

# Godinez Fundamental High School

## HOME OF THE



2016 – 2017 Student Handbook

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*Champions of Character*

# Godinez Fundamental High School

## School Administration

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Alfonso Alvarez, Ed.D. – Member

Rigo Rodriguez, Ph.D. – Member

## SAUSD Superintendent

Stefanie Phillips Ed.D.

# 2016-2017 Godinez Fundamental High School Handbook

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*“Character is like a tree and reputation like a shadow. The shadow is what we think of it; the tree is the real thing.”*

Abraham Lincoln

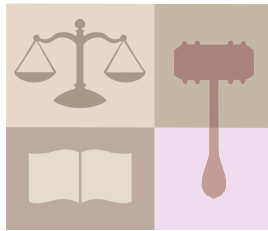
## Section I: Godinez Fundamental High School Philosophy

**Introduction:** As a fundamental high school, Godinez Fundamental High School 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. We are committed to implementing exceptional standards for academic achievement and character development.



### **Instructional Focus Statement**

A total school-wide effort to have all Godinez Fundamental High School students demonstrate measurable growth in reading and writing literacy through the implementation of writing strategies as measured by performance tasks and department interim benchmark assessments with a focus on acquiring 21<sup>st</sup> Century skills.



**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 academic literacy skills and subject matter
- Structured classroom in which learning is teacher initiated, directed and supervised as well as student centered and teachers focus on ways to engage students in learning with an emphasis on dynamic, innovative, and creative teaching with a focus on 21<sup>st</sup> Century skills.
- 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
- Parent commitment, communication, and involvement throughout the student's education



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## Godinez Fundamental High School 2016-2017 Program Agreement

### **AS A STUDENT OF GODINEZ 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 dress code policies as defined by SAUSD and GFHS.
7. Attend all classes unless ill or excused and abide by Godinez' tardy policy.

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

### **AS A PARENT OF GODINEZ 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 district and school's dress code policies.
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 Godinez Fundamental High School provides an alternative program of choice and that no transportation is provided, and that instruction is in English only.*

*I understand that I must live or work within the boundaries of the Santa Ana Unified District in order for my student to attend Godinez 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 GODINEZ 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

# Godinez Fundamental High School

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

1. Support the Godinez 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 District and Godinez Dress Codes, Assignment Card, Tardy Card, and Agenda.
2. Explain school expectations, instructional goals, and grading systems to students and parents.
3. Maintain a classroom environment that provides high-quality curriculum and instruction and is 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.

\_\_\_\_\_  
Staff Member's Signature

\_\_\_\_\_  
Date

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

1. Communicate to all students, parents, and staff the philosophy of Godinez 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 Godinez Fundamental High School.
6. Work with parents regarding academic and behavioral concerns, as appropriate.
7. Be responsible for the operation of the school.

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date







## Escuela Preparatoria Fundamental Godínez Acuerdo para el programa 2016-2017

### COMO ALUMNO DE LA ESCUELA PREPARATORIA FUNDAMENTAL GODÍNEZ YO:

1. Me esforzaré por la excelencia en el trabajo académico observando la norma de tareas de la escuela. Terminaré toda asignatura de manera limpia, precisa, completa y a tiempo. Repondré todo trabajo que no haya hecho debido a ausencias, dentro del plazo que establezcan los maestros.
2. Cumpliré todos los requisitos de las materias específicas a fin de ganarme la graduación y poder competir en la universidad.
3. Mostraré respeto a todos los alumnos, maestros, administradores, empleados e invitados.
4. Cumpliré con todos los requisitos del Código de Conducta Estudiantil.
5. Contribuiré a un ambiente de aprendizaje positivo para todos en mis clases.
6. Obedeceré el Código de Vestimenta del Distrito y de la Esc. Prep. Fundamental Godínez.
7. Asistiré a todas mis clases, a menos que esté enfermo o tenga una justificación, y acataré las normas de retrasos de Godínez.

*He leído este acuerdo y cumpliré con él.*

\_\_\_\_\_  
Firma del alumno

\_\_\_\_\_  
Fecha

### COMO PADRE EN LA ESCUELA PREPARATORIA FUNDAMENTAL GODÍNEZ YO:

1. Ayudaré a mi hijo(a) a alcanzar las normas académicas requeridas para la graduación.
2. Participaré en conferencias con el personal escolar cuando lo soliciten.
3. Apoyaré las decisiones a las que hemos llegado la escuela y yo de mutuo acuerdo.
4. Apoyaré las normas y procedimientos de la escuela fundamental.
5. Conoceré y haré cumplir la norma de tareas, y fomentaré condiciones propicias para el estudio.
6. Leeré el Código de conducta estudiantil con mi hijo(a); seguiré las normas y procedimientos.
7. Conoceré y haré cumplir el código de vestimenta de la escuela.
8. Seré responsable de la asistencia y puntualidad regulares de mi hijo(a) a todas sus clases.
9. Asistiré a funciones escolares importantes para apoyar a mi hijo(a).

*Entiendo que la Escuela Preparatoria Fundamental Godínez ofrece un programa alternativo de opción y no se ofrece transporte y que la enseñanza es solamente en inglés.*

*Entiendo que debo vivir o trabajar dentro de los linderos del Distrito Escolar Unificado de Santa Ana a fin de que mi hijo(a) asista a la Escuela Godínez. También entiendo que mi hijo(a) puede ser cambiado de escuela si dejo de vivir o trabajar dentro de esta área de asistencia.*

**ENTIENDO QUE NO CUMPLIR CON LAS NORMAS Y REQUISITOS PRESENTADOS EN ESTE ACUERDO ES RAZÓN SUFICIENTE PARA SER CAMBIADO DE LA ESCUELA PREPARATORIA FUNDAMENTAL GODÍNEZ, A DISCRECIÓN DEL DIRECTOR ESCOLAR. He leído el acuerdo de arriba, y accedo a cumplirlo.**

\_\_\_\_\_  
Firma del padre, madre o tutor

\_\_\_\_\_  
Fecha

# Esc. Prep. Fund. Godínez

## COMO MAESTRO(A) DE LA ESCUELA PREPARATORIA FUNDAMENTAL GODÍNEZ YO:

1. Apoyaré la Filosofía de la Escuela Preparatoria Fundamental Godínez, implementando de manera consistente las normas y procedimientos fundamentales, y haciendo cumplir toda norma y regla sobre la vida y conducta estudiantil. Esto incluye, en parte, el Código de vestimenta, Tarjeta de asignaturas, Tarjeta de retrasos y Agenda de Godínez.
2. Explicaré las expectativas escolares, metas educativas y sistemas de calificaciones a los padres y los alumnos.
3. Mantener un ambiente de salón que provea instrucción y curriculum de alta calidad para lograr objetivos sobre salientes en los alumnos.
4. Crearé un plan de disciplina progresiva para el salón que fomente la responsabilidad estudiantil y se adhiera al Código de Conducta Estudiantil.
5. Me apegaré y apoyaré la implementación de expectativas y consecuencias de disciplina escolar.
6. Mostraré respeto a todo alumno, padre de familia, empleado e invitado, y seré un modelo positivo.
7. Ofreceré un programa académico estimulante y riguroso con estrategias de apoyo adecuadas.
8. Me comunicaré de manera oportuna con los padres y los alumnos acerca del progreso académico y de conducta.
9. Reconoceré el aprovechamiento estudiantil sobresaliente.
10. Participaré en reuniones con un enfoque en las normas y el mejoramiento de los alumnos.
11. Participaré activamente en oportunidades de capacitación profesional.
12. Asistiré a todas las juntas de maestros y por departamento.
13. Apoyaré y fomentaré los programas escolares, las actividades co- y extracurriculares y los clubes en el plantel escolar.

\_\_\_\_\_  
Firma del maestro(a)

\_\_\_\_\_  
Fecha

## COMO ADMINISTRADOR DE LA ESC. PREPARATORIA FUNDAMENTAL GODÍNEZ, YO:

1. Comunicaré a todo alumno, padre de familia y empleado la filosofía de la Escuela Preparatoria Fundamental Godínez.
2. Ofreceré liderazgo educativo apoyando a los maestros en sus salones, designando fondos para recursos didácticos importantes y proporcionando capacitación adecuada para padres y personal.
3. Reforzaré y apoyaré la alianza entre padres de familia, alumnos y personal, mediante la creación de un ambiente cálido y acogedor.
4. Ofreceré un ambiente escolar seguro, limpio y ordenado, enfocado en los logros académicos.
5. Haré cumplir consistentemente las reglas y reglamentos de la Escuela Preparatoria Fundamental Godínez.
6. Trabajaré con los padres acerca de inquietudes académicas y de conducta, según sea necesario.
7. Seré responsable por la operación de la escuela.

\_\_\_\_\_  
Firma del administrador(a)

\_\_\_\_\_  
Fecha



## **Godinez Fundamental High School Parent Involvement Policy 2016-2017**

To support the goal of Godinez Fundamental 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. Godinez Fundamental High School shall do the following for all parents:
  - Communicate the national and state standards through individual parent-teacher conferences, tenth grade counseling, informational meetings, open forums, and/or newsletters.
  - Forward to parents the school district's Research and Evaluation Department's annual report of an individual student assessment results. This information is available in several languages.
  - Provide information about curriculum and instruction of the school through meetings or through communication sent home.
  - Involve all parents, including parents with limited English proficiency, parents with disabilities, and parents or migratory students, 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 a timely annual meeting to share with parents the Title I program and its requirements.
  - Conduct parent meetings, Coffee Chats 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 Godinez Fundamental High School's written policy on parental involvement shall be on file with the District Student Achievement office, Godinez Fundamental High School's office and on the Godinez Fundamental High School website.

## **Escuela Preparatoria Fundamental Godínez**

### **Norma de participación para los padres de familia**

#### **2016-2017**

A fin de apoyar la meta de la Escuela Preparatoria Fundamental Godínez de instruir a todos los alumnos exitosamente, los alumnos, padres de familia y personal deben colaborar como socios informados, de acuerdo con las normas y contratos de la escuela.

1. La Escuela Prep. Fundamental Godínez hará lo siguiente para todos los padres:
  - Comunicar las normas nacionales y estatales mediante conferencias individuales entre padres y maestros, consejería de décimo grado, reuniones informativas, foros abiertos y/o boletines.
  - Enviar a los padres el informe anual de Estudios y Evaluación del distrito, con los resultados individuales del alumno. Esta información está disponible en varios idiomas.
  - Ofrecer información acerca del plan de estudios de la escuela, mediante juntas o comunicaciones que se envían a casa.
  - Involucrar a los padres, incluyendo, a los que tienen limitaciones con el idioma inglés, a los que tengan alguna incapacidad y a los que padres y alumnos en estado migratorio. Invitar a los padres a la planeación, revisión y mejoramiento de programas y servicios académicos, mediante las sesiones del Consejo Escolar, Organización de Padres/Profesorado/Alumnos y el Comité Consultivo para Aprendices del Inglés.
  - Realizar juntas anuales para compartir con los padres el programa de Título I y sus requisitos. Las juntas tendrán lugar temprano cada año escolar.
  - Efectuar juntas y actividades para padres. Los temas de las reuniones para el año serán, en parte: evaluación de las necesidades de los padres; planear para el año escolar siguiente; evaluación anual de las juntas y actividades de padres; y diseminación de los resultados de las evaluaciones.
  - Alentar a los padres a participar en capacitaciones del distrito diseñadas para repasar los programas, estrategias para padres, alfabetización para adultos, entender las normas y resaltar la importancia de la educación y el aprendizaje.
  - Dar seguimiento a inquietudes y recomendaciones de los padres en talleres y por medio de encuestas. Se dará respuesta oportuna y se documentará para la próxima junta ordinaria. La administración escolar pondrá en la agenda temas adecuados para la revisión/decisión del Consejo Escolar, para la siguiente sesión ordinaria del Consejo Escolar.
  - Ofrecer información sobre la Norma de participación para padres al incluir una copia del documento en el manual para alumnos que se entrega a cada alumno al principio del año escolar.
  - Conservar un sistema de comunicación abierta que aliente a los padres a comunicarse con todos los integrantes del personal.
  
3. Habrá una copia de la norma de participación para los padres de la Escuela Preparatoria Fundamental Godínez en la Oficina de Aprovechamiento Estudiantil del distrito, la dirección de la Escuela Preparatoria Fundamental Godínez y en el sitio Web de la Escuela Preparatoria Fundamental Godínez.

## **Section II: Academic Program**

### **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 and Advanced Placement classes may receive additional homework assignments as needed.

- Homework assignments will be standards-driven, and given to practice a skill they are fairly familiar with, to prepare them for new content or to have them elaborate on content that has been introduced in class.
- The staff 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 parent notification and may affect academic and citizenship grade. Further consequences may include teacher detention, central detention and Saturday school.

### **Academic Honesty Policy**

At GFHS, students are instructed to become Champions of Character, with integrity as a cornerstone of our learning expectations. This process is just like any other learning that will be done in our school. The elements of character will be taught, require repetition of instruction and monitoring for learning. When students do not reflect academic honesty, they will bring consequences upon themselves to reinforce the learning process. Simply, cheating and plagiarizing are activities that do not reflect the quality of character we expect from our students and will not be tolerated. Therefore, for each instance of a substantiated violation of the academic honesty policy, the following school-wide policy will be followed:

Students who cheat on a test, quiz or individual assignment, or assist another student in such behavior, 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 an administrator. Students may also receive an unsatisfactory mark (U) in citizenship. Students who cheat will receive a Saturday School and will face further consequences if they are caught cheating in the future.

<b>ACADEMIC HONESTY IS</b>	<b>CHEATING IS</b>
Using the Internet and other library materials for insight and research. Rewording and rephrasing facts, with proper documentation are acceptable.	Copying word for word phrases or sentences from any source, such as the Internet, text or study guides. Not documenting information taken from sources also constitutes cheating.
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; knowingly providing other students with material that can assist them in cheating.
Studying for the test with notes and 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"> <li>• Cheat sheets</li> <li>• Formula or calculation</li> <li>• Text messaging</li> <li>• Wandering eye</li> <li>• Crib notes</li> <li>• Talking during a quiz or test</li> </ul>
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 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).

## **The Core Values of the Godinez Champions of Character**

**Respect** - treating yourself, other persons, institutions, academics and sport according to the highest standards of conduct

**Responsibility** - being accountable for your actions including making wise decisions in role-modeling, education, self control, respect, rules and personal conduct

**Integrity** - keeping commitments and conforming reality to our words

**Servant Leadership** - becoming a good follower as well as inspiring others to follow you

- conduct of educational academics and sports to the highest standards of respect or civility, responsibility, integrity and justice/fair play

## **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 earned by a student's efforts in complying with each classroom's expectations. 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. Students and parents may check grades at any time through the Aeries grade portal.

## **Academic Grading Scale**

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F



# **Go Grizzlies!**

## **Parent/Teacher Conferences**

Parents are 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 Godinez Fundamental High School 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:

- CAASPP testing (California Assessment of Student Performance and Progress)
  - Grades 10 grade science
- SBAC – Smarter Balanced Assessment Consortium
- Writing Proficiency Test – All grades
- Advanced Placement Exams
- Benchmark Exams – All grades
- Physical Fitness Test – Grade 9

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

## **Community Service**

Students at Godinez Fundamental High School will be required to perform a minimum of 40 hours of community service. These hours must be completed and documented prior to graduation. The Community Service form may be picked up in the Counseling Office and found on the Godinez website.





## **Community Service Guidelines for Volunteer Hours**

Godinez Fundamental High School

**In order to participate in school events such as school dances and other activities, you will not be able to participate unless you have completed all community service hours from the previous years.**

**Ex.**

**If you would like to attend the Homecoming Dance, you must have completed hours corresponding to your completed years at Godinez.**

- **Seniors (30 out of 40 hours)**
- **Juniors (20 out of 40 hours)**
- **Sophomores (10 out of 40 hours)**

**Seniors must complete and verify their 40 hours of community service before participating in Senior Activities.**

*– What Counts and What Doesn't*

- Volunteering your time for a non-profit enterprise. **You must not be paid in any form**, although you may accept a meal or a snack while volunteering.
- Time spent volunteering for other organizations such as Boy Scouts, Girl Scouts, Red Cross, American Cancer Society, etc. - but not time spent at meetings for those organizations.
- All volunteer time must occur outside of normal school hours.

*Examples of Helping out at a School Site*

- Helping a teacher set up their classroom during non-school time counts
  - But helping the teacher during class does not count
- Tutoring another student during non-class time counts
  - But tutoring a sibling or relative does not count
- Community service through school clubs counts
  - Social activities with these clubs does not count
- Volunteering for THINK Together Programs counts
  - Participating in THINK Together Programs does not count

*Examples of Helping out for Sports:*

- Refereeing or coaching, and training/setup as a sports volunteer for a non-profit or school counts
  - But practicing, playing, and fundraising for a sport does not count

*Examples of Helping out for Performing Arts:*

- Helping paint or build sets, set up chairs, etc. for a school play counts
  - But performing in the play does not count
- Performing for a disadvantaged group (disabled, senior citizens home) counts
  - But practicing/rehearsals for that performance or performances at school does not count

*Examples of Helping out in the Community:*

- Helping a neighbor who is elderly or handicapped with household chores counts
  - But helping anyone in your family or an able-bodied friend or neighbor with a chore does not count
- Helping at voter registration or a polling place counts
  - But helping a candidate or a cause does not count
- Volunteering to help set up, organize, hand out pamphlets, hand out water, etc...for non-profit organizations counts
  - But the actual fundraising as a separate effort does not count
- Volunteering at a hospital or animal shelter counts
  - But working at a doctor or veterinarian's office does not count

*Examples of Helping out at Places of Worship:*

- Helping plant a garden, volunteering for a need-based activity, or babysitting while parents attend the service counts
  - But singing/playing an instrument or participating in the service (or anything inside of the place of worship) does not count

*Examples of Things that DO NOT COUNT:*

- Hosting a foreign exchange student or family
- Baby-sitting for family members or friends
- Team-building activities
- Helping family members
- Garage sales – although you may **help** someone if they are holding a garage sale and all the proceeds are all going to charity
- Adopt a Family at the holidays or gift buying for the holidays
- Volunteering for a “for-profit” organization.

# High School Graduation Requirements

COURSE	LENGTH	CREDITS
<b>English/ELD;</b> 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
<b>Math:</b> Three years of math sequence to include: Algebra I, Geometry, Algebra II, Math Analysis or AP Calculus.	3 YEARS	30
<b>Science</b> ( One year of physical and one year of life)	2 YEARS	20
<b>World History, Culture &amp; Geography</b>	1 YEAR	10
<b>U.S. History and Geography</b>	1 YEAR	10
<b>Principles of American Democracy</b>	1 Sem	5
<b>Principles of Economics</b>	1 Sem	5
<b>Foreign Language</b>	2 YEARS	20
<b>Fine Arts</b>	1 YEAR	10
<b>Physical Education</b>	2 YEARS	20
	<b>REQUIRED</b>	<b>170</b>
	<b>ELECTIVE</b>	<b>50</b>
	<b>TOTAL</b>	<b>220</b>

# UC & CSU ADMISSION

<b>A-G REQUIREMENTS</b>		<b>TIME</b>	<b>UC/CSU</b>	<b>HS</b>
<b>A</b>	<p><b>History/Social Science</b> 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.</p>	2 YEARS	2 UNITS	20 CREDITS
<b>B</b>	<p><b>English</b> 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.</p>	4 YEARS	4 UNITS	40 CREDITS
<b>C</b>	<p><b>Mathematics</b> Three years of college-prep mathematics that include the topics covered in elementary and advanced algebra and two and three-dimensional geometry</p>	3 YEARS	3 UNITS	30 CREDITS
<b>D</b>	<p><b>Laboratory Science</b> Two years of lab science providing fundamental knowledge in two of these three core disciplines: biology, chemistry, physics</p>	2 YEARS	2 UNITS	20 CREDITS
<b>E</b>	<p><b>Language Other than English</b> 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.</p>	2 YEARS	2 UNITS	20 CREDITS
<b>F</b>	<p><b>Visual and Performing Arts (VPA)</b> 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.)</p>	1 YEAR	1 UNIT	10 CREDITS
<b>G</b>	<p><b>College Preparatory Electives</b> 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)</p>	1 YEAR	1 UNIT	10 CREDITS

## Section III: How to Be Successful at Godinez



### School Supplies

Being prepared for class each day, both in attitude and materials, will enable students to be successful. Each student will be expected to have the following materials **each day**:

- GFHS Agenda
- GFHS Identification card
- Blue/Black/Red pens
- Sharpened #2 pencils (or mechanical) with ample erasers
- 4 highlighters of different colors
- All students need your chrome book with you every day, charged and ready to use
- 

**Students will be expected to show any teacher any of the above items at any time during the school year, and will be subject to a success conference if the student is not prepared.**

### 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.
4. Check Google classroom for assignments and teacher comments

#### 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. Double-check your Agenda to assure all homework is complete and has been placed in your notebook. Place your materials in a special place so that you will remember to take them to school.

9. Use your chrome book as frequently as possible to access assignments and class work.

### **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 distractions from your study area.
4. Chrome book

### **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 good homework habits.

### **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:**

- The GFHS agenda must be in your possession at all times.
- Use of the hall pass page of the agenda is at the permission and discretion of staff only. Students must have it signed prior to leaving and returning to class.
- 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. Keep important pages from earlier units of study at home and use them to study for finals.

## **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.

# SAMPLE NOTE TAKING SYSTEM

Name:  
 Period:  
 Date:

Topic: \_\_\_\_\_ Standard: \_\_\_\_\_

## Questions/Main Ideas:

## Notes/Answers:

----2 1/2"-----	----6 "----
This side is used to	This side is used for notes during reading or listening.
<b>reduce</b> ideas and facts	<b>Record</b> a lecture or your reading as fully and meaningfully
to concise statements	as possible.
to be used as cues for	
<b>reciting, reviewing</b>	• Important dates/places/people
and <b>reflecting</b>	
	• Repeated or stressed information
Cue Column:	
• Questions/Main Ideas	• Ideas written on the board or overhead
• Keywords	
• Recall	• Diagrams and pictures that explain the information
• Test-like questions	
	• Formulas with examples
	• Problems
	You should skip lines between ideas
	You can <u>underline</u> or highlight important concepts.
<b>Summary:</b> Write a 3 or 4 sentence summary of the information in your notes. This means to write the main ideas in your own words.	

This format provides an opportunity for following through with the **5 R's of note taking:**

**Record:** During the lecture or your reading, record in the large 6" column as many meaningful facts and ideas as you can. Write legibility. Use abbreviations and symbols to save time.

**Reduce:** As soon after as possible, synthesize these ideas and facts in the cue column. Write the main ideas in the summary section of the notes page.

**Recite:** First, **read** your notes page. Now **cover** the notes column, using only your own cues recorded in the cue column to help you recall, say over facts and ideas of your reading and/or lecture. **Recite** the information, using your own words and with as much appreciation of the meaning as possible. Now, uncovering your notes column, **check** your understanding. This procedure (**RCRC: read, cover, recite, check**) helps transfer the facts and ideas to your long term memory.



**Reflect:** Reflective students use their notes to arrive at opinions. This thinking aids them in making sense of their courses and academic experiences by making connections between them.

**Review:** If you will spend 10 minutes every week in a quick review of these notes, you will retain most of what you learned and you will be able to use your knowledge currently to greater and greater effectiveness.

## **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 student'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 kinds of questions will be on the test?

### 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 "King Philip Came Over For Grape Soda" will help you remember the seven levels of classification of living things in the order of broadest to narrowest (Kingdom, Phylum, Classes, Orders, Families, Genus and Species)
- ◆ 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 time 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 read, 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 and other test questions:

Analyze: examine the individual parts of the whole and see how they relate to each other

Cause/Effect: the beginning/ the result

Chronological: events put in the order they happened

Clarify: to make clear

Classify: put people or things in groups that are alike or similar

Compare: show how things are alike

Contrast: show how things are different; some questions ask you to compare and contrast

Criticize: state your opinion of the merits of or evaluate an item or issue; criticism may approve or disapprove

Define: 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: tell how something looks, sounds, or feels; in some cases, you may even describe how something smells and tastes

Discuss: tell about the main points and important details

Define: give the meaning

Diagram: make a drawing of something and label its parts

Enumerate: make a list

Evaluate: give your opinion of what is important; discuss its good points and bad points; discuss its strengths and weaknesses; state this opinion and give facts and details that support it

Explain: tell how something happens or how it works; give reasons, causes, or step-by-step details

Identify: tell the who? what? when? where? and why? about a subject

List: to include a specific number of examples, reasons, or causes

Outline: organize your answer into main points and specific examples; in some cases, you will use an actual outline

Prove: present facts and details that show something is true

Review: give an overall picture of the main points about a subject

Synthesize: put together in a new way

Summarize: briefly cover the main points

Trace: tell about the progress or growth

## **Study Enrichment Programs**

Godinez Fundamental High School 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. Before school, 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**

Godinez 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 this may include recommendation for immediate transfer from Godinez Fundamental High School.

### **CLASSROOM CONDUCT**

*The goal of Godinez 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 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. 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**

*Godinez 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 PRIDE (Pride, Responsibility, Integrity, DO the Right Thing, and Excellence)
3. Demonstrate acceptable behavior in the classroom, on the school grounds, and on the way to and from school.
4. Move in a respectful and orderly manner throughout the campus.
5. Maintain the standards of Godinez Fundamental High School when not under the direct supervision of a teacher or supervisor and when attending school functions off campus.
6. Attend classes on time, every day, unless out of school for a valid reason (e.g. illness or bereavement).

7. Eat food in the lunch area only and help maintain a clean campus by putting all trash in the proper containers.
8. Show respect for our country and its symbols through participation in appropriate patriotic activities.
9. Obey directions for seating, conduct, and dismissal at assemblies.
10. Use the library responsibly, respect the rights of others, use materials properly, and return books on time.
11. Promptly pay for lost, damaged, and/or overdue library books, textbooks or chrome books

### **NOTE TO STUDENTS AND PARENTS**

An important aspect of the fundamental school curriculum is the appreciation and promotion of citizenship, patriotism, the Pledge of Allegiance to the United States flag and our American heritage. Please be advised of this as you enroll your student in the fundamental program.

**This campus including all computer labs is monitored by Closed Circuit Television and Surveillance System,.**

### **PUBLIC DISPLAYS OF AFFECTION**

Public 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. Cheat, forge signatures on school documents, or copy other students' work.
14. 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.**
15. Ride bicycles, skateboards, scooters, razors, roller blades or roller skates on school grounds, including the parking lot, at any time (including athletic events, night events, and practices).
16. Spit on sidewalks, buildings, other people or any school property.
17. Sell any items for personal profit.

### **SAUSD Dress and Grooming Guidelines (Based on BP/AR 5132)**

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. Students' clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process. (cf. 4119.22 – Dress and Grooming) (cf. 5132.5 - K-8 Mandatory Uniform Dress) ( cf. 5145.2 – Freedom of Speech/Expression Publications Code). BP 5132 (a)

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, district policy and regulations. These school dress codes will be regularly reviewed. (cf. 0420- School Plans/Site Councils)

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. (cf. 5144 – Discipline)

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5).

#### **In addition the following shall apply to all regular school activities:**

1. Socks will not be pulled up to meet bottom of shorts.
2. Shoes must be worn at all times. Shoes must be enclosed. Sandals must have heel straps. Flip-flops or backless shoes are not acceptable.
3. Bandanas and black gloves are not permitted.
4. Hats and caps shall not be worn indoors, only school issued baseball caps are allowed. No beanies.
5. No hoodies worn over head except outdoors in inclement weather.
6. Any clothing, jewelry, and personal items (backpacks, gym bags, water bottles, etc.) shall be free of writing, pictures, initials or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate

racial, ethnic or religious prejudice or depict initials, OC or SA in old English lettering. No sharp or spiked jewelry is allowed.

7. No belt buckles with logos or initials (including anything related to weapons, drugs, or of a sexual nature) are allowed.
8. No wallet chains.
9. Jerseys or shirts with team logos are not allowed.
10. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.
11. Gym shorts may not be worn in classes other than physical education.
12. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. (cf.3260 – Fees and Charges.)

### **Gang-related Apparel:**

At individual schools that have a dress code prohibiting gang related apparel at school or school activities, the principal, staff, parents/guardians and community-based crime prevention organization participating in the development of the school safety plan shall define “gang-related apparel” and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displaced on the school campus. (Education Code 35294.1)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

### **ELECTRONIC DEVICES AND PERSONAL ITEMS**

Cell phones may be used in the class with the consent of the classroom teacher. All laptops, and chrome books are permitted on campus and may be used in the classroom. Phones or electronic devices that are used during instructional time may be confiscated by the classroom teacher if used inappropriately. If an item is confiscated it must be retrieved by a parent. Laser pointers are not permitted on campus. **The school is not responsible for any lost or stolen personal items 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. Demonstrate PRIDE at all school events.

### **Student Pick Up After Events**

Students must be picked up within 30 minutes of an event. Students failing to be picked up may receive Saturday School, be denied from going to the next school event, and /or transported to the School Police Department for parent pickup. It is the responsibility of

the student to arrange for pick up and to contact the parent once an event nears its ending time.

## **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

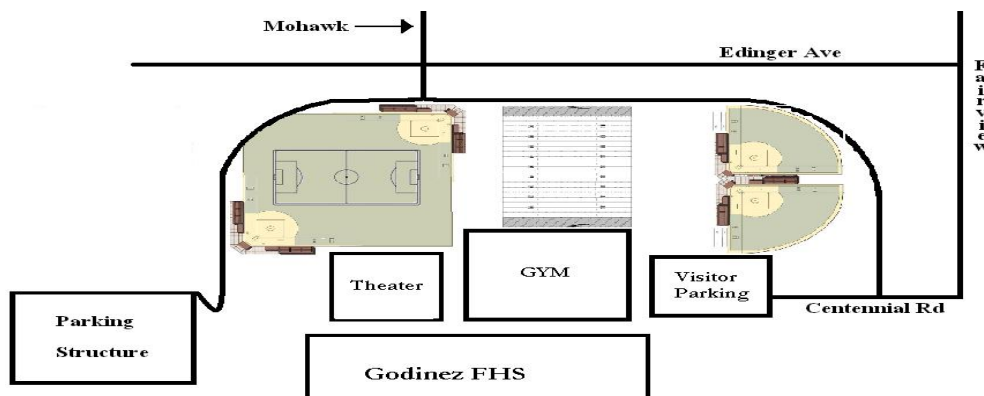
- (a) If the pupil has made terroristic threats against school officials or school property or both.
- (b) Terroristic threat shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, 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 and agenda during the school day and present it upon request to any school staff. Each student is responsible for knowing his/her student I.D. number, which is printed on the identification card. Student ID cards are required for admission to all athletic events. **Students must purchase an ID if damaged, lost or stolen within 5 days.**

**STUDENT DROP-OFF AND PICK-UP POINT:**

The student drop-off and pick-up points are on the west side of campus near the parking structure or to the east of campus by the baseball fields. Please allow sufficient time for traffic to insure that you arrive to class on time.



**PROGRESSIVE DISCIPLINE PLAN**

Part of the Godinez 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 put up for an involuntary transfer to another site.**

**Fundamental Structures – Progressive Discipline Plan**

**ASSIGNMENT CARD**

- 1<sup>st</sup> Teacher/Student Conference
- 2<sup>nd</sup> Teacher Consequence - Parent Notification
- 3<sup>rd</sup> Teacher Consequence – Call Parent & send Notification Form
- 4<sup>th</sup> Counselor Referral – 45 Minute Central Detention, & Student Conference
- 5<sup>th</sup> Counselor Referral – Saturday School & Parent/Student Conference
- 6<sup>th</sup> Administrative Referral – Saturday School & Parent/Student/Teacher Conference
- 7<sup>th</sup> Administrative Referral – Saturday School & Parent/Student/Teacher Conference
- 8<sup>th</sup> Principal Referral – Parent/Student Conference w/Principal—Student Probation

**TARDY CARD**

- 1<sup>st</sup> Teacher/Student Conference
- 2<sup>nd</sup> Teacher Consequence - Parent Notification
- 3<sup>rd</sup> Teacher Consequence – Call Parent & send Notification Form
- 4<sup>th</sup> Counselor Referral – 45 Minute Central Detention & Student Conference
- 5<sup>th</sup> Counselor Referral – Saturday School & Parent/Student Conference
- 6<sup>th</sup> Administrative Referral – Saturday School & SST
- 7<sup>th</sup> Administrative Referral – Saturday School & Possible SARB
- 8<sup>th</sup> Principal Referral – Parent/Student Conference w/Principal—Student Probation

**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.

When a student has a dress code violation, the following actions will be taken:

**Dress Code Violation Card**



- 1st Warning: Student Corrects Violation
- 2nd Teacher Consequence: Parent Notification
- 3rd Teacher Consequence: Call Parent & Send Notification
- 4th Counselor Referral: Parent Contact
- 5th Administrative Referral Parent Contact
- 6th Administrative Referral: parent Conference
- 7th Major Referral/Principal (Parent Conference, Consequence) \*\* Note attach Major Referral to Card

**Behavioral Discipline:** An in-class progressive discipline plan will be utilized, documented and is as follows: (example)

1 <sup>st</sup> Infraction:	Warning – Teacher/Student Conference
2 <sup>nd</sup> Infraction:	Teacher Consequence – Parent notification
3 <sup>rd</sup> Infraction:	Teacher Consequence – Call parent and send written notification form
4 <sup>th</sup> Infraction:	Administrative Referral

**CENTRAL DETENTION**

Central detention is 45 minutes and is intended to serve as a disciplinary aid in improving student’s behavior, tardiness, and completion of assignments. Students are required to work on homework while in detention. All Central detentions are served in the library and NOT with a classroom teacher. Tutoring is available in the library during detention.

Students assigned to central detention must adhere to the following rules:

1. Student must attend on the day he/she has been assigned in the library.
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 direction of the adult overseeing detention.
4. Each student assigned to detention is expected to take care of all personal needs **before** he/she enters detention.
5. Students assigned to detention must bring schoolbooks and work material to detention.
6. Students who have finished assigned homework will be expected to finish the detention by reading appropriate reading materials.
7. Students who create a disturbance in detention or do not follow the teacher's directions will be asked to leave. Adults supervising are the determining factor. If asked to leave, the amount of time assigned to detention will be doubled.
8. No one will be excused without permission.

### **SATURDAY SCHOOL**

The following contains guidelines regarding WIN (What I Need) Saturday School. Saturday School starts at 8:15 a.m. and ends at 12:30 p.m. Parents will be notified in advance as to the date a student is to attend Saturday School. It will be the responsibility of the parent of each student assigned to Saturday School to make arrangements for their student's transportation.

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

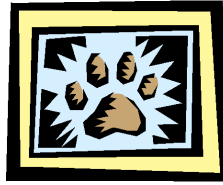
1. The student must attend on the day he/she has been assigned.
2. Any student not at school by 8:15 a.m. for Saturday School will be considered absent and sent home. ***If a student arrives at 8:16, that is too late and he/she will be sent home and assigned two additional Saturday Schools. Likewise, if he/she is not picked up by 12:30 pm, he/she 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 GFHS 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 multiple times run the risk of being transferred to another school site.**



### **DISCIPLINE PROBATION**

An inherent part of Godinez 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 recommended for involuntary transfer to another site.

Student discipline probation files are reviewed regularly. Those students who have shown improvement will be allowed to remain at Godinez Fundamental High School. The school counselors and assistant principals review the files and make recommendations to the principal. Should the student be transferred to another site at the end of the school year, parents will be notified by the Pupil Support Services.

### **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 Godinez Fundamental High School. 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!

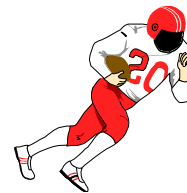
### **STANDARDS FOR ELIGIBILITY**

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. Godinez 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 May and members will serve for one year.

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



## **ATHLETIC PROGRAM**

Godinez 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.



## **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 GFHS Grizzly earns recognition in one or more of these areas!

- **Honor Society** – Recognizing academic success of students earning GPA's of 3.5 and higher.
- **Honor Roll** – Recognizing academic success of students earning GPA's of 3.0.
- **Legacy Awards**– Department awards that honor top students in each department on campus.

# Go Grizzlies!



## **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 a part of making Godinez Fundamental High School so special – don't miss out.

## **Section VI: School Services**

### **COUNSELING**

The school counselors are 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 Godinez Fundamental High School. As you grow academically you will want to take advantage of all that Godinez Fundamental High School has to offer from you.

### **ATTENDANCE**

Should a student move during the school year, the school requires a verification of a new address. Call (714) 433-6743 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 Godinez Fundamental High School philosophy is that regular school attendance is critical to a student's academic success. Good attendance leads to high achievement and academic success, while contributing to the positive attributes of our champions of character.

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. An academic calendar is available on the SAUSD website.

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 attend 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. On the morning a student is absent, parents are asked to call the attendance office, (714) 433-6743. 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 7:50 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.

### **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 (714) 433-6600.

### **ADDRESS CHANGES**

Should a student move during the school year, the school requires a verification of the new address. Call (714) 433-6600 for further information.

### **PHYSICAL EDUCATION EXCUSES**

Students enrolled in physical education class are expected to participate in P.E. every day. A student may be excused from a physical 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. An alternative classroom activity will be provided and expected to be completed during class time.

### **MAKE-UP HOMEWORK POLICY**

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

Parents may call **(714) 433-6743** 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. 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. 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 \$10.00. **Please** do not send large bills to school with your student for lunch money. The school is unable to give your student change for these bills.

## **HEALTH SERVICES**

The school nurse, a member of the school faculty, serves as a health consultant. The health aide is an assistant to the nurse and is here everyday to render first aid and consult with the nurse.

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.

## **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. If school rules are not followed, students will be asked to sign a behavior card with the same progressive discipline consequences utilized in the classroom.

During class time, students must come to the library with a pass signed by the teacher.

Students will be asked to leave the library for the following reasons:

- food and drink are brought inside
- socializing or talking loudly so that those who need to study are disturbed.
- hiding in the corners and/or engaging in displays of public affection
- using vulgar language, disrespecting other students or staff members.

Inappropriate use of electronic equipment will result in confiscation of equipment as outlined in this handbook .

Students **must present an ID** in order to use any library or computer services. This includes checking out books, borrowing textbooks for use in the library, signing up to use the study rooms, and computer use. **No exceptions.** The library staff will not accept other forms of collateral such as backpacks, cell phones, or personal belongings, because staff cannot be responsible for students' personal items.

### **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 school cannot be responsible for lost or stolen property including cell phones, iPods, or any other personal items.

**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.

## **PASSES**

Students must have their Agenda or a hall pass 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. 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 are encouraged to bring personal devices to access the Internet and use in the classroom with the consent of the teacher. Wifi is available for students throughout the campus. All students will receive a chrome book device.

Printing in the library: Copies are 10 cents per page. If a teacher brings a class to use the lab during class time, each student can print the first 3 pages for free and 10 cents for additional pages. The library does not accept credit for payment at a later time so students must be prepared.

## **TEXTBOOKS, LIBRARY BOOKS AND CHROME BOOKS**

Textbooks and library books are provided for each student. Chrome books are provided for all students. Purchasing of insurance is strongly encouraged. Students are responsible for returning the books and chrome books in good condition. Students assume responsibility for all books and chrome books issued to them and must pay for lost or damaged books and chrome 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 ALL chrome books must be placed in the case provided.**

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. Overdue fines are 10 cents per day. Full replacement price plus a processing fee (covers shipping, barcoding, protective covers) will be charged for all lost books.

Unreturned library books and unpaid fines must be cleared before more books may be checked out. If books & fines are not cleared after one month, the student will be blocked from library and computer lab privileges.

Students may check their record online for checked out or overdue library books and textbooks by logging onto OPAC by using student ID # and birthday.

1. Go to the district library website <http://library.sausd.us/>
2. Click on our school name listed under high schools
3. Click on Login button on upper right hand corner
4. Username: (student ID #)
5. Password: (student's b-day in format of **mm/dd/yyyy**) The slashes must be entered.
6. Student may check their own account by clicking on the tab **My Info**. All unreturned books and fines are listed.

OPAC:

Students may access the library's catalog online.

1. Go to the district library website <http://library.sausd.us/>
2. Click on our school name listed under high schools.
3. Click on the tab Catalog.

## **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 (714) 636-RIDE. Bus passes may be purchased in student activities.

## **BICYCLES**

Students are required to lock their own bicycles to the bike rack on the west side of campus between the school building and the parking structure. Never lock your bicycles 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.*

## Appendix B

### Where can I go when I need help?

**Who:** **Principal**...Mrs. Cindy Landsiedel  
**Where:** Main Office  
**Why:** General questions or concerns

**Who:** **School Office Manager**  
 433-6600..... Ms. Raquel Serafin  
**Where:** Front Office  
**Why:** Set appointments with principal

**Who:** **Registrar**  
 433-6738....Mr. Armando Sologuren  
**Where:** Front Office  
**Why:** Need a transcript of grades  
 Report card not received  
 Transferring to another school

**Who:** **Activities Director**  
 433-6647....Mr. Daniel Tena  
 Activities Clerk  
 433-6736...Ms. Gabriella Morales  
**Where:** ASB  
**Why:** Club Info, School Calendar,  
 Fundraising

**Who:** **Athletics Secretary**  
 433-6745...Ms. Shelley Hernandez  
**Where:** Athletic Office  
**Why:** Athletic Information

**Who:** **Receptionist**.....433-6600  
**Where:** Front Office  
**Why:** Guest sign-in and badges  
 Check in for parent meeting

**Who:** **Librarian/Media Technician**  
 433-6714.....Mrs. Tamara Davis  
**Where:** Library  
**Why:** Check out books  
 Conduct research  
 Place to study before/after school  
 or lunch

**Who:** **Nurse**  
 433-6690...Ms. Susan Olsen  
**Where:** Health Office  
**Why:** Fever or illness  
 Injury on campus  
 Immunizations update  
 Health records

**Who:** **Assistant Principals**  
 433-6710.....Ms. Kathy Ochoa  
 433-6691.....Mr. Damon Voight  
 433-6632..... Dr. Michael Lee

**Who:** **Counseling Office**  
 433-6741... Mrs. Jessica Fernandez  
**Where:** Counseling Office  
**Why:** Student Problems  
 General campus concerns

**Who:** **Discipline Desk**  
 433-6741... Mrs. Jessica Fernandez  
**Where:** Counseling Office  
**Why:** Assigned school detention  
 Assigned Saturday School  
 Dress Code Violations or questions

**Who:** **Counselors**  
 433-6716 ..... Ms. Elizabeth Castro  
 433-6706 ..... Dr. Veronica Chavez  
 433-6712..... Mr. Hall  
 433-6717 ..... Mr. Gerry Oxx  
 433-6757 ..... Ms. Valenzuela  
 433-6705 .....*Higher Ed Coord.*  
*Mr. Jimmy Bravo*

**Where:** Counseling Office  
**Why:** Schedule Concerns  
 Problems that affect your success  
 in school  
 Difficult decisions  
 "Need to talk"  
 Family problems  
 Counseling groups

**Who:** **Attendance Desk:**  
 433-6743.....Mr. David Mendez  
**Where:** Attendance Office or call  
**Why:** Arriving late  
 Need to leave early today  
 Phone messages for students  
 Need Homework (student must be  
 absent 3 or more days. It takes  
 approximately 24 hours to obtain  
 homework)

**Where:** Call (714) **433-6743**  
**Why:** Student Absent Today  
 (Please call before 9:00 a.m. on the  
 day of absence).

**APPENDIX C**



# Important Phone Numbers

**In an emergency, dial  
911**

Students, please fill in this page and give it to your parents. When they need to find you, they can call your friends. Please take the responsibility to change this list during the school year as you meet new friends.

<b><u>My Friends</u></b>			
<b>Student's Name:</b>	<b>Home/Cell Phone:</b>	<b>Class Where We Meet:</b>	<b>Parents' Names</b>
1.			
2.			
3.			
4.			
5.			

Godinez Office: (714) 433-6600

## APPENDIX D

# VISION

Godinez Fundamental High School is a community in which all are engaged in academic achievement and character development.

# MISSION

To provide a safe, supportive environment with clear, consistent expectations and high academic standards.

## **Expected School-wide Learning Results**

### **Godinez Students are Champions of: Scholarship & Character**

#### **Who are...**

##### **Critical & Creative Thinkers**

- Receive & Evaluate Information
- Identify Problems & Formulate Solutions
- Appreciate Originality & Aesthetics

##### **Effective Communicators**

- Listen Actively
- Articulate Ideas & Thoughts Clearly
- Write Coherently

##### **Collaborative Workers**

- Develop Interpersonal Skills
- Value Individuals
- Contribute to the Team

##### **Empowered Learners**

- Develop Interests & Talents
- Set & Monitor Goals
- Apply Skills & Knowledge

##### **Technology Explorers**

- Research & Analyze Information
- Present Information & Ideas
- Adapt to Change

#### **Who demonstrate...**

##### **Respect**

- for Self & Others
- for Academics, Arts, & Institutions
- for the Environment

##### **Responsibility**

- in Education
- in Personal Conduct
- in Role-modeling

##### **Integrity**

- in Words
- in Actions
- in Decisions

##### **Servant Leadership**

- Giving of Oneself
- Being a Good Follower
- Inspiring Others

##### **Sportsmanship**

- Maintain Highest Standards
- Promote Justice & Fair Play
- Act with Civility





## GODINEZ FUNDAMENTAL HIGH SCHOOL

3002 Centennial Road  
Santa Ana, California 92704  
(714) 433-6600 phone  
(714) 433-6731 fax

*Cindy Landsiedel, Principal*

### 2016-2017 Bell Schedules

#### Regular Schedule

Period 0	7:00 – 7:53 (53)		
Period 1	8:00 – 9:00 (60)		
Period 2	9:07 – 10:02 (55)		
Period 3	10:09 – 11:04 (55)		
First Lunch	11:04 – 11:39 (35)	Period 4	11:11 – 12:06 (55)
Period 4	11:46 – 12:41 (55)	Second Lunch	12:06 – 12:41 (35)
Period 5	12:48 – 1:43 (55)		
Period 6	1:50 – 2:47 (57)		

#### Modified Schedule

Period 0	7:00 – 7:53 (53)
Period 1	8:00 – 8:45 (45)
Period 2	8:52 – 9:32 (40)
Period 3	9:39 – 10:19 (40)
Period 4	10:26 – 11:06 (40)
Period 5	11:13 – 11:53 (40)
Period 6	12:00 – 12:42 (42)
Lunch (Optional)	12:42 – 1:17 (35)
Staff Planning	1:24 – 2:47 (83)