

Seegerstrom High School



2009 – 2010 Student Handbook

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Read! Write! Learn!

Reflective Communicators ♦ Resourceful Learners
Responsible Citizenship

Segerstrom Fundamental High School

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2009 -2010 Segerstrom Fundamental High School Handbook

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Section I: Segerstrom Fundamental High School Philosophy

Introduction: As a fundamental high school, Segerstrom will provide a comprehensive, standards-based core curriculum grounded on high expectations and accountability for all. Literacy is a focal point in a collaborative, college-going culture that ensures all students graduate or exceed entry-level requirements of a four-year university. Teachers work in partnership in professional learning communities to continuously improve instructional practices and develop smaller learning communities that allow students to receive more individualized attention.

Vision: To create a community where all students do their best learning and all staff do their best teaching.

Mission: To provide a supportive and challenging environment where all students excel.

Instructional Focus Statement



A total schoolwide effort to have all Segerstrom students demonstrate measurable growth in reading and writing literacy through the implementation of writing strategies as measured by CST performance and department interim benchmark assessments.

External SMARTe Goal



Increase by 5% the number of students who score proficient/advanced on the language arts CST.

Internal SMARTe Goal



At least 50% of Segerstrom students will reach proficiency by scoring an average of three or above on quarterly writing assessments by June.



Philosophy: The fundamental high school is an alternative educational approach for students in grades nine through twelve. Primary emphasis is placed on a highly structured program of basic academic literacy skills and enrichment. Emphasis is also placed on the establishment of strong study and organizational skills. The school seeks to instill within each student a sense of respect, responsibility, patriotism, positive self-image, and pride in accomplishment.



Characteristics of a Fundamental Education

- A program designed to emphasize basic academic literacy skills and subject matter
- Structured classroom in which learning is teacher initiated, directed, and supervised, with an emphasis on dynamic, innovative, and creative teaching
- High standards of student conduct and attendance to enhance quality instruction
- Insistence on strong study habits, self discipline, and responsibility
- Reinforcement of the traditional values of patriotism, citizenship, respect, courtesy, and pride in accomplishment
- High standards of dress as expressed in the Dress Code
- Parent commitment, communication, and involvement throughout the student's education



Segerstrom Fundamental High School 2009 - 2010 Program Agreement

AS A STUDENT OF SEGERSTROM FUNDAMENTAL HIGH SCHOOL, I WILL DO THE FOLLOWING:

1. Strive for excellence in academic work by observing the school's homework policy. I will complete all assignments neatly, accurately, completely, and on time. I will complete all missed homework, assignments for all absences within the time frame established by the teacher.
2. Complete all requirements for specific subjects in order to earn graduation and be college-competitive.
3. Show respect to all students, teachers, administrators, staff members, and guests.
4. Comply with all requirements of the Code of Student Conduct.
5. Contribute to a positive learning environment in all of my classes.
6. Comply with the District's and Segerstrom's Dress Code Policy.
7. Attend all classes unless ill or excused and abide by Segerstrom's tardy policy.

I have read the above agreement and will abide by it.

Student's Signature

Date

AS A PARENT OF SEGERSTROM FUNDAMENTAL HIGH SCHOOL, I WILL DO THE FOLLOWING:

1. Assist my student in achieving the required academic standards necessary for graduation.
2. Participate in conferences with school personnel when requested.
3. Support decisions that have been mutually agreed upon between the school and me.
4. Support fundamental school policies and procedures.
5. Know and enforce the homework policy and provide conditions that are conducive to study.
6. Read the Code of Student Conduct with my student and abide by all school policies and procedures.
7. Know and enforce the school's dress code policy.
8. Be responsible for my student's regular attendance and promptness to all classes.
9. Attend important school functions to support my student.

I understand that Segerstrom Fundamental High School provides an alternative program of choice, that no transportation is provided, and that instruction is in English only. I further understand that a bilingual and/or ELD program is available at the other high schools, but I elect for my student to attend the fundamental high school.

I understand that I must live or work within the boundaries of the Santa Ana Unified District in order for my student to attend Segerstrom High School. I also understand that my student may be transferred if I no longer live or work within those boundaries.

I UNDERSTAND THAT FAILURE TO COMPLY WITH THE STANDARDS AND REQUIREMENTS SET FORTH IN THIS AGREEMENT WILL BE GROUNDS FOR TRANSFER FROM SEGERSTROM FUNDAMENTAL HIGH SCHOOL AT THE DISCRETION OF THE SCHOOL PRINCIPAL. *I have read the above agreement and will abide by it.*

Parent's Signature

Date



AS A STAFF MEMBER OF SEGERSTROM FUNDAMENTAL HIGH SCHOOL, I WILL DO THE FOLLOWING:

1. Support the Segerstrom Fundamental High School Philosophy by consistently implementing fundamental policies and procedures and enforcing all policies and/or rules governing student life and conduct. This includes, but is not limited to, the Segerstrom Dress Code, Assignment Card, Tardy Card, and Agenda.
2. Explain school expectations, instructional goals, and grading systems to students and parents.
3. Maintain a classroom environment conducive to outstanding student achievement.
4. Develop a progressive classroom discipline plan which fosters student responsibility and adheres to the Code of Student Conduct.

5. Adhere to and support the implementation of schoolwide discipline expectations and consequences.
6. Show respect for all students, parents, staff members, and guests and serve as a positive role model.
7. Provide a challenging and rigorous academic program with appropriate support strategies.
8. Communicate with students and parents regarding academic and behavioral progress in a timely manner.
9. Recognize outstanding student achievement.
10. Participate in meetings that focus on the standards and student improvement issues.
11. Actively participate in staff development opportunities.
12. Attend all staff and department meetings.
13. Support and promote school programs, co and extra-curricular activities, and clubs on campus.



AS AN ADMINISTRATOR OF SEGERSTROM FUNDAMENTAL HIGH SCHOOL, I WILL DO THE FOLLOWING:

1. Communicate to all students, parents, and staff the philosophy of Segerstrom Fundamental High School.
2. Provide instructional leadership by supporting teachers in their classrooms, allocating funding for important instructional resources, and making available appropriate training for staff and parents.
3. Reinforce and support the partnership among parents, students, and staff by creating a welcoming environment.
4. Ensure a safe, clean, and orderly school environment where academic achievement is the focus.
5. Consistently enforce the rules and regulations of Segerstrom Fundamental High School.
6. Work with parents regarding academic and behavioral concerns, as appropriate.
7. Be responsible for the operation of the school.

Principal's Signature

Date

Segerstrom High School

Parent Involvement Policy

To support the goal of Segerstrom High School to educate all students successfully, students, parents and staff must work as knowledgeable partners, as agreed to in the policies and contracts of the school.

1. Segerstrom High School shall do the following for all parents:
 - Communicate the national and state standards through individual parent-teacher conferences, 10th grade counseling, informational meetings, open forums, and/or newsletters.
 - The Research and Evaluation Department of the school district notify parents annually of individual student assessment results. An explanation of the information is available in several languages.
 - Provide information about curriculum and instruction of the school through meetings or through communication sent home.
 - Involve parents in planning, review, and improvement of academic programs and services to students through meetings of School Site Council, Parent/Faculty/Student Organization, and English Learners Advisory Committee.
 - Hold an annual meeting to share with parents the Title 1 program and its requirements.
 - Conduct parent meetings and activities. Meetings topics for the school year will include but not be limited to: assessment of parental needs; planning for the coming year; annual evaluation of parent meetings and activities; and dissemination of evaluation results.
 - Encourage parents to participate in district training activities designed to program overview, parenting strategies, adult literacy, understanding the standards, and to emphasize the importance of education and learning.
 - Follow-up on concerns and recommendations made by parents at parent workshops and through surveys. Timely feedback will be provided and documented by the next scheduled meeting. Topics that are appropriate for SSC review/action will be placed on the agenda for the next regularly scheduled meeting by the school administration.
 - Provide information on Parent Involvement Policy by including a copy of the document in the student handbook given to each student at the beginning of the school year.
 - Maintain an open communication system that encourages parents to confer with all staff members.
2. A copy of Segerstrom High School's written policy on parental involvement shall be on file with the District Student Achievement office, Segerstrom High School's office and on the Segerstrom High School website.

Section II: Academic Program
Expected School-wide Learning Results

Reflective Communicators	Resourceful Learners	Responsible Citizens
<ul style="list-style-type: none"> • Think, read, write, listen, speak well • Use multi-media as tools for communication • Develop creative and artistic abilities 	<ul style="list-style-type: none"> • Set goals • Take responsibility for learning • Think critically • Solve problems • Manage time wisely • Study effectively 	<ul style="list-style-type: none"> • Practice American patriotism • Demonstrate the elements of character • Live a healthy lifestyle

Homework Policy

In accordance with SAUSD district policy homework will be assigned on a daily basis. Freshmen are expected to spend between 120 and 150 minutes per evening on homework assignments. Upper classmen are expected to spend between 120 and 180 minutes on homework assignments. Honors classes and Advanced Placement classes may receive additional homework assignments as needed in preparation for their classes.

- Homework assignments will be standards-driven and will reflect the SFHS Expected Schoolwide Learning Results (ESLRs). ESLRs include the expectations that students will be reflective communicators, resourceful learners, and responsible citizens. (See table above.)
- Learning communities and subject area departments will coordinate homework assignments, develop unit tests and align test schedules. They will also determine procedures for evaluating and processing homework.
- Quality homework is produced in a quiet environment with limited distractions such as TV or music (if music is utilized, it should be classical in nature; studies have shown that classical music can enhance academic performance)
- Students will be encouraged to utilize resources available to assist them with completing homework assignments. These resources include tutorial services, library materials, technology, and supplemental materials made available by the instructor.

- Consequences for not doing homework will include a loss of citizenship points (demerits) and parent notification. Further consequences will be determined by learning communities and or subject area departments. These include teacher detention, central detention and Saturday school.

Academic Honesty Policy

Cheating and plagiarizing are activities that will not be tolerated at Segerstrom Fundamental High School. The following school-wide policy exists to deal with students who cheat or plagiarize at Segerstrom Fundamental High School

1st Offense: Students who cheat on a test, quiz or individual assignment will be given a “0” grade for that item without the possibility of make-up and assigned a 60-minute detention. Parents will be notified by the teacher, and a referral form will be sent to the administrator.

2nd Offense: Students who cheat a second time in one school year will be again given a “0” grade for that item without the possibility of make-up and assigned a Saturday School. Parents will be notified by the teacher, and a referral form will be sent to the administrator.

3rd Offense: Students who cheat a third time will be given a “0” grade for that item without the possibility of make-up. They will be suspended from school and will face the possibility of transfer from Segerstrom Fundamental High School. Parents will be notified by the teacher, and a referral form will be sent to the administrator.

ACADEMIC HONESTY IS	CHEATING IS
Using the Internet and other library materials for insight and research. Rewording and rephrasing facts, with proper documentation.	Copying word for word phrases or sentences from any source, such as Internet sources, text sources or study guides. Not documenting information taken from sources.
Working together and discussing an assignment with classmates to develop ideas, however, writing papers and completing assignments independently.	Copying word for word or rephrasing any portion of a classmate’s paper, notes, projects, lab notes, essays, worksheets or any other assigned material. Also, knowingly providing other students with material that can assist them in cheating.
Studying for the test with notes. Sharing ideas and notes on the material (not on test information) with classmates in preparation for the quiz or test.	Using any type of aid during a test that is not allowed by the teacher including, but not limited to: <ul style="list-style-type: none"> • Cheat sheets • Formula or calculation • Text messaging • Wandering eye • Crib notes • Talking during a quiz or test
Saying “I do not know what is on the test,” or “I’m not sharing test information.” Creating a testing	Sharing what is on a test or quiz between classes or at lunch with students who have not taken the quiz

environment that is fair to all students.	or test.
Admitting you lost an assignment; accepting a low grade	Recreating the assignment using technology, i.e., computers, scanners, copier, etc.
Having your parent/guardian sign school paperwork as required.	Signing papers as your parent(s).

Report Cards

Report cards with letter grades will be issued at the end of each semester. Parents and students will be informed of the criteria for grading. An academic performance grade will be given for each subject together with a citizenship grade and teacher comments. The academic performance grade will reflect scores on tests, homework, and the quality of daily participation. Citizenship grades will be determined by Segerstrom Fundamental High School Citizenship Points chart (see chart on succeeding page). Report cards will be mailed to the home address at the end of the first semester, and then at the end of the school year (two times a year) by the school district office.

Progress Reports

Computer generated progress reports are mailed or sent home every six-weeks (four times a year) by the school district office. These grades are not final assessments but an indication of how your student is doing at that time in the class. Semester grades are posted and are put on the student's transcript.

The 12 Guiding Principles of Exceptional Character

Intrapersonal Domain

Responsibility
 Contemplation
 Initiative
 Perseverance
 Optimism
 Courage

Interpersonal Domain

Respect
 Compassion
 Adaptability
 Honesty
 Trustworthiness
 Loyalty

Segerstrom Fundamental High School Citizenship Points

Every student receives 100 citizenship points the first day of each grading period. At the end of each grading period, the number of points remaining determines the citizenship grade. At the semester, the three grading periods will be averaged together creating the semester citizenship grade.



Citizenship Grading Scale

90 – 100	Outstanding
80 – 89	Satisfactory
70 – 79	Needs Improvement
0 – 69	Unsatisfactory

Demerits (per day)

Absent from Class (not a school function)	1
Book not Covered	1
Missing Class Materials (paper, pen, pencil, etc.)	2
Dress Code Violation (plus dress code card signed and consequences)	2
No Textbook or SSR Book	2
Unexcused Tardy (Plus tardy card signed and consequences)	3
No Agenda	3
Eating, gum chewing, drinking in class	3
No Homework (plus assignment card signed and consequences)	3
Talking without permission or off task (1 st warning)	3
Reading, writing or passing notes	3
Poor Attitude (rude behaviors to others or teacher)	5
Second warning for talking or off task	6
Third warning for talking or off task	10
Office Referral (fighting, profanity, electronic devices, etc.)	15

Parent/Teacher Conferences

Parents are always welcome to contact the school at any time. Our teachers will be glad to arrange a conference with you at a mutually convenient time. Please either send a note to the school or call your student's counselor to schedule a meeting.



Testing

Students at Segerstrom Fundamental are tested yearly using school, District and state-mandated tests to measure student progress in all of the core areas including reading, language, math, science and social science. The following tests are administered over the course of the year:

- STAR testing (California Standards tests) - Grades 9, 10, &11
- Writing Proficiency Test
- District English and Mathematics Benchmarks
- CAHSEE (California High School Exit Exam) – Grade 10
- Advanced Placement Exams

Parents will be notified of their student's test results by either mail or through the school.

Community Service

Students at Segerstrom Fundamental High School will be required to perform a 64 hours of community service towards an exit portfolio.



HIGH SCHOOL GRADUATION REQUIREMENTS

In order for students to participate in the graduation ceremony, students must complete the following:

1. Pass all course requirements as listed above.
2. Achieve a minimum of 220 credits.
3. Pass the California High School Exit Exam in both Language Arts and Mathematics.

A-G REQUIREMENTS		TIME	UC/CSU	HS
A	History/Social Science Two years of history/social science, including one year of world history, cultures and geography; and one year of U.S. History and one semester of civics or American Government.	2 YEARS	2 UNITS	20 CREDITS
B	English Four years of college-prep English that include frequent and regular writing and reading of classic and modern literature. Not more than two semesters of ninth-grade English or no more than one year of ESL-type courses can be used to meet this requirement.	4 YEARS	4 UNITS	40 CREDITS
C	Mathematics Three years of college-prep mathematics that include the topics covered in elementary and advanced algebra and two and three-dimensional geometry	3 YEARS	3 UNITS	30 CREDITS
D	Laboratory Science Two years of lab science providing fundamental knowledge in two of these three core disciplines: biology, chemistry, physics	2 YEARS	2 UNITS	20 CREDITS
E	Language Other than English Two years of the same language other than English; courses should emphasize speaking and understanding and include instruction in grammar, vocabulary, reading, composition, and culture.	2 YEARS	2 UNITS	20 CREDITS
F	Visual and Performing Arts (VPA) Two semesters of approved courses from a single VPA discipline: dance, drama/theater, music, or visual art (Beginning in 2006, students must complete a single year-long approved course from a single discipline.)	1 YEAR	1 UNIT	10 CREDITS
G	College Preparatory Electives One year (2 semesters) in addition to those required in "A-F" above, chosen from: VPA, history/social science, English, advanced math, lab science, language other than English (a third year in the language used for the "E" requirement or 2 years of another language)	1 YEAR	1 UNIT	10 CREDITS

UC & CSU ADMISSION

COURSE	LENGTH	CREDITS
English/ELD; English 1-2, 3-4, 5-6, 7-8: Up to 5 credits per semester in the ELD program can be counted toward this requirement in grades 9 through 11. All students must complete English 7-8 or AP English	4 YEARS	40
Math: Three years of math sequence to include: Algebra I, Geometry, Algebra II, Math Analysis or AP Calculus. (Class of 2006 and beyond must complete Algebra 1 and Geometry.)	3 YEARS	30
Science: 1 year of Life Science and 1 year of Physical Science.	2 YEARS	20
World History, Culture & Geography	1 YEAR	10
U.S. History and Geography	1 YEAR	10
Principles of American Democracy	1 Sem	5
Principles of Economics	1 Sem	5
Foreign Language	2 YEARS	20
Fine Arts	1 YEAR	10
Health	EMBEDDED	n/a
Physical Education	2 YEARS	20
	REQUIRED	170
	ELECTIVE	50
	TOTAL	220*

High School Code: 054018

ACT Explore (9th) & PSAT (10th-11th)

SAT Test Dates

www.collegeboard.com

2009-2010

ACT Test Dates

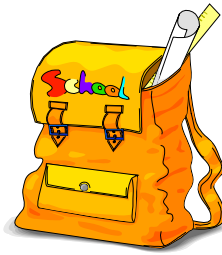
www.act.org

Students are encouraged to register on-line at least two months before the test date. Fee waivers are available on a limited basis. Visit the Higher Ed. Center for more information.

Section III: How to Be Successful at Segerstrom

School Supplies

In order for students to be successful in class, they must have the correct materials. In an effort to stress organizational skills, all students will maintain and carry with them to each class a 3-ring binder notebook that is either 2 or 3 inches thick. The notebook is to be divided into separate sections for each academic area. Parents can expect to buy 3-4 binders per year because they wear out. Every student should also have the following supplies:



- School Agenda
- Black/Blue Pens
- Sharpened Pencils (at least 2)
- Subject dividers, 1 divider for each class and student seminar
- Green, Blue, Yellow and Pink Highlighters



Homework Hints

Listed below are some helpful hints for students to use to help establish the habit of daily homework.

Before You Leave School

1. Check your Agenda. Decide what homework you need to do for the evening.
2. Get out the materials you will need for your homework.
3. If you don't understand one of your assignments, you should ask your teacher about it BEFORE you leave school.

At Home

1. When it is time to study, go to your study place.
2. Use your Agenda to decide which assignment you are going to work on first (due the next day, first period, hardest homework, etc.). Develop an order for doing your homework that works best for you.
3. Put on the desk or table all the materials you will need.
4. Sit down and begin to work.
5. Concentrate on your homework. Be sure that you are concentrating on your work. If you find your mind wandering, take a short break, and then get back to work.
6. Avoid interruptions. Do not make phone calls, watch TV, or listen to the radio until your homework is finished.
7. Get help if you need it.

8. When your homework is finished, put your assignments in your notebook. Place your materials in a special place so that you will remember to take them to school.

The place where you study:

1. Study at a table or desk. Sit in a comfortable, straight-backed chair. Don't study on a bed, a sofa, or the floor.
2. Pick a quiet place that is free from distractions. Don't study near the television, radio, or stereo.
3. Be sure that your study place has good light.

The materials you will need:

1. Keep paper, pencils, pens, a dictionary, calculator and other study materials in your study area.
2. You may wish to keep these things in a box.
3. Remove distracting things from your study area.

The time when you study:

1. Pick a special study time for each and every day of the week, separately.
2. Select a time in the afternoon or early evening so that you will be alert and will be able to finish your homework before bedtime.
3. Try to pick the same time each day. This will help establish the "homework habit."

Parent Involvement:

1. Help your student set up an appropriate time and place to study.
2. Check to be sure the Agenda is being used appropriately.
3. Assist your student in planning homework by looking for assignments that are due the following day.
4. Encourage your student to begin long-term assignments (for example, book reports, papers and projects) early.
5. Make sure that all assignments are completed and stored in the correct section of their notebook.

**Organizational Skills****Using Your Agenda:**

- Copy down the homework assignments in all of your classes every day. Be detailed. Check off assignments when done and put your completed work in your notebook.
- Write your class schedule on the front page.
- Do not tear out or fold the pages of your Agenda. Use the ruler or a sticky note to mark your page.
- If you have a long-term project, write reminders in your Agenda each week until it is due. Do not put the project off until the last minute!

- Write reminders if you need to take your textbook to class. For example, if you need your book in your third period class the next day, write yourself a reminder note in the space for your second period class on the day you need the book.
- Use the space at the bottom of the page to make a list of all the books or materials you need to take home that night. Also, write any after-school activities like detentions, tryouts, or practices.
- Get a “buddy” phone number of at least 2 people in each of your classes, in case you need help or if you are absent.
- Use the reference section in the back of your agenda to help you in your math, language arts, science, and history classes.
- Organize your notebook at least once a week. Put all papers in the correct sections.



Using Context Clues

When you come across a word that you don't know, you can often figure out its meaning from the other words in the sentence. The other words form a familiar context, or setting, for the unfamiliar word. Looking closely at these surrounding words will give you hints, or clues, about the meaning of the new word. Seven common types of context clues are listed below with examples.

Types of Context Clues:

Clues from **synonyms**:

Sara had an *ominous* feeling when she woke up, but the feeling was less threatening when she saw she was in her own room

Clues from **antonyms**:

Jorge had always been quite heavy, but he looked *gaunt* when he returned from the hospital.

Clues contained in **comparisons and contrasts**:

Riding a mountain bike in a *remote* area is my idea of a great day. I wonder why some people like to ride motorcycles on busy six-lane highways.

Clues contained in a **definition or description**:

Manatees, large aquatic mammals (sometimes called sea cows), can be found in the warm coastal waters of Florida.

Clues that appear in a **series**:

The campers spotted sparrows, chickadees, cardinals, and *indigo buntings* on Saturday morning.

Clues provided by the **tone and setting**:

It was a cool and breezy fall afternoon. Hundreds of fans were gathering for the last game of the season, and the student jazz band was entertaining the crowd. It was an *auspicious* event.

Clues derived from **cause and effect**:

The amount of traffic at Washington and Main doubled last year, so crossing lights were placed at that corner to *avert* an accident.

CORNELL NOTETAKING SYSTEM

Name:
 Period:
 Date:

Topic: _____

Standard:

ESLRs:

Questions/Main Ideas:

Notes/Answers:

This side is used for key	This side is used for regular notes.
Questions and/or	This includes:
statements that	• Key words/ideas
refer to the regular	
notes.	• Important dates/places/people
	• Repeated or stressed information
	• Ideas written on the board or overhead
	• Diagrams and pictures that explain the information
	• Formulas with examples
	• Problems
	You should skip lines between ideas
	You can <u>underline</u> or highlight important concepts.

Summary: Write a 3 or 4 sentence summary of the information in you notes. This means to write the main ideas in your own words.

QUALITY OF CLASSWORK AND HOMEWORK

Students should always strive to do their very best on all of their work. Here are questions you can ask yourself about each assignment:

1. **What** am I **learning** today?
2. **Why** am I learning it?
3. **How can I use** this knowledge and these skills to make a difference in my life?
4. How can I **work** with teachers and other students **to improve my learning**?

Here are some tips for double checking assignments before you turn them in. You should always assess your work in these three ways:

1. Is the work neatly written or typed?

- Is it readable?
- Is the handwriting well formed?
- If using a computer, was the correct font and size used?
- If the assignment calls for it, is the work designed neatly and completely?

2. Is the work organized and complete?

- Is the entire assignment done?
- Does the work make sense?
- Did you head your paper correctly?

3. Were the teacher's directions followed completely?

- Did you compare the assignment to your Agenda to make sure you did the right work?
- Did you double-check your Agenda?
- Did you do everything the teacher expects you to do?

Using these standards, parents are encouraged to check their child's schoolwork nightly.



Preparing for a Test

To do well on a test, you need to do a variety of things. You need to pay attention in class, take good notes, ask the right questions, and study efficiently. You also need to know how to be a good test taker. Developing good test taking techniques can help you be more successful.

1) Ask Questions

- ◆ What material will be covered on the test? Know what information you are expected to know before you begin to study for a test.
- ◆ What kind of questions will be on the test? Become very familiar with the five most common kinds of items

2) Review the material

- ◆ Start reviewing a few days before the test. Don't try to "cram" the information the night before.
- ◆ Review all the material. Then focus on the difficult parts.
- ◆ Divide your study time into two or three sessions if there is a lot to cover. Study for 20 to 30 minutes and then take a short break. Keep studying for another short session after you take your break.

3) Study your notes.

- ◆ Reread the material. Then put it in your own words.
- ◆ Make lists, flash cards, or rhymes to help you remember. For instance, if you want to remember a list of words, make up a silly sentence like "M very energetic mother just slid under Nellie's porch" will help you remember the planets listed in their order from the sun (Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune, Pluto).
- ◆ Use graphic organizers to help you organize your thoughts.
- ◆ Picture the material in your mind or draw pictures to help you remember items.
- ◆ Explain the material to someone else. Repeating information out loud to someone else is an effective "repeating" technique which aids memory.

4) Taking a test.

- ◆ Listen carefully to directions. Be sure you know the amount of item you have, what kind of markings to use, and so on.
- ◆ Establish a good attitude. Learn to control your anxiety by taking a few deep breaths or shaking your hands and fingers to increase circulation. Think positively by saying to yourself "I'm going to do the best I can."
- ◆ Ask for help. If there is anything unclear or confusing about the test, ask your teacher to explain.
- ◆ Look over the whole test quickly. First, answer the questions you are sure of, and then answer the other questions. Be sure to read each possible answer before selecting one on a multiple-choice test.
- ◆ When you finish, use any extra time you have to check your test. Make sure you answered all the questions.



Taking Writing Tests

In a writing test, you write an essay that answers a specific question. This kind of test involves several steps. You read the questions, think about what you know, plan your answer, and, finally, you write your answer.

Understanding the question is key to writing a good essay. Read the question or prompt carefully—at least two times. As you look for the key word or words that tell you exactly what to do. Here are some key words you will often find in essay questions.

Compare means “tell how these things are alike.”

Contrast means “tell how these things are different.” Some essay questions ask you to compare and contrast.

Define means “tell what a word or subject means, what its function or role is, what group or category it belongs to, and how it is different from other members of the group.”

Describe means “tell how something looks, sounds, or feels.” In some cases, you may even describe how something smells and tastes.

Evaluate means “give your opinion.” Write about good points and bad points. It is very important to tell why you have this opinion and to give facts and details that support it.

Explain means “tell how something happens or how it works.” You should give reasons, causes, or step-by-step details.

Identify means “answer who? What? When? Where? And why? About a subject.”

List means “include a specific number of examples, reasons, or causes.”

Outline means “organize your answer into main points and specific examples.” In some cases, you will use an actual outline.

Prove means “present facts and details that show something is true.”

Review means “give an overall picture of the main points about a subject.”

Summarize means “tell the important points in a shortened form



Study Enrichment Programs

Segerstrom Fundamental is going to be above the mean in regards to academic achievement. The school will push you to achieve to your maximum but will also provide the support needed to accomplish this goal. Lunch time and after school tutorials, as well as library assistance, are examples of academic support available to students.

Section IV: Student Discipline

Code of Student Conduct

Seegerstrom Fundamental High School is designed to help students focus on academic success. It is expected that every student will operate fully within the framework of the Code of Student Conduct. Students who choose not to follow the Code of Student Conduct will be subject to the appropriate disciplinary consequences.

CLASSROOM CONDUCT

*The goal of Seegerstrom Fundamental High School is to provide a variety of opportunities that allow students to realize their academic potential. In order to provide a classroom environment that is conducive to learning, **it is expected that all students will do the following:***

1. Enter and exit in a quiet, respectful manner.
2. Be prepared to work promptly when the tardy bell rings.
3. Be prepared with appropriate supplies.
4. Abide by classroom rules.
5. Complete all work that is assigned and any make up work missed due to absences.
6. Eat only in designated areas. Students may not eat in the classroom during class time.
7. Attend class on time every day unless ill or with an excuse that has been validated by the office.

CAMPUS CONDUCT

*Seegerstrom Fundamental High School is a community of students and staff gathered for the purpose of formal learning, where each student demonstrates respect for self, others, and property. Therefore, it is expected that **all students will do the following:***

1. Demonstrate good character and be honest, courteous, respectful, and polite.
2. Demonstrate acceptable behavior in the classroom, on the school grounds, and on the way to and from school.
3. Move quietly and in an orderly manner throughout the campus
4. Maintain the standards of Seegerstrom Fundamental High School when not under the direct supervision of a teacher or supervisor and when attending school functions off campus.
5. Attend classes on time, every day, unless out of school for a valid reason (e.g. illness or bereavement).
6. Eat food in the lunch area only and help maintain a clean campus by putting all trash in the proper containers.
7. Show respect for our country and its symbols through participation in appropriate patriotic activities.
8. Obey directions for seating, conduct, and dismissal at assemblies.
9. Use the library responsibly, respect the rights of others, use materials properly, and return books on time.
10. Promptly pay for lost, damaged, and/or overdue library books and textbooks.

PUBLIC DISPLAYS OF AFFECTIONPublic displays of affection beyond holding hands are prohibited on the campus and/or any school event. Students engaged in such displays of affection will be subject to possible disciplinary action.

SEXUAL HARRASSMENT

The School Board prohibits the unlawful sexual harassment of any student by any employee, student or other person at school or at any student-related activity. Students should immediately contact a staff member if they feel they are being harassed. Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action that may include suspension and/or expulsion. The district prohibits retaliatory behavior against any complainant or any participant the complaint process.

STUDENTS WILL NOT AT ANY TIME:

1. Leave campus during school hours unless cleared by the Attendance Office.
2. At no time deface, damage, destroy, or steal school district property or the property of other persons.
3. Litter. Students are to eat food in designated areas only and are to help maintain a clean campus by putting trash in the proper containers.
4. Use profane or vulgar language or make obscene or suggestive gestures.
5. Make any threat to commit, attempt to commit, or commit any physical violence against school personnel or other students.
6. Use, possess, or distribute tobacco, "look-alike" drugs and paraphernalia, any controlled substances (including marijuana), narcotics, alcohol or intoxicants, or other contraband on the school campus or at any time when under the jurisdiction of the school.
7. Possess or use lethal weapons (including knives), or any item that may be constituted as a weapon (brass knuckles, razors, etc.), explosive devices or any form of caps, poppers, fireworks, stink bombs, or replicas thereof.
8. Participate in any form of harassment.
9. Chew gum on campus at any time.
10. Leave class for any reason or come to the office without a pass from the teacher or supervisor
11. Use "gang type writing/tagging" on books, notebooks, or any personal or school item.
12. Gamble. Any form of wagering or betting for money or items is against school rules. Wagering in any manner is also outlawed by State and Federal law pertaining to minors.
13. Bring any form of electronic/computer games, cameras, radios, tape players, laser pointers or recorders. (*Cell phones are for extreme emergencies only. **They must be turned off completely during school hours.** This includes having the cell phone on vibrate. Cell phones may not be visible. If these requirements are violated, the phone will be confiscated.*)
14. Cheat, forge signatures on school documents, or copy other students' work.
15. Take medication at school without a written notification from parents and doctors. **The medication must be in an original box or container with a pharmacy label attached and turned into the health office.**
16. Ride bicycles, skateboards, scooters, razors, roller blades or roller skates on school grounds, especially the parking lot, at any time (including athletic events, night events, and practices).
17. Spit on sidewalks, buildings, other people or any school property.

Segerstrom Fundamental Dress Code

A student's dress and general appearance should reflect pride in themselves and their school and not be such that it draws undesirable attention to the student; nor should dress and appearance detract or interfere with teaching and learning in the classroom and/or on the campus. Just as adults dress professionally for work so shall students dress appropriately for their work – education. It is expected that all students shall maintain their person and clothing in a modest, clean, and age-appropriate manner consistent with the District and/or the Segerstrom Dress Code. Any items of clothing or other items brought to school which are deemed by the administration to be disruptive to the educational program are prohibited. The school district also grants authority to modify this dress code during the school year, if necessary.

THE FOLLOWING ARE NOT PERMITTED:

- No baggy or tight attire. Clothing must fit appropriately.
- No blousing of tops. Shirts must be tucked inside the pants. If the top cannot remain tucked in, it cannot be worn.
- No tank tops of any kind, spaghetti straps, halter tops/bare back tops, bare midriff tops, strapless tops, see-through tops, torn or ragged tops. The use of a sweater or jacket to cover these types of shirts is forbidden.
- Boys: no sleeveless shirts
- No plain white T-Shirts. The use of a zip-up sweatshirt or jacket to cover a plain white t-shirt is forbidden.
- No exposed underwear including bra straps or boxer shorts
- No mini skirts, mini skorts, or mini shorts
- No jumper outfits worn with straps hanging down
- No oversized belts, military style belts of any kind or initialed belt buckles
- No belts that hang below the waist
- No shoes without heel straps (i.e. flip flops)
- No trench-type knee length coats
- No thermal shirts
- Flannels must be tucked in. Flannel jackets must have a liner to be considered a jacket.
- No extreme clothing styles (i.e. Gothic, army, camouflage)
- No clothing or accessories which display any band, group, or individual affiliation
- No athletic apparel, jerseys, basketball shorts, or sweats except official SFHS jerseys on "game days"
- No clothing which has references to alcohol, drugs, or other harmful substances
- No clothing that displays offensive/demeaning/suggestive or gang/tagging-related symbols/language
- No clothing that promotes tagging
- No clothing that promotes violence, weapons, or guns
- No hats except for official SFHS baseball caps. If an approved ball cap is worn, it must be removed inside any building. No other headgear (i.e. hairnets, bandanas, beanies, jacket/sweatshirt hoods, etc.) is permitted.
- No hand gloves
- No chains that hang from clothing
- No extreme hairstyles or hair colors (i.e. step or mushroom cuts, bald heads, spiked hair, etc.). Hair must be a natural color. Hair cannot be shorter than a #2. Hair must be cut so that it does not obstruct the vision.
- Boys: Long hair must be tied back and out of the face.
- No eyebrow designs or shaved eyebrows
- No visible tattoos
- No oversized jewelry, no piercing stretchers, no plugs, no jewelry with spikes/studs, safety pins, excessive jewelry. No body piercing other than earrings. Tongue rings are strictly forbidden. Earrings are restricted to the ears and two per ear only.

If students come dressed or groomed (haircut, etc.) inappropriately, parents may be called to bring a change of clothes or take the student home to change or have a hairstyle corrected. **VIOLATIONS OF THE DRESS CODE WILL RESULT IN DISCIPLINARY ACTION.**

The Administrative Staff will make final interpretation of the Dress Code and personal grooming. These standards apply to all students when they are on campus or at any school-sponsored activity.

WHEN IN DOUBT, DON'T WEAR IT OR BRING IT!

ELECTRONIC DEVICES AND PERSONAL ITEMS

Beepers, radios, tape players, CD players, MP3s, Ipods, cameras, laser pointers or other electronic devices are not permitted at school any time. They will be confiscated and will have to be retrieved by a parent. **Cell phones are for emergency use only** and may not be used during school hours. They are not to be visible or audible. If they are visible or audible they will be confiscated and must be retrieved by a parent. The school is not responsible if the student loses personal objects that are brought on campus. Magazines, backpacks, notebooks, folders, or papers in the possession of students may not promote tagging, gang or party activity. "Tagging" or drawing graffiti on these items is also prohibited. No chains may be worn or used to secure wallets, etc.

Conduct at Athletic Games and School Sponsored Activities:

All students are reminded that school-sponsored activities whether at school or off campus, are under the jurisdiction of the school regulations governing proper conduct, including the dress code. Smoking and drinking are strictly prohibited. Violation of the law or school regulations at any school function will result in disciplinary action up to and including expulsion.

EXPULSIONS

EDUCATION CODE 48900

The California Education Code governs all public schools in California. Section 48900 of the Education Code states that pupils are subject to the jurisdiction of school rules:

- (1) **While on school grounds.**
- (2) **While coming to or going from school.**
- (3) **During the lunch period, whether on or off the campus.**
- (4) **During, or while going to or coming from, a school sponsored activity.**

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of a school in which the pupil is enrolled determines that the pupil has:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil has obtained written permission to possess the item from a certificated school employee, which is concurred to by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in Section 11053. of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Section 11053 et seq. of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products listed in EC48900.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault or committed a sexual battery.
- (o) Harassed, threatened, or intimidated a student who is a complaining witness or a witness in a school disciplinary proceeding [EC48900].
- (p) Committed sexual harassment as defined in Education Code 212.5 (Grades 4 - 8).
- (q) Aids and abets (Penal Code section 31), the infliction or attempted infliction of physical injury to another person.
- (r) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 48900.3 (Grades 4 - 8).
- (s) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment (Grade 4-8).
- (t) Made terrorist threats against school officials and/or school property.

The Superintendent or designee shall immediately suspend any student from a school for not more than five consecutive school days and recommend expulsion for the following acts:

- a) Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
- b) Brandishing a knife, as defined in **Education Code 48915 (g)**, at another person.
- c) Unlawfully selling a controlled substance listed in **Health and Safety Code 11053-11058**.
- d) Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Penal Code 243.4, 261, 266c, 286, 288, 288a or 289.
- e) Possessing an explosive as defined in **18 USC 921**.

ADDITIONAL GROUNDS FOR SUSPENSION AND /OR EXPULSION

48900.2 Sexual Harassment

The pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.

48900.3 Hate Violence

The pupil has caused, attempted to cause, or threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233: No person, whether or not acting under color of law, shall by force or threat of force, willfully injure, intimidate, interfere with, oppress, or threaten any other person in the free exercise or enjoyment of any right or privilege secured to him or her by the Constitution or laws of the United States because of the other person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.

48900.4 Harassment, Threats, or Intimidation

The pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

48900.5 Suspension; Restrictions on Imposition; Exception

A pupil, including an individual with exceptional needs may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

48900.7 Terroristic threats – school officials or property, or both

- (a) If the pupil has made terroristic threats against school officials or school property or both.
- (b) Terroristic threat 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 in excess of

\$1,000.00, with the specific intent that the statement is to be taken as a threat, even if there is not intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to 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.

ID CARDS AND AGENDAS

Each student must carry his/her identification card during the school day and present it upon request to school staff. Each student is responsible for knowing his/her student I.D. number, which is printed on the identification card. Each student must carry his/her Student Agenda during the school day. **Failure to produce an ID or agenda can lead to disciplinary action. Students must purchase an ID if lost or stolen within 5 days of losing it.**

Student drop-off and Pick-up Point:

The student drop-off and pick-up point is on the north side of campus on Alton Ave. There will be one-way traffic in this area starting at 6:50 a.m., and between 2:00 p.m. and 3:00 p.m., when school is in session. Parents are not to pick up students in the neighborhood or on Alton Ave. Cars are not permitted to make u-turns in front of Thorpe Elementary or on Alton Ave.

Fundamental Structures

Part of the Segerstrom Fundamental High School philosophy is that academics are stressed and that students will dress appropriately for school. It is also expected that students will be in their seats ready to work when the tardy bell rings. When students fail to meet these expectations, consequences arise. Listed below are the consequences that students face for missing or incomplete assignments, tardies to class, dress code violations and inappropriate behavior.

Students who continue to accumulate assignment cards, tardy and dress code violations may be asked to return to their home school.

Fundamental Structures – Card System

<u>ASSIGNMENT CARD</u>	
1 st	Teacher/Student Conference
2 nd	Teacher Consequence - Assignment Notification Form
3 rd	Teacher Consequence – Call Parent & Assignment Notification Form
4 th	Counselor Referral – 60 Minute Central Detention, Student Conference & Homework Contract
5 th	Counselor Referral – Saturday School & Parent/Student Conference
6 th	Administrative Referral – Saturday School & Parent/Student Conference
7 th	Principal Referral – Parent/Student Conference W/Principal

<u>TARDY CARD</u>	
1 st	Warning
2 nd	Teacher Consequence - Parent Notification
3 rd	Detention – 30 Minute Central Detention
4 th	Counselor Referral – 60 Minute Central Detention & Student Conference
5 th	Counselor Referral – Saturday School & Parent/Student Conference
6 th	Administrative Referral – Saturday School & SST
7 th	Administrative Referral – Saturday School & Possible SARB
8 th	Principal Referral – Parent/Student Conference W/Principal

Dress Code Violations: Dress code violations are recorded for the entire school year. Parents are notified of dress code violations by a form that the student brings home for a parent signature. Listed below are the consequences students face when they violate the Dress Code Policy.



<u>DRESS CODE VIOLATION CARD</u>	
1 st	Warning – Student Corrects Violation
2 nd	Teacher Consequence - Parent Notification
3 rd	Detention – 30 Minute Central Detention
4 th	Counselor Referral – 60 Minute Central Detention & Student Conference
5 th	Counselor Referral – Saturday School & Parent/Student Conference
6 th	Administrative Referral – Saturday School & Parent/Student Conference
7 th	Principal Referral – Parent/Student Conference W/Principal
8 th	Principal Referral – School Reassignment

Behavioral Discipline: A progressive discipline plan will be utilized, and is as follows.

1 st Infraction:	Warning
2 nd Infraction:	Teacher/Student Conference & 15 Minutes Detention with teacher
3 rd Infraction:	Parent Contact & 30 Minutes Detention with teacher
4 th Infraction:	Administrative Referral



After School Detention

After school detention ranges from 30 to 60 minutes. Detentions are intended to serve as a disciplinary aid in improving student's behavior, tardiness, and completion of class work. Students are required to work on homework while in detention. **Students are required to return all discipline forms to the Discipline Office BEFORE SCHOOL starts. Detentions are doubled if students lose or fail to return the detention form.**

Students assigned to detention must adhere to the following rules:

1. Student must attend on the day he/she has been assigned.
2. Students must be on time to detention. Any student who reports late will be considered a no-show and his/her time will be doubled.
3. Students are to follow the directions of the detention teacher.
4. Each student assigned to detention is expected to take care of all personal needs **before** he/she enters detention.
5. There is no talking, standing up, or moving around during detention without teacher permission.
6. The teacher may assign specific seats in detention and specific instructions must be followed.
7. Students assigned to detention must bring schoolbooks and work material to detention.
8. Students who have finished assigned homework will be expected to finish the detention by reading appropriate books. Comic books, teen magazines, etc., are not to be brought to detention.
9. Students who create a disturbance in detention or do not follow the teacher's directions will be asked to leave. Teacher discretion is the determining factor. If asked to leave, the amount of time assigned to detention will be doubled.
10. No one will be excused without permission.

SATURDAY WORK/SCHOOL

Saturday School is assigned to students who have reached Step #6 of the Assignment Card. Saturday School starts at 8:00 a.m. and ends at 12:00 noon. Parents will be notified in advance as to the date a student is to attend Saturday School. **All forms must be turned in to the discipline office before school or the consequence will be doubled.** It will be the responsibility of the parent of each student assigned to Saturday School to make arrangements for their child's transportation.

Students assigned to Saturday School must adhere to the following rules:

1. The student must attend on the day he/she has been assigned.
2. Any student not at school by 8:00 a.m. for Saturday School will be considered absent and sent home. ***If a student arrives at 8:01, that is too late and he will be sent home and assigned two additional Saturday Schools. Likewise, if he/she is not picked up by 12:15, he will receive an additional consequence.***
3. Students must bring their binder and textbooks with them. If they do not, work will be provided for them.

4. Students must dress according to the Dress Code Policy while attending Saturday School.
5. Students must follow the directions of the Segerstrom staff.
6. No one will be released from Saturday School without permission.
7. Failure to attend Saturday School may result in reassignment, an additional Saturday School, and/or further disciplinary action including possible suspension.

SUSPENSIONS

There are times that, because of the seriousness of the offense, a student must be suspended from school. When this happens, the following conditions are in effect:

1. The student is in complete custody and jurisdiction of his parents or legal guardian during the entire period of suspension.
2. The student may not be on the campus of any school in the Santa Ana Unified School District during school or non-school hours while suspended.
3. A student may not return to school from a suspension until a parent has met with a school administrator.

Students who are suspended run the risk of being returned to their neighborhood school.



DISCIPLINE PROBATION

An inherent part of Segerstrom Fundamental High School is its consistent and active enforcement of the school rules. Should a student be referred to the office on a regular basis without showing signs of a significant effort to improve, the student will be placed on probation. This step is taken after the school staff has made repeated efforts to work with both the student and the parent. A letter will inform the parent that the student has been placed on probation. If significant improvement and effort is not made, the student may be immediately transferred to their neighborhood school or transferred to their neighborhood school at the end of the school year.

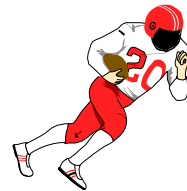
Student discipline probation files are reviewed regularly. Those students who have shown improvement will be allowed to remain at Segerstrom. The school counselors and assistant principals review the files and make recommendations to the principal. Should the student be transferred to their neighborhood school at the end of the school year, parents will be notified by return receipt mail.

Section V: Student Activities

The secret to student success in high school is within reach. This can be done in one easy step – GET INVOLVED! There are going to be countless ways to get involved at Segerstrom. How can you get involved? Find something you are interested in and jump in. Start a club, join a sport or be active in school competition teams. Just do it!

STANDARDS FOR ELIGIBILITY

Representing the school in the co-curricular program is considered a privilege. In order to represent the school in any public contest, performance, athletics, or to be an active member of campus clubs a pupil must maintain a 2.0 grade point average and satisfactory citizenship for the previous and present semesters. Weekly school eligibility standards will be imposed on all students participating in athletic and co-curricular activities. If a student is absent from school, he/she will not be allowed to perform in any school-sponsored activity that afternoon or evening. A student must attend school at least ½ day or more to participate in the day's event.



STUDENT GOVERNMENT: LEADERSHIP

Student government provides an opportunity for students to participate in the affairs of their school and to become involved in the decision-making process. Segerstrom ASB is composed of both elected and appointed members from the student body and serves as a representative of the student body in determining school activities and appropriate school functions. In order to be an active leadership member, a pupil must maintain a 2.5 G.P.A. and no F's or U's. They meet daily in their leadership class for duration of their tenure. Elections and appointments are held in between April and May and members will serve for one year.

A copy of the Segerstrom Fundamental High School Student Body Constitution can be found in Appendix A at the back of this handbook.



ATHLETIC PROGRAM

Segerstrom Fundamental High School will offer a complete interscholastic competitive athletic program governed by the rules and regulations of the California Interscholastic Federation (CIF-SS). In order to participate in the program, students must demonstrate good citizenship and maintain satisfactory grades. Coaches determine team membership. Good

sportsmanship and teambuilding are stressed. Any questions regarding competitive athletic program should be addressed to the athletic office.

SCHOOL ACTIVITIES

Students have the opportunity to join a variety of school-sponsored clubs and organizations. Such clubs function through student leadership under the direction and advisor-ship of a staff member. There are two categories of school clubs:

Academic Activities are designed to meet the needs of pupils interested in academic areas. There will be many types of academic clubs on campus – some examples at other sites include OCAD, MESA, and Mock Trial.

Special Interest Activities are designed around some activity in which there is strong student interest. An example of this type of club is Chess Club or LULAC.



STUDENT AWARDS AND RECOGNITION

The recognition committee is responsible for acknowledging student achievement. There are different aspects of student achievement that are recognized. Academic achievement, exemplary citizenship, perfect attendance, academic and discipline improvement are some of the merits that deserve recognition. There will be different forms of recognition for each merit. It is our hope that every SFHS Jaguar earns recognition in one or more of these areas!

- **Night of the Scholars** – Recognizing academic success of students earning GPA's of 3.5 and higher.
- **Pride of the Jaguar** – Department awards that honors top students in each department on campus.



SPIRIT ACTIVITIES

Many activities are planned throughout the year to promote school spirit and positive social interaction. Some of these activities include the following: dances, field trips, book fairs, class competitions, assemblies, pep rallies, drama productions and activities at lunch. Students are

highly encouraged to participate and join in the fun. There are ample opportunities to be apart of making Segerstrom so special – don't miss out.

Section VI: School Services

COUNSELING

The school counselor is available to assist you in resolving any academic and/or personal problems which might arise. A great deal of planning has been done in order to provide you with a number of opportunities for academic and personal growth during your years at Segerstrom. As you grow academically you will want to take advantage of all that Segerstrom has to offer from you.

ATTENDANCE

Should a student move during the school year, the school requires a verification of new address. Call (714) 241-5000 for further information. Please note that many Santa Ana addresses are inside the city of Santa Ana but still outside the Santa Ana Unified School District boundaries.

Part of the Segerstrom Fundamental High School philosophy is that regular school attendance is critical to a student's academic success. Reasons for this include the following:

- It contributes to high achievement and academic success
- It contributes to the high characteristics of responsible citizenship

Presentation and discussion of new material occurs during class time. It cannot easily be made up at home. Research has revealed that students who miss school regularly find it difficult to be successful academically. **You need to schedule all appointments outside the school day. Also, vacations must be taken when school is not in session.** If an appointment must be made during school hours, the student is **expected** to be in school **before** and **after** the appointment.

Parents play an important role in developing sound attitudes about school attendance and good citizenship. You are encouraged to work cooperatively with teachers to positively influence pupil attendance, citizenship, and achievement.

ATTENDANCE PROCEDURES

Students must be punctual and in attendance to all classes unless previously excused or ill. A written note from the parent explaining a student absence is required. *A written note from the parent explaining **tardiness to school** is also required.* Students will be assigned Saturday School Program for tardies and unexcused absences. Repeated unexcused absences or tardies **will** result in disciplinary action or transfer from school. Teachers will not provide make-up work for all unexcused absences.

When a student is absent from school, please follow these procedures:

1. Parents are asked to call the school on the morning a student is absent. **Call 241-5050**, attendance office. You are welcome to speak in English or Spanish when calling on the message machine. Please make sure to leave the students name, ID number or date of birth along with the reason for absence. This is a courtesy but not required.
2. Readmit Slips: Upon receipt of a valid note from the parent, the student will be issued a Readmit Slip, before school, for presentation to each teacher whose class he/she missed. The student is required to be in class on time, at 8:00 a.m., with the Readmit Slip in hand for each teacher to sign. A tardy will be given to a student if the Readmit Slip is not picked up from the Attendance Office BEFORE class. It is the student's responsibility to keep readmits slips. Duplicate forms will result in a 30 minute central detention.

EARLY RELEASE

In emergencies, when a student must leave **before** the regular release time, a telephone call one hour in advance or a note in advance is requested. The number to call is 241-5057.

ADDRESS CHANGES

Should a student move during the school year, the school requires a verification of the new address. Call 241-5000 for further information.



PHYSICAL EDUCATION EXCUSES

Students are expected to participate in P.E. every day. A student may be excused from an activity if a written excuse signed by the parent is given to the teacher. This excuse is valid for no more than three consecutive days. To be excused for a period longer than three days a written statement from the doctor is required.

MAKE-UP HOMEWORK POLICY

Upon returning to school, students are expected to make up missed work for excused absences. Teachers will not provide make-up work for all unexcused absences.

Parents may call **241-5057** to request homework assignments for students who will be absent three (3) days or more. After asking for the homework, please allow twenty-four (24) hours for teachers to respond to requests. Parents may pick up the assignments at the Attendance Office.

If the homework has not been issued during the absence, it is the student's responsibility to ask for the missed work from each teacher when they return to school. Any work not made up will count against a student's grade.

CLOSED CAMPUS

Students are required to remain on campus during the entire period of required attendance at school. Permission to leave campus during school hours will be granted only upon request of

a parent or legal guardian, the school nurse, or administrator. To be excused during school hours, a note from a parent must be presented to the attendance technician **before** school. Students who leave campus without permission will be considered truant and will be assigned detention or Saturday School Program. Students leaving campus must be signed out by the parent picking them up at the designated time.

All visitors are required to sign in at the Main Office before coming on campus at any time. If you wish to observe your student's classes you are certainly welcome but must make arrangements ahead of time.

EMERGENCY DRILLS

These drills are required by law and are an important safety precaution. It is essential that when the first signal is given, students obey orders promptly and clear the building by the prescribed route as quickly as possible or, in the event of an earthquake, when safe to do so. Students are required to remain quiet and attentive in order to receive necessary instructions.

FOOD SERVICES

A choice of entrees is provided daily or students may order a la carte. Snack items (milk, chips, fruit, etc.) may be purchased separately from the snack line. All students are expected to demonstrate appropriate manners and **clean up after themselves**.

The cafeteria is unable to make change for bills over \$5.00. **Please** do not send large bills to school with your child for lunch money. The school is unable to give your child change for these bills.

HEALTH SERVICES

The school nurse, a member of the school faculty, serves as a health consultant.

California State law stipulates that each student enrolled in a public school must have on file in school office a record of immunization against polio, diphtheria, tetanus, measles, mumps and rubella and Hepatitis B. The school should be notified or informed of any physical condition or defect that could have an effect upon the student's well being and/or general health. Modification of the regular school program because of physical limitations is sometimes indicated and recommendations are made by the nurse. Doctor notes are encouraged to validate health problems. Doctor notes are required for P.E. absences over three (3) days.

The school health office provides emergency first aid to students for accidents or sudden illnesses which occur at school. Students must report to the health office with their agenda and a hall pass. Students are not to visit the health office between periods. Students must check in with their teacher and have a pass before going to the health office. Students are not to use personal cell phones to call parents when ill; health office personnel will notify parents. Disciplinary action will result if students use their cell phones to call home. The student must be evaluated first in the health office before parents are called.

STUDENT MEDICATION

If a student is required to receive medication (including "over the counter" medicine) while at school, a written request from the parent/guardian as well as from the doctor must be on file with the school office. Parents are to provide the required medication in the labeled pharmacy container with the student's full name clearly labeled on it. Any "over the counter" medication must be in the original packaging labeled with the student's full name. All medications must be turned in to the health office. Students are not to be in possession of any medication while on campus. Medication forms are available from the health office and should be obtained prior to the doctor visit whenever possible.

The school should also be notified if a student is on any regular medication regardless of whether it is administered at school.

ITEMS DELIVERED BY PARENTS

The Attendance Office will assist parents in emergency situations regarding items for their students. Please be aware that an emergency refers only to extreme cases and not because of forgetfulness on either the parent or student's behalf. Birthdays and other holidays are not valid reasons for deliveries to your student. The school will not accept any deliveries for students, including food from outside sources.

LIBRARY

The library will be open before school, during lunch, and after school for student use. Students are expected to conduct themselves in a quiet, orderly, and respectful manner at all times while in the library.

P.E. LOCKERS

Lockers are provided for students to use for storing P.E. clothes ONLY. Students who wish to use a locker must sign a locker contract at the beginning of each school year. Your locker combination **MUST NOT** be given out to ANY other student. Lockers must not be shared. If it is discovered that you are sharing a locker, you will lose the privilege of having a locker. This privilege may also be taken away in the event of misuse, opening another student's locker, or writing on or vandalizing a locker. These actions could also lead to a student being arrested.

The student's locker combination and contents are the student's responsibility. The school district or school is not responsible for items damaged, lost, or stolen, regardless of the cause, including weather. STUDENTS USE LOCKERS AT THEIR OWN RISK.

Before leaving your locker, check to see that it is tightly closed and locked. Turn the dial to make sure it will not open. No special locks are permitted. Use only the lock that is sold by the school.



LOST AND FOUND

A Lost and Found is provided by the school in the attendance office. Parents should be sure to have proper identification on articles of clothing and all personal property. Students are expected to write their names as well as the teacher's name IN INK in textbooks and other school materials. The school is not responsible for lost or damaged articles. All lost items may be claimed before school, at lunch, or after school. Clothing items are kept in the Student Activities Room. At the end of each month, all clothing items that have not been claimed are donated to charity.

OFFICE PROCEDURES AND MANNERS

Students must have a pass to enter the office. Students who are in the office are expected to conduct their business courteously, promptly, and quietly. Students must have a pass time-stamped when they leave the office. Students do not exit the campus through the office at the end of the school day.

PARKING

Juniors who wish to drive to school and park on campus must have a parking permit for the 2009 school year. Permits may be purchased in Student Activities for \$25.00 upon providing the following information:

- ◆ Valid Drivers License
- ◆ Proof of current insurance
- ◆ Proof of current registration

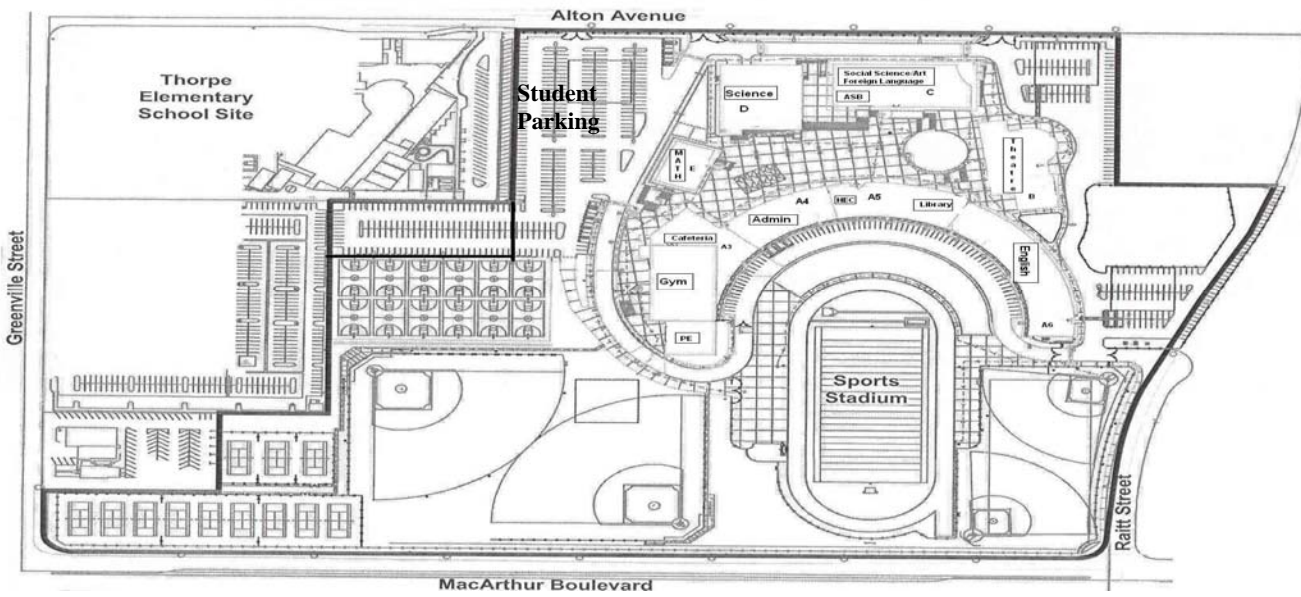
The school has the right to revoke parking permits of students who do not abide by the rules of the school. Permits are for the car they are issued to and must be displayed on the front window. Security will do random checks of permits. The student will be ticketed for having an invalid permit. Disciplinary action may result from the situation. Students who are caught driving recklessly or in an unsafe manner will be ticketed as well as their parking permit revoked. **Students with cars are not to park in the adjacent neighborhoods. School police will warn and/or cite violators.**

Student parking is off of Alton. Students must enter off of Alton to enter the student parking lot. Students parking in any other location during school hours will be ticketed. After school students are not to loiter and hang out in the parking lot. Students will be exiting off of Alton. Failure to follow instructions by Segerstrom staff may cause parking permit to be revoked.

Students may not access their cars during the day and will receive disciplinary action if caught in the student parking lot. The lot will be gated shortly after late bell in the morning. Students constantly arriving late may have their parking permit revoked. Driving to school is not a right but a privilege – so do not abuse it. Students will not be allowed to leave gated area unless have an early dismissal slip from attendance.

Segerstrom is not responsible for any damage or theft to cars parked on our campus.
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**Student
Entrance & Exit**



PASSES

Students must have their agenda at all times when they are outside of the classroom during regular instruction time. Failure to do so may result in a detention or campus clean up.

SPECIAL SERVICES

The school has the services of a speech/language therapist and a school psychologist for students who require these services. Students experiencing academic or behavioral difficulties may be referred to the Student Success Team. This team will meet with the student, parents, teachers, and counselor to discuss strategies that will help the student become more successful and then to design an improvement plan. Teachers, parents, and the counselor may refer a student to the team at any time.

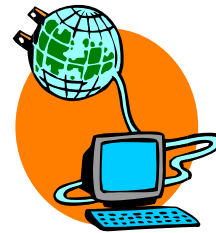
STUDENT IDENTIFICATION CARDS

All students will be issued a Student Identification Card with the student's picture on the card. Information regarding Internet access is on the card and you **will not** be able to use computers unless you have your ID. Students are required to carry this I.D. card at all times while on campus and are obligated to present this card to any school teacher, administrator, or staff member upon request. Students are also required to present their I.D. card for

admittance to after school activities. Should a student lose their I.D. card, a new one can be made for \$5.00.

STUDENT USE OF TECHNOLOGY

Students use the computer lab during their language arts, science, and social science classes. In addition, students in journalism and yearbook classes use computers to produce campus publications. Students may also use the Lab outside of the school day or specified time. All computers in the Lab are linked to the Internet.



All students will be required to create a unique password only to be known by the school and the student. It is the students responsibility to protect password so others students do not access their site. Any unauthorized usage of the computers found on the student's site will result in disciplinary action.

In their registration packets students received permission slips for parents to sign to allow the use of computers at Segerstrom. Students have an identification mark on their ID that notifies teachers that they have authorization to be on the Internet.

IF A STUDENT DOES NOT HAVE HIS/HER I.D. CARD, HE/SHE WILL NOT BE ALLOWED TO USE A COMPUTER. Students who are on the computer without I.D. will receive discipline. Students who abuse the computers or who do not follow the directions of the teacher or staff supervising the lab may lose the privilege of using the computers and may have additional consequences.

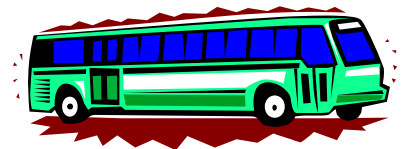
TEXTBOOKS AND LIBRARY BOOKS

Textbooks and library books are provided for each student. Students are responsible for returning the books in good condition. Students assume responsibility for all books issued to them and must pay for lost or damaged books and overdue fines ***regardless of the cause.*** Each student must clear his/her textbook or library record before grades will be issued or school functions can be attended. **ALL TEXTBOOKS MUST BE COVERED WITH APPROPRIATE PROTECTIVE MATERIAL. No Sticky Covers**

Library books may be checked out for a period of two weeks and may be renewed if brought in before the due date has passed. Reference material may be checked out overnight, only. Overdue fines are 10 cents per day for the first 5 days, 25 cents per day for the next 5 days, and 50 cents per day thereafter. Reference books are 25 cents per day. Full replacement price will be charged for all lost books.

OCTA

The Orange County Transportation Authority has several routes which bring students to and from school. Information



regarding prices and routes can be obtained by calling OCTA at 636-RIDE. Bus passes may be purchased in student activities.

BICYCLES

Students are required to lock their own bicycles to the bike rack (never to another person's bicycle.) Bicycles are not to be ridden anywhere on campus. Repeated violators can be referred to the office.

Bicyclists are reminded they are responsible for obeying all traffic regulations.

Students must wear safety bicycle helmets. Please use caution while riding to and from school.

SPECIAL NOTE: The Santa Ana Unified School District is **NOT** responsible for property that is damaged, lost, or stolen as a result of parking bicycles and other property.