

Santiago School

2015-2016

6th - 8th Grade Handbook



2212 North Baker Street
Santa Ana, California 92706
Phone: (714) 564-8400 Fax: (714) 564-8499
Office Hours: 7:30 A.M. – 4:00 P.M.
<http://www.sausd.us/santiago>

Student Name _____ Grade _____ ID# _____

Period	Room	Subject	Teacher
1			
2			
3			
4			
5			
6			

Additional Groups/Clubs

Time	Day(s) of Week	Room	Name of Program	Teacher

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Awarded 1998 & 2008

PRINCIPAL'S MESSAGE

Welcome to Santiago School. Our goal for all students is academic excellence. We believe that all students are capable, not only of learning, but of exceeding expectations when provided the opportunities. We believe that students must take responsibility for their own learning by striving to do their best and to continually improve their achievement on class work, homework, and testing. Students are guided by Santiago's Three Rs to be Ready, Responsible, and Respectful in order to be the best scholar and citizen they can be.

Teachers and school staff work together with students, parents, and the community in order to create a Professional Learning Community that enriches students' education and promotes academic excellence school wide.

Santiago Elementary

Built in 1954

History of Name

**Santiago Elementary School was named for
Rancho Santiago de Santa Ana**



RANCHO SANTIAGO DE SANTA ANA

A Spanish land grant that lay entirely in what is now Orange County, the Rancho Santiago de Santa Ana, became the location of the city of Santa Ana. The rancho was the home of two of the oldest families in California, the Yorbas and the Peraltas. Consisting of 62,516 acres, the rancho extended along the east bank of the Santa Ana River from the mountains to the sea. Settled early enough to provide homes for the third and fourth generations of the Yorbas and the Peraltas, it was eventually the location of at least 33 historic adobes. C. E. Roberts (W.P.A. Adobe project, 1936) considered it to be one of the very best examples of the California rancho.

The Rancho Santiago de Santa Ana stretched for more than 25 miles, from the ocean to the mountains. Its western boundary followed the southeast bank of the Santa Ana River. The property was bow-shaped, being two and a half miles wide at the ocean end and six and a half miles wide in the middle. The land comes to a rounded point on the north end. Located midway along the southern border of the Rancho Santiago de Santa Ana, Red Hill is the point where three famous ranchos come together. From the top of Red Hill you can see lands that once belonged to the Rancho Santiago de Santa Ana, the Rancho San Joaquin, and the Rancho Lomas De Santiago.

From Santa Ana History-

Learn More- <http://www.santaanahistory.com/articles/ranchos.html>



Santiago School

A California Distinguished School

2015-2016 Student Contract

As a student of Santiago School, I will:

Strive for Excellence in *Academic work* by:

1. Completing all assignments neatly, accurately, and on time.
2. Completing all missed assignments due to absences within the time frame established by the teacher.
3. Participating in all class activities.
4. Writing in my agenda daily, keeping my Data Tracker up-to-date, and frequently checking my online grades.
5. Taking responsibility of my own success.
6. Asking for help when necessary.

Strive for Excellence in *Citizenship* by:

1. Complying with all requirements of SAUSD and Santiago's Code of Student Conduct.
2. Showing respect for all students, teachers, administrators, staff members and guests.
3. Exhibiting behavior that supports learning within the classroom and throughout the campus.
4. Attending all classes punctually.
5. Complying with the Santiago's/District's uniform/dress code policy.
6. Reporting to teacher detentions when assigned.
7. Giving my parent/guardian all school correspondence and having my parent/guardian read and sign such correspondence to be returned to school the following day.
8. Adhere to the SAUSD Authorized Use Agreement when utilizing district-provided technology resources.

I UNDERSTAND THAT FAILURE TO COMPLY WITH THE STANDARDS AND REQUIREMENTS SET FORTH IN THIS AGREEMENT WILL BE GROUNDS FOR DISCIPLINARY ACTION.

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

Student's Signature

Date



Santiago School

A California Distinguished School

2015-2016 Parent Contract

As a parent of a Santiago School student, I will support the goals and philosophy of the school program by:

1. Being responsible for my child's regular attendance, punctuality, and pick up time at the end of the school day.
2. Assisting my child in achieving the required academic standards necessary for grade level proficiency.
3. Reviewing my child's schoolwork, agenda, data tracker, and **online grades** regularly and contacting my child's teachers or other staff members via phone, e-mail or agenda, when concerns arise.
4. Participating in conferences with school personnel when requested and supporting decisions that have been mutually agreed upon between the school and me.
5. Knowing and enforcing the Santiago's Homework Policy and providing conditions at home that are conducive to studying.
6. Being responsible for reading SAUSD Rights & Responsibilities book and the school's Code of Student Conduct with my child and ensuring my child abides by all of Santiago's policies and procedures concerning behavior and citizenship.
7. Following school safety expectations off and on campus (as a driver or walking pedestrian).
8. Knowing and enforcing Santiago's/District's uniform and dress code policy.
9. Reading, understanding and signing all school correspondence and ensuring that correspondence is returned to school the following day.
10. Attending Back to School Night and Open House.
11. Monitor proper use of district-provided technology in accordance with the SAUSD Authorized Use Agreement.

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

Parent Signature

Date

Academic Program

Homework

Santiago Elementary School educates students grades K-8. Therefore, it is our sole responsibility to prepare students for high school with a mind set on college and careers. As we engage our students in depth and complex thinking during the school day, our goal is to engage them in extended home practice of what was learned during the day and routine practice that enhances their academic fluency. Homework is assigned regularly, from Monday through Thursday. Students may also have projects to complete on the weekends.

7th and 8th grade: 2 to 2 ½ hours of study time including completion of actual homework and review of each subject and personal reading time is suggested.

6-8 Progress Reports & Report Cards

Approximately three weeks before the end of a grading period, parents will be notified if their student is achieving an academic grade below a “3” or if citizenship below a “3” is not satisfactory. Computer-generated progress reports are mailed home each quarter (4 times a year) by the school district office.

Report cards will be issued every grading period and mailed home. 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 reflect the completion of work on time, the student’s behavior, attention in class, and participation in classroom discussions and activities. The semester grades are grades reflected on the final transcripts. These are posted twice a year.

6-8 Standards-Based Grades: This grade is based on a limited number of **Common Assessments** that will be given to all students according to grade level and course. This grade will be our attempt to predict how well the student will perform on the CA Standards Test which is taken in May. These assessments are closely aligned to the CA Content Standards.

Promotion/Retention

When a student’s grades and test scores fall below the set standards, a Board of Review comprised of staff members and administrators will meet with the parents to discuss recommendations for promotion or retention. The school will make every attempt to consult and work with parents to help support student’s academic challenges throughout the year. The Santa Ana Unified School District has very specific guidelines concerning promotion and retention of students. Please refer to Administrative Regulations (AR) 5123. Copies are available in the Front Office.

Keys to Success

Recommended School Supplies

- One hard cover three ring binder that is *at least 2 inches thick*
- At least one divider for each subject within the same binder (Subject Dividers) (No Pocket Folders)
- Loose leaf 3 hole college lined paper for each class and graph paper for math (8½ x 11 inches)
- 2 spiral notebooks – college ruled @ 70 pages for Grade 5 only.
- Four pencils with erasers & an separate large eraser
- Small sharpener – enclosed with a pencil shavings case
- Small scissors for Grade 5
- Two black or blue ball point pens and two red correcting ballpoint pens
- Set of 10 Colored pencils or crayons
- A pencil pouch or container
- 12-inch / metric ruler with binder holes
- 1 flash drive – labeled with their name
- Additional supplies as specified by teachers at the beginning of the school year
- Backpack: Only the student’s name is permitted on the backpack. All other writing and drawings are not allowed (includes white out & puffy paint)
- Dictionary at home

Binder & Backpack Organization

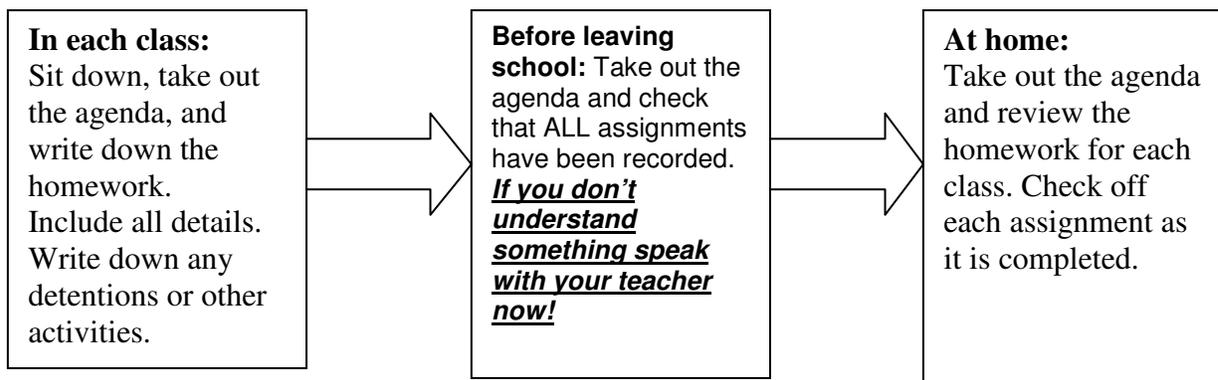
The binder should be organized and cleaned out each day. All papers are to be 3-hole punched and placed in the appropriate section of the binder; no loose papers should be kept in the inside binder pocket. ONLY school-related items are to be placed in the front binder cover pocket. No stickers, personal pictures, ‘pop’ stars, or other non-school related materials may be in or on the binder.

Homework Agenda

The agenda is designed to help students learn to *organize* their assignments for each class every day. Individual teachers may have differing rules for how the assignment is to be copied.

There are only a few rules regarding the use of the agenda:

- Use blue or black ink or pencil only when writing assignments in the agenda
- Do not tear out any of the agenda pages
- Keep the agenda in your binder at all times
- The agenda is a hall pass; get a teacher’s signature when using it as a hall pass



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 explaining the illness/injury and 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.**

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.

- Re-read the material. Then put it in your own words.
- Use graphic organizers to help you organize your thoughts.
- Annotate text while note-taking.

4. Taking a test.

- Listen carefully to directions.
- 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, 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.

Test Taking Strategies

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

Understanding the question is the 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 things are alike.'

- **Contrast** means ‘*tell how 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.*’

Academic Honesty Policy

Cheating and plagiarism are activities that will not be tolerated at Valley High School. The following school-wide policy exists to deal with students who cheat or plagiarize on our campus.

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. Parents will be notified by the teacher, and a referral form will be sent to the administrator of discipline for recording of the offense in the student’s discipline file prior to seeing their counselor.

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 one hour detention. The teacher will notify parents, and a referral form will be sent to the administrator for recording of the offense in the student’s discipline file prior to seeing their counselor.

3rd Offense: Students who cheat a third time will be given a “0” grade for that item without the possibility of make-up. The teacher will notify parents, and a referral form will be sent to the administrator for recording of the offense in the student’s discipline file and to receive further consequences. The administrator will hold a parent conference.

UNDERSTANDING ACADEMIC HONESTY

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.
ACADEMIC HONESTY IS	CHEATING IS
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 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 environment that is fair to all students.	Sharing what is on a test or quiz between classes or at lunch with students who have not taken the quiz or test.
Admitting to losing an assignment; accepting a low grade.	Recreating the assignment using technology (i.e. computers, scanners, copier, etc).
Having a parent/guardian sign school paperwork as required.	Forging a parent's or guardian's signature.

Student Code of Conduct

Ready Responsible Respectful

Santiago is a community of students gathered for the purpose of learning. Students must remember the **3 R's; Ready, Responsible, and Respectful**. All students are expected to:

School Wide Expectations

- Demonstrate acceptable behavior in the classroom, on the school grounds, and on the way to and from school.
- Comply with the uniform policy.
- Attend classes on time, every day, unless out of school for a valid reason (e.g., illness or bereavement).
- At no time deface damage, destroy, steal, or litter school district property or the property of

- other persons.
- Be honest, courteous, respectful, and show good manners.
- Show respect for our country and its symbols through participation in appropriate patriotic activities.
- Move quietly and in an orderly manner throughout the campus. Walk while on campus.
- Bring reading material daily to all classes.
- Refrain from inappropriate or public displays of affection.
- Eat food in the lunch area only, and help maintain a clean campus by putting all trash in the proper containers.
- Obey directions for seating, conduct, and dismissal at assemblies.
- Maintain the standards of Santiago School when not under the direct supervision of a teacher or supervisor and when attending school functions off campus.
- Lock bicycles securely in the bicycle racks.
- Obey all traffic regulations when riding to and from school. *It is the law that all students riding bicycles must wear helmets.*
- Use the library responsibly, respect the rights of others, use materials properly, and return books on time.
- Promptly pay for lost, damaged, and/or overdue library books, textbooks, and District-provided technology.
- Report directly to school from home and stay on campus.

Classroom Expectations

1. Be on time.
2. Enter and exit the classroom in a quiet and orderly manner.
3. Be prepared, at all times, with a covered textbook, school agenda, pencils, pens, a notebook, and paper.
4. Follow all directions of the classroom teacher and other school staff, and obey the rules and regulations of each classroom in order to avoid disturbing others.
5. Complete all work that is assigned and any make up work missed due to absences.
6. Attend class on time every day unless ill or with an excuse that has been validated by the office.
7. Attend to personal grooming during times that students are *not* sitting in class. Personal grooming items must be kept in the student's purse, or backpack during school hours.
8. Use the bathroom facilities before and after school, during nutrition, during lunch, and between classes rather than during class time.
9. Eat only in designated areas. Students may not eat in the classroom during class time.
10. Treat substitute teachers with respect, following directions and instructions as provided by the teacher.
11. Students are not to be in a classroom unsupervised. Students are not to enter classrooms without permission.

K- 8 Mandatory Uniform Dress Policy Guidelines (Based on BP/AR 5132.5)

Each K-8 school in the District shall implement the K-8 Mandatory Uniform Dress policy. A plan shall be developed by each K-8 school for uniform dress including the color(s) for the uniform. The District recommends that a standard uniform of white tops and navy blue bottoms be considered to facilitate student movement from site to site within the District and to increase uniform availability, but sites are responsible for the color of uniforms selected. The Board must approve all school plans.

1.0 Model Dress for Girls:

- Navy blue, black, or khaki skirts, culottes, shorts, dresses with sleeves and collar, jumpers or pants; no jeans
- Solid white, navy blue, black, forest green, light blue, pink, burgundy, or red shirts/blouses with sleeves and a collar
- Sweatshirts and jackets must be of solid color.
- Santiago Spirit Shirt

2.0 Model Dress for Boys:

- Navy blue, black, or khaki pants or shorts; no jeans
- Solid white, navy blue, black, forest green, light blue, pink, burgundy, or red shirts with sleeves and a collar
- Sweatshirts and jackets must be of solid color
- Santiago Spirit Shirt

3.0 General Guidelines for School Attire:

1. Clothing must be free from tears, rips, holes, etc.
2. Clothing should not be oversized.
3. Pants must fit, cannot be oversized, and must be hemmed.
4. Socks will not be pulled up to meet bottom of shorts.
5. There should be no visible initials, insignias, pictures, or logos on clothing, except for school logos.
6. Shoes must be worn at all times and must be must be enclosed. Steel toes or western-type boots are not to be worn.
7. Colored or thick shoe laces and black gloves are not permitted.
8. Bandanas, hair nets, and beanies are not permitted. Only those students, with the approval from the principal because of medical/religious purposes, may have an exception. Hoodies worn over the head may be permitted outdoors during inclement weather.
9. Hats are not to be worn indoors. No baseball caps other than school issued ones will be permitted.
10. Visible jewelry is limited to small watches, rings, necklaces, and bracelets; earrings should be a small stud or a hoop no larger than a dime. Wallet chains, and/or spiked and sharp jewelry are not allowed.
11. Gang slogans and graffiti will not be allowed on backpacks or purses.
12. No shirts with gang, drug, graffiti or sexual connotations including OC or SA in old English lettering.
13. Jerseys or shirts with team logos are not allowed.
14. No belt buckles with logos or initials (including anything related to weapons, drugs, or of a sexual nature) are allowed.
15. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Our goal is to have 100% of our scholars in uniform on the 1st day of school. Please contact our office if you are in need of financial assistance. The Santa Ana Assistance League will be providing additional support in August. Every Friday is “Spirit Day.” We are encouraging all students to wear their “Santiago Spirit Shirt” and jeans every Friday.

Please support us as we bring pride and unity to our school!

- 4.0** Parents who choose not to have their students wear uniforms may be exempt from this policy by:
- a) requesting an exemption form in the local school office;
 - b) completing the application; and
 - c) submitting it to the designated administrator at the student’s school.

Any student who applies for exemption from the Mandatory Uniform Policy must comply with the previously established District Dress Code (AR 5132).

Discipline Provisions:

- 5.0** No student shall be suspended from class or from school, be expelled from school, or received a lowered grade as a result of not complying with Board policy. (AR 5132.5 (b))
- 6.0** No student shall be considered non-compliant with this policy in the following instances (AR 5132.5 (c)):
- When non-compliance derives from a financial hardship.
 - When a student wears a button, armband, or other accouterment to exercise his/her right to freedom of expression as provided by Education Code 48907, unless the button, armband, or other accouterment signifies or is related to gangs, gang membership, or gang activity as provided by Education Code 35183.
 - When a student wears the uniform of a nationally recognized youth organization, such as Boy Scouts or Girl Scouts, on regular meeting days.
 - When a student wears a school-adopted logo shirt on designated days.
 - When a student’s parent or guardian has secured an exemption from the uniform policy by following the prescribed procedures.
 - When the school principal authorizes a special dress day.

Appropriate Disciplinary Actions:

- If a student is not following the Uniform Policy, the classroom teacher or designee will talk to the student to ascertain the reason for the non-compliance. If the classroom teacher determines that the issue is one that warrants a parent contact, then that teacher may refer the concern to the site administration.
- The principal will review the policy with the student and parent to make sure that they clearly understand the policy expectations, to explain the exemption procedures, and give the parent the option of helping his/her child to comply or of exempting the student from the policy.

Attendance

Part of Santiago School's philosophy is being in school every day and being on time are important for a student's success in school. Please try to schedule doctor, dental, or other appointments outside of the school day. Regular attendance contributes to:

- high achievement and academic success
- high characteristics of responsible citizenship

Presentation and discussion of new material occurs during class time and therefore, cannot be easily duplicated at home. Research has revealed that students who regularly miss school find it difficult to be successful academically.

Reporting an Absence

Parents are to call the school if their child is absent. If you are unable to call the school, you must send a note explaining the absence. The note must include:

- Child's first and last name
- Date of the absence(s)
- Reason for the absence(s)
- Parent signature

The message system is on 24-hours a day. You may speak in English or Spanish when calling.

(714) 564-8400

Excused Absence

The following reasons are the only valid excuses for absences:

- Pupil illness
- Quarantine
- Doctor's Appointment for the absent child (doctor's note required)
- Bereavement – Immediate family

Unexcused Absence

All other reasons will be recorded as unexcused absences. Parents whose children have a recorded unexcused absence in excess of 30 minutes (including tardy/late and early departures) on three separate school days will receive a warning letter from the district. Unexcused absences or tardies that add up to more than four per year, can lead to a district meeting with the District Attorney's office.

Extended Absences

Parents or guardians must call the school office to report any extended absence for any reason. Extended absence is defined as more than 2 days.

Pick-Up/Drop-Off Procedures

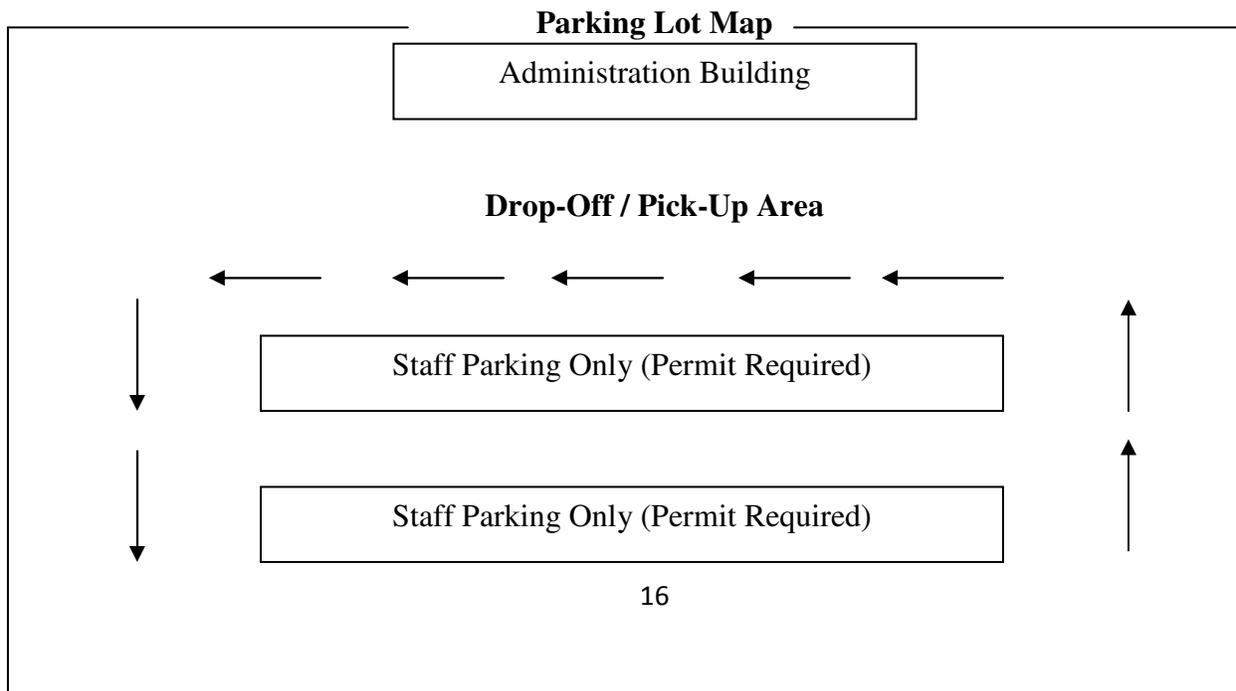
Santiago School is committed to keeping students safe at all times. The following are the procedures for dropping off and picking up students:

Drop-Off Procedures

- Students should not be brought to school earlier than 7:30 am.
- Parents dropping off students with a vehicle should only use the main entrance to the parking lot. Drop off the students in front of the school office.
- For the safety of the students, do not drop-off/pick-up students in the red zone in front of the school.
- Once on campus, students are to walk directly to the cafeteria area for breakfast or to wait for the bell to ring.
- Students riding their bikes to school must walk their bikes once they are in front of the campus. Students are to continue to walk their bikes to the bike rack.

Pick-Up Procedures

- Students must wait for parents in the designated pick-up areas.
- Students with siblings: The eldest sibling is responsible for all the siblings in the family. All siblings are to meet the youngest sibling and then walk together to the designated pick-up area. Students will be guided through this process during the first week.
- No Left Turn when exiting the parking lot.
- In the afternoon, to help the flow of traffic, no left turns from Baker Street are allowed into the parking lot. Thank you for your cooperation.



Exit

Baker Street

Parking Lot
Main Entrance

Street Sweeping on Baker Street is on Tuesdays. Please avoid parking on the street from 11:30 a.m.-3:30 p.m. as sweeping will be done on both sides of the street that day, and you could be cited. For your convenience we have designated visitor parking in our staff parking lot.

Lunch time and Lunch Area Expectations

1. Students must wait quietly in a single-file line to get their food. All students must input their Student Identification Number into the PIN pad. Students must take a main entrée, beverage, and 2 fruits or vegetables.
2. Students need to sit at the assigned lunch table and are only permitted to get up from their table once they have raised their hand and been given permission by the activity supervisor.
3. Once students have finished eating, they are responsible for picking-up all of the trash around where they were sitting. Students are not permitted to leave their tables until they are dismissed by a supervisor.
4. Students are to use normal speaking voices at the lunch tables – yelling and screaming are not allowed.
5. No food or beverages is ever to be thrown. Unwanted food should be disposed of in the trash cans.
6. Students must stay within required supervised bounds.

Field/Equipment Procedures & Expectations

1. Students are to stay in the designated field/lawn or blacktop areas.
2. Students are to use the drinking fountains and restrooms during nutrition time and not during instructional time. NO DRINKS OR USING THE RESTROOMS AFTER THE BELL RINGS.
3. When the bell rings students are to line-up immediately upon the signal of the yard duty teacher.
4. Balls are to be used only for the purpose for which they are intended.
 - Red Balls: Blacktop
 - Yellow Balls: Field/lawn
 - Basketballs: Basketball Courts

*******Equipment may not be taken into restrooms*******

5. Students are not to leave the school grounds to get a ball. Any balls going into the yards adjacent to the school must be reported to the office. The custodian will follow-up on retrieving the ball.
6. Students are not to climb fences or backstops around school yard.
7. Items found on the school yard need to be turned in so that they can be returned to their owner. (Money, glasses, jewelry or books go the office. Coats, sweaters, clothing, etc. go to the Lost and Found in the Media Center.)
8. All equipment needs to be used according to the rules and procedures that the teachers will cover with the students on the first day of school. **No unsafe or dangerous practices will be permitted on the equipment at any time.**

Student Discipline & PBIS

“Guiding Students to be *Ready, Responsible, & Respectful*”

Santiago School is committed to providing its students with the best possible learning environment, which requires that all students maintain high behavioral standards at all times. The purpose of Santiago School’s progressive discipline plan is:

- To assist students in developing responsible behavior.
- To assure a learning environment in which students can learn and teachers can teach.
- To ensure the physical and psychological well-being of all students.
- Our progressive discipline plan is centered on Santiago’s Behavior Expectations which include positive consequences for appropriate behavior and negative consequences for unacceptable behavior. Santiago’s Behavior Expectations are built upon the three “R’s”

At Santiago School – Students are expected to:

- 1) **BE READY** – On time, listen, come to school rested, have all materials, and in uniform.
- 2) **BE RESPONSIBLE** – Demonstrate self-control, complete all work, stick with it, ask questions, and pay attention.
- 3) **BE RESPECTFUL** – For themselves, other students, to adults, time, and for school and personal property.

What is PBIS? (www.pbis.org)

One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.

POSITIVE BEHAVIOR SUPPORT FOR FAMILY

The link between families and positive behavioral interventions and supports is an important one. When families are meaningfully involved in educational activities their children do better in schools. Families play an important part in their child's education and social development. The presence of parents in schools not only provides additional academic supports but also creates community and cultural connections. In many schools, family participation in the school-wide positive behavior

support process is growing. Family members are part of state, district, and school planning teams and participate in school-wide activities in a variety of ways. Family members participate in the assessment and problem solving process to create individualized positive behavior support plans for their children.

Community Support is vital to the sustainability of Positive Behavioral Interventions and Supports. Local resources such as: 1) political support, 2) business investment, and 3) media coverage are crucial to self-sustaining capacity building within each district.

Political Support: Education is a vital cog to any community. Quality education creates high caliber employees, college students, supporters, and consumers. The support of PBIS by any community's political leaders ensures the continued ability of the school to decrease office discipline referrals; which gives educators a classroom atmosphere where learning is the number one activity.

Santiago School is committed to develop and sustain systems that will increase student, parent, partners, and staff awareness about the importance of relationships, effective learning environments, and productive collaboration that produces positive outcomes. In order to sustain such systems, families and community members are engaged and included in meaningful projects, programs, and celebrations.

Administrative Level of Progressive Discipline Options

Student consequences will depend upon the nature of the behavior issue as well as the student's history.

- Student Conference
- Administrative Detention
- Parent Conference
- No-Go List (School Sponsored Activities and Fieldtrips)
- Behavior Contract/Behavior Support Plan
- Individual Class Suspension
- In-House Suspension & Behavior Intervention Resource Follow Up
- Suspension w/ Parent Conference & Behavior Intervention Resource Follow Up
- Coordination of Services Team/Student Success Team Referral
- CICO Referral (Check-In-Check-Out)
- Teacher Work & Attitude Report
- Parent & Student Conference with the Principal
- Behavior Contract Revised with Suspension – No-Go List for the report card period.
- Recommendation for PPC if all school resources have no positive impact.
- Expulsion from SAUSD.

In order to increase positive student behavior and reinforce the student conduct and attendance expectations, administrators will be out during passing periods and lunch hours to monitor high traffic areas to the extent possible. Santiago's administrative team will work to support effective tardy, detention, onsite suspension and progressive discipline programs in all necessary ways.

Suspensions

There are times that, because of the seriousness of the offenses, students are suspended from school. When this happens, the following conditions are in effect:

1. The student is in complete custody and jurisdiction of his/her 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. The student *may not return to school* from a suspension until a parent has met with a school administrator.
4. At the discretion of the school administrator the student can be referred to ARC (Achievement Reinforcement Center) for the suspension period.

STUDENT CONDUCT & RESPONSIBILITY

In order to ensure a safe and orderly environment, all students are subject to the Santiago School progressive discipline policy and Education Code 48900. As a condition of enrollment in the SAUSD, all students and their parents have signed a Student Conduct and Attendance Policy form. Santiago School is committed to enforcing the responsibility of every student to conduct himself or herself in accordance with those policies. As a student and parent/guardian interacts with staff members, teachers, counselors, assistant principals, or the principal on discipline matters, measures will be clearly communicated to the student and the parents or guardians. This progressive discipline policy is a cumulative process extending over the entire year. 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.

The following infractions may warrant immediate suspension, referral to a Pupil Placement Committee, or expulsion: injury to persons; damage or theft of private or school property; possession or sale of firearms, knives, explosives or other dangerous objects or look-alike weapons; possession, use or sale of alcohol, any controlled substance or drug paraphernalia; sexual harassment, assault or battery; intimidation or threatening of a witness in a school disciplinary proceeding.

Sexual Harassment

The School Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-sponsored activity. Students should immediately report to staff member if they feel they are being harassed. Any student who engages in the sexual harassment of anyone at school or at 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 in the complaint process.

Student Intimidation, Bullying & Cyber Bullying

Students that feel intimidated, threatened or bullied by another student, non-student, or adult, should report it immediately to a staff member. It is highly encouraged that student victims fill out a report on a Voluntary Student Statement Form. **Bullying violates Ca. Ed. Code 48900.**

Conduct at 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. Drug use, 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 police arrest, suspension and/or expulsion.

Electronic Devices/Media

The staff of Santiago School recognizes that electronic devices are widely used and are important tools in today's society. The purpose of this policy is to ensure that the use of electronic devices does not interfere with the learning, safety, and security of other students. "Electronic devices" mean cell phones with or without video or picture-taking capability, MP3 players, iPods, and other electronic media. Per Santiago School policy, students are expected to turn off all electronic devices while on school grounds. Students may not bring other electronic devices including, but not limited to, cameras, radios, recorders, and laser pointers to school. Picture taking or sound or video recording by students is prohibited in areas such as restrooms, dressing areas, counseling sessions, and classrooms and will result in immediate referral to an administrator. Students are to use classroom or office phones if personal calls are required. School telephones may only be used under staff supervision.

Upon violation of this policy, the electronic device will be confiscated, labeled, and held in a secure location. The administration, teachers, and other individuals designated by the principal may confiscate electronic devices according to this policy.

*****Santiago School is not responsible for loss, damage or theft of any electronic devices, whether confiscated by the school or not.**

The school will make reasonable efforts to notify parents or guardians that Santiago has a student's electronic device in its possession. Parents or guardians may retrieve confiscated electronic items in the main office during business hours. Walking students will be given their cell phones at the end of the school day if parents are unable to retrieve the item.

Administration may impose other additional disciplinary consequences for a student's violation of this policy as is reasonable under the circumstances, including the nature of the violation and other disciplinary actions in which the student has been involved. Such disciplinary actions may include a disciplinary letter to the student's parent/guardian that is placed in the student's file; detention; in-school suspension; suspension; expulsion and/or loss of the privilege of participating in school-sponsored activities or of receiving honor recognition. Santiago School may contact law enforcement if circumstances so warrant.

Bikes, Skateboards, & Scooters

Bikes, skateboards, and scooters are not to be ridden on campus at any point in time. Bikes, skateboards, and scooters are to be securely locked at the bike rack. Skateboards and scooters not properly stored will be confiscated. Parents or guardians may retrieve confiscated items in the main office.

*****The school and district are not responsible for lost, stolen, or damaged bikes/skateboards, whether confiscated by the school or not.**

Threats against a student or staff member

Any student who threatens the school community or any specific member(s) of the school community whether in writing or verbally, with the commission of a crime which could result in severe bodily injury, death, and/or property damage will be subject to immediate suspension, police involvement, and possible expulsion from the school district. Santiago School follows a progressive threat assessment evaluation based on the University of Virginia model.

Gum Chewing

Any student either chewing or in possession of gum will receive an automatic nutrition and lunchtime campus community service assignment.

Littering & Unsupervised Student Property

Students littering or leaving school supplies (textbooks, binders, backpack, etc.) left unattended and retrieved by a staff member will result in the student being assigned a campus community service assignment during nutrition or lunch. Students assigned campus community service is a consequence where students wear gloves and carry bags to pick up litter found on the ground and help to keep the campus free from trash.

8th Grade Spring Contract

Each spring, a progressive discipline program is implemented and is specifically designed to help the 8th grade students complete the year on a positive and successful note. During the second semester, ALL 8th grade students will attend a special meeting where this information will be clearly explained. Students and parents will also receive a handout indicating the progressive discipline program and the privileges/activities 8th grade students are eligible to attend or may become ineligible to attend *IF* the rules are not followed. To ensure that parents are aware of this program, this handout requires a parent signature.

University of California & California State University

MINIMUM ADMISSION REQUIREMENTS

	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 or one half year 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. 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	Required: 3 Years Recommended: 4 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	Required: 2 Years Recommended: 3 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.	Required: 2 Years Recommended: 3 Years	2 Units	20 Credits
F	Visual and Performing Arts (VAPA) A single yearlong, approved arts course from a single VAPA discipline: dance, drama/theater, music, or visual art.	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 the following areas: VAPA (non-introductory-level courses), history, social science, English, advanced math, lab science, and a 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

California High School Exit Exam - CAHSEE

All California public school students, by state law, must pass a High School Exit Exam (CAHSEE) to receive a high school diploma. The CAHSEE is administered for the first time during the 10th grade year and students who pass either the Math or Language Arts portion of the exam will not be required to retake that portion of the exam. The purpose of the CAHSEE is to:

- Help improve student achievement in high school.
- Make sure graduates meet identified state content standards in reading, writing, and mathematics.

Pathways to Higher Education



OR



From SAUSD - to - SAC - to - SAC - to CSUF or UCI!

Santa Ana ¡Adelante!



18 years
HS graduate



2.0 GPA weighted
a-g requirements
Grades of C or better
SAT or ACT



3.0 GPA weighted
a-g requirements
Grades of C or better
SAT or ACT + writing
(2 SAT Subject Tests
recommended)



3.0 GPA* weighted
a-g requirements
Grades of C or better
SAT or ACT
SAT Subject Test*

Santa Ana Unified School District
Your launch pad to college and careers!

College eligibility GPA is based on grades 10-11, "a-g" courses only

UNIVERSITY "a-g" Required Courses

- A**... 2 years - History/Social Science (3 years recommended)
- D**... 4 years - English
- C**... 3 years - Math
(Algebra 1, Geometry & Algebra II or higher) - (4 years recommended)
- I**... 2 years - Lab Science :
(1 year Physical/1 year Life for CSU system; 2 years Lab science for UC)
- E**... 2 years - Foreign Language (Same language) (3 years recommended)
- F**... 1 year - Visual or Performing Art
- G**... 1 year - College Prep Electives

College Entrance Exams: SAT and/or ACT
Only Grades of A,B,C accepted

SAUSD Graduation Required Courses

- 3 years - Social Science
- 4 years - English
- 3 years - Math (including Geometry)
- 2 years - Science (Physical & Life)
- 2 years - Foreign Language (Same language)
- 2 years - Physical Education
- 1 year - Visual or Performing Art
- 50 credits of High School Electives
- 220 credits earned & pass CAHSEE

Grades of A,B,C,D accepted

