



Student Handbook 2022-2023

**6501 S. Passons Boulevard
Pico Rivera, California 90660
www.erusd.k12.ca.us/elrancho/
(562) 801-7500**

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Alma Mater

Hail to thee dear Alma Mater
Hail to thee El Rancho High
All your sons and daughters want to
Sing your laurels to the sky.

Wave your banners on to glory
May your colors proudly sway
Let us always tell the story
Honor to the Blue and Gray

The Mission of El Rancho High School

The community of El Rancho High School is committed to developing students with the skills needed to be critical thinkers, to be respectful and responsible, and ready for success after high school. This will be achieved through creating a positive and engaging environment that fosters high expectations for student achievement, that supports staff, and that engages family and community.

School Vision and Expected School-Wide Learner Outcomes

- D**emonstrate Academic Excellence
- O**ptimize Academic & Career Opportunities
- N**avigate Individualized Pathways to Success
- S**trengthen Problem Solving and Critical Thinking Skills

School Directory

School Administration

Principal	Kendall Goyenaga	kgoyenaga@erusd.org	801-7500
Asst. Principal, Curriculum & Instruction	Shirley Lugo	slugo@erusd.org	801-7500
Asst. Principal, Business & Activities	April Leal	Aléal@erusd.org	801-7520
Asst. Principal, Student Services	Marla Diaz	mdiaz@erusd.org	801-7530
Dean	Kathryn Adame	kadame@erusd.org	801-7530
Dean	Evette Diaz	ediaz@erusd.org	801-7530
Athletic Director	Gerry Goyenaga	gerrygoyenaga@erusd.org	801-7520
Activities Director	Jesus Magdaleno	jmagdaleno@erusd.org	801-7520

Counseling Department

Counselor (A-Co)	Natalie Macias	nmmacias@erusd.org	801-7530
Counselor (Cr-G)	Molly Baril	mbaril@erusd.org	801-7530
Counselor (H-Mon)	Nancy Nasouf	nnasouf@erusd.org	801-7530
Counselor (Moo-Rod)	Ramon Pena	rpena@erusd.org	801-7530
Counselor (Roj-Z)	Patricia Celiz	pceliz@erusd.org	801-7530
College & Career Counselor	Delia Arriola	darriola@erusd.org	801-7540

Department Offices

Business & Activities Office	lgonzales@erusd.org	801-7520
Attendance Office	mcervantes@erusd.org	801-7510
College & Career Center	darriola@erusd.org	801-7540
Curriculum Office	ycastellanos@erusd.org	801-7504
Student Services Office	eloisatrujillo@erusd.org	801-7530
Health Office	lhubball@erusd.org	801-7550
Library	kmetaxas@erusd.org	801-7500

Registration Procedures

All current ERUSD students must complete **Data Confirmation** through the Aeries Parent Portal before they can receive their schedule for the 2022-23 school year. For information on how to complete Data Confirmation : <https://www.erusd.org/apps/pages/DataConfirmation>

Thursday, August 4, 2022	Junior and Senior Schedules available on Aeries
Friday, August 5, 2022	Freshman and Sophomore Schedules available on Aeries
Tuesday, August 9, 2022	Freshmen First Day (welcome rally, tours, activities)
Wednesday, August 10, 2022	First Day of School

CLASS SCHEDULES WILL NOT BE ISSUED UNTIL THE **DATA CONFIRMATION** PROCESS IS COMPLETED BY PARENTS THROUGH **AERIES PARENT PORTAL**

ALL INFORMATION MUST BE COMPLETED THROUGH THE PARENT PORTAL.

It is important that ERHS has accurate information on file in case of emergency.

CLASS SCHEDULE CHANGES

If a student needs a class schedule change **for the first semester only**, the student must see his/her counselor any day before school begins on **August 10, 2022**. Appointments may be made in the Student Services Office. Schedule changes occurring after two weeks will require an appeal form which can be obtained from your assigned counselor or Student Services office.

TEXTBOOK ISSUANCE

The distribution of textbooks will begin the first week of school. Students are responsible for their textbooks. A fine will be placed on the student's account and the student must pay for the book/s at the current replacement cost. Books must be returned to the Textbook Room and all fines must be cleared with the Activities Office before attending/participating in any school activities.

FINES

ERHS property is often issued to students in the form of chromebooks, 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 placed on the student's record. Fines will be issued for items that are unreasonably damaged.

Textbook and tech fines must be paid through the El Rancho Unified School District website at: <https://www.erusd.org/apps/pages/payments> .

Students with unpaid fines may jeopardize their participation in any school related activity including, but not limited to, the following: athletics, cheer, ASB Executive Commission and Leadership, band, drama, school dances, home athletic events, graduation activities, etc. In addition, fines must be paid before the issuance of diplomas or transcripts.

ASB CARDS

2022-2023 ASB cards may be purchased for \$50 in the Activities Office from the Cashier. This card is available to all students for special discounts and privileges for school activities. Students who participate in extracurricular activities are encouraged to purchase an ASB Card prior to beginning an activity.

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 Business & Activities Office. This insurance is also available to students who are not participating in sports.

EMERGENCY CONTACT INFORMATION

In the event of an emergency, every attempt will be made to contact the parents. Each student must have 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 up to date.

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.

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:

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

INTERNET ACCEPTABLE USE POLICY

El Rancho High School students have Internet access. Students who wish to utilize district Wi-Fi & technology must agree to and sign the [El Rancho Unified School District Acceptable Use Policy](#) for students.

STUDENT ID CARDS

All students will be issued an El Rancho Student ID Card. **This card must be in worn at all times while on school grounds including after-school and off-campus activities and events.** All students 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 IDs are available in the Student Services Office at a cost of \$5.

SHORTENED SCHOOL DAY PERMIT

Any student who has an open 1st or 6th period must complete the Reduced Day Schedule Request form (located in the Student Services Office). Students must have a valid ID and a Shortened School Day Permit to leave campus.

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. Purpose for entering school grounds
3. Name, address
4. Age, if less than 21
5. Other information consistent with provisions of law

Verbal and written requests must be submitted to the Student Services Department a minimum of **24 hours** in advance of the intended visit time. ERHS prefers that requests be submitted via email and presented upon check in. 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.

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 that he/she will be guilty of a misdemeanor if they choose to re-enter 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.

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 PASSES

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 the teacher and leave at a specified time.

Each 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.

- A parent/guardian may **pick up the student in person** in the Attendance office. Please allow 15 minutes for students to arrive at the attendance office.
- If the student has Physical Education or is at lunch at the time of the parent's request, **it may take additional time 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 may need to wait until the next class period begins to have the student called out.

Parents may email the attendance office at (562) 801-5293 to request an off campus permit for the student. **Please allow adequate time for the attendance office to process your request and give the student time to arrive at the office.**

*** PLEASE NOTE: If a student should leave campus without permission, (without off-campus pass), 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.**



ERHS 2022-23 Bell Schedules

<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> 2022-23 ERHS WEEKLY BELL SCHEDULE </div>  </div>				
Monday	Tuesday	Wednesday	Thursday	Friday
Students arrive by 8:20 AM	Period 0 7:25 - 8:25 AM All other students arrive by 8:20 AM			Period 0 7:25-8:25 AM All other students arrive by 8:20 AM
7:40 - 8:25 AM Teacher collaboration	Period 2 8:30-9:57 AM	Period 1 8:30-9:57 AM	Period 1 8:30-9:57 AM	7:40 - 8:25 AM Teacher collaboration
8:30 - 9:24 AM Period 1	Nutrition 9:57-10:07 AM			8:30 - 9:24 AM Period 1
9:24-9:34 AM Nutrition				9:24-9:34 AM Nutrition
9:40-10:34 AM Period 2	Period 3 10:13-11:40 AM	Period 3 10:13-11:40 AM	Period 2 10:13-11:40 AM	9:40-10:34 AM Period 2
10:40-11:34 AM Period 3	Period 4 11:46-1:17 PM	Period 4 11:46-1:17 PM	Period 5 11:46-1:17 PM	10:40-11:34 AM Period 3
11:40-12:40 PM Period 4	Lunch 1:17-1:57 PM			11:40-12:40 PM Period 4
12:40-1:20 PM Lunch				12:40-1:20 PM Lunch
1:26-2:20 PM Period 5	Period 5 2:03-3:30 PM	Period 6 2:03-3:30 PM	Period 6 2:03-3:30 PM	1:26-2:20 PM Period 5
2:26-3:20 PM Period 6				2:26-3:20 PM Period 6

*Tentative 2022-23 ERHS Bell Schedules pending ERUSD Board approval

Please see the Don Page for updates or changes on daily bell schedules.

<http://www.erusd.k12.ca.us/elrancho>

ERHS 2022-23 Bell Schedules

Non-Collaboration Day Bell Schedule (1a)	
Period 0	7:25-8:25 AM
Period 1	8:30-9:24 AM
Nutrition	9:24-9:34 AM
Period 2	9:40-10:34 AM
Period 3	10:40-11:34 AM
Period 4	11:40-12:40 PM
Lunch	12:40-1:20 PM
Period 5	1:26-2:20 PM
Period 6	2:26-3:20 PM
August 10 & 11, 2022 December 13 & 14, 2022	

Minimum Day Bell Schedule	
Period 0	7:25-8:25 AM
Period 1	8:30-9:05 AM
Period 2	9:11-9:46 AM
Period 3	9:52-10:27 AM
Period 4	10:33-11:08 AM
Period 5	11:14-11:49 AM
Period 6	11:55-12:30 AM
September 2, 2022 October 14, 2022 March 24, 2023	

Final Exams Bell Schedule	
Day 1 Sem. 1 - December 15, 2022 Sem. 2 June 5, 2023	Day 2 Sem. 1 - December 16, 2022 Sem. 2 June 6, 2023
Period 0-7:25-8:25 AM	Period 0-7:25-8:25 AM
Period 1-8:30-9:46 AM	Period 2-8:30-9:46 AM
Period 3-9:52-11:08 AM	Period 4-9:52-11:08 AM
Period 5-11:14-12:30 PM	Period 6-11:14-12:30 PM

Assembly Day Bell Schedule	
Period 0	7:25-8:25 AM
Nutrition	8:30-8:40 AM
Period 1	8:40-9:24 AM
Assembly	9:24-10:24 AM
Period 2	10:30-11:14 AM
Period 3	11:20-12:04 AM
Period 4	12:10-1:00 PM
Lunch	1:00-1:40 PM
Period 5	1:46-2:30 PM
Period 6	2:36-3:20 PM
Welcome Back Assembly - August 12, 2022 Farewell Assembly - June 2, 2023	

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. In **order to participate in commencement exercises, students must fulfill all requirements for graduation.** All students are required to pass Algebra I. Completion of Integrated Math I will meet the Algebra 1 requirement.

SUBJECT REQUIREMENTS

SUBJECT AREA	CREDIT REQUIRED
English	40.00
Math	30.00
P.E.	20.00
Physical Science/ Life Science	20.00
Ethnic Studies	5.00
World History	10.00
U.S. History	10.00
Government	5.00
Economics	5.00
Language other than English or VAPA	10.00
Electives	65.00
TOTAL	220.00

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

Academic Awards

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. To receive this award, students must be on track to fulfill the A-G criteria and have earned 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***. All credits/transcripts from Community Colleges, Universities, ROP, CTE courses etc. **must be received no later than the end of the first semester of 12th Grade to be calculated in the GPA for Honor Crest award.**

SEAL OF BILITERACY

To be eligible for certification, students must:

- Successful completion of all English Language requirements for graduation with a minimum overall GPA of 2.0
- Score of Standard Met or Above on the 2021-2022 CAASPP Test in English Language Arts.
- Successful completion of 4 years of coursework in a foreign language with a minimum overall GPA of 3.0 and **demonstrated oral proficiency**. OR Passing an Advanced Placement (AP) world language examination with a score of 3 or higher, or an International Baccalaureate (IB) Spanish examination with a score of 4 or more.
AND if an ELL (English Language Learner) Student Not Reclassified: Attain the overall **Early Advanced Level** on the English Language Proficiency Assessment for CA (ELPAC).

*Above listed guidelines are the 22-23; requirements are subject to change every year

ERUSD STATE SEAL OF CIVIC LITERACY

Below is a detailed list of the criteria and guidance toward a State Seal of Civic Engagement for El Rancho Unified School District students who demonstrate excellence in civics education and participation, and an understanding of the United States Constitution, the California Constitution, and the democratic system of government.

Criteria 1- Engagement: Students are engaged in academic work in a productive way

How to meet the criteria: Student is enrolled and passes one of the following courses (Enrollment in high school history-social sciences courses is required for graduation or certification [Unless otherwise noted based upon an IEP])

- World History, including AP & Directed World History
- United States History, AP & Directed World History and IB History of the Americas
- Economics & Directed Economics
- Government & Directed Government

Criteria 2- Competence: Students will demonstrate a competent understanding of U.S. and California constitutions; functions and governance of local governments; tribal government structures and organizations; the role of the citizen in a constitutional democracy; and democratic principles, concepts, and processes.

How to meet the criteria:

- ERHS-Successful completion of the Intro to Law class with a C or Better, or
- Completion of both modules (linked below) with a 70% or better, or
- A score of 3 on the AP Government or AP US History, or
- A score of 4 IB History of the Americas

Criteria 3- Project: Students will participate in one or more informed civic engagement project(s) that address real-world problems and require students to identify and inquire into civic needs or problems, consider varied responses, take action, and reflect on efforts.

How to meet the criteria:

- CAS project focused on civic engagement, or
- AP Government Civic Engagement Project, or

- Participation in civic organization projects, as facilitated by the district, or
- Leadership participation in high school voter registration drives

Criteria 4- Self-Reflection: Students will demonstrate civic knowledge, skills, and dispositions through self-reflection.

How to meet the criteria:

- Complete self-reflection through the Civic Engagement Project outlined in criteria 3
- Self-reflection can also be completed as a stand-alone activity to be completed through coursework.

Criteria 5- Character: Students will exhibit character traits that reflect civic-mindedness and a commitment to positively impact the classroom, school, community and/or Society.

How to meet the criteria:

- Submit a positive evaluation that is focused on the individual's civic-mindedness and completed by a school staff member or an approved outside individual.

CALIFORNIA SCHOLARSHIP FEDERATION

To be eligible for California Scholarship Federation Membership (C.S.F.) a student must receive a total of 10 points in a semester with 7 of the 10 points in academic subjects. Points are given as follows:

- "A" - 3 points
- "B"- 1 point

A student must apply, provide proof of grades and pay dues each semester to become a member of C.S.F.

GOLDEN STATE SEAL MERIT DIPLOMA

Students must complete all of the requirements listed below to earn the Golden State Seal Merit Diploma

- English: students must have earned one of the following: A grade of B+ or above in a single course, both semesters, completed during grade 9, 10 or 11. An achievement of "Standards Met" or above for the high school Smarter Balanced Summative Assessment for ELA.
- Mathematics: students must have earned one of the following: A grade of B+ or above in a single course, both semesters, completed during grade 9, 10 or 11. An achievement of "Standards Met" or above for the high school Smarter Balanced Summative Assessment for mathematics.
- Science: students must have earned one of the following: A grade of B+ or above in a single course, both semesters, completed during grade 9, 10 or 11. A qualifying score on an examination, produced by a private provider or the LEA that demonstrates mastery of the subject, as determined by the LEA.
- U.S. History: students must have earned one of the following: A grade of B or above upon completion of each semester of U.S. History. A qualifying score on an examination, produced by a private provider or the LEA, which demonstrates mastery of the subject, as determined by the LEA.
- Two other subject areas: students may choose from any of the following: Any additional qualifying grade or score listed above earned for the subjects of ELA, mathematics, or science not already used to meet eligibility.
- A grade of B or above each semester upon completion of high school courses in other subjects. A qualifying score that demonstrates mastery of the subject, as determined by the LEA, for an examination produced by a private provider or the LEA.

Students will receive a seal for their diploma and special notation on the transcript

A-G CORD

Students who have successfully completed all A-G requirements for CSU/UC with a C or better will earn an A-G Cord

UC/CSU Admission Requirements

A-G SUBJECT REQUIREMENTS

A student applying for admission as a freshman to the University of California or California State University 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. Underlined courses denote honors credit: A=5, B=4, C=3

A. History/Social Science: 2 years

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.

AP Human Geography	IB History of the Americas HL 1	U.S. History
AP U.S. Government	IB History of the Americas HL 2	World History
AP U.S. History A/B	U.S. Government	Ethnic Studies Foundations
AP World History		

B. English: 4 years

Four years of college preparatory English--composition and literature. No more than two semesters of ninth-grade English will be accepted for this requirement.

English 9	Diversity Through Literature & Film	ELD 4 (maximum 1 unit)
English 9 (H)	English 10	ELD 5 (maximum 1 unit)
AP English Language	English 10 (H)	IB English HL 1
AP English Literature	English 11	IB English HL 2
ERWC (Senior English)		

C. Mathematics: 3 years required; 4 recommended.

Three years of mathematics—Must include elementary algebra, geometry and intermediate algebra (Mathematics courses taken in grades 7 and 8 may be used if they are accepted by the high school as equivalent to its own courses.)

AP Calculus AB	Integrated Math 1 Bilingual	Integrated Math 3
AP Calculus BC	Integrated Math 2	Integrated Math 3 (H)
AP Computer Science A	Integrated Math 2 Bilingual	Pre-Calculus (H)
Integrated Math 1	Integrated Math 2 (H)	Pre-Calculus
IB Math Analysis & Approaches HL 1	IB Math Analysis & Approaches HL 2	IB Math Application & Interpretations SL
Introduction to Computer Science	Statistics	Trigonometry
Ethno-Statistics	Introduction to Data Science	

D. Laboratory Science: 2 years required; 3 recommended

Two years of laboratory science in at least two of these three areas: biology, chemistry, and physics. Lab courses in earth/space sciences are acceptable if they have 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 requires one course in biological sciences and one in physical sciences.

AP Biology	Introduction to Green Tech	PLTW Biomedical Innovations
AP Chemistry	Marine Biology	PLTW Principles of Biomedical Science
AP Computer Science Principles	Physics in the Universe	PLTW Engineering Design and Development
Honors Biology	PLTW Civil Engineering & Architecture	PLTW Human Body Systems
Biology: The Living Earth	PLTW Medical Interventions	Forensic Science
Chemistry in The Earth System	PLTW Principles of Engineering	IB Sports, Exercise, and Health Science SL

E. Language Other than English: 2 years; 3 recommended
Two years of one foreign language (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.)

AP Spanish Language & Culture	Spanish 2	IB Spanish HL 1
AP Spanish Literature & Culture	Spanish 2s	IB Spanish HL 2
Spanish 1	Spanish 3	IB Spanish SL

F. Visual/Performing Arts: 1 year

Advanced Art	Treble Choir	Choraleers
Advanced Drama	Digital Animation 1	Concert Band
AP Studio Art	Digital Imaging 1	Concert Choir
Art 1	Digital Photography	PLTW Intro to Engineering and Design 1
Beginning Drama	String Orchestra	PLTW Intro to Engineering and Design 2
Chicano Mural Art-Painting	IB Art SL	

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.

Academic Decathlon	Economics	Psychology
Annual	Ethnic Studies	ROP International Cuisine
AP Psychology	Health	ROP Culinary Arts
AVID 9	IB Theory of Knowledge (TOK)	ROP Sports Medicine 1
AVID 10	Intro to Business	ROP Sports Medicine 2
AVID 11	Intro to Computer Science	Sociology
AVID 12	Introduction to Law	Student Government
Creative Writing	Journalism	Mexican American Heritage
Culinary Arts	Link Crew	Peer Advising
Digital Communications	Foundations in Health Science (FHS)	

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.

College Admission and Examination Requirements

All freshman applicants must submit scores from the College Entrance Examination Board Test listed below: (CSU and UC are not requiring entrance exams for the Class of 2023)

Scholastic Aptitude Test (SAT) or American College Testing (ACT) (the verbal and mathematics scores must be from the same sitting.) For more information on how to sign up for the SAT and ACT, please visit the ERHS College and Career Center or visit the College Board website at <https://www.collegeboard.org>.

COMMUNITY COLLEGE

Admission Requirement:

- High School Diploma, **or**
- 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 and they all vary. Please refer to each private college to review their admission requirements. Complete information related to college admissions, scholarships, and advanced placement is available from the College Counselor in the College and Career Center.

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)

MEMBERSHIP

School Site Council members are parents, teachers, administrators, classified employees, as well as students and the meetings are open to the public.

DUTIES OF THE SSC

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

2021-2022

Meetings will be held on Thursdays at 5:00 pm in person and Via Zoom

First Semester Meeting Dates	Second Semester Meeting Dates
September 15, 2022	January 25, 2023
October 20, 2022	March 1, 2023
November 17, 2022	April 12, 2023

*Upcoming meeting reminders will be posted on the El Rancho High School website :

<https://www.erusd.k12.ca.us/elrancho/>

Work Permit Eligibility

In order to be eligible for a work permit, any student in grades 9th -12th 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. Students requesting a work permit who did not earn a 2.0 at the end of a grading period may be ineligible for a work permit or at risk of losing their work permit. For more information regarding work permits, please go to the College and Career center and complete a Work Permit Request Form. Work permits must be approved by the ***Assistant Principal of Student Services***.

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 will 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.

CONTINUING ELIGIBILITY

In order to continue being eligible, any student in grades 9th-12th 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.

MINIMUM REQUIREMENTS

A student is scholastically eligible if:

- Currently enrolled in at least 25 semester credits of work.
- Passing in the equivalent of at least 25 semester credits of work at the completion of the most recent last regular grading period.
- Maintaining minimum progress toward meeting the high school graduation requirements as prescribed by the governing board.
- Maintained a minimum 2.0 grade point average on a 4.0 scale in all enrolled courses during the previous grading period.
- Demonstrates good attendance and the student cannot have any trancies in their attendance record for that year.

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.

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.

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.

BUSINESS & ACTIVITIES

(562) 801-7520

Lillian Gonzales, Secretary

Luz Revuelta, Cashier

Gerry Goyenaga, Athletic Director

Jesus Magdaleno, Activities Director

April Leal, Assistant Principal of Business and Activities

ASB CARDS

ASB Cards are always on sale. **The price is \$50.00.** The ASB Card admits you to all league and some non-league games free, to all dances and activities at a reduced price, allows a discount for both formal dances and the yearbook, and is **HIGHLY RECOMMENDED** for **all students**. The two (2) additional Commencement tickets are for seniors ONLY. Purchases may be made online using our [Don Web Store](#) or in person at the Cashier's Office before school, during lunch, and after school.



A blue poster with white and yellow text promoting the ASB Card. At the top, it says '22-23 ASB CARD' in a white box, with '\$50' in a large, stylized font to the right. Below this, 'BUY AN ASB CARD' is written in large, bold, white letters. Underneath, 'PERKS:' is written in white, followed by a bulleted list: '• FREE ADMISSION TO HOME LEAGUE FOOTBALL & BASKETBALL GAMES', '• DISCOUNT ON DANCES & YEARBOOK', and '• FREE ATHLETIC PATCHES FOR VERIFIED VARSITY ATHLETES'. To the left of the next section is a small megaphone icon. The next section is titled 'SENIORS ONLY PERKS:' in white, followed by '2 ADDITIONAL COMMENCEMENT TICKETS!' in large, bold, white letters. At the bottom, there is a white banner with a torn-edge effect. On the left of the banner is the text 'DON'T WAIT! BUY NOW!' in blue. In the center is the El Rancho High School logo, which is a circular emblem with 'ER' in the center and 'EL RANCHO HIGH SCHOOL' around the perimeter. To the right of the logo is the text 'GO DONS' in large, bold, blue letters. Below the banner, the text 'Buy your ASB Card @the Cashier's Window or on the Don Page Webstore!' is written in blue. At the bottom left and right corners of the poster are two QR codes.

22-23 ASB CARD **\$50**

BUY AN ASB CARD

PERKS:

- FREE ADMISSION TO HOME LEAGUE FOOTBALL & BASKETBALL GAMES
- DISCOUNT ON DANCES & YEARBOOK
- FREE ATHLETIC PATCHES FOR VERIFIED VARSITY ATHLETES

SENIORS ONLY PERKS:

2 ADDITIONAL COMMENCEMENT TICKETS!

DON'T WAIT! BUY NOW!

GO DONS

Buy your ASB Card @the Cashier's Window or on the Don Page Webstore!

PHYSICAL EDUCATION

Students participating in Physical Education classes are required to wear a PE uniform which is available for purchase through the Cashiers office. Acceptable forms of payment include, cash or credit card, with an ID.

PE CLOTHES

Shorts and T-Shirt Set	\$20.00 set
Shorts	\$10.00 each
T- Shirt	\$10.00 each
Lock	\$10.00 each

SURCHARGE

XX	\$2.00 per item
3X	\$3.00 per item
4X	\$4.00 per item

PE LOCKERS

Lockers are provided for P.E. and athletic classes only. P.E. Locks are available in the Cashier's Office for \$10.00.



ATHLETIC CLEARANCE

Before any student can participate in extracurricular sports or programs that require physical endurance, **Athletic Clearance** must be completed and submitted online, via **AthleticClearance.com**, by the parent/legal guardian.

El Rancho High School Athletic Clearance

A quick guide for parents/students using the online athletic clearance process for 2022-2023
AthleticClearance.com

Registration Process (Do This First)

- Log on to AthleticClearance.com>California>www.homecampus.com/
- Register by creating a new account or log in to an existing account, using a valid username, email, and password.
- **Existing accounts will need to reset passwords for the new school year.**
- Select **“Start New Clearance Here”** to start the process>2022-2023>El Rancho
- Choose sport (select **one** sport student will play first)
- Once you reach the **Confirmation Message**, you have completed the registration process.
- For multiple sports: On the confirmation message page, please select additional sports that will be played during the school year. **Students are not cleared until they have uploaded the M.D. STAMPED physical, and COVID Waiver Form.**

Upload Process

Students only need TWO documents, links are attached:

1. [Example Physical Form](#)
2. [Covid Waver](#)

- Once you have completed the registration process, you need to download the COVID waiver for signatures. These may be digital signatures.
- Next, upload the **M.D. STAMPED** physical (**BOTH PAGES**) and **SIGNED** COVID form, by clicking on the links “Upload Physical” and “COVID Form” to upload each document.
 - If you need help with uploading the documents, click on the tab that says “Tips for Uploading” which can be found at the top of the page.

No forms should be submitted to the Activities Office.
All forms must be submitted through AthleticClearance.com

Attention Parents of Seniors:

Commencement Tickets

All Seniors will receive 4 Commencement tickets. Honor Crest recipients and ASB cardholders will receive 2 additional tickets.

Senior Announcements and Cap & Gowns

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 Activities office or call Jostens at 1-800-JOSTENS (1-800-567-8367) or email at www.jostens.com/contact

Senior Portraits

Senior Cap and Gown Portrait deadline to be featured in the yearbook is October 1st. Please make an appointment online using this link <https://www.josephcjimenezphotography.com/>

Transcripts

ERHS is now using the Parchment web service to handle transcript requests for current seniors and Classes 2000 - 2022. Class of 1954 to Class of 1999, please contact District Office 562-801-7381.



El Rancho High School Senior Portraits

For any questions, please contact
help@josephcjimenezphotography.com

Session Types

Yearbook: \$35, 15 min

6-8 headshots

El Rancho yearbook dresscode: gown only

\$15 credit on all package orders*

Selected yearbook image will be retouched for printing

+ Cap & Gown: \$55, 25 min

10-12 additional poses

Cap and gown outfit with various props including 2023

\$25 credit on all package orders*

+ Additional Outfits (up to 3) \$70-\$100, 35-60 min

Additional 4 to 6 poses per outfit

Sports, band, clubs, and personal outfits encouraged

Up to \$60 credit on all package orders*

Generic sports props included, personal equipment recommended



All appointments can be booked online through
josephcjimenezphotography.com/erhs

Picture Packages



2 - 5x7 prints 4 - wallets
Package A (3 poses)

\$75



2 - 5x7 prints 4 - wallets 2 - 3.5x5 prints
Package B (4 poses)

\$90



1 - 8x10 print 2 - 3.5x5 prints
Package C (5 poses)

\$120



2 - 8x10 prints 2 - 3.5x5 prints
Package D (8 poses)

\$150

A la carte options

10x13 print	\$40
16x20 print	\$50
Digital download	\$50 per image
Acrylic Block	\$35

Add on items

(package purchase required)

4x6 print	\$20
5x7 print	\$30
(4) wallets	\$30
(2) 3.5x5 prints	\$30
8x10 print	\$40

*All discounts valid through December 31, 2022

*Credit valid only on picture packages (a la carte items excluded)

El Rancho High School Student Services Office

Guidelines and Procedures



2022-2023

El Rancho High School

STUDENT SERVICES WELCOME LETTER

Dear Parents and Students,

Welcome to El Rancho High School. We look forward to four successful years of working together to provide your child with a quality, standards based education program. This section provides valuable information that will assist in easing 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 ask El Rancho High School students to work to the best of their abilities in the classroom, to recognize the importance of good school attendance, to accept responsibility for their actions, and to treat fellow students with respect.

We are proud of our school, 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 the Don Family.

Yours truly,

Marla Diaz, Assistant Principal
Kathryn Adame, Dean
Evette Diaz, Dean
Delia Arriola, College & Career Counselor
Molly Baril, Counselor
Kathryn Bonilla, Counselor
Patricia Celiz, Counselor
Natalie Macias, Counselor
Nancy Nasouf, Counselor
Ray Peña, Counselor

EI RANCHO DON CODE

We are Dons:

**Respectful, Responsible, and Ready to Learn
Once a Don, Always a Don!**

Student Responsibilities

As a student of El Rancho High School, you are expected to be aware of and to accept your individual responsibility. El Rancho High School students are expected to adhere to the **Don Code and be Respectful, Responsible, and Ready to Learn.**

SCHOOL EXPECTATIONS ON BEHAVIOR AND DISCIPLINE

- Attend school punctually and regularly. Comply with school and district expectations; respect the principal, teacher, and other adults at the school site, be diligent in study and kind and courteous to schoolmates.
- Maintain good personal health and safety standards in dress and dress in a manner that will promote a positive school environment.
- The parent/guardian of any minor whose willful misconduct results in injury or death to any student or any person employed by or performing volunteer services for a school district or who willfully cuts, defaces or otherwise injures in any way any property, real or personal, belonging to a school district shall be liable for all such damages so caused by the minor.
- All campuses of the ERUSD shall be designated "closed." Pupils may be permitted to leave school grounds during their lunch hour with the approval of the principal. Neither the district, nor any officer or employee of the district shall be liable for the conduct nor safety of any pupil during such time as the pupil has left the school grounds during their lunch hour.
- A suspended student may not loiter on or near any public school of the district, or be present at any school activity during the period of suspension.
- Pupils may be detained in school for disciplinary reasons for not more than one hour after the close of their school day, providing the pupil and his/her parent/guardian are notified at least 24 hours before the detention period. The 24-hour notification is not necessary if the parent/guardian waives it.

POSITIVE BEHAVIOR AND INTERVENTIONS AND SUPPORTS (PBIS)

El Rancho High School implements PBIS, an evidence-based tiered framework for supporting *students'* behavioral, academic, social, emotional, and mental health. El Rancho is committed to supporting students, educators, and families in order to create a positive, equitable and safe learning environment where all students thrive. El Rancho's PBIS team worked collaboratively with stakeholders to create clearly defined behavioral expectations.

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.

Student Attendance

EVERY DAY COUNTS in your child's education. There is a direct correlation between good school attendance and student achievement; therefore, we encourage you as parents to reinforce the importance of good school attendance and to make every effort to send your child to school on a regular basis. By understanding and promoting that **every day counts**, together we can continue making positive steps forward – leaps in terms of your child's future.

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 and on time**. School begins at 8:30 am.
- Students are encouraged to arrive 10 minutes before the scheduled start time to ensure on time arrival to class.
- **School gates open at 8:00 am for students**. The front gate will open from 7:15 am - 7:30 am Tuesday through Friday for students enrolled in a zero period.
- Schedule doctor's appointments after school hours.
- Plan your family vacations during school breaks and holidays.

STUDENT ATTENDANCE

Students may be absent from school for justifiable reasons; however, State funding will not be received unless the student is at school. Parents are encouraged to bring students to school after medical appointments. It is important that all absences be cleared by providing a doctor's note when available or calling the attendance office.

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. It is the responsibility of parents to notify the Attendance Office immediately of all absences.

ABSENCES

Pupils with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction.

California Education Code Section 48205 states:

Notwithstanding section 48200 a pupil shall be excused from school when the absence is:

- Due to his or her illness, including an absence for the benefit of the pupil's mental or behavioral health.
- Due to quarantine under the direction of a county or city health officer.
- For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than 3 days if the service is conducted outside of California.
- For the purpose of jury duty in the manner provided for by law.
- Due to illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- For justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference or attendance at an educational conference on the legislative or judicial process offered by a non-profit organization when the pupils absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

- For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the elections code.
- For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC 49701, and has been called to duty for, is on leave from or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- For the purposes of participating in a cultural ceremony or event

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of any class from which pupil is absent shall determine the tests and assignments that the pupil missed during the absence. No student shall have his/her grade reduced or lose academic credit for any absence or absences excused under EC 48205.

REPORTING AN ABSENCE

Parents should immediately notify the attendance office of any absences by calling **(562) 801-7510**. A phone call is the preferred method of communication. A written note signed by the parent or guardian may also be brought to the attendance office. If an absence is not cleared in twenty one (21) days, a truancy will be issued. Saturday School and/or Truancy Citation may be assigned on confirmed truanies.

TRUANCY POLICY

- A student is considered truant after three unexcused absences; three unexcused tardies of more than 30 minutes equal one unexcused absence. After a student has been reported as a truant three or more times in a school year, from the date of enrollment to the current date, he/she is considered a chronic truant.
- A "chronic absentee" has been defined in CA Ed Code 6901 (c) as a student that is absent without a valid excuse 10 percent or more from school from the date of enrollment.
- On the 7th absence (excused or unexcused) a "chronic absentee" notice will be mailed home. For every future absence there-after, excused or unexcused will need to be verified by a physician, school nurse, or school employee.
- Students who accumulate excessive absences may be referred to the Student Attendance Review Team (SART). A meeting will be held with Administration and assigned counselor who will address the student's attendance 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).
- 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
 - Detention
 - Saturday school
 - Loss of school related privileges such as: field trips, athletics, after school activities
 - Removal from extracurricular activities
 - Removal from elected and appointed leadership positions
 - Truancy Citation

LOSS OF ACTIVITIES & PRIVILEGES

An attendance report generated by the Student Services Office is one of the factors in determining a student's eligibility for participation in afterschool or extracurricular events. Students with excessive tardies or unexcused absences, will be assigned detention based on the number of truanies or tardies. Students will not be cleared to participate until detention(s) are completed.

ERHS Tardy Policy

Student Expectations:

- Attendance matters at ERHS, and all students are expected to report to all classes on time.
- Students are tardy if they are not inside the classroom when the tardy/passing bell rings.
- Any student who is tardy 30 minutes or more should have a pass from the Attendance Office

Number of Tardies	Consequence	Person Responsible
1-3	Teacher warning to student	Teacher
4-8	Documented parent contact by phone or email Teacher assigned detention	Teacher
9 and beyond	Teacher issues referral in SWIS Student assigned 45-60 minute detention in Student Services	Administrator

In addition, one or more of the following interventions may be assigned:

- Saturday School
- Placement on a daily contract
- Daily sign-in
- 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)**

Administration Assigned School Detention

After school detention assigned by an administrator will occur on designated days from 3:00-4:00pm.

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. Students may bring their ERHS issued chromebooks to complete their school work.

- Cell phones must be turned off and should not be visible or they will be confiscated.
 - Students 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.**

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.

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/Textbook Room 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 the 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.

MENTAL HEALTH SERVICES

The El Rancho Unified School District provides access and/or resources to mental health services for students enrolled in our district. You may contact the Department of Student Services for further information at 562-801-7530 or visit the Don Page to access the [Mental Health Counseling Request Form](#).

MEDICATION REGIMEN

Parents/Legal Guardian of any student taking medication on a regular basis must inform the school nurse or health clerk of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil. (Education Code 49480)

MEDICATION

Administration of any prescribed medication or any over the counter medication (such as Tylenol, cough syrup, eye drops, cough drops) needed by a child during the school day may be done by a designated school employee only after receiving written detailed instructions from the physician and a written parental request. This request must be made each school year. (Education Code Sections 49423 and 49480)

Students with asthma may carry and self-administer inhaled asthma medication if the school has written permission from their health care provider and parent/guardian. (Education Code Section 49423 and 49423.1)

Students with extreme life-threatening allergic reactions may carry a self-administer prescription auto-injectable epinephrine if the school has written permission from their health care provider and parent/guardian. (Education Code Section 49423 and 49423.1)

Please pick up authorization forms for medication administration/self-administration in your school office.

School nurses and trained personnel are required to provide emergency epinephrine auto injectors in emergency medical situations to aid students suffering or reasonably believed to be suffering from a life-threatening severe allergic reaction (anaphylaxis). (Education Code Section 49414)



School Behavior and Discipline Policies

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.**
- 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.
- 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.
- 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.***
- Major Offense may result in a citation or arrest by a School Police Officer or a Los Angeles County Sheriff Deputy.
- Please review the [ERUSD Parent-Student Handbook](#) for district policies related to Student Services.

Grounds for Suspension/Expulsion

It should be noted that a student may be suspended or expelled for acts (1) while on school grounds in this school district or any other school district; (2) while going to or coming from school; (3) during the lunch period, whether on or off the campus; (4) during, or while going to or coming from, a school-sponsored activity. Students may be subject to disciplinary action if found in violation of California Education Code 48900.

- A.1 – Caused, attempted to cause, or threatened to cause physical injury to another person.
- A.2 – Willfully used force or violence upon the person of another, except in self-defense.
- B – Possessed, sold, or otherwise furnished a firearm, knife, explosive or other dangerous object.
- C – Unlawfully possessed, used, or otherwise furnished, or been under the influence of any controlled substance.
- D – Unlawfully offered or arranged or negotiated to sell any controlled substance listed in Chap. 2 of Div. 10 of the Health and Safety Code, an alcoholic beverage or intoxicant of any kind.
- E – Committed or attempted to commit robbery or extortion.
- F – Caused or attempted to cause damage to school property or private property.
- G – Stole or attempted to steal school property or private property.
- H – Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
- I – Committed an obscene act or engaged in habitual profanity or vulgarity.
- J – Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as identified in Section 11014.5 of the health and safety code.
- K (1) – Disruption of school activities or otherwise willfully defied the valid authority of supervisors, teachers, or administrators, school officials, or other school personnel engaged in the performance of their duties. (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. (4)

- Except as provided in Section 48910, commencing July 1, 2020 a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.
- L – Knowingly received stolen school property or private property.
- M – Possessed an imitation firearm as used in this section “imitation firearms” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N – Committed or attempted to commit a sexual assault or sexual battery as defined by Penal Code.
- O– Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- P – Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Q – Engaged in, or attempted to engage in hazing.
- R – Engage in an act of bullying*, including, but not limited to, bullying committed by means of an electronic act.

Activities and Dance Policies

All students are encouraged to participate in school planned activities. 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. Students must submit a completed form to their dean. All requirements from each office must be met before clearance is given and students are allowed to purchase tickets.

School planned activities include but are not limited to: school dances, Winter Formal, Prom, athletic events, field trips and Graduation Commencement. 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.

BULLYING

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

- i. A message, text, sound, video or image.
- ii. A post on a social network Internet Web site, including but not limited to
 - (I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) An act of cyber sexual bullying.

(1) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, seminude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(II) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

CIVILITY

Any person who willfully disturbs, disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who willfully disturbs a public-school meeting is guilty of a misdemeanor, and may be punished by a fine of not more than \$500. (Education Code 32210, BP/AR 1311)

DRUGS OR NARCOTICS ABUSE

Every effort shall be made to inform and instruct students at the appropriate grade levels about the dangers and implications of drugs and narcotics usage. A continuous program of instruction, guidance, and counseling shall be conducted in every school to provide students with preventive, corrective, and rehabilitative measures. Violations involving furnishing, receiving, using or possessing narcotics or dangerous drugs may be referred for a suspension and/or expulsion. Furnishing is defined as the act of willfully making said substances available, with or without compensation, to any other person or any item represented as a narcotic or dangerous drug.

DEFACING/DAMAGING SCHOOL/DISTRICT PROPERTY

Serious acts of vandalism may result in an expulsion referral. Other offenses may result in a parental conference, detention, or suspension. Every effort shall be made by the District to obtain payment for all damages to school property caused by the student. The parent/guardian is responsible for this payment.

SEXUAL HARRASSMENT

Sexual harassment of or by any student is prohibited. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other, verbal, or physical conduct of a sexual nature made by someone under any of the conditions delineated in Education Code 212.5. Sexual harassment will result in appropriate disciplinary action, which may include suspension and/or expulsion. Sexual harassment should be reported immediately. The District does not tolerate harassment of any type and will take appropriate action to protect individuals or groups reporting sexual harassment. (Board Policy/Administrative Regulation 1110)

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:

One or more of the following consequences may be assigned:

Warning

Chains, hats, or other offending articles shall be confiscated. Student must change into school issued attire, and parents will be notified.

Student will be assigned PIC. Parents will be notified.

Student may be assigned to a Saturday School. Parent conference will be required.

Student may be restricted from participation in school activities and/or suspended

DELIVERIES

Students are not permitted to receive food deliveries from paid delivery services such as Doordash, GrubHub, Uber Eats or any other vendor delivery service. All deliveries will be denied. El Rancho High School is not responsible for any loss or cost of food. All students at El Rancho High School will receive free daily breakfast and lunch through the food services department.

FLOWERS, BALLOONS, FOOD ITEMS,

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.

School Dress and Grooming Guidelines

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. The dress code was established with administration, staff, student, and parent input while adhering to state law, regulations, and mandates. Parents and students should adhere to the following guidelines:

GUIDELINES FOR SCHOOL ATTIRE:

- All clothes must be neat, clean, not frayed, in good repair and be an appropriate size. Clothing and jewelry that display alcohol, cigarettes, controlled substances, violence, or inappropriate words or pictures are not permitted.
- Hair must be neat and clean.
- Footwear must be worn at all times. Thong sandals without heel straps are not acceptable.
- "Tank shirts" are not permitted. "Low cut and "see through " shirts/blouses are prohibited.
- No sheer blouses, bare midriff, strapless, spaghetti straps, halter-tops, or skintight (spandex) bicycle pants/shorts. Shorts and skirts, which are shorter than mid-thigh, may not be worn.
- Undergarments shall be worn and must not be visible at any time.
- The Principal/Superintendent may, if disruptive, prohibit insignias of off campus clubs, sports, and other organizations (Parents and students are to be notified in writing, at least 10 days prior to the prohibition).
- Hairnets, caps, bandanas, sweatbands, and hats are prohibited at school for grades K through 12 including continuation school. Exceptions may be granted for medical reasons. Athletes and ROTC in full uniform are exceptions.
- Large or dangling earrings for pierced ears are not permitted for safety reasons.
- Gang related apparel: Education Code 35183 states, a district wide prohibition on gang apparel is not allowed, but individual schools shall adopt prohibitions on gang related apparel in school safety plans and must be reviewed each semester. Parents/guardians and pupils will receive a copy of their school's gang related apparel policy annually.

- Sun-Protective Clothing. Each school site shall allow for outdoor use during the school day, articles of protective clothing, including but not limited to hats.
 - Students are allowed the use of sunscreen during the school day without a physician's note or prescription.
- (Standard Policy 5132 – Pupils, Dress, and Grooming)

CONSEQUENCES:

One or more of the following consequences may be assigned:

- Warning
- Chains, hats, or other offending articles shall be confiscated. Student must change into school issued attire, and parents will be notified.
- Student will be assigned PIC. Parents will be notified.
- Student may be assigned to a Saturday School. Parent conference will be required.
- Student may be restricted from participation in school activities and/or suspended

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.

Students may have a cellular, digital, or mobile phone in their possession under the following conditions:

- The cell phone must be turned off and may not be used during school hours, and any other time directed by a school administrator (including recess, nutrition, lunch, and passing periods).
- Cell phone vibrating will not be permitted.
- Cell phones must be placed inside the student's personal belongings (backpack/purse) and not visible at any time unless otherwise permitted by the teacher.
- A cell phone may be used in the event of a school-related emergency as determined by the Principal or Principal's Designee.

The use of these devices or their ringing/vibrating during school time or activities without consent of the school administrator or teacher will be considered a disruption to school activities and subject to disciplinary action.

The Board and/or District does not assume liability if such devices are damaged, lost or stolen. Inclusively, the Board, School District, and/or School Site will not assume responsibility and/or investigate the loss or theft of such devices if lost or stolen.

Possession of other "Personal Electronic and/or Signaling Devices;" including, but not limited to IPOD, MP3/4 players, CD Players, Cameras, Video Cameras, Electronic Games, Audio Recording devices will not be permitted.

Students who violate the cell phone and personal electronic signaling devices policy will be subject to discipline, including but not limited to confiscation of the device, detention, Saturday School, suspension, expulsion, or transfer to an alternative program in accordance with Board policy and administrative regulations.

CELL PHONE VIOLATION CONSEQUENCES

One or more of the following consequences may be assigned:

- Warning
- Student will be assigned PIC. Parents will be notified.
- Student may be assigned to a Saturday School. Parent conference will be required.
- Student may be restricted from participation in school activities and/or suspended

CYBERBULLYING

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other

harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. BP 5131.2(b)

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously. School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1) When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement. The Superintendent, principal, or principal's designee may refer a target, witness, aggressor, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

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.