

ESPERANZA HIGH SCHOOL

WHERE EXCELLENCE IS A TRADITION

Esperanza High School, home of the Aztecs, opened its doors in 1973 to serve the needs of a growing community. The Esperanza attendance area was largely citrus groves and cattle grazing land. The school's population has grown from 923 students in 1973 to over 1,800 students today. The area served by Esperanza includes portions of the cities of Anaheim, Yorba Linda and Placentia as well as a section of unincorporated county territory. This is primarily a residential area with several small shopping centers and some commercial development. There is one narrow strip of light industry and a few remaining patches of truck crop agriculture.

The physical plant has changed greatly since 1973. Science labs have been added and the Information Center has been enlarged to accommodate student needs. In 2004 and 2007 classrooms on the Main campus and on West campus went through extensive modernization with advanced technology added to each room. In 2010, the Main Office was updated, and we unveiled our new gym, sports training facility, all-weather football field and track, Choir room and Band room.

The West Campus is now known as our "Freshman Focus" campus. The campus is open to only 9th grade students for break and lunch. 9th grade students have the option as to which side of the campus they'd like to spend their breaks.

Esperanza is proud of its rich history and we continue to hold true to our motto, "Where Excellence is a Tradition."



ESPERANZA HIGH SCHOOL

Expected School-wide Learning Results

Aztecs Are A.B.L.E.

ADVOCATES OF HEALTHY LIFESTYLES WHO:

- have been prepared to make informed lifestyle choices that enhance and maintain a state of well-being
- participate in a balanced program of intellectual, physical, social and aesthetic activities

BELIEVERS IN COMMUNITY PARTICIPATION WHO:

- are aware of societal standards and accept responsibility for their actions
- respect the diversity and acknowledge the dignity of others

LIFELONG LEARNERS WHO:

- take initiative for the continuing acquisition of knowledge
- apply acquired knowledge to resolve current problems

EFFECTIVE COMMUNICATORS WHO:

- demonstrate proficiency through reading, listening, speaking, writing, viewing and presenting
- acquire, interpret, analyze, and respond to information from various sources

EHS Students and Parents,
Welcome to Esperanza High School, the home of Aztec Pride. We are excited to welcome the class of 2018 and are confident that you will all look amazing in your **Aztec colors**!

The Aztec Student Handbook reflects the standards and expectations adopted by all of the comprehensive high schools in the PYLUSD. This Handbook will be the tool to guide you from your freshman year through graduation.

We encourage all of our students to take advantage of the many extracurricular activities and experiences that are available at EHS. These opportunities will enhance the entire educational experience and memories that will be created over your four years of high school. The Aztec Pride is a tradition that we are proud of and are confident will continue for years to come.

Here at EHS, we consider our parents to be our partners in the educational process. We encourage our parents to be involved with campus activities whether it is supporting your students in their activities, joining the PTSA, being a member of a booster club or volunteering for the many opportunities on campus. Should you have questions throughout the next four years, we encourage you to reach out to the staff and our administrative team. Our goal is always open communication.

This is an exciting time and we wish you a successful high school experience.

“Where Excellence is a Tradition”

Sincerely,

Kenneth Fox

Kenneth C. Fox, Ed.D.
Principal



PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Esperanza High School
1830 N. Kellogg Drive
Anaheim, CA 92807
714 986-7540
www.esperanzahs.com

PYLUUD BOARD OF EDUCATION

- President – Carrie Buck
- Vice President – Eric Padget
- Clerk – Judy Carmona
- Trustee – Carol Downey
- Trustee – Karin Freeman

PYLUUD DISTRICT ADMINISTRATION (714 986-7000)

- Superintendent – Doug Domene
- Assistant Superintendent –
- Assistant Superintendent - Candy Plahy
- Assistant Superintendent – Jayne Christakos
- Director of Educational Services – Cary Johnson

EHS ADMINISTRATION

- Principal – Dr. Ken Fox
- Assistant Principal – Gina Aguilar
- Assistant Principal – Phil Dominguez
- Activities Director – Meghann Lukach
- Men's Athletic Director – Matt Slevcove
- Women's Athletic Director – Keri Walters
- Principal's Secretary – Shelly Winters
- Assistant Principal's Secretary – Karri Krie
- Activities/Finance Clerk – Cindy Campbell
- Attendance Clerks – Donna Kieffer, Karen Koutzoukis
- Discipline Clerk – Joyce Scudellari

EHS STUDENT SERVICES/COUNSELING/GUIDANCE

- Counselor – Yvette Kettering (A-G)
- Counselor – Amy Selof (H-O)
- Counselor – Brianne Gullotti (P - Z)
- School Psychologist – Desiree Parsons
- Registrar – Caroline Hernandez
- Counseling Secretary – Lynn Greer

**Bell Schedules
2014 - 2015
Tuesday-Friday Regular Day**

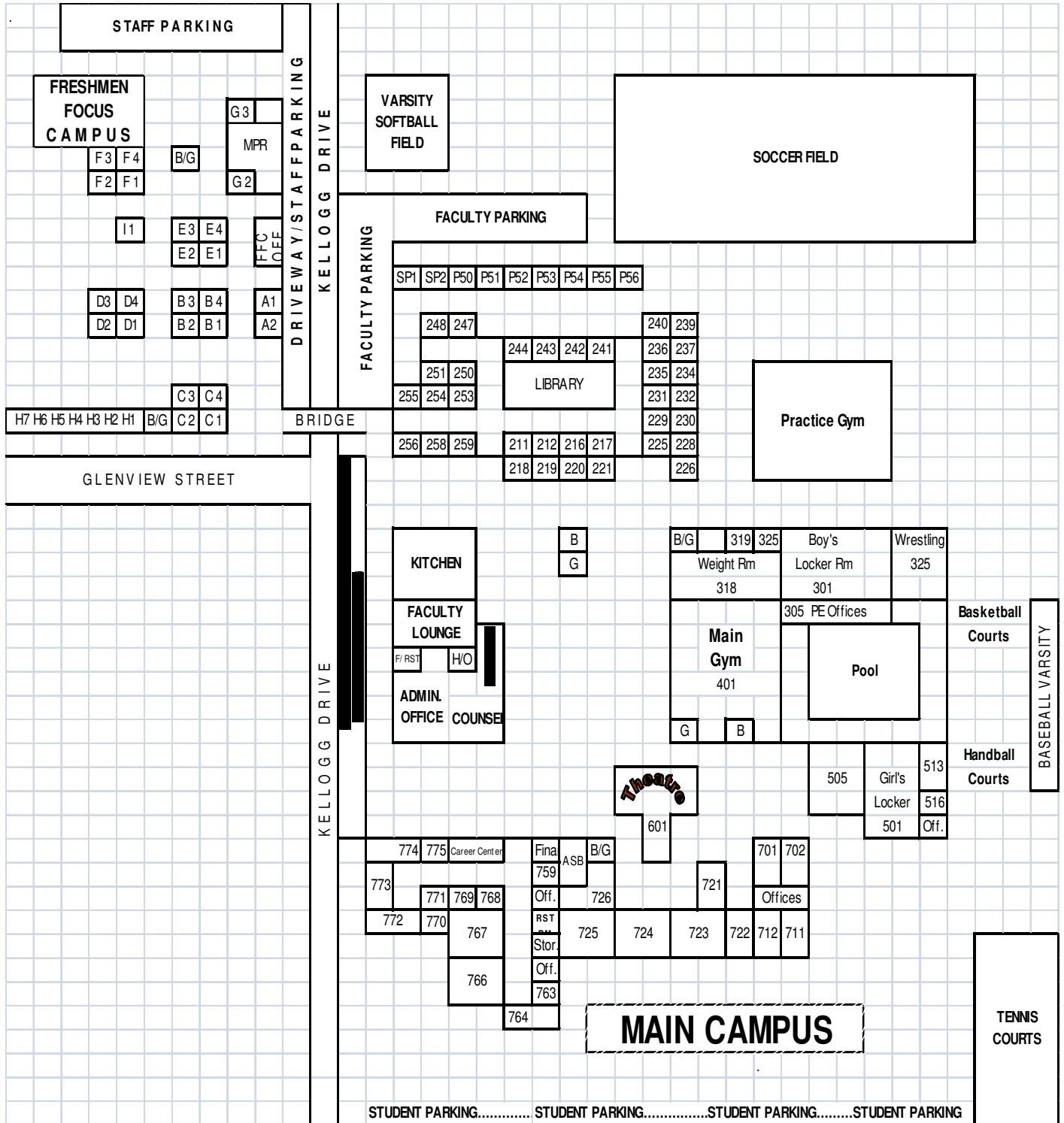
6:55 - 7:47	Period 0
7:55 - 8:50	Period 1
8:58 - 9:52	Period 2
9:52 - 10:02	Break
10:10- 11:07	Period 3
11:15- 12:09	Period 4
12:09- 12:39	Lunch
12:47- 1:41	Period 5
1:49- 2:45	Period 6

PLC Monday Schedule

Period 0	6:50 – 7:40
Staff Collaboration Time	7:30 - 8:15
Period 1	8:28 - 9:17
Period 2	9:25 - 10:14
Break	10:14 - 10:24
Period 3	10:32 - 11:24
Period 4	11:32 - 12:21
Lunch	12:21 - 12:51
Period 5	12:59 - 1:48
Period 6	1:56 - 2:45

ASSEMBLY SCHEDULE

Period 0	6:55 - 7:45
Period 1	7:55 - 8:42
Period 2	8:50 - 9:37
Assembly	9:45 - 10:26
Break	10:26- 10:36
Period 3	10:44 - 11:31
Period 4	11:39 - 12:26
Lunch	12:26 - 12:56
Period 5	1:04 - 1:51
Period 6	1:59 - 2:45



Commitment to Academic Excellence

Esperanza High School believes that schools have the responsibility to teach students the basic skills to be successful in life. However, educating students is a three-way responsibility shared by each individual parent, the student, and the school. **Without all three parties cooperating, success will be limited.**

Esperanza High School has a commitment to provide the necessary resources for a sound secondary school program. In turn, students and parents must fulfill certain commitments if the student is to gain the maximum benefits from the school program. We believe that the parent, student, and school commitment should be as follows:

Parent Commitment

1. **Insist** that the student attend school **every** day unless illness or a family emergency occurs.
2. Telephone the school Attendance Office when the student is going to be absent. Send a note when the student returns from an absence, when a call is not made.
3. See that the student gets the appropriate amount of sleep on school nights to be attentive and alert in class.
4. Provide a meal for the student before he/she comes to school each day.
5. Provide **uninterrupted** study time and reading time each school night for the student.
6. Check with the student daily regarding homework assignments and monitor completion of assignments.
7. Immediately contact teachers to request a conference if there is a question concerning student progress or lack of homework.
8. Consistently check your child's progress with Aeries to be aware of your child's progress and attendance. If you have any questions please contact the teacher through Esperanza website: www.esperanzahs.com.

Student Commitment

1. Attend assigned classes every day unless illness or a family emergency occurs.
2. Complete and turn in all class assignments on time.
3. Bring the required materials to class each day.
4. Seek immediate assistance from the teacher when class assignments are not understood.
5. Be attentive in class to the instruction occurring. Be committed to gaining the best education possible.
6. Give total effort to learning the material taught in each assigned class.

7. Follow all school rules and regulations.
8. Seek the assistance of teachers, counselors, and school personnel when academic or personal problems occur which inhibit learning.
9. Check Aeries constantly to be aware of your progress.

School Commitment

1. Employ well-qualified staff who know their subject matter and who understand the sociological, physiological and psychological make-up of young adults.
2. Provide a good learning environment.
3. Provide the proper curriculum to meet student needs.
4. Provide materials and equipment necessary for proper instruction.
5. Provide a safe environment where students can attend school without fear.
6. Establish and administer reasonable rules and regulations regarding student behavior.
7. Provide parents with regular reports on their student's attendance, academic progress, and school behavior.
8. Provide appropriate, varied classroom learning opportunities to encourage academic progress.
9. Provide appropriate, varied homework assignments to facilitate and enhance learning.

College Information

High School Graduation & College Admission Requirements

HIGH SCHOOL	CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA
English - 4 yrs History/Social Science - 3 yrs U.S. History World History Govt./Econ Math - 2 yrs. (Including Algebra I) Science - 2 yrs.(Including one Physical and one Life Science) Physical Education - 2 yrs Fine Art ,CTE, or Wrld Lang. - 1 yr. Health - 1 semester Academic Careers - 1 semester Community Service - 40 hours Pass the CAHSEE in LA and Math	English - 4 yrs. History - 2 yrs. U.S. History World History Math - 3 yrs. (UC 4 yrs. recommended) Algebra I Geometry Algebra II Lab Science - 2 yrs. (including Biology and Chemistry for UC's, CSU's will accept Earth Science instead of Chemistry) (UC 3 yrs. recommended) Foreign Lang. - 2 yrs. (UC 3 yrs. recommended) Visual/Performing Arts -1 yr. College Prep Electives - 1 yr. Earn a G.P.A. of 3.0 or higher (UC)

Students **must** earn a grade of “C” or better in high school classes to move into the next level of math and world language.

UC/CSU will **only** accept a “C” or better each semester in any college prep class to qualify a student for admission to the college.

CSU REQUIRES: SAT I or ACT **UC REQUIRES:** SAT I or ACT (with Writing)

College Entrance Exams: SAT and ACT

Go to www.collegeboard.com to register for the SAT I and SAT II. Go to

www.act.org to register for the ACT. School code is 050093. Both CSU & UC require the test(s) to be taken no later than December of your senior year. Some impacted colleges require the test(s) to be taken earlier. Contact the college of your choice to be certain of their deadlines. It is recommended that you take the test(s) at the end of your junior year and/or the beginning of your senior year.

NOTE: Many UC and CSU campuses are impacted, and some majors at some campuses are highly competitive and can only accept a limited number of students each year. For acceptance to these campuses and into these majors, students must possess academic qualifications that go well beyond the minimum admission requirements summarized above.

COMMUNITY COLLEGES

Any high school graduate or any adult 18 years of age or over, who can show evidence that he can benefit from the instruction, may be admitted to the community college.

Math and English placement tests must be taken at the college to determine proper placement in basic subject areas.

Community Colleges offer three types of programs:

1. Lower division work for transfer as a junior to a four-year college.
2. Two-year certificate programs.
3. Make-up for students with high school deficiencies.

Applications to community colleges are generally available beginning in February and are accepted by the schools starting March 1st. See college website or your counselor for more information.

PRIVATE COLLEGES

Private colleges vary in their entrance requirements. It is important that you check their catalogs very carefully. Discuss your situation with your counselor. You must determine whether you will meet entrance requirements; it is wise to apply to more than one college since you may not be accepted by your first choice.

MILITARY ACADEMIES

U.S. Air Force, U.S. Merchant Marine, U.S. Army, U.S. Naval, and U.S. Coast Guard are the available military academies. (U.S. Coast Guard applicant procedures are different from below. See your counselor for details.)

If a young person would like to attend one of the service academies, the following must be done:

1. Complete application on or before September of the year prior to high school graduation. Preferably student should begin application for

nomination procedures in March or April of junior year.

2. Be at least 17 years of age and not have passed one's 22nd birthday.
3. Be a resident of the 15th Congressional District.
4. Be of good moral character.
5. Be unmarried or never have been married.
6. Be in the upper third of his class and score above 1800 on SAT.
7. Not be suffering from an obvious physical defect that is not correctable.

Nominations are based upon scholastic aptitude, counselor recommendation, a personal interview by the service academy's review board, and competitive selection by the academy.

Steps for Completing the Community Service Requirement

The following procedures are to be followed by the student in order to successfully fulfill the 40 hour community service requirement:

1. Student Packet: All information outlining the Community Service program and requirements are available on the Esperanza website: www.esperanzahs.com, listed under the "Counseling" tab. This includes information on how to locate acceptable agencies from which students may choose and all documentation procedures. This information needs to be shared with parents. Printed copies are available upon request.

2. Permission Form: The permission form is available on the Esperanza website (counseling, community service) and it is required that all incoming 9th graders or new Esperanza students sign and return the form during "Taking Care of Business" week. If this did not happen, then one must be picked up, signed, and returned by the student to the Attendance Office as quickly as possible. Students entering Esperanza after August will be given the permission form at the initial counseling appointment. Community service may not begin until the signed form is returned.

3. Selecting an Agency/Organization: Community service is work performed with a **non-profit organization for which you receive no pay**. Organizations should be selected from flyers displayed on the Community Service Bulletin Board located in the Attendance Office, or the school website www.esperanzahs.com. Students may choose service opportunities not listed in the Guide as long as they meet all criteria stated on this page. Any student who is completing community service through a court probation program may not use those hours to fulfill the graduation requirement. Also, community service performed for family members, for-profit businesses, or private individuals will not count toward the community service requirement. When a student is unsure of the acceptability of an organization, always check with the Community Service Coordinator prior to beginning.

4. Contacting the Agency: Students are responsible for contacting the agency to determine days and times to perform the service. See the "*How to Get Started*" section to assist you.

5. Community Service Verification Form: Students are responsible to complete the top half of the Community Service Verification form. At the end of the service activity, the bottom half of the form is to be filled out and signed by the individual at the agency who supervised the student. The completed form is turned in to the Community Services Coordinator **within 30 days of completing the activity**. Many students choose to serve their hours for the same organization over a long period of time. CS Verification forms need to be turned in on a monthly basis in order to receive credit. Please remember to keep a copy for your records.

6. Falsifying Documents: Community service documents that have been falsified in any way will result in school suspension and may also include the loss of graduation privileges or school transfer.

7. Awards - Community service hours can be used to enhance college applications and create scholarship opportunities. See your counselor for more details.

R.O.P. (Regional Occupational Program)

North Orange County R.O.P.
385 N. Muller St. Anaheim, CA 92801
(714) 502-5858

What is ROP?

ROP stands for Regional Occupational Program and is an important part of the course offerings at Esperanza High School. Currently 7 ROP classes are taught on Esperanza's campus. North Orange County ROP also offers free, hands-on job training, career guidance planning, and job placement assistance to all students 16 years old and older. A current ROP schedule of classes can be found on the ROP website www.nocrop.us.

Why should I take ROP classes?

- Try out a career to see if you like it
- Earn credits towards graduation
- Learn skills to prepare for a career
- Help decide on a major in college
- Meet UC/CSU college entrance requirements

Where are ROP classes located?

- On the Esperanza campus
- On 25 other area high school campuses
- At ROP sites
- In local businesses

How/when do I sign up?

- At 'Taking Care of Business' in August
- At the beginning of each semester, [see your counselor or Ms. Gullotti in Counseling](#)
- Many ROP classes offer open enrollment during the first and third quarters.

How can I take an ROP class if I already have a full schedule?

- Some ROP classes at Esperanza are offered after school
- Many ROP classes are offered in the late afternoon, evenings, and Saturdays

How are credits earned?

- Students earn 1 credit for every 15 hours they spend in the classroom (75 hours = 5 credits); Seniors enrolled in Work Experience class also receive 1 credit for every 30 hours they work
- Unlike traditional Esperanza classes where a student is guaranteed 5 credits (if a passing grade is earned), *ROP gives variable credits... attendance is crucial!*

Which classes are taught on Esperanza's campus? (schedule subject to change)

<u>Class</u>	<u>during school day</u>	<u>after school</u>
Art in Animation (FA)	✓	
Fire Technology		✓
Medical Careers I / Intro to Health Care	✓	
Medical Careers II / Pathophysiology (E)	✓	
Medical Careers III / Medical Assisting (5 th /6 th period block)		✓
Visual Communications (FA)	✓	
Welding/Metal Fabrication		✓

→ classes in **bold** are UC approved Fine Art (FA) or Elective (E) courses

Academic Recognition Programs

Honor Roll

Each semester an Honor Roll will be published by the Principal based on a non-weighted grade point average of 3.50-4.00. Honor Roll stickers for your ASB card will be issued to each student meeting the criteria.

Distinguished Aztecs Academic Recognition

The Distinguished Aztecs Academic Recognition is a program that was established by the PTSA of Esperanza to recognize the top scholars of the year. This program is solely funded by donations from our community and the generosity of interested parents.

Each spring, the administration submits names of honorees to the PTSA. The criteria used for selection is based on a 4.0 or better grade point average or weighted 4.0 grade point average for those involved in honors or AP (Advanced Placement) classes. For the seniors, the recognition is based on their cumulative grade point average for their three and a half years at Esperanza. The second semester of the previous year and the first semester of the current school year are used to determine the sophomore and junior honorees. The first semester grades are used to determine honorees in the freshman class.

Distinguished Scholar

The Distinguished Scholar program is a prestigious program designed to recognize students who take the most rigorous academic program offered. Students need to apply yearly to be recognized for their accomplishments. Students who maintain Distinguished Scholar status all four years are recognized at graduation and receive a special diploma. Please refer to the school website for more information about the application process.

Scholar Athlete

Varsity athletes with a total weighted GPA of 3.5 or higher receive this recognition.

National Honor Society

Students who have a cumulative (weighted) 3.5 and higher grade point average are eligible to apply for membership. You can apply if you are or you have the following:

- Sophomore with a weighted cumulative GPA of 3.5 and above
- Leadership experience
- Community service
- Showing character and citizenship

California Scholarship Federation

The purpose of CSF is to foster high standards of scholarship, service and citizenship on the part of students of the senior high schools of California. Students join CSF through an application process.

Honors/Advanced Placement Procedure

Esperanza High School offers Honors and Advanced Placement courses in the academic areas of: World Language, Language Arts, Mathematics, Fine Arts, Science, and Social Science. Our Honors Criteria is available in the counseling office. Students can see their counselor if they are interested in taking an Honors or AP class.

EHS Policies, Procedures and Regulations

COURSE PROGRAM CHANGES

Students are encouraged to work out their class schedules with counselors, teachers and parents prior to registration, as it will be difficult to make program changes after the semester begins. The following dates will be observed regarding program changes during the 18 week semester:

Board Regulation 51251.1 (a)

1. Student initiated changes for schedule errors and improper class placements will be made during the **first two weeks of the semester**. After two weeks, only ROP or Instructional Aide may be added, if available. New classes will not be added after this time, except by administrative action.
2. Student initiated class drops may be made up to the end of the first and third quarter grading period without the grade being recorded on the transcript. After these grading periods a "W" (withdrawal), followed by a letter grade which describes the students performance, will be affixed ("W-A", "W-B", "W-C" "W-D", "W-F") on the permanent record card.
3. Students cannot initiate a class change or drop during the **last three weeks** of the semester, (16th, 17th and 18th weeks.)
4. School initiated changes related to class placements of class withdrawals will be made at the discretion of the principal or his designee. Poor attendance, poor classroom behavior and/or violation of school rules are example of criteria for school initiated schedule changes.
5. School initiated class drops will have designated a "W-F" (withdrawal-failing) on the transcript and the date of the action.

ATHLETIC CLASS CHANGE

If a student quits or is removed by the coach from a team; he/she can not transfer into another sport until the current season is over. Once a sport season ends the student has two days to report to the Athletic Director for clearance into another sport and then report to his/her counselor for a schedule change. Failure to do so may result in loss of P.E. credits.

TEXTBOOKS

Textbooks are issued free of charge to students. Students are responsible for the care and return of these books. Students will be charged accordingly if books are lost, stolen or damaged beyond normal wear.

HOMEWORK

Students should be prepared to spend an average of thirty minutes per day doing homework for each course taken. Honors and AP students will have approximately one hour per day per class. In most cases, this will average ten hours of work per week and some weekend study time. Projects, semester notebooks and other such long-term assignments will not be included in the regular allotment of time. If a student does not

appear to have sufficient homework to meet the minimum standard as stated above, parent are urged to contact his/her teacher or counselor to discuss the situation.

HOMEWORK IN CASE OF ABSENCE DUE TO ILLNESS

A great deal of time and effort is required to prepare homework assignments for students who are absent. For that reason, **a student must be absent three (3) days with more absences anticipated before homework assignments can be requested from the teacher.** Parents should contact the Attendance office at 714 986-7540 x 13030 to request homework. It is necessary that a **24** hour notice be given teachers in order to prepare homework. If the duration of the illness will be lengthy (four weeks or more) parents should contact the Counseling Office regarding the home teaching process. No homework is requested for students missing school due to vacation or business. Checking the student's Aeries program will also allow you to find daily assignments on-line.

MAKE-UP WORK

The students of Esperanza High School are responsible for the work missed during an absence. **Students may not make-up any homework or tests missed due to a class cut or truancy.** Work being made up should not be considered a form of punishment, but rather as a conscientious effort on the part of the teacher to assist the student in maintaining his level of achievement, and on the part of the student to meet his responsibilities. Make-up work will be graded as any other work. If a student has been absent for disciplinary reasons, the action should be reflected in the citizenship grade, if that student has otherwise met the requirements of course. The following are suggested guidelines for classroom make-up work. For short absences; one, two or three days; it is suggested that work be made up within a week's time. For long absences, an agreement should be reached between the teacher and student and parent(s) as to the due date for the make-up work. This should be an adequate but not excessive period of time. Required work not completed within established time lines will become an "F". Ed Code 48205 (b) states that tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

SCHOOL-RELATED ABSENCES

It is the student's responsibility to check in with their teacher **prior** to leaving for the school event. It is also the student's responsibility to pick up or turn in missed homework and class work and schedule a time with the teacher to make-up any missed tests or quizzes.

INDEPENDENT STUDY/FAMILY VACATION

If a student is expecting to be absent from school for 5 or more days the parent/guardian must make arrangements with the Attendance Office to request a contract to acquire assignments for the days the student will be absent. All assignments are due the day the student returns from vacation. **Vacations are not an excused absence** from school per the California Education Code and will be reflected in the student's attendance record as a "U" – unexcused verified absence.

ONLINE COURSES

The following process is required to enroll in an Online Course:

- The student contacts their counselor with a request to take an online course
- The reason for the request must meet one of the following criteria:

Remediation

Advancement to next level (electives)

Impacted schedule (electives)

- If appropriate, the student may download the required forms from the Counseling portion of the school website labeled “Internet Independent Study” for the student/parent to complete and return to the Counselor.
- Esperanza’s Assistant Principal of Student Services approves or denies the request. The student will then be notified of the status of their request.
- If approved the student enrolls in and completes the course.
- The course will be added to the student’s Esperanza High School transcript when an **official** transcript is received from the online provider. It is the responsibility of the student/parent to determine whether or not the course meets university and/or NCAA requirements and to arrange to have an official transcript sent to Esperanza.

Student athletes are encouraged to inquire about the new NCAA regulation restrictions for taking online courses by visiting the online NCAA Eligibility Center. Remember to tell your counselor if you are planning on being an athlete in college.

PROCEDURE FOR RESOLVING CLASSROOM CONCERNS

Communication is the key to resolving concerns in the classroom. If your student’s concerns have not been resolved by speaking directly with their teacher, the following are the steps parents should take to resolve issues:

1. Contact the teacher for a telephone conference or an appointment to discuss your questions or concerns personally.
2. Contact your student’s counselor for additional assistance.
3. If the problem persists, contact the Assistant Principal.
4. If the above steps have failed to resolve the problem, please contact the Principal.

MONITORING STUDENT PROGRESS

AERIES allows students and parents to monitor progress on a daily basis. It also allows for easy access to email the teacher, check attendance, print grades and check on homework completion. The student’s AERIES number will follow the student throughout their enrollment in the district. Please contact Karri Krie in the front office (x13002) or by email (KKrie@pylusd.org) if you need assistance with your AERIES account.

LOST AND FOUND

Articles that are found on campus will be sent to the lost and found in the Attendance Office. These articles will be kept until the close of school in June. After school has closed, the remaining articles will be donated to charitable organizations.

HALL PASSES

Students must have a hall pass in order to leave the classroom during the class period. Students that are detained for any reason should request a hall pass to avoid being marked tardy in the following class.

CLOSED CAMPUS

Our campus is closed to all students. Permission to leave campus during the school day can only be authorized by parents/guardians and cleared through the Attendance Office.

STUDENT PHOTO ID CARDS

Students are required to have an Esperanza High School photo ID card in their possession at all times for safety and security purposes. Failure to provide an ID card may result in detention hours.

VISITORS AND GUESTS

ESPERANZA HIGH SCHOOL IS A CLOSED CAMPUS. ALL visitors must report to the front office before entering campus. Visitor passes are required for all visitors who are permitted to remain on the campus. **Visitor passes are not issued to high school age visitors.** Teachers shall allow no one but regularly assigned students or adults with a visitor pass in their class. Guest passes are required for activity programs and will be issued by the Assistant Principal of Student Services in accordance with procedures set forth in the student handbook. **Violators are subject to arrest per 653(G) of the penal code.**

TRANSCRIPTS

Students who are college-bound will need official transcripts sent to colleges as a part of the application process. Please use Parchment, an electronic transcript service (www.Parchment.com) to send official transcripts. You are able to order secure transcripts with ease and 24/7 convenience of the Web. Most colleges in the U.S. are going paperless and will soon **only** be accepting transcripts online. Once you order a transcript on Parchment, EHS will release your transcript and you will receive an e-mail from Parchment that the transcript has been sent and received to the college of your choice. No more guessing if your transcript was ever received.

NUTRITION/LUNCH POLICY

Students are expected to respect the campus and maintain a safe environment. In an effort to facilitate supervision and cut down on the amount of custodial time devoted to trash pick-up, students will eat their food in the designated eating areas. We solicit your support and cooperation in contributing to a cleaner environment.

RULES AND REGULATIONS

1. Students are to eat food **ONLY** in the designated areas on campus. Eating in school buildings will **not** be permitted. Students cannot eat in out-of-bounds areas, which include parking lots, fields, athletic courts, driveways, or other designated areas.
2. Students are expected to deposit trash in the receptacles provided
3. Students are not to be inside buildings during lunch unless directly supervised by a staff member

P.E. LOCKERS

Students are issued lockers for the purpose of storing P.E. clothes only and are the property of the school district. Since it is the school's duty to maintain safety, order and discipline, locker contents, book bags and gym bags are subject to "search and seizure" when a school official has reason to believe that a student possesses evidence of illegal activity, or activity that would interfere with school discipline and order. **Please store valuables in lockers. EHS assumes no responsibility for items left unsecured (i.e. book bags, electronic devices, purses left on locker room floors or on top of lockers) by students.**

STUDENT PARKING REGULATIONS

Students who drive a motor vehicle to school **MUST** have a parking permit. There is a \$10.00 fee per each vehicle permit. Replacement permit cost is \$10.00 per permit.

When applying for a parking permit; student must be present and have the following information in their possession:

- Parking Permit Request form (can access on the EHS website)
- A valid California driver's license
- Car registration

REPORT CARDS

Four report cards are issued annually, two each semester. An interim report card is issued in the middle of the semester and used to report pupil progress. The final report card, issued at the end of the semester will be recorded on the student's permanent record.

Academic Honesty Policy

Esperanza High School students are expected to take pride in their achievements. Students must rely on their own talents and abilities to complete academic work at a level in which they take pride. Any attempt to shortcut this process undermines the learning process, destroys student integrity, and weakens the trust essential to a positive student/teacher relationship. Academic dishonesty usually involves an attempt by a student to show a level of knowledge or skill which he/she, in fact, does not possess. Any student who seeks to gain a dishonest advantage over his/her fellow students is pursuing a course which is unacceptable to both peers and society.

In an effort to protect the rights of honest students and foster a sense of responsibility for personal conduct Esperanza High School has adopted this academic honesty policy. Promoting honest behavior is a responsibility shared by the school and parents. It is the responsibility of the students, parents, teachers, and administrators to prevent academic dishonesty. It is the responsibility of the teacher to determine whether or not a violation has occurred and to take the appropriate actions.

Academic dishonesty is the act of participating in obtaining or attempting to obtain credit for work by the use of dishonest, deceptive, fraudulent, or unauthorized means. Collaborative studying is not academic dishonesty when specifically permitted or required by a teacher. Examples of academic dishonesty include, but are not limited to the following:

- Copying another student's homework, lab report or data. (Copying includes using another person's verbal response to a question as an original answer.)
- Sending, sharing, viewing, or possessing pictures, text messages, emails of any academic work, classroom assessments, state testing, Advanced Placement testing, PSAT testing, etc.
- Unauthorized using of textbooks, notes, computer programs or written aids during an examination.
- Looking at another student's paper or talking during an examination.
- Helping another student to cheat on an examination or assignment.
- Writing formulas, codes, or key words on ones person or objects for use during an examination.
- Exchanging answers with other students, either before, during, or after an examination.
- Taking someone else's assignment and submitting it as your own.
- Plagiarizing any material without giving the author/artist name and/or source.
- Using material from the Internet without clearly identifying it as such.
- Submitting or using falsified data or records.
- Not following additional specific guidelines on cheating as established by department, class, or a teacher.
- Providing material to be used in a dishonest manner, such as providing homework answers for copying.
- Changing the grade or score of an assignment.

Incident 1: Zero on assignment; parent contact; referral to counselor; possible suspension

Incident 2: Zero on assignment; parent contact; placed on contract; possible suspension

Incident 3: Drop from class with a "WF"; possible suspension

In addition, teachers may assign hours or have other classroom consequences for incidents of academic dishonesty.

PYLUSD High School Student Behavior Expectations and Code of Conduct

A goal of the Placentia-Yorba Linda Unified School District is to assist each student to become productive and an effective citizen in our democratic society. We are confident that the vast majority of students will work toward this goal by respecting the rights of others, respecting personal and school property, and by practicing acceptable patterns of behavior and courtesy.

The purpose of the Code of Conduct is to ensure a safe and orderly educational climate conducive to learning. Students are expected to demonstrate responsible behavior that does not interfere with the safety, well-being, or educational opportunities for themselves or others.

In an effort to support the positive actions of the vast majority of students, disciplinary action will result when students fail to conduct themselves in an acceptable manner. A student may be disciplined for acts that are related to school activities which occur at any time including, but not limited to, any of the following:

- While on the grounds of any PYLUSD campus
- While going to or coming from home to school
- Off campus during school hours
- During, or while going to or coming from, a school sponsored activity

SEARCH AND SEIZURE

In an ongoing effort to maintain a safe and secure campus, the law provides school officials with the right to search students, their possessions, and their automobiles when they have a “reasonable suspicion” that a student may be in possession of contraband or dangerous objects. Reasonable suspicion may also warrant school officials’ use of a metal detector to identify concealed weapons or a breathalyzer to determine if a student is under the influence of alcohol. We hope all students will be cooperative as the school official(s) will make every attempt to be unobtrusive and respectful of privacy. Students should be aware that grounds for suspicion commonly includes being “out-of-bounds” without permission or a report by another student, parent, or staff member of possession of contraband or dangerous objects. Students should also be aware that they will be held responsible for any contraband or dangerous objects found in their possession as it will be considered their property. If a student should discover contraband or dangerous objects on campus, he or she should go directly to the Assistant Principal or other staff member and report it without delay. (Education Code 49050)

ATTENDANCE PROCEDURES

Tracking your student's daily attendance, grades, homework assignments and contacting teachers is easy to do with the AERIES student system available to parents and students. Please see Mrs. Krie in the front office in person, or email her at KKrie@pylud.org if you need assistance with obtaining log-in information.

The goal of EHS is to assist each student to become a productive and effective citizen in our democratic society. We believe that a quality education will benefit the student in his or her future endeavors. In our experiences we have found that there is a direct correlation existing between a student's attendance habits and his or her academic success. It is vitally important that students attend school on a **consistent basis**. The PYLUSD Attendance Policies have been established to provide motivation for our students to be in attendance so that they may achieve their full potential.

If a student is absent one or more days, the student must clear the absence in one of the following ways:

1. It is highly recommended that parents call the school the same day of the absence (714) 986-7540 ext. 13030. The parent/guardian should call in every day of a student's absence. If possible, please provide the student's ID number. A note is required when a student returns to school if the parent/guardian has not called in.
2. If a student returns to school after an absence and the parent did not call in the previous day, he/she must be in the attendance office with a note prior to the start of the school day or they may be marked tardy to first period and may be subject to a teacher detention.
3. If the student does not have a verified excuse, either a call by a parent or a written excuse signed by a parent, the student may have to take a temporary truancy. The student will have **48 hours** to clear the temporary truancy before it becomes a permanent truancy.

Excused absences will be issued for the following reasons:

1. Legal matters, medical visits, medical illness, or religious business, all of which must be accompanied by proper documentation
2. Death in immediate family
3. Illness

All students must show their EHS Student ID card at the Attendance Office to when clearing an absence or obtaining an off-campus pass. Failure to show EHS Student ID card may result in detention hours.

AUTOMATED PHONE CALL

An automated phone call will go out daily whenever a student is marked absent two or more periods. It is the responsibility of the parent/guardian to ensure absences are cleared. Parent/guardians are able to check attendance through the Aeries System.

EXCESSIVE EXCUSED AND UNEXCUSED ABSENCES

When a student accumulates absences the following interventions will take place:

Absences 1-7	Parent contact
Absences 8-9	Excessive excused notification to parent by mail
Absences 10-14	Parent invitation to Student Attendance Review Team (S.A.R.T.)
Absences 15-19	Parent invitation to District Attendance Review Team (D.A.R.T.)
Absence 20	Truancy intervention process initiated by the Child Welfare and Attendance Office (C.W.A.) and all future absences will be marked truant (code R) unless documented (code D)

ANTICIPATED EXTENDED ABSENCES

Students planning to be absent for more than five days, should notify their counselor to initiate the short-term independent study process.

OFF-CAMPUS PASS

For a student to leave the campus while school is in session, the student must have an Off-Campus Pass. The student will need to present that Off-Campus Pass when they return from the absence. For planned absences, the student must have a note signed by a parent. In the event of a personal or family emergency, the counseling or attendance office must get approval from a parent, or his/her designee, before the student may leave the campus. Please remember that phone calls for parent pick-up may delay the release of the student due to unforeseen circumstances. If the student leaves without an Off-Campus Pass, the student will be truant and will not be allowed to clear the truancy. Off-Campus Passes will be issued (except for emergency reasons) before school, during break, and at lunch from the Attendance Office.

AGREEMENT FOR STUDENTS 18-YEARS-OF-AGE

Students who are 18-years-old may be allowed to excuse their own absences. A parent/guardian and the 18-year-old student must sign a release form in the Attendance Office. This MUST be done in person with verification by picture identification. The 18-year-old will have authorization to write his or her own notes to excuse any classes missed. They may also obtain an Off Campus Pass from the Attendance Office. We reserve the right to revoke this agreement if it is abused.

EXCUSE TO OBTAIN CONFIDENTIAL MEDICAL SERVICES (EC §46010.1)

Students may be excused from school for the purpose of obtaining confidential medical services, without the consent of the student's parent/guardian.

ATTENDANCE VIOLATIONS AND CONSEQUENCES

OFF CAMPUS/OUT OF BOUNDS

A student found to be off campus without a permit or out of bounds will be subject to one or more of the following:

Incident 1	Parent contact Subject to search Saturday School
Incident 2	Parent contact Subject to search In-House/School Suspension 1 day
Incident 3	Subject to search Behavior Contract Parent conference School suspension 1-3 days
Incident 4	Subject to search School suspension 3-5 days Administrative Transfer

TARDY SWEEP

Students out on campus and not in their classes after the late bell rings may be escorted to the office and assigned detention or Saturday School hours.

TARDIES (per semester):

As per district policy, the Attendance Office will only excuse tardiness if you provide the office with proper documentation in relation to legal matters (court documentation), religious business (official letter from religious institution), medical visit (doctor office note), medical illness (doctor note).

Any student not in class on time may be subject to the following:

Tardies 1-5	Handled by teacher Parent contact Teacher assigned detention
Tardy 6	Referral to Attendance Director Parent contact Saturday School
Tardy 7	Referral to Attendance Director Parent contact Detention Saturday School In-House Suspension
Tardy 8	Referral to Attendance Director Detention Saturday School

	Parent conference Behavior Contract
Tardy 9	Referral to A.P. of Student Services Loss of student privileges

TRUANCIES (per year):

Any student who is absent from school or tardy to any class in excess of 30 minutes without a valid excuse is considered truant and will be subject to the following:

Incidents 1-4	Parent contact Saturday School
Incidents 5-6	Parent contact Saturday School Parent invitation to S.A.R.T. meeting
Incident 7	Parent contact Saturday School Parent invitation to D.A.R.T. meeting
Incident 8	Parent contact Saturday School Parent invitation to District Attorney meeting
Incident 9	Parent contact Saturday School Parent invitation to S.A.R.B. meeting
Incident 10	Parent contact Saturday School Loss of student privileges Student file forwarded to probation

DETENTION

Teacher-assigned detention is served in a specific classroom designated by the assigning teacher. Students are under the supervision of the assigning or designated teacher.

After-school detention can be assigned by administrators, counselors, teachers, and office personnel. After-school detentions are served in a designated room for a designated amount of time. Students who arrive late will not be admitted. Students who are disruptive will be dismissed.

Removal from or failure to report to detention will result in Saturday School hours. Repeated failure to serve after school detentions may result in an In- House Suspension or School Suspension.

SATURDAY SCHOOL PROGRAM

Students assigned to Saturday School must bring classroom assignments, paper, writing assignments, and be prepared to study for 4 hours. Students who arrive tardy or are unprepared will be dismissed and assigned an additional day(s) of Saturday School. Students may not leave their seats unless directed by the supervisor. The Saturday School supervisor will provide nutrition breaks. The cafeteria will be open during the break for students to purchase snacks.

All school rules and regulations apply while in the Saturday School program. Undesirable or disruptive conduct and lack of work or effort, as judged by the supervisor, will result in removal from the Saturday School program. Removal from or failure to report to the Saturday School program may result in being placed on the Hold List, In-House Suspension or School Suspension.

SATURDAY SCHOOL HOURS – REQUEST TO CHANGE

Students who are assigned Saturday School hours will be allowed to change their assigned date **ONCE** per semester. Schedule Change Request Forms are available in the Attendance Office. Students must fill out the form **AND** have it signed by their parent **PRIOR** to the day the hours are scheduled. Forms can be turned in to the Dean of Attendance or a secretary in the Attendance Office.

Policies and Guidelines

HOLD LIST

The school offers many opportunities and privileges for all students to enjoy. It is important to note that these are privileges that can be revoked if acceptable behavior is not maintained. Students who owe 8 hours or more of detention or Saturday School will be placed on the Hold List. While on the Hold List, students may lose the following privileges:

- All school dances
- Approval for a guest pass to attend another school's dance
- Student parking pass
- Field trips
- Work permit
- Off campus lunch pass (seniors only)
- Senior activities week events (seniors only)
- Graduation ceremony (seniors only)
- Other events at the discretion of the Assistant Principal

Students' privileges will be reinstated once all hours have been served. Students who continue to not serve hours after losing privileges are subject to In-House Suspension, school suspension, behavior contracts, and school transfer. It is our hope that students will make good choices and be able to participate in all the school has to offer.

HEALTH SERVICES AND MEDICATION DURING SCHOOL

The school does not have a school nurse on campus; however, there is a Health Clerk on campus for a limited time each day. There is a school nurse that covers the health needs at each school and communicates frequently with the Health Clerk. Please contact the Health Office if you would like to be contacted by the school nurse. Please indicate health issues on the Health Card or contact the school Health Office. Ill students cannot be sent home without parent/guardian permission, or that of another adult so designated by the parents on the Emergency Data Card and/or Health Card. **STUDENTS CANNOT BE DRIVEN HOME BY ANOTHER STUDENT WITHOUT THE PERMISSION OF THE PARENTS OF BOTH STUDENTS INVOLVED.** If it is necessary for a student to take medication during school hours, the health care provider and parent must fill out the Request for Medication form which can be found on the district's health service website or the school Health Office. **IT IS ILLEGAL FOR A STUDENT TO BE IN POSSESSION OF MEDICATION ON HIS/HER PERSON WHEN ON CAMPUS UNLESS DOCUMENTATION FROM ISSUING HEALTH CARE PROVIDER IS ON FILE IN THE HEALTH OFFICE FOR MEDICATION BEING TAKEN.** If an exclusion for PE has been written by the health care provider, have the student bring the written statement to the Health Office. Health care providers' requests at the end of grading periods are not acceptable to excuse students for prior absences. **IT IS EXTREMELY IMPORTANT THAT THE EMERGENCY CARD AND HEALTH CARD BE KEPT UPDATED.**

If a student is found to be in possession of undocumented medications, depending on the circumstances, action will include one or more of the following:

Parent conference
Police involvement
Saturday School

School suspension 1-5 days
Behavior Contract
Administrative Transfer

LUNCH AND DELIVERIES

All high schools are closed campuses. Only seniors are eligible for off-campus lunch passes. The application form is available in the Attendance Office. This form must be signed by a parent in the presence of a school administrator or notary public and returned to the Attendance Office for final approval. Senior lunch passes are only for the lunch period. If a student fails to return to school prior to the conclusion of lunch, they are considered truant. **Seniors who abuse the stipulations of the lunch permit privilege or who in any other way violate the code of conduct may have their pass revoked.**

Lunch Deliveries - We are unable to accept student lunch deliveries. If you would like to deliver a lunch or lunch money to your student, you must arrange for them to meet you at the front of the school.

Gift Deliveries - We cannot disrupt the educational process with delivery of cards, messages, balloons, candy, etc. and will not accept or be responsible for gift items.

CAMPUS SALES AND SOLICITATIONS

Only authorized school organizations are permitted to sponsor on campus sales and fundraisers during the year. There shall be absolutely no soliciting of funds on campus for any activity that has not been approved by the Activities Office. School organizations must apply for fundraising dates through the Activities Office.

DRESS CODE

Placentia-Yorba Linda Unified School District School Board Policy establishes that students shall wear appropriate clothing and footwear and groom themselves for school in a manner that does not offend the decency of, reflect negatively on, or detract from any phase of, the educational program. The administration and staff believe that dress affects the academic environment at school and, in some cases, can be disruptive to the learning environment. Therefore, the dress code applies at all times to students while on campus or in attendance at any school event.

The following items are examples and not intended to be a complete list of dress restrictions:

- Clothing, hats, jewelry, purses, school supplies, or other accessories associated with alcohol, drugs, tobacco, sex, obscenity, bigotry, racial/ethnic/religious prejudice, weapons or violence.
- Bandanas, do-rags, hairnets, chains, spiked jewelry, or any apparel deemed as dangerous.
- Any clothing normally worn as underwear or sleepwear.
- Short shorts, beach attire, low necklines, low backlines, strapless garments, sheer or see-through clothing, visible bandeaus, bare-midriff tops.

- Pants must be worn near waist level; oversized clothing is unacceptable.
- Underclothing must be worn but not visible.
- Outer clothing must be in good repair.
- Bare feet are not allowed. Shoes must be worn at all times.
- Gang or tagger-crew writing on shoes, clothes or body, backpacks or accessories are not permitted. Anything deemed as gang related is prohibited.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	Item confiscated Alternative clothing loaned Warning Parent contact Student may be sent home to change
Incident 2	Item confiscated Alternative clothing loaned Parent contact Saturday School Student may be sent home to change
Incident 3	Item confiscated Alternative clothing loaned Parent conference Saturday School Behavior Contract
Incident 4	Item confiscated Alternative clothing loaned Parent conference Behavior Contract School suspension 1-5 days

Continuous violations of the aforementioned policies will be construed as defiant behavior, which is a violation of Ed. Code section 48900 (K).

STUDENT PARKING AND DRIVING

Students are expected to park only in the student parking lots. A parking pass is required for students to park in student lots. Parking passes are available for purchase through the school office.

Campus area traffic regulations are enforced by local law enforcement agencies in compliance with CVC 21113. The following violations may result in a citation and/or towing of vehicle at the owner's expense:

1. Parking in a red or green zone
2. Blocking of any driveway
3. Parking in a bus zone

4. Parking other than between the lines painted on the pavement of the parking lot
5. Parking on driveways, access areas, fields, or non-blacktop areas
6. Driving in excess of 5 miles per hour on school grounds
7. Parking in handicapped parking without placard
8. Parking in staff or visitor designated spaces
9. Parking without a visible permit

Students are not to be in the parking lot at any time during the school day without a special permit or authorization by school officials. Parking is on a first-come, first-served basis. There is no designated or preferential parking for students.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	Police citation Parent contact Detention Saturday School Vehicle towed
Incident 2	Police citation Parent contact Saturday School Vehicle towed Loss of parking permit School suspension 1-5 days

ELECTRONIC SIGNALING DEVICES (CELL PHONES)

It is the intent of the school in exercising its authority to regulate the use of electronic devices to establish guidelines and regulations that will ensure the continuation of a positive climate for learning free from unnecessary disruptions. Although state law no longer prohibits students from possessing or using electronic devices, restrictions of their use on a school campus must exist to ensure such use does not infringe upon the rights of others or interfere with classroom instruction or other school activities.

The school does not encourage student possession or use of electronic devices on campus and does not assume liability if such devices are damaged, lost, or stolen. Electronic devices shall remain turned off during class time unless teacher approval is given. If the privilege of having these devices at school is abused and the possession or use of an electronic device violates this policy, the school has the right to revoke the privilege.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	Item confiscated* Warning Parent contact Detention
Incident 2	Item confiscated*

	Parent contact Detention Saturday School
Incident 3	Item confiscated* Parent contact Saturday School
Incident 4	Item confiscated* Parent conference Saturday School Behavior Contract
Incident 5	Item confiscated* Parent conference School suspension 1-5 days

*Item can be retrieved by the student in the office at the end of the school day. Student must provide photo ID card to pick up item; there are no exceptions to this requirement. Upon repeated offenses, only the parent or legal guardian with photo ID may pick up item.

The school does not assume liability for any prohibited item that has been confiscated including loss, damage, or theft of confiscated item.

PHYSICAL EDUCATION

The Physical Education Department requires uniforms for all students enrolled in the regular program. The uniform will consist of a t-shirt with the student's name on the front and shorts (no buckles, snaps, zippers, or pockets). P.E. uniforms can be purchased during the summer registration days or through the Physical Education Department at any time after registration. The cost is \$10.00 for the shorts and \$10.00 for the t-shirt. Socks and tennis shoes must be worn. Parents are not required to purchase P.E. attire from the school. Parents may elect to purchase the attire on their own provided the clothing items are consistent with the school's uniform in colors and style. If you have any questions regarding the purchasing of the P.E. uniforms, please contact the P.E. Department or Finance Office.

NON-SUIT POLICY

If a student does not come prepared to class in their physical education clothes/ uniform and refuses to use loaner clothes, action will include one or more of the following:

Incident 1	Warning Loss of participation points
Incident 2	Loss of participation points Teacher assigned detention
Incident 3	Loss of participation points Detention Saturday School

	Parent contact
Incident 4	Loss of participation points Saturday School Parent contact
Incident 5	Loss of participation points Saturday School In-House Suspension Parent conference Behavior Contract

ATHLETIC CODE OF CONDUCT

The goal of athletic participation is to provide a rewarding co-curricular experience for all students. All participants must commit to exemplary conduct and behavior as a representative of the school, district, and community.

Participants in Placentia-Yorba Linda Unified School District Athletics, agree to the following:

1. To recognize that athletes involved in activities that reflect negatively upon themselves, the team, or the school are subject to suspension from athletics.
2. To understand that hazing is defined as any act of forcibly involving fellow students in inappropriate, demeaning, or potentially dangerous acts (as in an initiation rite). Hazing is a form of intentional harassment and is considered a serious violation of our Code of Conduct.
3. To meet the minimum academic requirements established by the Board of Trustees of the Placentia-Yorba Linda Unified School District and California Interscholastic Federations (CIF) for eligibility.
4. To recognize that suspension for offenses to Education Code 48900 will result in competition ineligibility during the time of suspension.
5. To recognize that sport specific standards of behavior and appropriate consequences may be set by the head coach of each individual sport.
6. To recognize that a student/athlete who has unlawfully possessed, used, offered to sell, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or an intoxicant of any kind, including androgenic/anabolic steroids, or unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, while on school grounds, during school, or during or while going to, coming from or attending a school-sponsored event, while going to or coming from school, during the lunch period whether on or off school grounds, shall receive the consequences listed below, in addition to discipline imposed under the District's student disciplinary policies.
 - First Offense: *6 week suspension from the first official athletic contest (includes scrimmages). Suspended athletes may participate in their designated athletic period only for the duration of the suspension
 - Second Offense: Suspended from athletics for one calendar year, regardless of the incident
 - Third Offense: Lifetime suspension from the athletic program, regardless

of the incident

*Any offense occurring outside the student's athletic season, including summer, will result in the suspension being applied to the next sport he/she participates in. Any offense occurring during the student's athletic season, may result in suspension for the balance of the season. Any time left on the suspension will be applied to the student's next season of sport.

To recognize a student/athlete involved in any activity during the time school is not in session, which results in a conviction, may receive consequences such as those listed in (6) above.

If a suspended athlete so chooses, he/she may have his/her suspension reviewed, and have the time of the suspension cut in half upon enrollment and completion of an acceptable substance abuse counseling program. Any athletic suspension may be subject to a review by the principal, athletic director, head coach and/or coaches' council.

COMPUTER, NETWORK, OR INTERNET MISUSE

Misuse includes, but is not limited to, changing program controls, wallpaper, keyboard, adding or deleting programs without permission, chat room involvement, vulgar/sexually explicit sites, or any site that is not appropriate for the education, safety, and well-being of the student body. Personal email shall only be accessed with instructor's permission and strictly for academic purposes. USB or external drives are not permitted for use on school computers without permission from the teacher and are subject to scan/search to ensure safety. Students are responsible for the content of the drive and should be sure it contains nothing in violation of the school rules.

Depending on the circumstances, action will include one or more of the following:

Detention	Parent contact
Saturday School	School suspension 1-5 days
Loss of internet use	Administrative Transfer
Class drop	Expulsion

BICYCLES AND SKATEBOARDS

Bicycles and skateboards are not permitted on campus or in classrooms. Bicycles and skateboards must be stored in designated racks during school hours, otherwise they will be confiscated and released to the parent.

Depending on the circumstances, action will include one or more of the following:

Confiscation*	Parent contact
Detention	Saturday School
Police citation	School suspension 1-5 days

Repeat offenses may result in confiscation for the remainder of the school year.

*The school does not assume liability for any prohibited item that has been confiscated, including loss, damage, or theft of the confiscated item.

PROLONGED PUBLIC DISPLAYS OF AFFECTION

School is a place for learning. Prolonged public displays of affection are not permitted as they detract from the learning environment. Self-control and respect for others should be kept in mind at all times.

Depending on the circumstances, action will include one or more of the following:

Detention	Parent contact
Saturday School	School suspension 1- 5 days
Behavior Contract	Administrative Transfer
Schedule change	Expulsion

PRODUCT MISUSE

Misuse (violation of manufacturers' warnings/cautionary statements) or possession of **any** product (aerosol spray, compressed air products, products containing hazardous chemicals) for the purpose of mentally or physically altering one's well-being is prohibited.

Depending on the circumstances, action will include one or more of the following:

Incident 1	School suspension 3-5 days Parent conference Behavior Contract Police action Administrative Transfer
Incident 2	School suspension 5 days Police action Administrative Transfer Expulsion

Suspendable and Expellable Offenses

California Education Code 48900 a-r, .2,.3,.4,.7

The following offenses listed below may result in suspension, administrative transfer to another high school within the district, or expulsion from the Placentia-Yorba Linda Unified School District. All incidents will be investigated by the administration of the school to determine which consequences will apply. The student may be recommended for expulsion for the following if:

- (a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct;
- (b) Due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

California Education Code 48900

- (a) (1) Physical injury to another person
(2) Willfully caused physical injury by force or violence upon another person
- (b) Possession of weapons, explosives, or dangerous objects
- (c) Possession or use of controlled substance, alcohol, or intoxicant
- (d) Offered, arranged, or negotiated to sell a substance represented to be a controlled substance
- (e) Committed robbery or extortion
- (f) Vandalism to school property or private property
- (g) Theft
- (h) Possession of tobacco or nicotine delivery devices
- (i) Excessive use of profanity or repeated vulgarity
- (j) Possession of drug paraphernalia
- (k) Defiance or disruption of school activities
- (l) Possession of stolen property
- (m) Possession of an imitation firearm
- (n) Commit or attempt to commit sexual assault or sexual battery
- (o) Harass, threaten, or intimidate a student witness
- (p) Selling Soma
- (q) Hazing
- (r) Bullying/Cyber
- .2 Sexual harassment
- .3 Hate violence
- .4 Intentional harassment, threats, or intimidation
- .7 Intentional terrorist harassment, threats, or intimidation against school staff or property

EXPLANATION OF DISCIPLINE TERMS

EXPULSION

Expulsion is a formal process that includes suspension and a hearing to determine if a student will be dismissed from their current educational setting. Students who have been expelled are prohibited from returning to any campus or school-owned property located within the Placentia-Yorba Linda Unified School District until the expulsion requirements have been completed. This also includes school activities. Suspensions or expulsions will be imposed when other means of correction fail to bring about proper conduct or if the school determines that the student's presence causes a danger to persons or property or threatens to disrupt the learning process.

California Education Code section 48915 requires mandatory suspension and recommendation for expulsion of students who:

- **Possess, sell, or otherwise furnish a firearm**
- **Brandish a knife at another person**
- **Sell a controlled substance**
- **Commit or attempt to commit a sexual assault or sexual battery**
- **Possess an explosive**

ADMINISTRATIVE TRANSFER

A student is transferred to another comprehensive high school within the district. The student is removed for no more than two semesters. Students who have been administratively transferred are prohibited from returning to the sending school's campus for the duration of the Administrative Transfer. This also includes school activities. The student may return if he/she completes the conditions set forth by the assistant principal of the sending school.

SUSPENSION

Suspensions remove a student from campus for one to five days, after which time the student may return to class, usually on a Behavior Contract. Students who have been suspended are prohibited from returning to any campus or school-owned property located within the Placentia-Yorba Linda Unified School District during school or non-school hours, and on school and non-school days. This also includes school activities.

Student Behavior Violations and Consequences

48900 Section A: Physical Injury to Another Person

Students are expected to seek constructive solutions to conflict in a non-violent manner.

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person (Mutual Combat) EC 48900 (a) (1)

(a) (2) Willfully used force or violence upon the person of another, except in self-defense

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	School suspension 1-5 days Parent conference Behavior Contract Police involvement Administrative Transfer Expulsion
Incident 2	School suspension 3-5 days Parent conference Police involvement Administrative Transfer Expulsion
Incident 3	School suspension 5 days Parent conference Police involvement Administrative Transfer Expulsion

Section 48915(a1/a5): Causing serious physical injury to another person/ school employee, except in self-defense.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	School suspension 5 days Parent conference Police involvement Expulsion
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48900 Section (b): Dangerous Objects

Students are expected to maintain a safe environment in the school, free of weapons and/or dangerous objects.

FIREARMS 48915 (c1), KNIVES 48915 (c2), OR OTHER DANGEROUS OBJECTS

Possession, selling, furnishing, or use of firearms (including look-alike firearms), knives (including pocket knives), or other dangerous objects will result in one or more of the following:

Disciplinary Consequences:

Incident 1	School suspension 3-5 days Parent conference Police involvement Behavior Contract Administrative Transfer Expulsion
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USE, POSSESSION, OR SALE OF EXPLOSIVES OR INCENDIARIES, CAUSING FIRES 48915 (c5)

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	School suspension 3-5 days Parent conference Police/Fire Department involvement Restitution Behavior Contract Administrative Transfer Expulsion
------------	---

48900 Section (c) (d), 48915 (c): Controlled Substances

Students are expected to be drug and alcohol free.

SALE OR FURNISHING OF DRUGS, ALCOHOL, INTOXICANTS, NON-PRESCRIPTION, OR LOOK-A-LIKE DRUGS

Students may not possess, use, sell, be under the influence of, negotiating to sell, furnish any amount of controlled substance, alcohol, or intoxicant of any kind. These include, but are not limited to, all alcoholic beverages, narcotics, marijuana, methamphetamines, inhalants, hallucinogens, non-prescription drugs (including “look-a-like”), or possessing quantities of same large enough to indicate sale on school grounds, off campus during school hours, at any school sponsored function, or while being transported to or from school or activities. All prescription and over-the-counter medication must remain in the possession of the school’s health office with physician’s written medical authorization.

If it is established that alcohol or other drugs have been actually furnished to students in

connection with on-campus solicitation, the student may be subject to disciplinary consequences.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	School suspension 5 days
	Parent conference
	Police involvement
	Administrative Transfer
	Expulsion

USE OR POSSESSION OR UNDER THE INFLUENCE OF DRUGS/ ALCOHOL/ INTOXICANTS / NON-PRESCRIPTION DRUGS

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	School suspension 5 days
	Parent conference
	Behavior Contract
	Police involvement
	Administrative Transfer
	Expulsion
Incident 2	School suspension 5 days
	Parent conference
	Police involvement
	Administrative Transfer
	Expulsion

48900 Section (e) (f) (g): Vandalism, Robbery, Damage to Property, Theft, Graffiti and Graffiti Paraphernalia

Students are expected to respect the property of others. Students may not commit, or attempt to commit, robbery, theft, damage to property, or extortion. Robbery includes the theft of any property not belonging to the student or any attempts made to force or create fear in others while attempting to steal or while stealing another person's property. Borrowing of another person's property without their permission may be considered a theft.

ROBBERY OR EXTORTION

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

- | | |
|------------|---|
| Incident 1 | School suspension 5 days
Parent conference
Behavior Contract
Police involvement
Restitution
Administrative Transfer
Expulsion |
|------------|---|

THEFT OR POSSESSION OF STOLEN PROPERTY

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

- | | |
|------------|--|
| Incident 1 | School suspension 1-5 days
Parent conference
Behavior Contract
Saturday School
Police involvement
Restitution
Administrative Transfer
Expulsion |
| Incident 2 | School suspension 3-5 days
Parent conference
Police involvement
Restitution
Administrative Transfer
Expulsion |

VANDALISM, GRAFFITI, OR PARAPHERNALIA

Engaging in willful or malicious behavior resulting in destruction, defacement, damage, or loss of use of school property or the private property of another or possession of markers, spray paint cans, etching tools and/or other graffiti paraphernalia will result in one or more of the following:

Disciplinary Consequences:

- | | |
|------------|--|
| Incident 1 | Items confiscated*
School suspension 1-5 days
Parent conference
Behavior Contract
Saturday School
Police involvement
Restitution
Administrative Transfer
Expulsion |
|------------|--|

Incident 2	Items confiscated*
	School suspension 1-5 days
	Parent conference
	Police involvement
	Restitution
	Administrative Transfer
	Expulsion

*The school does not assume liability for any prohibited item that has been confiscated, including loss, damage, or theft of confiscated item.

48900 Section (h): Tobacco, Nicotine, or Nicotine Delivery Devices

Students are expected to live a healthy lifestyle and respect the wellness of others. Students may not possess or use tobacco or any products containing tobacco or nicotine. The use of e-cigarettes, vapor pens, and the paraphernalia associated with their use are also included in this section and will receive the same consequences.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	School suspension 1 day
	Saturday School
	Tobacco education program
	Parent contact
	Police citation
Incident 2	School suspension 2-3 days
	Saturday School
	Tobacco education program
	Parent conference
	Behavior Contract
	Police citation
Incident 3	School suspension 3-5 days
	Parent conference
	Police citation
	Administrative Transfer

48900 Section (i): Obscenity, Profanity, Vulgarly, or Obscene Gestures

Students are expected to treat all staff and students with respect and practice responsible behavior at all times. Students may not engage in obscene acts or use habitual profanity or vulgarity, which includes speaking, writing, gesturing, or acting inappropriately.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

- | | |
|------------|--|
| Incident 1 | School suspension 1-5 days
Parent conference
Saturday School
Behavior Contract
Administrative Transfer |
| Incident 2 | School suspension 3-5 days
Parent conference
Behavior Contract
Administrative Transfer |
| Incident 3 | School suspension 5 days
Parent conference
Administrative Transfer |

PROFANITY/OBSCENE ACTIONS DIRECTED TOWARD A STAFF MEMBER

Profane or vulgar language/gestures/actions directed towards a staff member(s) will result in one or more of the following:

Disciplinary Consequences:

- | | |
|------------|---|
| Incident 1 | School suspension 5 days
Parent conference
Removal from class
Behavior Contract
Administrative Transfer |
| Incident 2 | School suspension 5 days
Parent conference
Administrative Transfer |

48900 Section (j): Paraphernalia

Students are expected to live a healthy lifestyle and respect others. Students may not possess, offer, share, or negotiate to sell any drug paraphernalia.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

- | | |
|------------|---|
| Incident 1 | Saturday School
School suspension 1-5 days
Items confiscated*
Parent conference
Behavior Contract
Police involvement |
| Incident 2 | School suspension 1-5 days
Items confiscated*
Parent conference |

Police involvement
Administrative Transfer

*The school does not assume liability for any prohibited item that has been confiscated including loss, damage, or theft of confiscated item.

48900 Section (k): Defiance and Disruption

Students are expected to follow school rules and respect the authority and direction of school staff. Students may not negatively impact the orderly operation of the classroom or educational environment of the school by being defiant, disruptive, disrespectful, or deceptive.

Prior to office referral, the teacher may use other means of correction such as counseling, detention, and parent contact.

CLASS MISCONDUCT

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	Parent contact Teacher assigned detention Saturday School Class suspension 1-2 days School suspension 1-3 days
Incident 2	Parent contact/conference Teacher assigned detention Saturday School Class suspension 1-2 days School suspension 1-5 days
Incident 3	Class suspension 1-2 days School suspension 1-5 days Parent conference Behavior Contract
Incident 4	School suspension 3-5 Parent conference Student withdrawal from class

REFERRAL FROM A SUBSTITUTE

Students are expected to treat substitute teachers as guests on campus. Students who display inappropriate behavior when a substitute is in charge will automatically be assigned to the Saturday School program with potential further consequences depending on the severity of the behavior.

CAMPUS MISCONDUCT

Campus misconduct includes, but is not limited to:

Food throwing	Distribution of unauthorized materials
Rude behavior	Lack of consideration for fellow students
Horseplay	Littering or trash
Out of bounds	Driving or parking violation*

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	Parent contact Saturday School Behavior Contract School suspension 1-3 days
Incident 2	Parent contact Saturday School Behavior Contract School suspension 1-5 days
Incident 3	School suspension 1-5 days Behavior Contract Parent conference
Incident 4	School suspension 3-5 days Parent conference Administrative Transfer

*Driving or parking violations are also subject to enforcement under the California Vehicle Code and may result in revocation of parking privileges and traffic citation.

CAMPUS RESTRICTIONS

In the interest of safety, the following are prohibited on campus:

Gambling, skates, skateboards, and/or skate shoes, scooters, bicycles and motorized vehicles, spiked jewelry, chains, or other dangerous apparel.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	Warning Item confiscated*
Incident 2	Saturday School Parent contact Item confiscated*
Incident 3	School suspension 1-3 days Behavior Contract Parent conference

- Item confiscated*
- Incident 4 Parent conference
 Item confiscated*
 School suspension 3-5 days
 Administrative Transfer

*The school does not assume liability for any prohibited item that has been confiscated including loss, damage, or theft of confiscated item.

INSUBORDINATION OR DEFIANCE OF AUTHORITY

Includes, but is not limited to, direct defiance of staff authority, failure to attend assigned Saturday School, failure to respond to a call slip, etc.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

- Incident 1 Parent contact
 Saturday School
 School suspension 1-5 days
 Behavior Contract
- Incident 2 Parent conference
 School suspension 1-5 days
 Behavior Contract
- Incident 3 School suspension 1-5 days
 Parent conference
 Administrative Transfer

FORGERY OR FRAUD

Students are expected to practice responsible and honest behavior.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

- | | |
|-----------------------|-------------------------|
| Parent contact | Parent conference |
| Behavior Contract | School suspension |
| Saturday School | Administrative Transfer |
| Withdrawal from class | Expulsion |

If offense is related to attendance, parents must appear in person to clear absences. Repeat offenses may result in police involvement.

48900 Section (l): Receiving Stolen Property

Students are expected to respect the property of other students, staff members, and the school. Students who find property are expected to return items to the office immediately.

Depending on the circumstances, action will include one or more of the following:

Parent conference	School suspension 1-5 days
Police involvement	Behavior Contract
Restitution	Administrative Transfer
Saturday School	Expulsion

48900 Section (m): Possession of an Imitation Firearm

Students are expected to maintain a safe campus and community environment free of weapons, dangerous objects, and objects that resemble a real weapon.

Depending on the circumstances, action will include one or more of the following:

Parent conference	School suspension 1-5 days
Police involvement	Behavior Contract
Saturday School	Administrative Transfer
Items confiscated	Expulsion

48900 Section (n): Commit or Attempt to Commit a Sexual Assault or Sexual Battery

Students are expected to treat all students and staff members with respect. Sexual assault includes any sexual acts performed against the victim's will.

Depending on the circumstances, action will include one or more of the following:

Parent conference	School suspension 5 days
Police involvement	Behavior Contract
Administrative Transfer	Expulsion

48900 Section (o): Harass, Threaten, or Intimidate a Student Witness

Students are expected to treat all students and staff members with respect.

Depending on the circumstances, action will include one or more of the following:

Parent conference	School suspension 3-5 days
Police involvement	Behavior Contract
Administrative Transfer	Expulsion

48900 Section (p): Unlawfully Offered, Arranges to Sell Soma

Students are expected to be drug and alcohol free and attend a safe environment.

Depending on the circumstances, action will include one or more of the following:

Parent conference
Police involvement
Administrative Transfer

School suspension 5 days
Behavior Contract
Expulsion

48900 Section (q): Hazing

Students are expected to treat all students and staff members with respect.

Hazing includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm to any student or other person.

Depending on the circumstances, action will include one or more of the following:

Parent conference
Police involvement
Removal from program

School suspension 5 days
Behavior Contract
Administrative Transfer
Expulsion

48900 Section (r): Bullying or Cyber Bullying

Students are expected to treat all students and staff members with respect.

Bullying is defined as 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 student or group of students, directed towards a student or school personnel.

Depending on the circumstances, action will include one or more of the following:

Parent conference
Police involvement
Administrative Transfer

School suspension 1-5 days
Behavior Contract
Expulsion

48900.2: Sexual Harassment

Students are expected to treat all students and staff members with respect.

Engaging in the sexual harassment of another student or staff member by demonstrating unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of sexual nature.

Depending on the circumstances, action will include one or more of the following:

Parent conference
Saturday School
Police involvement

School suspension 1-5 days
Behavior Contract
Administrative Transfer
Expulsion

48900.3: Hate Violence

Students are expected to treat all students and staff members with respect.

Interfering with the civil rights of another person by personal assault or damage to personal property because of the person's race, color, religion, nationality, country of origin, ancestry, disability, or sexual orientation.

Depending on the circumstances, action will include one or more of the following:

Parent conference	School suspension 5 days
Police involvement	Administrative Transfer
Restitution	Expulsion

48900.4: Intentional Harassment, Threats, or Intimidation

Students are expected to treat all students and staff members with respect.

Intentionally engaging in a level of harassment, threats, or intimidation against a student(s) or school personnel, which is sufficiently severe as to have a possibility of disrupting the classroom or creating a hostile environment.

Depending on the circumstances, action will include one or more of the following:

Parent conference	School suspension 1-5 days
Saturday School	Administrative Transfer
Police involvement	Behavior Contract
Schedule change	Expulsion

48900.7: Intentional Terrorist Harassment, Threats, or Intimidation against School Staff or Property

Students are expected to treat all staff members with respect and keep a safe environment.

Terrorist threats shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. The threat may cause that person to reasonably be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Depending on the circumstances, action will include one or more of the following:

Parent conference	School suspension 5 days
Police involvement	Administrative transfer
Behavior contract	Expulsion

A.S.B Information

THE STUDENT COUNCIL

The Student Council is the legislative and supervisory body of the Associated Student Body. It is composed of elected and appointed officers and the Director of Activities as designated by the school constitution. The Student Council meets daily to conduct all business and finance for the Associated Student Body and plans all extracurricular activities.

A.S.B. ELECTIONS

Election days will be announced in the daily bulletin. Students running for office must meet district eligibility standards.

I.D. CARDS

All students will be issued an Identification Card. **THIS CARD MUST BE CARRIED AT ALL TIMES AND USED FOR IDENTIFICATION AT SCHOOL AND FOR ALL SCHOOL ACTIVITIES.** I.D. cards are required for admission to all school dances. Esperanza ID cards are made during "Taking Care of Business" week in August. Any student missing this week must obtain their ID card at make up picture day scheduled the first few weeks of September. A \$10.00 fee will be charged for replacement of any lost or stolen I.D. card. Replacement I.D. cards can be obtained before school, break, and lunch and after school in the Finance Office. Seniors will be assigned a special colored ID card. This card must be used when going off campus at lunch. Seniors abusing the privilege of the senior card are subject to disciplinary action.

A.S.B. CARDS

An A.S.B. sticker can be purchased for \$60. This entitles the holder to a discount admission at all home and away athletic events. It also provides active membership in the Associated Student Body. Discounts for all school activities as well as for the yearbook, are included. The A.S.B. Sticker will save a student approximately \$200, if not more, at athletic events and activities. Students who do not purchase an A.S.B. sticker will be issued an Identification Card. New students are to obtain their ID card within the first week of enrollment.

YEARBOOK/VIDEO

Yearbook sales will be announced throughout the year, and will be sold during "Taking Care of Business" week. Prices will be available in the summer mailer for purchase during registration.

AZTEC EXPRESS CARD

The Aztec Express Card is a consumer discount card produced and sold by Esperanza High School. The back of the card is printed with the names of local merchants that offer specific discounts to customers who present the card. Cards are sold through the Finance Office and are available to the general public. The cost of the card is \$10.00 and can save you literally hundreds of dollars.

ESPERANZA HIGH SCHOOL STUDENT PLANNER AND HANDBOOK

To help your students stay organized, the Faculty Club sells the Esperanza High School Student Planner. Prices will be available in the summer mailer for purchase during “Taking Care of Business” week. All students are encouraged to purchase a planner to help them stay organized over the course of the year. **(Sold only during “Taking Care of Business”).** All proceeds from the sale of the planner go to student scholarships. **A separate check should be made payable to Esperanza Faculty Scholarship Fund.**

FINANCE OFFICE

The Finance Office is open for student business before school 7:30 - 7:50 a.m., break, lunch and after school until 3:15 p.m. No student business may be conducted during class hours even if the student has a free period. The only exception will be if the event or activity is such to require additional sale hours and is set in the original scheduling planning with administrative and Finance Office approval.

DEBTS

School debts are turned in to the Finance Office and entered into the student’s account. This account then becomes “locked” for any further business. Examples of debts are: lost, damaged or non returned school and library books, athletic equipment and uniforms, club fundraising debts, returned checks, transportation fees, etc. To clear this debt and unlock one’s account, the item(s) and/or payment must be turned in to the Finance Office. If there is a discrepancy, please check with the staff member who turned in the debt and bring a note from them requesting a release from the debt.

RETURNED CHECKS

Please resolve any returned checks IMMEDIATELY! Cash or money order must be returned to the Finance Office to cover the amount of the check plus the bank fee. Returned checks are a debt on the student’s account. Failure to resolve the matter promptly will result in the student’s loss of purchased items (i.e. yearbook, ASB, tests, etc).

WEB-STORE

You can make purchases using a credit card on the Web-Store. Log on to: **www.esperanzahs.com**, click on the link to the Finance Office, then Web-Store. You log in using the students perm ID# as the log in name; use the students’ first initial and last name (all lower case) as the password.

Example Log on: 12345 Password: jsmith

The Finance Office will accept the following methods of payment: credit cards, cash, checks and money orders.

DANCES

Dances are held for the enjoyment of Esperanza students. If your name is on the HOLD list you will NOT be able to purchase a dance ticket until it is cleared. Current Esperanza ID cards are required in order to purchase a ticket. The purchaser must also bring his/her date’s current Esperanza ID card or pre-approved guest pass. All Esperanza students must have their current Esperanza ID for admission to the dance. Guests must have a current photo ID from their school or a valid driver’s license for

admission. Certain dances are for Esperanza students exclusively.

All dance attendees should dress appropriately. The school dance agreement dress code applies and will be enforced. There may be random substance tests administered prior to student's entering the dance. No alcohol, drugs or tobacco products are allowed. You may be searched upon entering. Please do not bring gum, rave items, wallet chains, lighters, weapons, etc. All school rules are in effect. Please dance in a respectable manner. These rules have been set in place for your safety and the safety of others.

Procedure for dance ticket purchase:

1. Students must complete a dance agreement prior to purchasing a dance ticket (dance agreement valid for one year).
2. A current Esperanza student ID card is required in order to purchase tickets. Single tickets require only the purchaser's ID card. Couple tickets require the purchaser's current Esperanza ID card and the guest's Esperanza ID card or approved guest pass. NO PREVIOUS YEAR'S ESPERANZA ID CARD IS VALID.
3. Tickets may be purchased before and after school, break, and lunches ONLY. Cash and imprinted checks are accepted.
4. Tickets sales will end the Wednesday prior to the dance at lunch.
5. If the student is on the HOLD list, he/she will not be able to purchase a ticket until the HOLD has been resolved.

GUEST PASSES FOR EHS DANCES

When an Esperanza student invites a non-Esperanza student to a school dance they must obtain and complete a guest pass from the Activities Office and turn it into the Activities Office for approval by the Activities Director. The guest pass must be filled out by the student, signed by the guest, and approved by the guest's high school administrator if he/she is in high school. The maximum age for a guest is 20 years old and no students younger than high school freshmen will be approved for a guest pass for any dance.

SCHOOL CLUBS

Esperanza has a student organization for every interest. Each offers opportunities for leadership, planning, and means of developing pride in one's accomplishments. New clubs may be and approved by the Student Council. All clubs must meet the following requirements:

- * All clubs must be open to all members of the student body.
- * Each club must have a constitution approved by the Student Council.
- * All clubs finances must be deposited and handled under the general ASB treasury and are subject to audit as required by law.
- * All clubs must have a faculty advisor who will assume responsibility for the club.
- * All club meetings and activities will be held during the school day unless special arrangements are approved by the administration.

Co-Curricular Eligibility

A co-curricular activity is one which generally takes place outside of the classroom time and is an extension of the regular curriculum. Co-curricular activities include, but are not limited to the following:

- Athletic teams
- Drama clubs or Theatrical performances
- Color Guard
- Musical performance groups
- Cheer/Song squads
- School publications
- Academic Decathlon/Mock Trial/Speech & Debate
- Leadership/Student Government
- Club Leaders

It is the policy of the Placentia-Yorba Linda Unified School District that in order for a student to participate in any co-curricular activity, the student must maintain a grade point average of 2.0 ("C" average) on a scale of 4.0. If, at the end of a grading period the student has not maintained a 2.0 grade point average, the student will be placed on academic probation for **one grading period**.

A student not earning a 2.0 grade point average at the conclusion of the probationary period will be deemed **ineligible** for participation in the co-curricular program until the grade point average is raised to a minimum of 2.0 at the end of a subsequent grading period. The grading periods referred to in this policy are 1st quarter, 1 semester, 3rd quarter and 2nd semester.

All school owned athletic equipment/uniforms must be returned within 2 weeks after the end of the season or a debt will be applied to the student's account.

If a student quits or is REMOVED by the coach from a team; he/she cannot transfer into another sport until that season is over with. The student should visit his or her counselor to be placed in a P.E. class within 2 school days.

Once a sport season ends the student has two school days to report to the Athletic Director for clearance into another sport or to a counselor if they are not going into another sport or if they need their schedule changed.

Athletic Information

The Esperanza High School athletic program provides students a chance to participate in interscholastic competition. Every male and female student is urged to compete in the sports of his/her choice. The following are standards of citizenship and academics set by school and the California Interscholastic Federation:

1. Must maintain a 2.0 or higher G.P.A. **and** passing 4 classes (**note: only one physical education class may be counted toward the determining of scholastic eligibility each grading period**)
2. Demonstrate and maintain satisfactory citizenship
3. Have a current complete physical examination on file
4. Verify individual personal insurance, copy of insurance card required or purchase school insurance from the finance office
5. Recommended purchase of an Associated Student Body Card (ASB)
6. Meet approved school board requirements

Men's Athletic Director: Matt Slevcove 714 986-7540 x 13012 mslevcove@pylUSD.org

Women's Athletic Director: Keri Walters 714 986-7540 x 13010 kwalters@pylUSD.org

Athletic Clearances: TBA 714 986-7540 x 13121

	<u>Men's</u>	<u>Women's</u>
Fall Sports:	Football Cross Country Waterpolo	Volleyball Cross Country Golf Tennis
Winter Sports:	Basketball Wrestling Soccer	Basketball Soccer Waterpolo
Spring Sports:	Track and Field Baseball Swimming Lacrosse Tennis Golf Volleyball	Track and Field Softball Swimming Lacrosse

BEFORE AN ATHLETE MAY TRY OUT FOR A SPORT, they must submit a completed Athletic Clearance packet to the Athletic Department. This process must be completed EVERY YEAR. Forms and information can be found at www.esperanzahs.com under the "athletics" tab. Please contact the Athletic Clerk at the phone number or email listed above if you have any questions.