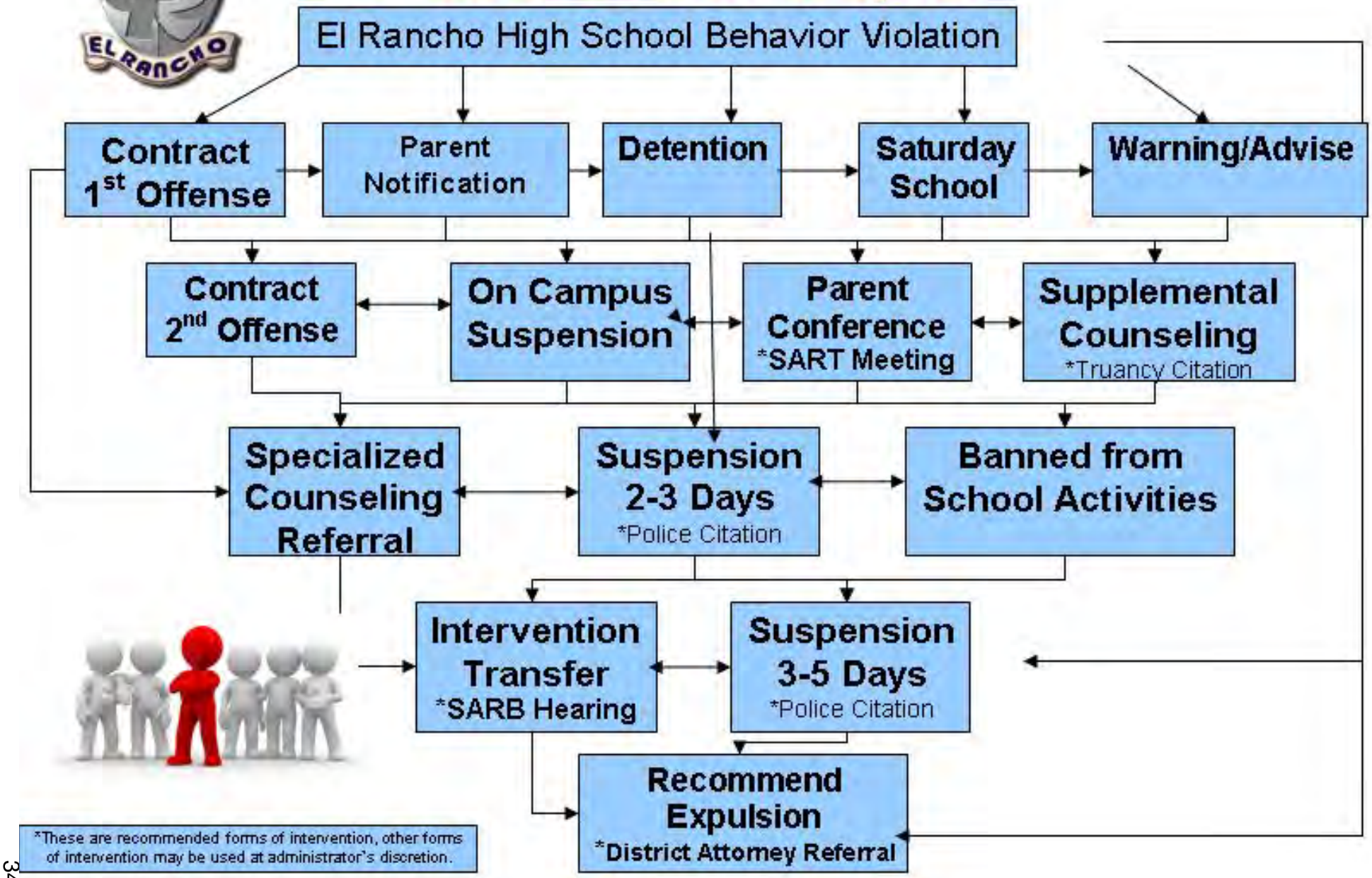
**HEALTH SERVICES**

Students are responsible for reporting all injuries that occur on school grounds. First aid treatment is given only for injuries occurring at school. When further medical attention is required, the school will contact parents so that they may take student to a family physician. If the injury requires immediate medical attention, paramedics will be called. It is imperative that the school has current phone numbers, both home and work, so emergency contact can be made. Please **DO NOT** block the El Rancho High School phone number as it may delay the office getting in contact with you. Students who become ill at school should report to the Health Office where parents will be contacted for permission to have the student leave school or to be picked up. Students who leave ill without going through the Health Office will be counted as truant and therefore unexcused.

**** STUDENTS ARE NOT TO CALL OR TEXT MESSAGE PARENTS FROM PERSONAL PHONES FOR PICK UP.***

# El Rancho High School

## Behavior Intervention System




*These are recommended forms of intervention, other forms of intervention may be used at administrator's discretion.

# SCHOOL BEHAVIOR, DISCIPLINE, POSSESSION POLICY

The purpose of the following school discipline policy is to state the standards of conduct that students and faculty deem necessary for an effective learning environment. To encourage this atmosphere and to encourage student achievement, emphasis is placed on **respect** for self and others, as well as responsibility for care of property. Disciplinary steps will be taken as appropriate.

- Every student must correctly identify himself/herself when asked to do so by any school employee and **must be in possession of a school I.D. card at all times.**
- Students are not permitted to possess, sell, and/or furnish any weapon, real or fake, or any dangerous object on campus or at any school event.
- Possession of and selling or intent to sell any controlled substance or "look alike" substance will not be permitted on campus or at any school function.
- Possession and/or use of any tobacco product, including lighters or matches, is not permitted on campus or at any school function at any time.
- Students are not permitted to have in their possession and/or ignite firecrackers, M-80s, other related explosives, or flammable materials on campus or at any school function. Stink bombs and "poppers" are prohibited.
- Students who tamper with fire alarms or fire extinguishers are subject to arrest, suspension, or possible expulsion.
- Even though an offense may not be listed in this handbook, students are expected to use common sense and good judgment. Logical consequences are determined by administration in all situations, published or not.

## Disruptive Behavior Procedures

**STEP 1:** The teacher holds an individual conference with the student and explains appropriate classroom behavior and consequences that might occur if inappropriate behavior continues. The teacher records conference date.

**STEP 2:** The teacher will contact the parent via Teleparent.

**STEP 3:** 3rd infraction - The teacher assigns before or after school detention in classroom, contacts parent via telephone and makes notation.

**STEP 4:** 4th infraction - The teacher sends student to the Dean on a Behavioral Referral. The referral must include all prior action, especially verification of parent contact. Dean will assign appropriate consequence and interventions, which may include, but are not limited to, the following:

- Detention/AAIP/Saturday School
- Parent-Teacher conference
- Placement on a daily behavioral contract and/or daily sign-in
- The parent may be required to make a classroom visitation
- Community Service Hours
- Loss of school related privileges
- Removal from extracurricular activities
- Removal from elected and appointed leadership positions
- Suspension from school and/or recommended for expulsion

# RULES AND CONSEQUENCES—IMPORTANT ONES TO KNOW

## ***THINK*** BEFORE YOU ACT

In order to guarantee all students at ERHS the excellent learning climate that each student deserves, students are expected to treat each other and all staff members with **RESPECT!**

**Truancy - (Please refer to attendance information)**

- Pupils ages 6-18 are required to attend school full-time, with regular and punctual attendance. Students are expected to be in every class, every period unless written permission is obtained.
- Students who are out of class without permission, whether on or off campus, will be in jeopardy of receiving a Truancy Citation that results in a court appearance and possible fine.
- Detention/AAIP/Saturday School will be assigned. No excuses are accepted for failure to attend detention on the assigned dates.
- Excessive truancies will result in the student and his/her parent or guardian meeting with the Dean. If necessary, student will be referred to the district's Student Attendance Review Board (SARB), conducted in conjunction with the District Attorney's Office (DA) and Office of Probation (PO).

**Physical/Verbal Altercations** (ed code 48900 A.1, A.2)

- Fighting, attempting to cause harm, or verbal threats will not be permitted on or around campus. All students are expected to do **EVERYTHING** they can to avoid a confrontation.
- Any type of confrontation will result in an immediate **SUSPENSION**.
- A parent conference required before student returns from suspension.
- Students will sign Behavioral Contract, Confrontation Contract, and Conflict Resolution Form.
- All students involved in confrontations may result in a citation from School Police Officer.
- Any additional confrontations will result in immediate **SUSPENSION**, plus possible expulsion.

**Drugs** (ed code 48900 C, D)

- Students may not be in possession of or under the influence of a controlled substance, an alcoholic beverage, or an intoxicant of any kind on campus or at any school function at any time. Violation of this policy will result in an immediate **SUSPENSION** with possible expulsion.
- The selling of or possession with intent to sell of any controlled substance or controlled substance "look alike" will not be permitted on campus or at any school function at any time. The student will be immediately **SUSPENDED** and recommended for expulsion.

- Students found to be in possession of unlawfully offered, arranged, or sold drug paraphernalia (Zig Zags, vaporizers, pipes, etc) may be suspended with possible expulsion.

**Weapons** (ed code 48900 B)

- Possession of any type of weapon is not allowed in/near school grounds or at any school function, on or off campus. This will result in a recommendation for **EXPULSION**.
- A student involved in a confrontation with a weapon will be recommended for **EXPULSION**.

**Bullying** (ed code 48900 A1, I, K, N, O, Q, R, .2, .4)

- Engaging in an act of bullying or cyberbullying, such as intimidation, harassment, or threats towards staff or students, will not be tolerated on campus or school events.
- All acts of bullying are taken seriously. Claiming that comments, gestures, or looks made in jest will not pardon the student from the consequences for such actions.
- Students will be **SUSPENDED** from school.
- Students will be referred to appropriate professional counseling.
- Students will be expected to sign a Conflict Resolution Form.
- Students may be recommended for **EXPULSION**.

**Vandalism** (ed code 48900 F)

Students are not permitted to practice or display any form of graffiti (this includes notebooks, backpacks, artists books, etc.). Students are not permitted to deface, damage, destroy, or steal school property or personal property. Students shall not possess any form of graffiti tools (this will include, but not be limited to: spray paint, unauthorized markers, scribes, and slap tags). These items will be confiscated and will not be returned.

Violation of any of the above stated disciplinary rules could lead to one or several of the following consequences:

- Assignment to Saturday School
- Behavior contract
- Suspension and/or recommendation for expulsion
- Restitution for damaged or defaced property

****Some offences may result in a citation or arrest by a School Police Officer or a Los Angeles County Sheriff Deputy.**

**Dog Searches**

Administrators may use dogs trained to detect contraband to conduct random searches for contraband in student gym lockers, other common areas, and vehicles parked on school grounds. A qualified trainer and a school administrator will accompany the dog(s). If a dog indicates that contraband is present on school property, administrators can conduct a further search **including personal property** (such as backpacks, purses, cellular phones, etc).

*****SCHOOL PERSONNEL ARE AUTHORIZED TO CONDUCT SEARCHES, INCLUDING PERSONAL PROPERTY (cars, backpacks, cellular phones, etc) WHEN THERE IS REASONABLE SUSPICION THAT THE SEARCH WILL UNCOVER EVIDENCE THAT THE STUDENT IS VIOLATING THE LAW OR RULES OF THE DISTRICT OR THE SCHOOL (ED CODE 49050)***
****ALL GYM LOCKERS ARE PROPERTY OF EL RANCHO HIGH SCHOOL AND ARE SUBJECT TO SEARCH BY SCHOOL PERSONNEL. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY.***

## EL RANCHO HIGH SCHOOL

*is committed to providing a **SAFE, SECURE***

# DRUG AND ALCOHOL-FREE SCHOOL

## CONSEQUENCES FOR DRUG/ALCOHOL RELATED OFFENSES

- **POSSESSION, UNDER the INFLUENCE, or USE of DRUGS, ALCOHOL, or DRUG PARAPHERNALIA (Zigs-Zags, Pipes, etc)**

1st OFFENSE - Immediate **SUSPENSION** from school, Citation, Behavioral Contract, Drug Counseling.

2nd OFFENSE - Immediate **SUSPENSION** from school, Citation, Behavioral Contract, Drug Counseling, and possible recommendation for expulsion.

- **SALE of DRUGS**

1st OFFENSE - Immediate **SUSPENSION** from school, Citation and/or Arrested, recommendation for **EXPULSION**.

## Drugs and Alcohol don't belong on your campus or in your life!!

***If you are involved with drugs or alcohol and need help, see your Guidance Counselor!! We can help you!***

**USE OF BREATHALYZERS:**

In the event a student exhibits any signs of alcohol consumption, the breathalyzer exam procedure may be used. It is not the intent of the District to randomly test students. It is the intent to have the breathalyzer procedure serve as a deterrent to students attending school or school functions after consuming alcohol. Breathalyzer exams will be conducted by school administrators or designees. The procedure will be administered in a secure area away from student traffic whenever possible and the results will be forwarded to the Principal for appropriate action. Parents will be notified when their student tests positive for the presence of alcohol.

Refusal to submit to the breathalyzer procedure will be considered to be a positive test for presence of alcohol. The student will be disciplined in accordance with district policy.

## VERBAL OR PHYSICAL CONFRONTATION POLICY

Fighting, attempting to cause harm, or verbal threats will not be permitted on campus or any school function at any time. If a student continues to fight after attempts have been made to stop him/her, and places a staff member in a potentially harmful situation, or causes an injury requiring medical attention, the student may be suspended pending an expulsion hearing.

**First Confrontation**

A. Suspension for remainder of the day and up to two additional days.
B. Parent conference required. The Confrontation Policy is explained to the student and the parent. The Confrontation Contract and Behavioral Contract are signed.
C. Suspension letter mailed home.

**Second Confrontation**

A. Suspension for remainder of the day and up to three additional days.
B. Parent conference required. The Confrontation Policy is explained to the student and the parent emphasizing that the next confrontation will result in their child being recommended for expulsion. The Confrontation Contract and Behavioral Contract are signed.
C. Suspension letter mailed home.

**Third Confrontation**

A. Suspension for remainder of the day and five additional days pending expulsion hearing.
B. Parent conference required notifying parent their child will be recommended for expulsion.
C. Suspension letter mailed home.

All students who are involved in confrontations will fall under this policy. The provisions of this Policy also apply to students who provoke confrontations. Fighting, under certain circumstances, will be considered much more serious than the above policy indicates. Example:

Confrontation in class
Two or more against one
Gang or group related confrontations
Confrontations resulting in serious injuries
Use of a weapon in a confrontation

Assault and/or battery will not be permitted on campus or at any school function at any time. Hazing, “trash canning,” “initiation,” harassment, or extortion of other students is strictly prohibited by state law.

# SCHOOL DRESS CODE

El Rancho High School recognizes that the basic responsibility for the grooming and dress of the students rests with the parents. It is desirable that students have a meaningful degree of personal freedom, while accepting reasonable limits and regulations. However, El Rancho High School adheres to the constitutional mandate that students be provided with a quality education in a safe, secure, peaceful, and wholesome learning environment. Therefore, school personnel cannot avoid making judgments regarding the appropriateness of dress and grooming in the school setting, especially when health and safety factors are involved. The following dress code was established with administration, staff, student, and parent input while adhering to state law, regulations, and mandates.

**GUIDELINES FOR SCHOOL ATTIRE:**

1. Articles of clothing related to a group or gang who provoke others to act violently or to be intimidated by fear of violence shall **not** be worn on campus or at any school activity. This includes, but is not limited to:
   - ALL "Non-El Rancho" caps, hats, beanies, etc. Only headgear displaying the ER logo is allowed.
   - Sweatshirt hoods may not be worn over the head.
   - Excessive wide, baggy and long pants/shorts. All pants/shorts must be worn correctly (e.g. on waist)
   - Any gang related attire is not permitted - to be determined by the school administration.
   - Any tagging related attire is not permitted (e.g. spray can or sharpie print shirts)

2. Clothing, jewelry and articles must be considered safe and free of sexually related, obscene or dangerous symbols. These items shall include but not limited to:
   - Spiked accessories or clothing
   - Back packs with gang tagged related graffiti
   - Chains of any size, including wallet chains
   - Belt buckle with dye-cut initial

3. Shoes must be worn at all times
   - No steel-toed shoes

4. No student is permitted to attend school if his/her appearance is disruptive to the educational process. Specifically considered inappropriate school attire is:
   - Shorts or skirts which are shorter than mid thigh. Shorts or pants with holes above mid thigh
   - Crop tops or bare midriff tops. Strapless or one strap halter tops
   - Shear or revealing clothing.
   - Visible undergarments

Tops must be long enough to cover the tops of pants, or skirts completely around the waist. Shorts, skirts and dresses must maintain a decent length when standing, walking or sitting.

5. Printing on clothing, jewelry or articles such as backpacks should not depict or promote drugs, alcohol, tobacco, or any controlled substance. Clothing that expresses racial, ethnic or religious prejudice is not allowed.

**CONSEQUENCES:**

- **1st Offense**: Chains, hats, or other offending articles shall be confiscated. Student must change into school issued attire, and parents may be notified. * School Issued Attire not returned will result in a fine.

- **2nd Offense:** Student will be assigned AAIP. Parents will be notified.

- **3rd Offense:** Student may be assigned a Saturday School. Parent conference will be required.

- **4Th Offense:** Student may be banned from school activities and/or suspended

***Confiscated items will not be returned until the end of the school year. Items that are not picked up by the end of summer school will be donated to a local charity.**

**ELECTRONIC DEVICES:**

Pursuant to education code 48901.5, possession and use of cellular phones and other personal electronic devices including but not limited to: cell phones, iPods, MP3 players, cameras, video cameras, and recording devices, shall fall under the following guidelines during school hours.

**DURING SCHOOL HOURS, THE USE OF ANY ELECTRONIC DEVICES OUTSIDE OF THE CLASSROOM IS PERMITTED ONLY DURING PASSING PERIODS, NUTRITION, AND LUNCH. EXCLUDING THE USE OF EXTERNAL ELECTRONICS: ANY TYPE OF SPEAKERS, BOOM BOX AND AMPLIFIERS.**

**The use of electronic devices inside the classroom will be at the teachers' discretion.**

**Use of such devices should enhance the learning experience. If the use of any devices on school grounds disrupt school activities or violate California Education Code 48900, such devices may be confiscated and students may be subject to discipline action commensurate with the related violation.**

- **At anytime, a Teacher, Librarian, Security Staff, Office Staff or an Administrator will have the authority to ask for specific electronic devices to be modified, turned off, or stowed. The continued use of these devices or their ringing/vibrating will be considered a disruption of school activities and subject to disciplinary action, which may include: confiscation, detention, Saturday School, loss of extracurricular privileges, suspension, expulsion, or transfer to an alternative program in accordance with Board policy and administrative regulation.**

- **The school does not assume liability if such devices are damaged, lost, or stolen.**

**Consequences:**

- **1st Offense: Confiscated devices will be returned to a parent or guardian accompanied by the student. Phone calls will not be made. Item(s) will only be returned on Thursdays between 3:30 p.m. and 4:30 p.m.**

- **2nd Offense: Saturday School will be assigned and student will sign a possession violation contract.** The confiscated item(s) may be picked up the following Monday after Saturday School has been served.

- **3rd Offense:** Saturday School will be assigned and may result in loss of extracurricular privileges and/or suspension.

**SKATEBOARDS**

The riding of skateboards, scooters, in-line skates, roller-skates, or other similar contrivances, as defined in the Pico Rivera Municipal Code Section 10.74.010 - shall be prohibited upon any private or public property when such property has been posted pursuant to this section.

**SKATEBOARDS, SCOOTERS, AND ROLLERBLADES ARE TO BE LOCKED IN THE PROVIDED BIKE AND SKATE RACKS ON CAMPUS AND MAY BE CONFISCATED IF VISIBLE.**

**Consequences:**

- **1st Offense: Confiscated item(s) will be returned to a parent or guardian accompanied by the student. Phone calls will not be made. Item(s) will only be returned on Thursdays between 3:30 p.m. and 4:30 p.m.**

- **2nd Offense: Saturday School will be assigned and student will sign a possession violation contract.** The confiscated item(s) may be picked up the following Monday after Saturday School has been served.

- **3rd Offense:** Saturday School will be assigned and may result in loss of extracurricular privileges and/or suspension.

**PUBLIC DISPLAY OF AFFECTION, LEWD CONDUCT, AND UNWELCOMED SEXUAL ADVANCES**

- Inappropriate physical contact, sexual activity, or public display of affection will not be tolerated on campus or at any school activity.

**CONSEQUENCES:**

**1st Offense:** Students involved will be given a verbal warning.

**2nd Offense:** The parents of the students involved will be notified.

**3rd Offense:** The students involved may be cited or suspended and a parent conference will be required.

- Committing an obscene act or engaging in profanity or vulgarity toward other students or school personnel will not be tolerated on campus.
- Possession of pornography is prohibited.
- It is the policy of the El Rancho High School to provide an educational environment free of unwelcome sexual advances. The state and federal statutes otherwise prohibit requests for sexual favors, and other verbal, visual, or physical conduct or

communications constituting sexual harassment as defined, are otherwise prohibited by the state and federal statutes.

- Administrators will reserve the right to assign other consequences including detentions, Saturday School, suspensions, expulsions, and involvement of law enforcement agencies.

**CURFEW**

The Pico Rivera Municipal Code 9.24.010 states loitering by persons under eighteen after ten p.m. is unlawful.

A. It is unlawful for any minor under the age of eighteen years to loiter, idle, wander, stroll, or play in or upon the public streets, highways, roads, alleys, parks, playgrounds or other public grounds, public places, public buildings, places of amusement and eating places, vacant lots, or any unsupervised place between the hours of ten p.m. and daylight immediately following; provided, however, that the provisions for this section do not apply when the minor is accompanied by his or her parent, guardian or other adult person having the care and custody of the minor, or when the minor is upon an emergency errand directed by his or her parent or guardian or other adult person having the care and custody of the minor, or when the minor is returning directly home from a meeting , entertainment, recreational activity, or dance.
B. Each violation of the provisions of this section shall constitute as separate offences. (Ord. 749 § 1, 1988: prior code § 4242)

# El Rancho Unified School District
# Acceptable Use Policy for Student

**Access Information:**

- Internet access is given to users who agree to act in a considerate and responsible manner.
- General school rules and district policies for behavior and communications apply.
- Access is a privilege – not a right.
- Appropriate school and/or district personnel may access Internet user's files.

**Responsible users may not:**

- Use an other's password or transmit home addresses and/or phone numbers.
- Use the network for commercial, political, and/or personal uses.
- Transmit or access the system to encourage the use of drugs, alcohol, or tobacco.
- Transmit or access material that is threatening, obscene, disruptive, sexually explicit, or that could be construed a harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
- Use the Internet in any unethical or illegal manner.
- Violate any copyright laws.
- Damage the computer, computer systems, or computer networks.
- Trespass in an other's folders, work, or files.
- Bring electronic devices from home and attach it to the network.

Violations of the above rules may result in loss of Internet access as well as other disciplinary actions. If the user is unsure of how to do something on the computer, ASK a teacher or the system administrator at the school.

## STUDENT

I understand and will abide by the Acceptable Use Policy. I further understand that any violation of the regulations is unethical, and may constitute a criminal offense. Should I commit any violation, my access privileges will be suspended, depending on the severity of the infraction, my access privileges may be revoked. School disciplinary action may be taken and/or appropriate legal action may be pursed.

## PARENT OR GUARDIAN

(If you are under the age of 18, your parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. El Rancho Unified School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for El Rancho Unified School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

# Anti-Hazing Policy
## El Rancho High School

El Rancho High School (ERHS) recognizes that membership in extracurricular and co-curricular student organizations can significantly enhance the learning and growth experiences of students. In accordance with state and federal laws, ERHS adamantly prohibits any form of hazing by any student extracurricular or co-curricular organizations. All new member orientation, initiation activities, and other group activities are expected to refrain from hazing in any form. Further, these activities should support the attainment of all purposes stated in the goals and objectives of ERHS.

No student activity, student team, individual student, volunteer, or employee shall conduct nor condone hazing activities. Hazing activities are defined as:

***"…any action taken or situation created, intentionally, whether on or off ERHS property, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol or other drugs; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any such activities carried on outside or inside of the confines of ERHS; wearing of public apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities that are not consistent with academic achievement and/or the regulations and policies of the ERHS, or applicable state and/or federal law(s)."***

Any individual or organization suspected of authorizing or tolerating the occurrence of a hazing incident will be subject to an investigation by either the El Rancho High School or law enforcement officials. The investigation may be followed by formal charges or a formal disciplinary hearing in accordance with the student or employee conduct due process procedures outlined in the El Rancho Unified School District policies and procedures and/or contracts. The express or implied consent of participants or victims will not be a defense.
All student organizations that are a part of ERHS must agree to the rules and policies of the ERHS. The acceptance of this agreement will allow the organization to exist and represent their school and district.

I have been informed of and will comply with the ERUSD Anti-Hazing Policy.

# EL RANCHO UNIFIED SCHOOL DISTRICT

8910 E. Slauson Avenue, Pico Rivera, California 90660

Tel: (562) 942-1500 • Fax: (562) 949-4647



BOARD OF EDUCATION
Delia Alvidrez
Rachel Canchola
Jose Lara
Alfred Renteria, Jr.
Aurora Villon, Ed.D.

SUPERINTENDENT
Martin Galindo


## VOLUNTARY STUDENT AND ATHLETIC ACCIDENT INSURANCE

*2014-2015 School Year*

Dear Parent or Guardian:

**This is to inform you that the El Rancho Unified School District does not provide student and athletic accident insurance coverage for students. However, it does make available several insurance coverage plans through Student Insurance an independent insurance company.** The El Rancho Unified School District recommends you consider purchasing some type of Student and Athletic Accident Insurance to protect your child in the event of an injury. The District takes appropriate steps to protect your child from injury; however, accidents can and do occur, even in safe environments.

In accordance with Education Code Section 49472, the District has made available for purchase, voluntary student and athletic accident insurance through the Student Insurance Company. The insurance provides broad coverage for **24-Hour, School-Time, Tackle Football, and Extended Dental.** If you prefer, you may contact an insurance company of your choice to review other available student accident insurance options.

**IMPORTANT:** All students participating in interscholastic sports (this includes cheerleaders, mascots, bands, drill teams, etc.) are required by the Education Code to have adequate accident/medical insurance. Tackle football coverage must be purchased separately from 24-Hour and School-Time coverage. District procedures require all interscholastic participants to certify accident/medical insurance coverage prior to participation. Even if you have medical insurance you may want to purchase the student and athletic accident insurance offered through the Student Insurance Company, to cover your private insurance deductible.

For 2014-2015: The application process will now be done online, and will allow parents to safely and securely transmit applications through one of the following methods.

- Direct online submission: through our secure web portal, www.studentinsuranceusa.com, you can complete your Student Accident Insurance application directly on our website. The applications for insurance will be effective immediately and a policy number and insurance card will be available right away. Detailed instructions are automatically provided to clients that want this option. This system is equipped to accept credit, debit, and e-checks for parent's convenience.
- Web "download": through our secure web portal, www.studentinsuranceusa.com, you can fill out and print your Student Accident Insurance application directly from our website. Parents who would like to send certified funds will continue to have the option to do so, we would need to receive the hard copy application and cashier's check or money order in our offices for the policy to be effective. Please consult Student Insurance, if you have any questions. The applications for insurance will be effective once received in our office and a policy number will be available once the application has been processed.

For more information or for help with enrolling your student in the insurance program, you can also contact Student Insurance at 1 (800) 367-5830.

Sincerely,

Ruben P. Frutos
Assistant Superintendent Business Services


ADMINISTRATION

**Roxane Fuentes**
*Assistant Superintendent*
*Educational Services*

**Mark Matthews**
*Director*
*Human Resources*

**Ruben Frutos**
*Assistant Superintendent*
*Business Services*

**Katherine Aguirre**
*Director*
*Special Education*