

EL CAPITAN HIGH SCHOOL 2013-2014
POLICIES AND PROCEDURES QUICK REFERENCE
The entire Student Handbook is available online at www.elcapitan.guhsd.net

The mission of El Capitan High School is to pursue EXCELLENCE through COMMUNITY. In order to achieve this mission, all members of the school community need to show respect for ourselves, each other, and our school. The following information is provided in order to help everyone achieve the mission of our school. Any behavior that detracts from our mission is not acceptable, and we will do everything we can to help our school community remain focused on our mission.

El Capitan High School Goals:

1. **Promote Academic Excellence**
2. **Maintain a Positive School Climate**
3. **Stimulate Student Curiosity**

I. GENERAL INFORMATION

1. Absence Policy

El Capitan High School and the Grossmont Union High School District recognize the relationship between positive student attendance and academic success. Absence, truancy and tardiness to school/class result in a loss of opportunity to learn and to maximize time on task; we therefore expect students to attend regularly and be on time.

Parents/guardians will be notified by telephone for any unverified period or full day absence, and notified by mail when accumulated absences during the semester reach five (5) and ten (10) hours of class time. Students may make up absences by attending Saturday School. We have a Dropout Prevention Program available for families concerned with truancy issues. Please contact Tammy Walters at (619) 938-9143 or Peter Spiller at (619) 938-9122 for more information.

A. Excused Absences

Work may be made up for full credit if the absence is due to personal illness, illness or death of a family member, medical or dental appointment, funeral, court appearance, or other reason **approved by administration**. Students who face extended absence due to medical or family emergencies should inquire in the Guidance Center or the Attendance Office about an Independent Study Contract.

To excuse a student's absence, please call the Attendance Office at (619) 938-9132. **Absences not cleared within three (3) days will convert to truancies.** To request homework assignments in advance of a planned absence, please contact the Attendance Office.

B. Unexcused Absences

An absence is considered unexcused, and the school district and staff of El Capitan are released of all responsibility to the student, when the absence is due to truancy, leaving school without clearing with the Attendance Office or School Nurse, car problems, or oversleeping. No credit for work missed or make-up work will be provided for unexcused absences.

2. Tardy Policy

Late students constitute a disruption to the learning environment. Students who are late to class, regardless of the excuse, may be subject to discipline including, but not limited to: teacher-assigned detention, phone call home, referral to Guidance Counselor and/or Assistant Principal, detention, ISA, and Saturday School.

3. Special Permit to Leave Campus

If a student needs to leave campus for any reason during school hours, the Attendance Office **MUST** be contacted by a parent/guardian to receive an "OFF CAMPUS PASS." The student may bring a note to the Attendance Office, or the parent/guardian may contact the Attendance Office at (619) 938-9132 to obtain the pass.

4. Closed Campus

El Capitan is a **Closed Campus**, as are all schools in the Grossmont District. Students may not leave the campus until their school day is complete. Non-students with school business to conduct **must immediately check in at the Assistant Principals' Office**. The presence of unauthorized persons on campus contributes to an unsafe environment for students and constitutes an added liability to the school.

A. Visitors

El Capitan policy is to accept only those visitors who have legitimate business at the school. Arrangements must be made at least 24 hours in advance. Students may not bring students from other schools to visit except for special events approved by the administration. **All visitors must register in the Assistant Principals' Office to obtain "Visitor" identification.** If a parent/guardian wishes to sit in on a class with his/her student, arrangements must be made at least one (1) day in advance, and permission must be granted ahead of time through the Principal's Office. Please call (619) 938-9112 for more details.

B. Contact with Students During School Hours

Should a parent/guardian need to speak with a student during school hours, we ask that you make this contact through the Assistant Principals' Office. This includes, but is not limited to: dropping off school projects, homework, lunch money, food, or other items. Please do not meet students in any of the parking lots during the lunch period to drop off food, money, or other items. Please understand that Administration, Campus Security, and the Sheriff's Department may not know you by sight. We do not allow non-staff adults to interact with students; therefore it is difficult for us to know who is a parent/guardian and who may be a different adult trying to interact with your student, which is why we ask for all contact to occur through the Assistant Principals' Office. We appreciate your cooperation in our efforts to keep all of our students safe.

5. Cafeteria

The Cafeteria is open before school and at lunch. Free and reduced-price meals are available for students who qualify. We ask that all of our families fill out the free and reduced-price lunch forms so that every family who qualifies will have the opportunity to receive this service. Forms will be distributed to all students through their social science classes and are also available online through the district website. If you have any questions about the forms, please contact the Assistant Principals' Office at (619) 938-9125.

6. Student Identification Card

All El Capitan High School students will be issued an identification card. Students must carry this card daily as well as to all school-related extracurricular activities. The ID card serves as your student's library card, text book card, internet access card, and ASB card; students will be using the ID card regularly throughout the school year. The first ID card is provided to each student free of charge; replacement cards may be obtained in the Finance Office for \$5.00.

7. Associated Student Body Membership

Each student enrolled at El Capitan is considered a member of the Associated Student Body (ASB). The purchase of an ASB insignia on the Student Identification Card makes the student a participating member of ASB which funds many of the extracurricular events provided for El Capitan students. Being a participating member of ASB allows students free access to all home athletic events and a reduced price on all away contests, after-game dances, and other school activities. Students may purchase an ASB membership from the Finance Clerk. If you have any questions, you may call the Finance Office at (619) 938-9137.

8. Nurse's Office/Medical Emergencies

The School Nurse will give first aid to all students who become ill or are injured during school hours. If a condition is serious, the Nurse will notify parents, and possibly paramedics, for transportation home or to a hospital. The Nurse will not dispense medication unless authorized by a doctor. The required medical authorization form must be completed and on file with the Nurse, and all prescribed medications should be checked in with the Nurse immediately upon arrival on campus. Students are not to self-dispense any medication while on campus or at any school event. The Emergency Information Card is a vital part of our school records. Please keep Parent/Guardian and Emergency Contact information updated at all times through the Nurse's Office. If you have any questions, you may contact the School Nurse at (619) 938-9171.

II. BEHAVIOR CODE

1. **Expellable Offenses**

The following list of offenses may result in referral to Alternative Education and/or expulsion from the Grossmont Union High School District:

A. Mandatory Expulsion (Ed. Code 48915(c))

- *Possessing, selling, or otherwise furnishing a firearm
- *Brandishing a knife at another person
- *Selling a controlled substance or alcohol
- *Committing or attempting to commit a sexual assault
- *Possession of explosives (as defined in US Code, Section 921, Title 18)

B. Quasi-Mandatory Expulsion (Ed. Code 48915(a))

The Governing Board is required to make an additional finding if either of the following conditions exist: (a) other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or (b) due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

- *Causing serious physical injury
- *Possession of any knife, explosive, or dangerous object of no reasonable use to the student
- *Possession of any controlled substance
- *Robbery or extortion
- *Assault or battery on a school employee

A pupil may be expelled for acts that are enumerated in this section and related to any school activity or attendance that occur at any time, including, but not limited to, any of the following: while on school grounds; while coming to or going from school; during school hours, including lunch period, whether on or off campus; while truant from school; and during, or while coming to or going from, a school-sponsored activity (Ed. Code 48900 & 48915). All cases recommended for expulsion will be investigated and determined on specific facts.

2. **Suspendable Offenses**

The following list of offenses may result in suspension and/or referral to Alternative Education:

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| *Fighting or threat to fight | *Possession or use of tobacco products | *Harass, threaten, or intimidate a student witness |
| *Possession of or furnishing dangerous object(s) | *Obscenity, profanity or vulgarity | *Unlawfully offered/arranged to sell/negotiated to sell/sold the prescription drug Soma |
| *Possession or under the influence of controlled substance(s) or alcohol | *Paraphernalia | *Hazing |
| *Offered/arranged/negotiated to sell substance represented to be a controlled substance or alcohol | *Defiance and disruption | *Sexual harassment |
| *Robbery | *Receiving stolen property | *Hate violence |
| *Damage to Property | *Possession of an imitation firearm | *Harassment/threats/intimidation |
| *Theft | *Commit or attempt to commit a sexual assault or sexual battery | *Terrorist threats on school staff and/or property |
| | *Bullying | |

3. **Other Behavior Expectations**

Remember that our school's mission is to pursue EXCELLENCE through COMMUNITY. We expect all student behavior to reflect this mission. Any behavior that detracts from the focus of this mission is not acceptable. Penalties for violating any of the behavior expectations below will range from a warning through suspension and citation by the School Resource Officer/Sheriff's Deputy.

A. Athletic Events and Dances

Attendance at extracurricular events is a privilege, not a right. Students who are removed from the campus because of discipline problems, students in the continuation school system because of discipline problems, and former students with discipline problems who are now out of the school system will not be allowed at El Capitan events unless they appeal to, and are granted permission by, the administration. The following conditions also apply: (1) all students must have a picture ID card; (2) no open containers will be permitted into the event; (3) alcohol breathalyzers and metal detectors may be utilized; (4) students may not leave and then return to an event; (5) no loitering is permitted around the entrances or grounds of an event; (6) non-student guests at formal dances will be required to have a guest pass; (7) students shall not participate in sexually explicit dancing.

B. Bicycles, Scooters, Skateboards, Etc.

Bicycles, scooters, skateboards, etc. are used by some students for transport to and from school. None of these items are to be used while on school grounds at any time. They should be locked up and secured in the designated area.

C. Cars, Mopeds, Motorcycles, Parking and Reckless Driving

All vehicles parked in the student parking area must have an El Capitan student parking sticker displayed in the front windshield. **Students must complete the START SMART program to obtain a sticker.** Student vehicles may only be parked in marked parking spaces in the student parking lot. Reckless driving involves any maneuver that campus officials deem unsafe at any time (including after school and on weekends). Campus speed limit is 10mph. Parked vehicles are subject to search while on campus.

D. Dress Code

At El Capitan High School we ask that students dress in a manner which reflects their desire to be a successful student. Clothing should not detract from the learning environment, and must be in good repair. Footwear must be worn at all times. Clothing, jewelry, and personal items (backpacks, purses, gym bags, water bottles, etc.) must be free of any inappropriate writing, pictures or insignia (including, but not limited to: profanity, sexually suggestive references, drug/alcohol/tobacco references, or prejudice against racial, ethnic, or religious differences). Coaches and teachers may impose a more stringent dress code to accommodate the special needs of certain sports and/or classes. The El Capitan Dress Code shall be reviewed on an ongoing basis and updated as Administration deems necessary. Unacceptable attire includes, but is not limited to:

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| *baggy or saggy pants | *images of males or females that violate the dress code | *overalls that act as the straps of the shirt |
| *clothing with underwear showing | *logos of racist groups or juvenile gangs | *athletic spirit phrases with a double entendre (teams are required to get administration's approval prior to making spirit shirts) |
| *spaghetti straps (straps must completely cover the undergarment) | *vulgar language or gestures | *clothing or jewelry with suggestive silhouettes |
| *ribbed white tank tops | *racist, ethnic, or sexual slurs of hate, prejudice, intolerance, or discrimination | *slippers, pajamas and blankets |
| *backless shirts (including halter tops) | *clothing, jewelry, belts, or belt buckles with the symbol of the Iron Cross or other similar symbols | *wallet or waist chains |
| *bare midriff may not be exposed | *advertisements for alcohol, tobacco, drugs (including mushrooms, seedless, 4:20, marijuana leaves), or look-alikes | *all headgear (hats, caps, bandanas, beanies, hairnets, sweatbands, etc.) may not be worn on campus |
| *strapless/tube tops | *double entendre logos | |
| *off-shoulder or single-strap tops (clothing must cover undergarments) | *spike jewelry of any sort/length of spike | |
| *excessively low-cut tops | | |
| *see-through tops | | |
| *micro-mini skirts, dresses, and shorts | | |
| *apparel advertising death and violence | | |

Please **do not** wear these items to school. Penalties may include a phone call home to request parents bring a change of clothing for the student, a change of clothing provided by the school; possible detention/ISA; possible suspension; and/or placement on a behavior contract.

E. Out-of-Bounds Areas

Students are expected to remain in areas where adequate supervision is provided by administrators, teachers, or teachers' aides. This means that designated areas of the campus are closed to students during assemblies, breaks, lunch, etc. Out-of-Bounds areas include, but are not limited to: parking lots, athletic fields, private property, and areas surrounding the campus.

F. Bullying

El Capitan High School and the Grossmont Union High School District are committed to making the educational environment for students free from bullying and harassment. Board Policy 5131.2 prohibits bullying as defined in the Education Code to mean “any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, as defined, including, but not limited to: sexual harassment, hate violence, or harassment, threats, or intimidation, that has the effect or can reasonably be predicted to have the effect of:

*placing a reasonable pupil as defined, in fear of harm to that pupil’s or those pupil’s person or property,

*causing a reasonable pupil to experience a substantial detrimental effect on his or her physical or mental health,

*causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities or privileges provided by the school.”

We prohibit conduct that has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or creating an intimidating, hostile, or offensive environment. Students should report any bullying/harassment to their school principal, assistant principal, counselor, or teacher. Complaints must be initiated no later than six (6) months from the date when the alleged discrimination occurred or when the individual first obtained knowledge of the facts of the alleged discrimination. Students who violate this policy shall be disciplined appropriately, including suspension and possible expulsion.

G. Academic Dishonesty

Acts of academic dishonesty include, but are not limited to: cheating on tests; theft and/or alteration of materials; fabrication (any intentional falsification of date, citation, or other authority in an academic exercise); unauthorized collaboration; plagiarism (stealing and passing off as one’s own the words or ideas of another). Any student involved in academic dishonesty will receive a zero on the work with no make-up permitted. Further penalty may be assessed depending on the incident. A second event in the same class may result in a drop from class with loss of credit.

H. Testing Security Breaches

Standardized testing security breaches are considered a serious matter. Consequences for violating test security on exams such as the CST, CAHSEE, and AP, could result in suspension through referral to an alternative education program. Examples of testing security breaches include any photographing of testing booklets or answer documents, and includes sharing of test questions/answers with other students.

I. Possession of Electronic Devices

To protect personal property and avoid disruptions to the learning environment, students are advised to leave all personal electronic devices at home; this includes any audio or video devices such as cell phones, MP3/MP4 and CD players, games, etc. **The school will not investigate or be responsible for the loss or theft of any of these devices.** The sole reason that students are allowed to possess cell phones while on campus is for use in emergency situations. **Students may not use cell phones or electronic devices during instructional time, unless the teacher has allowed them to do so as part of the class instruction.** Penalties may include: confiscation of the device, retaining the device until a parent retrieves it, suspension, and/or placement on a behavior contract.

4. Other Possible Consequences

In addition to more serious consequences such as at-home suspension, referral to alternative education, and recommendation for expulsion, students may receive a variety of consequences delivered at the school site level for the purpose of making every effort to modify the offensive behavior. The following are two examples of such consequences:

A. Detention

Detention may be issued by a teacher or an assistant principal, and students may be asked to serve this detention during the school day, at lunch, and/or after school. Students sent to the detention room will be asked to complete a reflection sheet as to why they chose to engage in the offensive behavior. They will then review this reflection sheet with a staff member and make a plan for this behavior not to occur again. The purpose of detention is to give students an opportunity to correct their behavior and make a choice to act more appropriately. Further consequences could include ISA, at-home suspension, and alternative school placement.

B. In-School Assignment (“ISA”)

The purpose of ISA is to give students the chance to serve a suspension for minor violations without causing a loss of instructional time. The time spent in ISA is at the discretion of the administration and can range from one period to a full day. Students who are assigned detention and who refuse to participate may be assigned ISA for multiple periods or all day. Students who have served multiple detentions/ISA periods will be subject to at-home suspension.