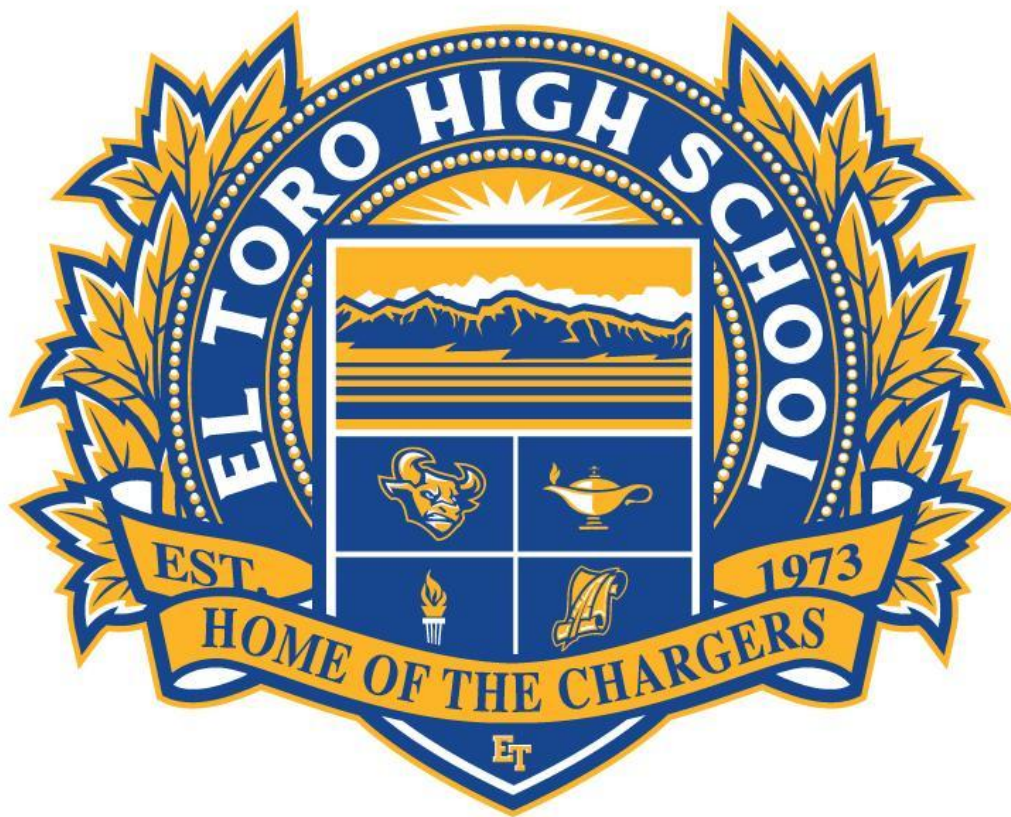


# El Toro High School Student Handbook 2023-2024

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# Principal's Message

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Welcome to El Toro High School (ETHS), Home of the Chargers. We are located in the city of Lake Forest, a suburban community in South Orange County. El Toro High School has proudly served the Lake Forest community for over 40 years and is one of four comprehensive high schools that comprise the Saddleback Valley Unified School District. El Toro High School has been recognized as a California Distinguished School four times, a National Blue Ribbon School of Excellence, a National School of Distinction, a Top 100 school, a ranking U.S. News and World Report Best High School in each year from 2016 through 2022, and one of America's most spirited high schools.

El Toro High has a rich tradition of academic excellence and offers a wide range of highly regarded curricular and co-curricular programs. The primary focus of El Toro remains to be the high quality instruction for students across all disciplines, in concert with a commitment to college and career readiness. The school's commitment to the Common Core State Standards is reflected in its mission statement as well as in its policies and practices. El Toro High School's mission is to provide all students with a rigorous and competitive, standards-based curriculum in a safe learning environment that has quality extracurricular programs, which enables students to reach their highest potential. Students will be given learning opportunities that will equip them with the necessary skills they need for their own future success. Our core focus areas are the following:

1. Prepare all students for college and career readiness.
2. Increase the percentage of graduates completing "a-g" courses.
3. Expand and support 21st Century technology and learning.
4. Nurture innovative learners and thinkers to help all students to become effective citizens and workers in the 21st century.

El Toro is recognized for its positive school climate and strong tradition of academic and athletic accomplishments, El Toro annually boasts high graduation rates, high passing rates on college preparatory program examinations such as Advanced Placement (AP), SAT scores well above the national average, National Merit recognition, California Interscholastic Federation team championships and individual honors, and National Letter of Intent athletes.

El Toro High is prominent from other high schools in the nation due to its culture of family, a "Charger Family." The Charger Family thrives on generosity, compassion, and service before self. There is an overwhelming consensus by all stakeholders that El Toro comprises a Charger Family that consists of faculty, support staff, student body, and administration that depict all these traits. El Toro has a thriving Associated Student Body (ASB) leadership program that has continued to emphasize the importance of the Charger Family. It is evident through El Toro's National School of Distinction Award for its work in supporting the Fight Hunger Program and its collection of hundreds of thousands of cans that are raised for South County Outreach and Adopt-a-Neighbor food banks that El Toro is truly a community high school with rich tradition, pride, compassion, and spirit.

Dr. Jimmy Martin

Principal

# El Toro High School Administration and Staff

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## Administration

**James Martin, Ed.D.**, Principal

**Rod Hosseinzadeh**, Assistant Principal

**Ashley Stift**, Assistant Principal

**Coby Lindsey**, Assistant Principal

**Michelle McNeal**, Director of Student Activities

## Guidance

**Hannah Cognetti**, Guidance Counselor (A-Cro) – extension 236108

**Kami Kurisu**, Guidance Counselor (Cru-Hern) – extension 236124

**Carlyn Morones**, Guidance Counselor (Herr-Mom) – extension 236149

**Dionne Coleman**, Guidance Counselor (Mon-R) – extension 236145

**Rebecca Clark**, Guidance Counselor – (S-Z) – extension 236125

**Kelli Corona**, Guidance Technician (A-Ga) – extension 236141

**Kathryn Sullivan**, Guidance Technician (Ge-N) – extension 236142

**Julie Dickelman**, Guidance Technician (O-Z) – extension 236144

**Lorenza De Anda**, Librarian – extension 236151

**Brenda Tettemer**, Guidance Secretary – extension 236112

**Brent Call**, School Psychologist – extension 236165

**Courtney Crenshaw**, School Psychologist – extension 236165

**Karen Kazemi**, Bilingual Community Liaison – Extension 236168

## ASB Office

**Katie Baker**, Secretary/Accounts Clerk – extension 236147

## Attendance Office

**Domenica Castillo**, Attendance Clerk – extension 236152

## Athletics/Facilities Office

**Aly Graham**, Secretary – extension 236126

## Discipline Office

**Morgan Hesse**, Secretary – extension 236115

## Office Manager

**Debra Rosen** – extension 236110

## El Toro High School Address and Phone Number

25255 Toledo Way, Lake Forest, CA 92630

(949) 586-6333 phone

(949) 380-9874 fax

# Mission Statement

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The Charger family is an inclusive and diverse community that provides a rigorous, innovative, and accessible curriculum in a supportive environment. El Toro's mission is to prepare all students to succeed in college and career and to contribute positively to our changing global society.

## **Charger Student Learning Outcomes:**

**Wellness:** ET students will set goals and take appropriate steps toward a healthier, happier, balanced life.

**Resiliency:** ET students will develop and display a sense of pride in personal effort as well as in school and community accomplishments. They will be resourceful in response to changing learning environments and demands.

**Creative and Critical Thinking:** ET students will apply critical thinking skills to resolve challenges in creative ways, question and apply critical reasoning to real world situations, and employ higher level thinking skills to become effective and innovative problem finders and solvers.

**Collaboration:** ET students will demonstrate the ability to be productive members of diverse teams through strong interpersonal communication, and a commitment to shared success, leadership, and initiative.

**Communication:** ET students will demonstrate effective communication skills and technological literacy through multiple methods across disciplines to access and apply information to real-world situations.

**Civic Responsibility and Connectivity:** ET students will contribute their time and talents to improve the quality of life for others, value diversity and remain culturally sensitive. As open-minded and empathetic citizens, they will be proactive and be positive agents of change.

# Student Behavior Expectations and Guidelines

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## **Behavior Expectations**

Saddleback Valley Unified School District (SVUSD) students are held to high standards of behavior at all times;

SVUSD students are to be respectful of themselves and others

SVUSD students are to be responsible for themselves, their actions, and their healthy choices

SVUSD students are to be exemplary representatives of themselves, the programs in which they participate, the schools in which they attend, and the greater community in which they thrive

We believe in a positive approach to behavior intervention and expect students to accept responsibility for their actions and subsequent consequences. SVUSD High schools use demerits to account for detention hours accrued by students for a variety of school rule violations.

## **Demerits**

## **1 demerit = 1 hour of detention.**

Students can remove demerits by serving the assigned consequences through detention, Saturday school, etc. on or before the date assigned. Failure to serve the discipline consequences will result in intervention counseling as well as the loss of privileges.

### **One- Hour Detention**

**A one (1) hour detention = One (1) demerit earned.** One

A demerit (1) will be removed from the student's record if the detention is served on or before the date assigned (Friday of the following week). Failure to serve the detention will result in additional consequences.

### **Two-Hour Detention**

**A two (2) hour detention assignment = Two (2) demerits earned.** Two (2) demerits will be removed from the student's record if the detention is served on or before the date assigned (Friday of the following week). Failure to serve the detention will result in additional consequences.

### **Saturday School**

**A four (4) hour Saturday School assignment = Four (4) demerits earned.** Four (4) demerits will be removed from the student's record if the Saturday school is served on or before the date assigned. Failure to serve the Saturday School will result in the Saturday School being rescheduled. If rescheduled Saturday School is not served, additional consequences will be assigned.

**School Service** – Students may also recover demerits earned through hours of school service. School service must be coordinated and approved by the Assistant Principal of Supervision prior to being completed. Two (2) demerits will be removed for each hour of school service being completed.

## **Privileges Program**

Privileges within SVUSD are defined as, but are not limited to:

1. Dances
2. Field trips
3. On-campus parking
4. Promotion & senior activities
5. Commencement ceremony

Students with six (6) or more demerits will be placed on the **loss of privileges** list until they have zero (0) **TOTAL** demerits. Students that are placed on the following contracts will also be on the **loss of privileges** list and will remain on the list for the duration of the contract term noted below.

**Tardy contract** - A student is placed on a tardy contract by earning 6 tardies in a single class. The student will be placed on the **loss of privileges** list when the student reaches the 10th tardy in that class. The student will remain on the **loss of privileges** list until the end of the semester that the contract is assigned.

**Attendance contract** - A student is placed on an attendance contract by getting 7 or more single period truancies throughout the school day. The student will be placed on the **loss of privileges** list when the student reaches 16 total period truancies. A student will remain on the **loss of privileges** list until the end of the semester that the contract is assigned.

**Behavior contract** - A student may be placed on a behavioral contract for suspendable offenses and/or prohibited behavior in a classroom or throughout campus. A student will remain on the *loss of privileges* list throughout the duration of the contract.

**Ethics violation** - If a student violates an ethics contract by getting a third ethics violation during their probationary period, the student will be placed on the *loss of privileges* list for the remainder of the current semester and all of the subsequent semester.

The *loss of privileges* list will be generated monthly in conjunction with the co-curricular eligibility cycle. The list will also be updated prior to every school dance (when tickets go on sale). To prevent students from being placed on the *loss of privileges* list, **students with one (1) or more demerits will receive notification from the discipline office of their demerit total once per month.**

Students will be removed from the *loss of privileges* list by the Assistant Principal of Supervision as soon as they have zero (0) **TOTAL** demerits.

**Activities** - Students placed on the *loss of privileges* list are NOT permitted to participate in any of the activities listed above until they have zero (0) **TOTAL** demerits.

**Dances** - Students placed on the *loss of privileges* list are NOT permitted to purchase dance tickets until they reduce their **TOTAL** demerits to zero (0). Students will have until the day before the last day of ticket sales to reduce their total demerits and be permitted to purchase a ticket to attend the dance.

**On-campus Parking** - Students placed on the *loss of privileges* list will have their parking pass taken away (without refund), until they reduce their **TOTAL** demerits to zero (0). As soon as the student is removed from the *loss of privileges* list, the parking pass will be reinstated.

## **Jurisdiction**

In accordance with the State Educational Code, the school has authority to enforce the following rules while on the school grounds, at any school-sponsored activity, or on the way to or from school or a school activity (Ed. Code Sec. 48900). All parents and students should be aware that school regulations extend significantly beyond school hours and boundaries for the welfare of all. As a school, our primary responsibility is to provide a safe and orderly environment for the entire ETHS community.

## **Discipline Guidelines**

### **Substance Abuse**

The Board of Education of the Saddleback Valley Unified School District is sincerely dedicated to providing a safe and secure environment for all pupils. It is also the Board's goal to keep our campuses free of alcohol and drugs and to educate pupils about the harmful effects of substance abuse. This notice is provided in compliance with the requirements of state law as a part of SVUSD's drug, alcohol, and tobacco prevention programs, and in accordance with state health and safety codes. The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco/nicotine product, vapor product, or e-cigarette product on District or school premises or as a part of any of its activities or events, regardless of location, is wrong, harmful and is strictly prohibited at all times. This includes grounds, public access areas, parking lots, vehicles, etc. All pupils will abide by this prohibition as a condition of attendance. Any violations of District or school standards of conduct, rules and regulations or state laws regarding illicit drugs, alcohol and tobacco/nicotine will be investigated. Violators will be subject to prosecution in accordance with local, state and federal law and District disciplinary action, up to and including suspension, expulsion, and/or be required to satisfactorily complete an online intervention class and participate in a school or community intervention program selected by the District in conformance with law. [HSC 104420]



### **Suspension/Expulsion – Substance Abuse**

Suspension/expulsion means that a student may not attend any school in the District for a period of time as determined by the Board of Education or its administrative designee(s). A pupil may be suspended or recommended for expulsion for committing any of the offenses described below:

1. While on school premises
2. While at a school-related activity
3. While going to and from school or a school-related activity, including lunch period on or off campus
4. For any violation at any time or place which reasonably relates to and substantially interferes with the normal course of school activities or another student's ability to participate in or benefit from school activities.

Any student for whom there is reasonable cause to suspect the possession or use of alcohol, drugs/narcotics, controlled substances, anabolic steroids or non-prescription drugs, or for whom there is reasonable cause to suspect the selling or furnishing of alcohol, drugs/ narcotics, controlled substances, (including over the counter medication) or anabolic steroids, or substances represented to be alcohol, drugs/narcotics, controlled substances, anabolic steroids or non-prescription drugs, will be immediately investigated. If the allegations are substantiated, the pupil may be suspended and placed on a behavior contract for a prescribed period of time (with a minimum of 45 school days) and a possible recommendation for expulsion. Failure to respond to corrective action or repeated violations of drug, alcohol, controlled substance, or dangerous object violations will result in a recommendation for expulsion [EC 48900(b), 48915 (a), 48911, BP 5144.1, AR 5144.1].

### **Other Expellable Offenses**

Any student for whom there is reasonable cause to suspect he/she has committed any one of the offenses listed below (including violations associated with gang activity on campus or in any way related to a school activity), may be suspended from school and all school-related activities pending the outcome of a subsequent investigation. If the allegations are substantiated, the pupil will be placed on a behavior contract that will prohibit participation in extracurricular activities for a minimum of 45 school days, and may be recommended for expulsion. If the student is suspected of committing acts listed as numbers 1-7 below, law enforcement will be contacted as required by law. If progressive consequences and interventions fail to bring about proper conduct, or the student presents a danger to the other persons, the student may be recommended for expulsion for any of the offenses listed below:

1. Caused, attempted to cause, or threatened to cause serious physical injury to another person, or willfully used force except in self-defense.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive devices, or other dangerous object, including replicas, without permission of school officials.
3. Committed or attempted to commit robbery or extortion.
4. Assault or battery upon any school employee.
5. Committed or attempted to commit sexual assault or sexual battery as defined in EC 48900 (n) and corresponding Penal Code provisions.
6. Use, sale or possession of illegal drugs or controlled substances, alcoholic beverages, or an intoxicant of any kind.
7. Offering, arranging or negotiating to sell or deliver a material represented to be a controlled substance.
8. Caused or attempted to cause damage to school property or private property (this includes graffiti).
9. Stole or attempted to steal school property or private property.
10. Possessed or used tobacco/nicotine or tobacco/nicotine products including vapor devices and e-cigarettes.
11. Committed an obscene act or engaged in habitual profanity or vulgarity.
12. Unlawfully possessed, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
13. Knowingly received stolen school property or private property.
14. Possessed an imitation firearm. An "imitation firearm" is a replica that is so similar in physical properties as to lead a reasonable person to conclude that the replica is a firearm.
15. Bullying or Cyber Bullying as defined in EC 48900 (r) and EC 32261.
16. Committed, engaged in, or attempted to engage in hazing as defined in EC 48900 (q).
17. Harassed, threatened, intimidated, or retaliated against a pupil witness.

18. Committed harassment, threats, or intimidation directed toward an individual or group which is sufficiently severe or pervasive so as to have the actual and reasonably expected effect of disrupting the educational process in general or for any specific pupil.
19. Committed or threatened to cause an act of hate violence.
20. Committed terrorist threats against school officials or school property.
21. Committed sexual harassment as defined in EC 212.5.
22. Offered, sold or arranged/negotiated to sell/provide the drug Soma.

Students who have knowledge of other students who are in possession of a weapon or an object represented to be a weapon or any other dangerous object on school facilities or at a school-related activity shall immediately report this information to a certificated staff member. Failure to do so shall be considered defiance of authority and is subject to appropriate disciplinary action.

To enforce these policies, the District will use its legal authority to search grounds, facilities, and student lockers as necessary and appropriate. The Board of Education has unanimously agreed to place a high priority upon keeping the schools within the District safe for all students, and free from dangerous objects/weapons, drugs, alcohol and other chemical substances.

The Board of Education intends to accomplish this goal by enforcing its stated policies and procedures. It is most important that parents and students fully understand the Board of Education's intent because students who violate this policy are subject to progressive consequences up to and including expulsion from the schools of the District. [EC 35291, EC 48900, BP 5144.1, AR 5144, 5144.1].

### **Senior Activities/Graduation/Pranks**

Seniors are expected to follow all school policies up through and including graduation. All financial and disciplinary obligations, as well as attendance at all mandatory graduation practices, must be fulfilled or participation in senior activities, including commencement, will be jeopardized. Be aware that the Saddleback Valley Unified School District has a strict policy against the use or possession of drugs, alcohol, and weapons, and any other expellable offense. Please note that if a student commits any expellable offense they will be prohibited from attending and participating in prom, all senior activities, which include the commencement ceremony. These types of situations can cause major disappointment for a graduating senior and their family. Disappointment can easily be avoided through sound decision-making by students and through careful guidance by parents.

Please note this word of caution about "senior pranks." Some of our students in good standing in the past have participated in a senior prank that resulted in lost opportunities and privileges. There is no such thing as a safe senior prank. Even a plan to "toilet paper" can end up causing damage, leading to restitution and/or arrest, as well as a loss of senior activities. If you become aware of such a plan, please inform the school and do not allow your senior to participate. Students should never be on school grounds outside of school hours for any reason other than official school business or activities.

### **Sexual Harassment Policy**

The District and El Toro High School are committed to maintaining a school environment that is free from harassment and/or bullying based on gender, gender identity, or gender expression. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process in accordance with this policy. [BP 5145.7]

### **Public Display of Affection**

ETHS believes that students should not be involved in excessive hugging, kissing or grabbing at school. Inappropriate behavior will result in disciplinary action.

### **Harassment/Bullying Policy**

Programs and activities shall be free from harassment/ bullying with respect to a student's actual or perceived sex, gender, or gender expression, ethnic group identification, race, national origin, religion, color, physical or mental disability, ancestry, age, sexual orientation, or association with a person or group with one or more of these actual or



perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent. [BP5145.3]

ETHS will not tolerate any gestures, comments, threats, or actions written, verbal, or physical, which cause or threaten to cause or are likely to cause bodily harm or personal degradation. These actions will not be tolerated at any school activity whether on or off campus. Any type of behavior that is motivated by hostility to the victim as a member of a group is considered a hate crime and will not be tolerated. Students are expected to be kind and show respect to others. Depending on the severity of the offense, the student may be counseled, assigned Saturday School, be suspended, and/or recommended for expulsion. In addition, the Orange County Sheriff Department will be called when warranted.

### **Non-Discrimination Policy**

The District and El Toro High School is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, disability, gender identity or expression, sexual orientation or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The District shall promote programs that ensure that discriminatory practices are eliminated in all District activities. [BP 0410]

### **Vulgar Language**

Verbal abuse means the use of profanity, vulgar words, phrases, or gestures or other types of language that are considered uncomplimentary, demeaning, or threatening when directed toward another person. Vulgar language will not be tolerated on campus or at school related events/activities, especially when directed toward faculty and/ or staff. Consequences may include: Detention, Saturday School, and Parent Contact.

### **Professional Judgment**

Rules will be enforced fairly, firmly, and consistently in a manner that is legal, equitable and just. Professional judgment will be used by administrators to determine the consequences of specific incidents. Most types of school discipline issues are listed in this handbook; however, it is impossible to list every issue that might interfere with the smooth operation of the school. Administrators have the responsibility and authority to deal with all issues even though the specific issue might not be listed in this handbook.

### **Disciplinary Measures**

ETHS encourages and teaches students to be responsible for their own conduct. In cases where students require supplementary discipline, the following options exist. Parents are encouraged to actively support this part of their children's education.

#### **A. Detention**

Students may be assigned a detention from their respective teachers and/or staff for a variety of reasons relative to school behavior. Detentions are expected to be served by the Friday of the following week. Failure to serve the detention will result in additional consequences.

#### **B. Saturday School**

Students who have behavior infractions and/or are truant from school may be referred to Saturday School from 8:00am to 12:15pm. As much as possible, parents are notified by mail, phone, and ParentSquare when a student is assigned to Saturday School.

### **Saturday School Rules**

1. Students must bring school ID, schoolwork, books, and study materials. They will not be admitted without work to do.
2. All school rules and District policies are in effect. Students are expected to obey the requests of Saturday School teachers.

3. The only acceptable excuse for missing a Saturday school assignment is illness or family emergency, which must be supported by a parent's note on the following Monday. **A one-time reassignment will be made.**

**NOTE:** Students *may not* reschedule Saturday school assignments. Only a parent/guardian may reschedule the assignment in advance, via phone call (949-586-6333 ext. 236115) or note delivered to the Discipline Office. All Saturday school reschedules/or changes must be done before 11:00am on the Friday before the scheduled Saturday school. **No Exceptions.**

4. If you are tardy to Saturday School, you will not be permitted to attend.
5. If you leave early from Saturday School, you will not get credit for serving.

### **Saturday School – Absence Recovery**

With parent permission Saturday School may be used to recover lost funding as a result of a full day student absence. Therefore, the District would like to credit your student's Saturday School assignment against a previous all-day absence. Unless we are notified otherwise, your receipt of this notification will serve as parental permission for your student to attend Saturday School as an absence "makeup day" in lieu of mandatory attendance for a disciplinary infraction.

### **C. Suspension/Alternative to Suspension**

One to five day duration. The student may not come on campus nor attend or participate in any school activity, including ROP classes, for the duration of the suspension. Alternative to Suspension, if offered, with parent consent, to be served at the ATS classroom at 25632 Peter A. Hartman Way, Mission Viejo, CA 92691

### **D. Expulsion**

Student may not attend any school in the SVUSD for the duration of the expulsion.

### **E. Transfer**

A student may be involuntarily transferred to a continuation school or alternative educational setting if the principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. [Education Code 48432.5]

### **Say Something**

Keeping schools safe is everyone's business. Please help us by talking to your children about the consequences of unsafe behavior. Your student(s) can confidentially report suspicious individuals or unusual activity around the campus through **Say Something** at **1-844-5-SAYNOW**. You can also anonymously report a tip via [www.saysomething.net](http://www.saysomething.net) or download the **SaySomething App**.

### **Apparel (Appropriate Dress) – Dress Code**

Student attire is primarily a matter of personal preference and family guidelines. However, clothing and accessories may not be disruptive, obscene, or promote alcohol, drug or gang involvement. Clothing which is disruptive to the educational process is not permitted and students are subject to consequences as outlined below. School administrators reserve the right to make exceptions for specific school activities and contexts.

The following items are NOT permitted at school or school sponsored events and the list is not intended to be all-inclusive:

- Clothing which is obscene, slanderous or which causes a disruption of the orderly operation of the campus, including but not limited to: clothing which references or implies words, symbols, or graphics of alcohol or

tobacco products, drugs or violence, or which displays sexual references, sexist, racist, vulgar, or hate messages. Any derogatory message directed towards any person or group is prohibited.

- Wearing a hat, cap or beanie on school grounds is a privilege. Hats, caps, or beanies are permitted to be worn inside a classroom or library at the school staff's discretion.
- Trench coats, Hooded sweatshirts with the hood pulled up, or any other item that conceals or obstructs a person's identity (hoods may be worn only outside when it is raining) is prohibited.
- Clothing which displays gang insignia, or which could reasonably be construed as gang-related is prohibited. Any combination of clothing which law enforcement agencies currently consider gang related is prohibited.
- Accessories, which could be considered weapons, such as spiked wrist or ankle bands, spiked rings, spiked belts, spiked gloves, oversized rings or chains of any size, and chains attached to wallets. Spikes worn in eye-brows, ears or any other body parts are not acceptable.
- Clothes shall be sufficient to conceal undergarments. Shorts and skirts considered to be inappropriate in length and pants worn below the hips are not permitted. See-through tops and bare abdomens are prohibited.
- Students are not allowed to carry blankets or bathrobes.
- Shoes and shirts must be worn at all times while on campus or at any school related activity.

The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

**NOTE: As trends change, administration reserves the right to amend the dress code policy as needed.**

**\*\*\*School Administrators reserve the right to make exceptions for specific school activities\*\*\***

## CONSEQUENCES

El Toro High School asks parents to be mindful of these rules when purchasing clothing for school. We would appreciate your active involvement in supervising how your student dresses for school and for success. To this end, the dress code shall be enforced and students will be subject to consequences.

In the event of a violation of the dress code policy students will be asked to turn the apparel inside out, wear PE clothes/school issued shirt, or remove the item when appropriate. If the student refuses to correct the dress code violation, he/she will face further consequences of defiance of a teacher/school administrator. Parents may be called and notation will be made in the discipline screen.

**First Offense:** The student will be asked to turn apparel inside out, or cover up, or remove the item and be given a warning.

**Second Offense:** The student will be asked to turn apparel inside out, or cover up, or remove the item and be given a detention. Parent contacted.

**Third Offense:** The student will be asked to turn apparel inside out, or cover up, or remove the item and be given a Saturday school. Parent contacted.

Any further violations are subject to further disciplinary consequences for defiance, including assignment of administrative detention, or possible suspension. Parent contacted. Saddleback Valley Unified School District is

committed to equal opportunity for all individuals in education. The district programs and activities shall be free from discrimination based on age, disability, gender, gender identity/expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics equal rights and opportunities. Married, pregnant and parenting students shall have the same educational and extracurricular opportunities as all students. Expecting and parenting students retain the right to participate in any comprehensive school or educational alternative programs for which they would otherwise be eligible. The District shall promote programs that ensure that these discriminatory practices are eliminated in all District activities.

Rev. 03/27/2023

## **Internet Use & Electronic Devices**

The SVUSD Acceptable Use Policy (AUP) outlines behavior expectations and consequences for student use of the internet and electronic devices while on the El Toro High School campus. El Toro High School's policies related to cell phones, electronic devices, internet use, and computer use follow the Acceptable Use Policy.

### **SVUSD Acceptable Use Policy (AUP)**

#### **Purpose**

It is the policy of Saddleback Valley Unified School District (SVUSD) to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. This document serves as the guidelines and expectations of all employees, students, and other individuals working within SVUSD with regards to acceptable use of network and online resources.

#### **Responsibilities**

##### **User Responsibilities**

1. Use of electronic media provided by SVUSD is a privilege that offers a wealth of information and resources for research. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.
2. Users may not use the district Internet system for commercial purposes.

#### **Guidelines**

##### **Access to Online Materials**

1. The material users may access through the district's systems should be for educational use only. Use of district systems for entertainment purposes and/or non -academic social media use is strictly prohibited.
2. Users will not use the district systems to access, publish, send, or receive any material in violation of applicable law. This includes, but is not limited to: material that is obscene; child pornography; material that depicts or describes in an offensive way, violence, nudity, sex, death, or bodily functions; material that promotes or advocates illegal activities, material that promotes the use of alcohol, tobacco, or weapons; material that advocates participation in hate groups or other potentially dangerous groups; materials that promote illegal behavior; material protected as a trade secret or material that can be construed as harassment or disparagement of others based on their race/ ethnicity gender, sexual orientation, age disability, religion, or political beliefs.
3. Students who mistakenly access inappropriate information must immediately report such access to a teacher or school administrator.
4. Students may not download apps or software on district-purchased devices or alter system configurations unless they have received approval from a teacher or administrator.

##### **Safety**

1. To protect users' personal contact information, users shall not share online students full name or information that would allow an individual to locate a student including: family name, home address or location, work address or location, or phone number.
2. Any message a user receives that is inappropriate or makes him/her feel uncomfortable should be reported as well. Students should not delete such messages until instructed to do so by a school staff member.

### **Unlawful, Unauthorized, and Inappropriate Uses, Activity, and Language**

1. Users shall not attempt to gain unauthorized access to the district Internet system or any other computer system through the district internal or external systems. This includes logging in to someone else's account and/or accessing someone else's files.
2. Users shall not use the district systems to engage in any other unlawful act, including arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of any person.
3. Users shall avoid inappropriate language in their electronic communications including collaborative communications within software such as commenting in Google Docs.
4. Users shall not post information that could cause damage or danger of disruption to offices, schools, organizations, or persons.
5. Users shall not engage in personal attacks, including prejudicial or discriminatory attacks. This includes knowingly or recklessly posting false or defamatory information about a person or organization.
6. Users will not harass or bully another person. Cyberbullying is prohibited by state law and district policy.

### **Plagiarism, Copyright, and User Agreement Infringement**

1. Users will not plagiarize works from any source.
2. Users will not inappropriately share or reproduce a work that is protected by a copyright including songs, digital images, movies, or other artistic works.
3. Users must honor their user agreements with personal accounts such as Netflix, and other streaming/software accounts where the terms of use prohibit using the account for anything other than "personal and noncommercial use." SVUSD does not guarantee access to these services.
4. When introducing a new software or app to more than one district device, the user, department or site must purchase enough licenses for each device the user adds it to. Legal action may be taken in such cases that an app or software has not been purchased for each device in cases where the license agreement requires it.

### **Personal Devices**

1. Permission to have a device at school is contingent upon an understanding and agreement of this AUP policy. In student cases, parents must have this understanding and agreement.
2. All costs for data plans and fees associated with devices are the responsibility of the owner.
3. Mobile devices with Internet access capabilities are required to use district provided Internet through the district's filtered network while on school property.
4. Student use of personal devices during class time must be authorized by the teacher.
5. Users may not photograph, videotape, or record any individuals without the written permission of the teacher or administrator and the students being photographed. Recordings made in a classroom require the advance written permission of the teacher or administrator.
6. Users may not take, possess, or share obscene photographs or videos.
7. Users may not photograph, videotape, or otherwise record instructional materials and assessments.

### **System and Account Security**

1. Users shall not share passwords or account information and must take reasonable precautions to prevent others from using your accounts. This includes NT Username/Passwords and district Wi-Fi passwords.

### **Privacy**

1. Users should not expect privacy in the contents of their personal files and in their overall district Internet use on the district systems. All internet usage is monitored. Violations will be reported to site and/ or district personnel who will conduct further investigations as warranted.

2. Parents have the right to request to see the contents of their student's files and/or Internet history at any time.

### **Vandalism**

1. Vandalism, in addition to physical damage, is also defined as any malicious attempt to access, harm, alter, or destroy data, data of another user, or any other agencies or networks that are connected to the system. This includes but is not limited to creating/ uploading viruses or hacking.

### **Violations of this Agreement**

1. In the event there is a claim that a user has violated the law or this policy, the user's access to the district's computer resources may be terminated and/ or offending users may be disciplined under SVUSD's discipline guidelines.
2. SVUSD will cooperate fully with local, state, or federal officials in any investigation related to any unlawful activities conducted through the district systems.

### **Responsibility for Loss or Damages**

1. Users can be financially responsible for any harm that might result from the user's intentional misuse of the system. In the case of student misuse, parents will be held responsible.
2. The district assumes no responsibility for the loss, destruction, or theft of any personal devices including but not limited to cell phones, computers, and/or personal electronic devices. School officials and district office staff are not required to investigate lost or stolen personal electronic equipment.
3. The district is not responsible for online material accessed off campus on a non-district network.
4. If a district-purchased device is checked out to a student with written parent permission for use off-campus, parents can be held financially responsible for loss or damage to the device.
5. Devices should not be left unattended.

### **Actions**

1. The principal or administrator may cancel a user's privileges whenever the user is found to have violated this policy.
2. Inappropriate use may include discipline under SVUSD's discipline's guidelines, suspension or expulsion, in accordance with law, school, and Board policy.

### **Cell Phones**

SVUSD and ETHS assumes no liability for the loss or damage to the device or its misuse by another person.

Cell Phone/Electronics may only be used before school, during snack and lunch, and after school, or at the discretion of the classroom teacher.

**A cell phone that disrupts class, an assembly, or other school activity during the regular school day will result in the following consequences:**

- **1st Offense** - Verbal warning by teacher, violation form submitted for entry into discipline record
- **2nd Offense** - Same as first, including conference with Discipline Assistant Principal, parent phone call, 1 hour detention = 1 demerit.
- **3rd Offense** - Same as second, 2 hour detention = 2 demerits.
- **4th Offense** - Same as second, Saturday School = 4 demerits
- **Any Additional Disruptions** - The student will be assigned Saturday School or Suspended. Student will be placed on Loss of Privileges list for the remainder of the semester.

**NOTE:** Individual teachers may allow cell phone/electronic device use in their classroom for related study or research. If a student violates the teacher's specific instruction about use, consequences will be assigned.

### **Electronic Devices (Tablets, Net books, etc.)**

See AUP above. *ETHS will not be responsible for the loss, theft, or damage to any personal items, including Chromebooks, tablets, phones, iPods, etc. that a student chooses to bring to school.*



**Consequences:** Misuse of electronic devices other than cell phones will result in the same consequences listed above. (See cell phone consequences above)

### **Filming on Campus without Authorization**

It is the District's position that camera phones and devices with recording functions pose a threat to the privacy rights of individuals, exploitation of personal information, and compromise the integrity of educational programs. Accordingly, the use of camera or recording functions on electronic devices is prohibited at all times on school campuses and during the school day. Students in possession of cell phones on school grounds that contain inappropriate, violent or pornographic pictures/ videos, inappropriate or harassing text messages, or information stored for the purposes of cheating academically will face more serious disciplinary action. Students who use a wireless communications device to photograph, videotape or otherwise record individuals without their permission, or whose wireless communications device is visible while in a test environment, will have his or her phone confiscated and held by a school official until it is determined that a criminal act was not committed. (AR 5131. SEE Acceptable Use Policy above)

ANY STUDENT THAT VIDEOTAPES A FIGHT may receive consequences up to and including possible suspension for assisting in the creation of a hostile educational environment, willful defiance of school authority and/or disruption of school activities.

### **Internet Use Policy**

Using the ETHS network is a privilege, not a right, and the privilege may be revoked permanently at any time for unacceptable conduct. To use the network, students must adhere to the Saddleback Valley Unified School District Acceptable Use Policy, as well as, the following El Toro High School Use Policy:

#### **Unacceptable conduct includes, but is not limited to, the following:**

1. Accessing or exploring online locations or materials that are inappropriate for school assignments;
2. Allowing another unauthorized student to help, coach, observe, or join your activity on the Internet;
3. Troubleshooting or fixing any software, hardware, or system problem, files or other components of a system;
4. Falsifying internet permission/authorization;
5. Posting inappropriate messages on the internet such as hateful, sexual, or drug-related information;
6. Threatening messages directed at school personnel will result in prompt referral to law enforcement and possible expulsion.
7. Loading of unauthorized software, including hacking tools or anything which threatens the security or operation of the network will result in suspension, permanent loss of school computer use, loss of credit, and possible involuntary transfer. Any action that threatens the network, threatens the educational process for every student on campus will be dealt with severely, up to and including suspension and law enforcement referral for possible vandalism of school property.

Students are never to use any teacher, staff or faculty member's passwords. *The consequence for using a teacher, staff or faculty member's passwords may include:* Elimination of the student's Internet Privileges, Saturday School, Intervention Class, or Off-Campus Suspension.

### **Computer Use**

The following rules/expectations help manage student behavior in computer areas. These computer use items are also addressed in the Acceptable Use Policy above.

### **Damage or Theft of Equipment**

Any students who would intentionally damage or steal equipment or parts first shall be liable for any financial costs. Secondly, they will be removed from class with a grade of "F" or excluded from the library for the balance of the semester. Any student who makes illegal copies of software or brings into class any illegal copies of software will receive Saturday School.

### Printing

Printers are available in the library for students to use. A computer program monitors printing. Students are strongly encouraged to deposit money into their printing accounts during registration. Money may be added to a student's account during the year in increments of \$1 dollars or more. Please see the library staff for more details.

**Note:** Students may request a refund of their unused balance during the month of June only; otherwise the remainder will be donated to the ETHS Printing and Technology Fund.

### Software Abuse

Any student caught intentionally altering software or "trashing" software will be assigned a Saturday School and will also have his/her computer use privilege revoked for the remainder of the school year.

### Internet Abuse

Any student found to be intentionally using the internet contrary to the rules set down in the contract signed by them and their parents will be assigned to a Saturday School and will have their internet privileges revoked for the balance of the year. Additionally, if any of the above mentioned offenses occur, the parents will be contacted by the instructor who observed the misuse. Students who alter grades will have those grades changed to 0; will be put on an ethics contract, their computer privileges revoked for the year and be subject to a suspension for a minimum of three days.

## Academic Honesty Policy

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Students of the Saddleback Valley Unified School District are subject to an Academic Honesty Policy which deals with students who cheat on tests or plagiarize assignments. All tests, quizzes, reports, homework, other assignments and any school related test are subject to this policy.

Cheating includes looking at another student's paper, taking credit for work that is not your own, talking, or using an electronic device during an exam. It also includes using technological means to acquire assistance or provide assistance. Helping another student cheat on an exam, homework or other assignment is also a violation of the Academic Honesty Policy if it has been made clear by the instructor that students are to work on their own and not collaborate.

### Major State, National, or International Exams

A student who violates the Academic Honesty Policy while taking a major state, national, and/or international examination (such as CAASPP, AP, IB, PSAT, SAT, ACT, etc.) jeopardizes the academic reputation, integrity, and future of all other students within the district. Therefore, he/she will receive the following consequences in addition to those outlined in the directions for administration of the specific test. All consequences apply for the semester that the incident occurred plus the following semester or trimester if the student attends Silverado High School or is in intermediate school. Summer session is not considered a semester under this regulation.

1. Administrator will assign off-campus suspension not to exceed five (5) days.
2. Administrator will contact parent/guardian regarding the incident.
3. Student may be removed from academic programs.
4. Student will receive no academic recognition at award events and/or participate in celebratory, promotion, and graduation ceremonies throughout the duration of the consequence.
5. Student will be ineligible and/or lose eligibility in all academic organizations (National Honor Society, California Scholarship Federation, etc.) in compliance with the by-laws of each organization.
6. Student will be ineligible and/or removed from any elected or appointed leadership position.
7. Student may be recommended for other disciplinary action as deemed appropriate.

### Academic Honesty Classroom Situations

The following action will be taken in regards to students in violation of the Academic Honesty Policy.

### FIRST OFFENSE

1. Teacher notifies school administration prior to contacting parent with details of offense and explains consequences including Academic Honesty Contract.
2. Automatic "0" (Failure) on assignment or test.
3. Student given a "U" in citizenship for the semester/ trimester.
4. Parent conference and contract signed.
5. Documented in student discipline file.
6. Placed on contract in all classes for the remainder of the semester/trimester and the entire next semester/trimester. Notification of student's contract communicated to student's current teachers.
7. If the Academic Honesty Policy violation occurs in a student aide class, the student may be transferred to another course.

### SECOND OFFENSE (The second offense by the student during the period of time on contract)

1. Teacher notifies school administration prior to contacting parent with details of offense and explains consequences including Academic Honesty Contract.
2. Automatic "0" (Failure) on assignment or test; "U" in citizenship and work habits in the class in which the second offense occurred.
3. Student may be suspended off campus not to exceed 3 days.
4. Student remains on contract in all remaining classes through the rest of the semester/trimester and the entire next semester/trimester.
5. Parent conference.
6. Student removed from any and all elected or appointed leadership positions for the remainder of the school year.
7. Student will receive no academic recognition, including valedictorian or salutatorian status, at awards events or graduation ceremony if the offense occurs while on contract.

### THIRD OFFENSE (The third offense by the student during the period of time on contract)

1. Teacher notifies school administration prior to contacting parent with details of offense and explains consequences including Academic Honesty Contract.
2. Student assigned "F" in class which violation occurs at high school level.
3. Student may be suspended up to 5 days.
4. Student will lose privileges for the remainder of the semester/trimester in which infraction occurred and one additional semester/trimester.

The accused student must file a written appeal within ten working days from the date of infraction. Students who wish to appeal these penalties may do so to the local site Academic Committee. This committee is composed of three members; two teachers, and an administrator. A student committee member may be added at the accused student's discretion. The student committee member will be selected by school site administration. The student committee member will have an advisory capacity. (Saddleback Valley Unified School District AR 5131.9)

## Schoolwide Policies & Procedures

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### **Closed Campus**

El Toro High School is a closed campus. Students are not permitted to leave the campus without school and parent permission with the exception of the lunch privileges for upperclassmen. A student that leaves campus without school permission will be subject to school discipline.

### **Lunch Privileges**

*Juniors and Seniors* may only leave campus at lunch if their behavior remains acceptable and they show their student ID when leaving campus each and every time. *Freshmen and Sophomores* are NOT allowed to leave campus at lunch or any other time during the school day. Any junior or senior who takes a freshman or sophomore off campus at lunch may receive a Saturday School. Any freshman or sophomore who leaves campus during lunch may receive a Saturday School.

### **Classroom Visitations**

Parents may request to visit their child's classroom. We require a 24-hour notice for this visitation. Please make the request in writing to the Assistant Principal in the Discipline Office.

### **Guest Passes**

Non-students may only attend school athletic competitions or other school events, which are open to the public. Guest passes are not issued for class visits or for visitors to be on campus during school hours.

### **Visitor Policy**

Visitors that have official business are required to register in the Main Office at the reception desk through the Raptor System. Students are not allowed to bring non-students on campus for any reason. Trespassers may be cited.

### **Out of Bounds Areas**

The following areas are considered out of bounds during school or lunch hours (unless with your teacher/coach/advisor and class):

- a. Parking lots
- b. Stadium, athletic areas, upper athletic fields during tutorial/snack/lunch
- c. Front/back of school during snack/lunch
- d. Building hallways during snack/lunch
- e. Teacher work areas, offices, or classrooms without a teacher present

### **Consequences:**

Saturday School assigned. *11th & 12th graders with repeated offenses may lose their privilege to leave campus at lunch.* Consequence of Being on Another Campus During the School Day: Saturday School and/or Suspension.

### **Voluntary Off-Campus Field Trip/Activities**

Students who wish to participate in a school-sponsored field trip during the school day must submit a "Voluntary Off-Campus Field Trip/Activity" form to their advisor one week prior to the event. Students must receive written consent from each teacher whose class will be missed before they are allowed to participate in the event. Consent from the teacher will be based on whether missing class will adversely affect his/her grade. Students who have performances or competitions required by co-curricular classes shall be excused from school as long as their teachers are notified and they maintain eligibility.

### **Communication/Deliveries to Students**

In order to maintain an appropriate and uninterrupted learning environment for all students, we will not:

Relay phone messages to students *except* in the case of an absolute emergency, such as a medical emergency. In such an emergency, the message will be delivered to the student. Please remind students of doctors and other appointments and transportation arrangements *before* the student leaves home in the morning.

A RESPONSIBLE ADULT LISTED ON THE EMERGENCY CARD MUST COME IN & SIGN THE STUDENT OUT OF SCHOOL. STUDENTS WILL *NOT* BE RELEASED OVER THE PHONE.

Additionally, we will not make deliveries of items to classrooms. Students may come to the office during breaks or at lunch to pick-up items such as forgotten lunches.

Delivery services, including but not limited to Grubhub, Doordash, Ubereats, etc. are not allowed at any time.

### **Hall Passes**

Students are expected to be in class during instructional time. If a student needs to be out of the classroom to use the restroom the student must get permission from the teacher and ask to take the hall pass. During class time, students are not permitted in the restrooms without a hall pass. Students that need to conduct school business in the office (ie. schedule change, get an early dismissal, re-schedule a Saturday school, etc.) must do so during break, lunch, or after school unless they receive a call slip from the office. The office call slip will serve as the student's hall pass. Students out of class without a hall pass will be assigned a detention. *Students with a hall pass are NOT to use the vending machines or cell phones during class time.*

### **Vending Machines**

The snack and beverage machines on campus are to be used at snack, lunch, or before and after school only and NOT during class time.

### **Library/Innovation Center Use**

A quiet atmosphere is maintained in the library/innovation center, making it an ideal place to study, read, do homework, or work on research assignments. Students are to adhere to the following guidelines while in the library/innovation center or using library/innovation center resources. Failure to follow these guidelines may result in the loss of library/innovation center privileges.

#### **General Expectations**

- Food, drinks, and gum are not allowed in the library/innovation center.
- Cell phones & electronic devices should be silenced in the library/innovation center.
- To access the library/innovation center during class, students will need to bring a written pass from their teacher and sign in at the circulation desk.

#### **Computers**

- Our library/innovation center is equipped with computers, chromebooks, and flat screens as well as wireless access for student use. All devices are networked and contain all library/innovation center applications including our ETHS library/innovation center catalog, El Toro Public Library Catalog, the Internet and Microsoft Office. Students are expected to know and follow the SVUSD Acceptable Use Policy while working on electronic devices and computers inside the library/innovation center.

#### **Username/Password**

- Each student is assigned an individual username and password that allows him or her to save word processing and other web-based curriculum sites to their own document folder. Students may ONLY use their own login password.

#### **Text & library/innovation center books**

- A current student ID card is REQUIRED to check out a text and books
- Students are responsible for the textbooks checked out to them. Any damage of a textbook or loss of a textbook will be charged to the student. Students must pay for lost textbooks before new books are issued. All textbooks must be returned to the library/innovation center by the last day of finals each school year. Books not returned by the last day will be considered "Lost" and must be paid for before registration. Senior diplomas will be held until all books have been returned or paid for, and all fines are cleared.
- Students may check out three library/innovation center books for a period of 4 weeks. Books may be renewed as many times as needed, as long as no one else has requested them.
- library/innovation center fines are \$.10 per school day. All overdue fines must be paid to renew a book. Overdue notices are sent to the 3rd period class.

## Tutorial Guidelines

ETHS Tutorial program was created to provide students with many intervention opportunities designed to increase academic achievement.

*Other Specific Tutorial Guidelines:*

- Tutorials are held Tuesday – Friday each week with the exception of minimum days.
- Teachers hold tutorial for ***their current students only***.
- If your first choice classroom is full you need a back-up plan of where to go just in case this happens. It should not be far from your first choice.
- When the tardy bell rings campus security and administration will “sweep” students into one of their assigned classes. Students that remain out of class will be taken to the Assistant Principal of Discipline for the rest of tutorial. A Saturday school will be assigned. These students are considered truant. Any further consequences will result in Saturday school, parent conference, or major dance being taken away.
- PE mile make-ups and study halls are *available to current P.E. Students only!*
- The library/innovation center is NOT open for tutorial.
- The Career Center may have college or military recruiters during tutorial, so listen to the announcements.
- Everyone must be inside during tutorial.

*Remember:* This is for you! Use this time wisely.

**Electronic Devices are not to be used during tutorial without the direct permission/instruction of the teacher!**

## Lockers and Personal Property

Students will be assigned a locker by request only. Each student should write school issued lock combination information in a safe place. If a student forgets his/her combination, they may come to the discipline office in the main office, WITH THEIR ID CARD, to request a copy of their combination. DO NOT SHARE YOUR COMBINATION.

Lockers are issued to students as a convenience. The school is not responsible for losses from these lockers. Personal property (backpacks, calculators, etc.) brought to school is done so at the student’s own risk.

Students should avoid bringing large amounts of cash, expensive jewelry or other valuables to school. Laptop computers or other personal property should never be left in lockers overnight or on weekends, or unattended on campus.

Students are encouraged to buy school-issued combination locks for use in the P.E. locker rooms and *required to lock up all possessions while in P.E. or athletics!* These locks will be available for sale in the Student Store. Students may bring their own lock. If administration finds a need to search a locker, for safety concerns, locks brought from home will be cut off and not replaced by the school.

- *Never* leave your possessions on top of your P.E. locker.
- *Never* leave your backpack/possessions/athletic gear unattended or in an unlocked locker.
- Keep all possessions in a locked locker at all times. Do not bring valuables to P.E.!

El Toro High School Is Not Responsible For Lost/ Stolen Items.

## Lost and Found

Personal items that are found on campus will be taken to the discipline office. Lost books will be taken to the Library. Items that are not claimed within a reasonable period of time will be donated to charity.



### Skateboards and Bikes

To ensure the safety of students and staff as well as their freedom from distraction *Bikes, skateboards, shoes with wheels, in-line skates, etc. are not permitted to be used on campus.* Students that ride bikes to school ARE NOT PERMITTED TO RIDE THEM ACROSS CAMPUS. Bikes must be stored and locked on the racks located by the large gym. Students must provide their own locks, but locks can also be purchased at the student store.

**\*Skateboards are not allowed on campus at any time\***

### Campus Cleanliness

ETHS students are expected to keep the campus clean by picking up after themselves and placing their trash in trash cans. There is no excuse for students littering on campus. Students that refuse to pick up their litter will be considered defiant and will receive consequences.

### Parking Policy

In order to maintain safety and to protect the property and lives of our students and staff, the following parking procedures have been established by the Saddleback Valley Unified School District and the ETHS school administration.

1. ONLY Juniors and Seniors will be allowed to park on campus with a current parking permit. *Sophomores & Freshmen are permitted to park on campus or purchase a permit if spaces are available.*
2. Students can only park in Student Parking Lots with a purchased parking permit.
3. Students are NOT permitted to park in ANY Faculty/ Staff Parking Lot until *after* 4:00 PM. *Vehicles may be towed on the first offense*
4. No parking on any red curbs or adjacent to planters.
5. Visitors must park in the designated visitor parking area with a valid visitor parking permit..
6. All cars must be parked in *marked stalls* only. Parking in an unmarked area will be considered a parking violation and may be towed.
7. Students are not allowed to be parked in the following areas: on campus, on the basketball courts adjacent to the fields and tennis courts, visitor & staff identified areas/lots, and by the baseball fields.
8. The speed limit on campus roads and in the parking lot is 10 mph.
9. All vehicles should be locked at all times. SVUSD is not responsible for theft, damage, vandalism etc.
10. Bikes must be locked and parked in the Bike Rack area located near the large gym. If parked anywhere else on campus, the locks may be cut off and the bikes impounded. Motorized Bicycles are NOT allowed on campus.
11. Inappropriate use of a vehicle in a school parking lot could result in the loss of parking lot use and privileges. In addition, Saturday School could be assigned.
12. Use of a motor vehicle to harm, attempt to harm, or threaten to harm an individual, another motor vehicle in the school parking lot, or a school facility is an action that will be referred to law enforcement personnel in addition to school administration.
13. Parking permits are required to park on ETHS campus. There is a fee to purchase a parking permit on a yearly basis. Permits are not transferable! Purchasing a permit from another student is not permissible.
14. ETHS Parking Permits do not authorize students to park on permitted residential streets.
15. Hours of enforcement for parking lots will be every school day until 4:00 PM. Parking permits must be displayed and visible while parking on the school parking lot.
16. Forgery of parking permits will result in confiscation of forged permit and student will not be allowed to park on campus for one calendar school year.

**Please note that students with repeated parking lot violations throughout campus can and will have their cars towed at the owner's expense.**

### School Bus Transportation

When a passenger is in violation of rules of conduct, he may be reported to the Assistant Principal of Discipline by means of a "School Bus Conduct Report".

*Consequences (School Bus Conduct): First Offense* – Parent meeting, Saturday School; *Second Offense* – The student may be denied district transportation services for three days; *Third Offense* – The student may be denied district transportation services for two weeks; *Fourth Offense* – The student may be denied district transportation services for the remainder of the school year.

Serious offenses that occur on the school bus may be cause for immediate denial of district transportation services and additional discipline consequences

## **Prescription and Non-Prescription Medication**

Medical treatment is the *responsibility of the parent/ guardian* and an authorized health care provider.

Medication, both Prescription and “OTC” (Over the Counter) may only be given during school hours if it is deemed absolutely necessary by the Health Care Provider.

- Visit SVUSD Health Services page
- Click on “Medication at School” for detailed information.
- Click on “Health Forms” to download necessary forms.)

Forms:

1. OCDE Medication Authorization
2. OCDE Self Medication Contract (age 10 or over)

*Note: Only for Asthma Inhaler or Epi-Pen.*

**If medication is to be administered at school, ALL of the following conditions must be met:**

An authorized health care provider is an individual who is licensed by the State of California to prescribe medication. A written statement signed by the licensed (doctor) authorized health care provider/dentist specifying the reason for the medication, the name, dosage, time, route, side effect, and specific instructions for emergency treatment must be on file at school.

1. Medication must be in your child's original, labeled pharmacy container written in English.
2. All liquid medication must be accompanied by an appropriate measuring device.
3. Any tablets requiring partial doses (1/2 or 1/4) must be sent to school already cut.
4. A separate form is required for each medication.

Medication must be delivered to the school by the parent/ guardian or other responsible adult. The only exception is for Special Education students who ride the bus; their medication can be transported by the bus driver to the school. A signed request from the parent/guardian must be on file at school. The parent/guardian is urged, with the help of your child's authorized health care provider, to work out a schedule of giving medication at home whenever possible.

**Children are NOT allowed to bring or have medication in their possession.**

The ONLY exceptions are if the student is age **10 or older** if approved in writing by physician (Only Asthma Inhalers or Epi-Pens.) **All appropriate forms must be completed and signed.**

## **School Safety**

A comprehensive emergency procedure plan is in place that is practiced on a regular basis to insure the safety of students and staff in case of fire, earthquake, tsunami or any emergency situation. Copies of this plan are made available to all staff and also to parents and community members.

El Toro High School continues to be one of the safest high school campuses in Orange County. The school has plans to respond to all emergencies. Plans are regularly reviewed and practiced, so that students and staff will know what to

do when an emergency comes. Additionally, the administration works on a regular basis with the Orange County Sheriff Department to revise plans and conduct table top exercises with them to improve the current plans. During the school year at weekly administrative meetings school administrators and the SRO (School Resource Officer) review school safety concerns, and issues. Also the latest pertinent information from the OC Sheriff department regarding school safety is always reviewed. *Safety is of the highest priority on our campus.*

### Designated Drop-off Locations

If you or your student is picking up or dropping off another student, please do so only at the designated drop off areas. **The front parking area is not a student drop-off or pick-up zone. The only parents who should enter this lot are those who have an appointment in the front office.** If you are dropping off inside the school lot area, please pull up to the curb area in front of the gym before stopping to drop off your student. Stopping or parking in a red zone is illegal. If you are dropping off your student along Toledo or Serrano, please remember to look before pulling away from the curb.

El Toro High School has multiple entrance and exit routes for vehicles. These routes are clearly marked with signage and/or painted lines. Campus Supervisors are assigned to monitor driver adherence to driving regulations. ETHS has asked the *Orange County Sheriff Department* to take an active role in monitoring vehicular traffic and parking on campus.

### Emergency Cards

Every student must have an emergency card on file in the office. Only those people listed on the card have permission to release a student from school, and accurate contact information is critical in an emergency situation. **New cards must be filled out promptly when address or phone information changes.**

## Attendance Policies & Procedures

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El Toro High School believes that regular attendance plays a key role in student achievement and recognizes its responsibility under the law to ensure that students attend school regularly. El Toro High School shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy. [AR 5113]

### Irregular Attendance

Irregular attendance is one of the major constraints in maintaining a quality educational program for high school students. There is no more important variable than time spent on task in the classroom under the guidance of a professional educator. Attendance is taken every day in every classroom and students are required to be to class on time.

Improving student attendance and reducing the dropout rate is a District priority. Pursuant to *EC 48200*, every child from the age of 6 to 18 in the District is required to attend school regularly unless otherwise provided by law in order to make a successful transition to the next grade level and to graduate with a high school diploma. All enrolled students, regardless of age, will be held to the same District school attendance rules. The Saddleback Valley Unified School District Board of Education recognizes that a vigilant supervision of attendance to improve attendance rates and graduation rates and to reduce truancy and dropout rates is vital to the learning and achievement of all children.

### Definitions of Irregular Attendance

**Unexcused Absence:** Absent with permission due to personal reasons. Examples of unexcused absences include vacation, oversleeping, car trouble, driver test, out-of-town visitors, weddings, missed bus, personal/business reasons, out of gas, and traffic citations.

**Truancy:** Absent without permission, not clearing legitimate absence within three (3) school days, and leaving campus during the school day without permission.

**Tardy Truant:** A student who is not in class within the first 30 minutes is considered tardy truant.

**Tardy:** A student who is not in their assigned seat when the tardy bell rings is considered tardy.

### **Unexcused Absence/Truancy Procedures**

The Saddleback Valley Unified School District utilizes the Student Attendance Review Board (SARB) process to address student attendance. The system below is utilized to notify parents/guardians of students who are excessively absent or truant.

Prior to referring a student and/or family to a SARB Hearing, a counselor will meet with the student and make parent contact as an intervention to address the student's attendance issue.

If a student reaches the number of unexcused absences/ truancy/tardies listed below for reasons other than an excused absence(s)/tardy, the following action will be taken:

### **Full Day Unexcused Absences/Truancy Procedure**

#### **3 trancies/unexcused absences/tardies (30 minutes or more):**

- Student is identified as a truant per Education Code 48260.
- School site sends Truant Letter 1 to the student's parent/guardian.
- Student is assigned Saturday School(s).
- Student will be referred to a counselor.

#### **6 trancies/unexcused absences/tardies (30 minutes or more):**

- Student is identified as a habitual truant.
- School site sends Truant Letter 2 to the student's parent/guardian.
- Student is assigned Saturday School(s).
- School site contacts parent via phone to discuss the absences and/or trancies.
- The student and parent are informed that they will be required to attend a Parent/DA Meeting and may be referred to SARB.

#### **10 trancies/unexcused absences/tardies (30 minutes or more):**

- The school site sends out Truant Letter 3 to the student's parent/guardian inviting the parent to a meeting at the school site and to spend the day with their student on campus.
- The site administrator has the parent/student sign a school site attendance contract and informs them of the potential of the SARB Process and Administrative Regulation 5113 that indicates students who are absent more than 14 days of school must provide a doctor's note for every absence
- The site administrator informs the student that they will be required to attend a Parent/DA Meeting (if they have not already done so) and may be referred to SARB if the trancies/ unexcused absences continue.

#### **Beyond 10 trancies/unexcused absences/tardies (30 minutes or more):**

- Students who fail to correct the problem and continue to have trancies or unexcused absences may be referred to a SARB Hearing. SARB Hearings are held at the Orange County Sheriff's Department Substation and comprise of a representatives from Orange County Social Services Agency, Orange County Sheriff's Department, Orange County Probation Department and school site and district representatives.
- As a result of the SARB Hearing, the district may choose to refer to the truancy mediation program. Unsuccessful completion of the Truancy Mediation program may result in the district filing with the Orange County District Attorney against the student, the parent/ guardian or both.

## Period Absence Procedures

*Individual unexcused, truant or tardy truant period absences accumulated throughout the school day*

### 1 - 3 Period Truancies:

- Parent will be notified of truancies by the automated messaging system.
- Detention(s) or Saturday School will be assigned.

### 4 - 6 Period Truancies:

- Parent will be notified of truancies by the automated messaging system.
- Letter will be sent to parent from the school site notifying them of truancies.
- Saturday School(s) will be assigned.
- Student will be referred to Counselor to address attendance issues and parent will be notified.

### 7 - 10 Period Truancies:

- Parent will be notified of truancies by the automated messaging system.
- Saturday School(s) will be assigned.
- School site administrator contacts parent via phone to discuss the absences and/or truancies and places student on a multiple period contract.

### 11 - 15 Period Truancies:

- Parent will be notified of truancies by the automated messaging system.
- Letter will be sent from the school site to parent notifying them of loss of privileges at 16 period truancies.
- Invite parent to attend school with student to escort student to class.

### 16 - 20 Period Truancies:

- Parent will be notified of truancies by the automated messaging system.
- Letter will be sent to parent from Student Services inviting them to meet with the Orange County District Attorney- Truancy Unit as an intervention to correct the behavior.
- Student will be added to the *loss of privileges* list.

Any student who continues to have multiple period truancies beyond the 20 may be referred to a SARB Hearing for remediation.

## Unexcused Tardy Procedures

*Tardies accumulated per period, per semester/trimester*

A student who is not in his/her assigned seat when the tardy bell rings is considered tardy. After 30 minutes, a student is considered tardy truant and must check in at the Attendance Office and receive a Re-admit Slip before going to class.

NOTE: Tardies are only excused due to an illness or medical appointment.

It is a reasonable expectation that in order for learning to take place, students must arrive to class on time. Students who continually do not meet this expectation are considered to be in defiance of authority. To help ensure that students arrive to all classes punctually, the following procedures have been established. These procedures are for

unexcused tardies and directly involve the student, parent/guardian, teacher, and administration. Tardies are recorded every day in every class period.

**Tardy 1-2:**

- Teacher gives warning and notifies student of first and second tardy.

**Tardy 3:**

- Teacher notifies student of third tardy.
- Teacher assigns a detention and contacts parent.

**Tardy 4-5:**

- Teacher notifies student of fourth and fifth tardy.

**Tardy 6:**

- Teacher notifies the student of the sixth tardy.
- Teacher notifies the discipline office of the sixth tardy.
- Administrator assigns Saturday School and places student on a Tardy Contract which states the student may lose privileges if tardies continue.
- Parent/guardian is notified of the contract and terms.

**Tardy 7-9:**

- Teacher notifies student of seventh, eighth, ninth tardy.

**Tardy 10:**

- Teacher notifies discipline office of 10th tardy.
- Parent/guardian notified of *loss of privileges*.

Students who continue to have tardies may be referred to a meeting with the Orange County District Attorney as an intervention step. If there are further tardies, a student may be referred to a SARB Hearing for remediation.

## **Important ETHS Attendance Reminders**

### **Attendance Office**

ETHS Attendance Office is open from 7:30 a.m. to 3:45 p.m. All absences resulting from a doctor /or dental appointment, must be verified by the doctor or dental office (i.e., doctor's stamp). Court appearances also must be verified by a court stamp.

### **How to Clear an Absence**

All absences from class must be cleared through the Attendance Office. To clear an absence the student must submit a note **within three (3) school days** of returning back to school. The note must be **handwritten** (not typed), in **ink** (not pencil), by the **parent/guardian**. The note must be signed by the parent/guardian and include the **student's name, date of absence, and reason for the absence.**

If the parents/guardians are going out of town and leaving their student(s) in school, the Attendance Office must be informed in writing as to who will be in charge of the student while the parent is away.

Failure to clear the absence **within three (3) school days** will result in truancy.



Students who arrive at the attendance office after the tardy bell has rung, for any period, will be issued a tardy by their teacher. *Clearing an absence is not an acceptable reason for being tardy to class.*

### Forgery

Notes that are written in student's hand, even with parent permission are considered a forgery. A student who has forged a note to obtain a readmit may clear future absences **ONLY** by having the parent/guardian telephone the attendance clerk by 10:00 A.M. on the DAY OF ABSENCE ONLY. This consequence is called **NO-NOTES** and will be applied to the student for the remainder of the school year.

### Excessive Absences

When a student has reached 14 excused absences a doctor's note will be required to excuse all further absences. If a student does not provide a doctor's note, absences will be unexcused and the student may not be able to make-up missed assignments, tests, projects, etc. (SEE Full Day Unexcused Absence/Truancy Procedures)

### Early Dismissals

#### **By Parent Request:**

All students must check out through the Attendance Office anytime they leave campus *even if* their parents have given them PRIOR permission to come home. All early dismissal requests require a note from a parent/guardian before the dismissal slip is issued. The request for early dismissals must be turned-in to the Attendance Office as soon as you arrive to school so they will be processed prior to leaving. Students are not permitted to leave class to pick-up their early dismissal slip. **No** early dismissals will be issued over the phone.

#### **Due to Illness/Injury:**

In the case of illness/injury during the day, students must come to the Attendance or Health Office to contact a parent/guardian and arrange for pick-up.

- **Failure to obtain an early dismissal will result in the student being marked truant from any missed classes.**
- If the student fails to follow the early dismissal guidelines outlined above, a note will not be accepted after the fact.
- **NO** student may leave campus during the school day without Administrative permission.
- Parents **MAY NOT** excuse students after the fact.
- Parents/Guardians **MUST** show ID to check-out student(s) during the school day.

## **Parents of Juniors/Seniors - PLEASE READ THE FOLLOWING CAREFULLY**

### Juniors & Seniors

- Juniors & Seniors must show current Student ID Cards in order to leave campus at lunch (no exceptions).
- Juniors & Seniors who leave campus at lunch and intend to stay off campus must:
  1. Sign out through the Attendance Office during the lunch period & bring a note from your parent/guardian the following day to clear the absence.
- Juniors & Seniors who leave campus at lunchtime and then decide to stay home for any reason must:
  1. Contact the Attendance Office between 1:00 P.M. and 3:00 P.M. *on the day of the absence.*
  2. Bring a note from your parent/guardian the following day.
  3. If the Attendance office is not notified on the day of the absence a truant will be issued regardless of the note.

### College Visits

Upon *advance written request by the parent/guardian* and the approval of the Assistant Principal, a college visit may be considered an excused absence. Students are permitted up to five (5) days of college visits during their junior or senior year of high school per school year.

Please include the following in your written (and signed) request:

- Name of student
- Dates of college visit
- Name of college/university your student will be visiting.

### Truancy Consequences

Truancy is defined as being absent without permission, not clearing a legitimate absence within three (3) school days, and leaving campus without prior permission from the office. A student that is tardy to class by more than 30 minutes is also considered tardy truant.

- Students will earn a **detention** for each single period truancy.
- Students will earn a **Saturday school** for:
  1. Each all-day truancy *and/or*
  2. Multiple period truants within the same day

\*Excessive truants could invalidate a student's privilege to participate in extracurricular activities such as dances.

### Independent Studies Contracts

When a student has advanced knowledge of a 5-day or more absence from school he/she should obtain an Independent Study Contract from the Attendance Office. The student must bring a note from the parent/guardian to the Attendance Office at least **two (2) weeks prior** to the absence.

- Upon request the student will be given the Independent Study Contract forms to be completed by his/her teachers.
- Once the student obtains all their homework assignments and signatures of their teachers, they must return the forms to the Attendance Office **BEFORE THE ABSENCE BEGINS** or the absence will be unexcused.
- *After the absence*, the student must return to the Attendance Office for a readmit and further instructions required to complete the contract. At that time the student will be told:
- To turn in all of their completed work to his/her teachers.
- Collect a graded, signed, and dated piece of work from each of his/her teachers and return it to the Attendance Office within one (1) week of returning back to school.

The student will receive unexcused absences for each of the Independent Study dates *UNLESS* this entire process is completed.

### Co-Curricular Participation

All students who participate in co-curricular activities, including athletics and the arts, **must** attend at least 4-hours of school each day in order to compete in that same day's activity/game.

### Extracurricular Participation Requirements

Poor attendance or excessive discipline problems may restrict participation in extracurricular activities including dances and special events.

### Make-Up Work Provisions

1. Normally, assignments are sent home only for extended absences, i.e. those of longer than 3 days. Homework requests for extended absences are requested through the Guidance Office.
2. In cases of an excused absence or independent study contracts, students shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. As the teacher of any class from which a pupil is absent shall determine, the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
3. In cases of suspension from class, the teacher of any class from which a student is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. Make-up work and homework during a suspension is permissive as determined by the teacher.

4. In cases of truancy, students forfeit the right to make up assignments and lose all credit for assignments due.
5. In cases of unexcused absences, students ***may*** be allowed to make up assignments at the discretion of the teacher.
6. In cases of Alternative to Suspension, the teacher shall provide all assignments and tests that the student will miss while suspended.
7. Students are responsible to make arrangements with the classroom teacher for make-up work. Upon request, the classroom teacher will provide information on make-up work during the student absence in a reasonable and timely manner. The teacher will use the following make-up schedule in determining the minimal amount of time the student will be allowed for make-up assignments.

**Work Assigned or Tests Given During Absence:** A student will be allowed 2 days for each day of excused absence to make up assignments and/or tests given during the period of absence.

**Work Assigned Prior to an Absence:** No additional time will be given for assignments or tests made prior to an absence. They are due the day the student returns to class. Additional time may be given at the teacher's discretion. The term paper is the only exception to this rule which is due on the original due date assigned by the teacher.

**Lab Practicum Missed During an Absence:** Lab-type activity assignment make-ups are to be arranged by each teacher. These arrangements for make-up work are to be made within 2 days of the student's return to school.

### **Period 1 Class Policy**

*Attendance in a period 1 class is a Privilege, ***not*** a right.* To help ensure that students attend all classes regularly and punctually, we have established a policy in order to remain in a Period 1 class for the entire school year. A student will not be able to register in a Period 1 class for the upcoming semester if:

- The student has a combined total of 10 absences/ tardies to Period 1 class in a given semester (Example 6 absences, 4 tardies) -OR- the student has a combined total of 10 absences/tardies to Period 2 class in the prior semester.

A student who violates the above mentioned guideline for Period 1 or Period 2 may not be allowed to enroll in a Period 1 class for the following semester.

We understand that many students begin their school schedule early so they are able to work; therefore, we encourage our students to adhere to this policy so their work schedule doesn't have to change. We strongly feel that school and attendance should be the first priority.

### **Closed Campus**

Students are to remain on campus at all times with the exception of the lunch privileges for upperclassmen.

*Juniors and Seniors* may only leave campus at lunch if their behavior remains acceptable and they show their current student ID when leaving campus each and every time.

*Freshmen and Sophomores* are NOT allowed to leave campus at lunch or any other time during the school day.

Any Junior or Senior who takes a Freshman or Sophomore off campus at lunch will receive a Saturday School.

## **Guidance**

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### **Student Support Services**

El Toro High School is an exceptional school with many opportunities available for students. The El Toro Guidance Staff makes it top priority to serve the various counseling needs of the individual student. El Toro uses the following personnel structure to best serve our students:

### **Assistant Principal/Guidance and Curriculum**

The *Assistant Principal of Curriculum & Guidance* oversees the operation of the guidance department. This AP establishes the master schedule of classes for the school, monitors existing course offerings, instructional and assessment strategies, and evaluates a portion of the teaching staff. They also assist in the development of new course offerings, course revisions, textbook selection, and operation and supervision of the total school. Advanced Placement, and AP testing are also part of their responsibilities.

### **Guidance Secretary**

The Guidance Secretary helps coordinate many aspects of the department and can provide valuable information or direct students and parents to the primary source of information.

### **Student Services Technicians (SST)**

Each student is assigned a student services technician associated with his or her last name (see following page for alpha cut). A student services tech is primarily responsible for enrolling new students, setting up his/her class schedule, tracking the student's graduation requirements and college entrance requirements. The student services tech will typically remain with the student for the entire four years, and will monitor his/her personal and academic progress.

### **Guidance Counselors**

There are five full-time fully credentialed school counselors. They serve the entire student body in the areas of: crisis intervention, college and career readiness, academic concerns, conflict mediation, college scholarship and application information, assessing student problems, parent education, Section 504 coordination, collaboration with the school psychologist and district mental health services, and referring to community-based agencies, when appropriate.

### **Bilingual Community Liaison (Representante de los Padres)**

El representante tiene la responsabilidad de facilitar la comunicacion entre la preparatoria y el hogar. Todas las consultas en espanol que usted tenga con respecto a la escuela o el rendimiento de su hijo en ella, pueden hacerse a la extension 236168; 9:30 a.m. – 4:00 p.m.

### **School Psychologist**

The School Psychologist helps coordinate the Special Education Department through participation in IEP meetings, assessments and acting as a liaison for district and county assistance programs. The services of the School Psychologist are available to students in need of psycho-educational assessments.

### **Communication with the School**

When a parent has a concern or question about a student's progress, they should contact the teacher first. A majority of student/teacher problems can be resolved with parents and teachers working together to help the student meet the course requirements. If there is a problem that is not resolved through this line of communication, the student services technician or counselor can be contacted to help facilitate additional communication. If there is still a need for resolution, the administrator who oversees the specific department will be contacted by the student services technician to arrange a meeting with all concerned parties. We encourage parents to use the Family Portal and contact teachers as often as necessary, to stay current with their student's progress. Email correspondence tends to be the preferred method of contact for most teachers. Staff e-mail addresses can be viewed on the EHS website:

<http://www.svusd.org/schools/high-schools/el-toro/academics/teachers-and-websites>. Teachers are not available for phone calls during class time, but you may leave a message for a return phone call within 24 hours, or office staff can inform you of the time when a teacher is available during their preparation period.

### **College Counseling**

The Saddleback Valley Unified School District staff offers a wide range of services to provide information for all students and their parents regarding both high school and post-high school opportunities. School counselors assist students with post-high school education options and admissions procedures, college admission testing, and financial aid information. All 9th graders and their parents are invited to an individual advisement session to complete the four-year high school plan and discuss various post high school options. An online program called

Naviance is used to help families and counselors track, plan, and support students in achieving their college and career goals. Counselors present evening informational meetings for college and career planning at strategic times during the school for each grade level. Guidance lessons are also presented within classrooms in conjunction with the evening meetings.

### **Grade Transcripts**

As students' progress through high school, they will have various needs for a transcript of their grades, particularly when applying to colleges. ETHS has joined forces with Parchment to bring you Secure Transcript – a paperless way to send transcripts. To register with Parchment and order transcripts, visit the Secure Transcript link <http://www.parchment.com/> or our school website for the link. There is a fee of \$8.50 for each transcript ordered. Unofficial transcripts can be ordered free of charge via Parchment.

### **Coastline Regional Occupational Program (ROP)**

The Coastline Regional Occupational Program (ROP), part of the Saddleback Valley Unified School District, provides practical, hands-on career preparation, career guidance, and job placement assistance to high school students (and adults). Five career pathways offering a wide variety of career preparation courses are available to students who are at least sixteen years of age or older during their junior and senior years.

Whether a student plans to go on to a university, college, or directly into the workforce, effective job skills and experiences are an asset. ROP courses may give students an edge in obtaining entrance into a variety of occupational settings and/or related college/ university majors.

Examples of the value of the ROP experience for a university/college bound student may be evidenced in a variety of ways (i.e., letters of recommendation from professionals in the field, employability in career-related areas during the university/college years, experience to make appropriate career decisions, etc.).

Please see your ROP Career Specialist or Guidance Counselor for additional information and current listing of courses offered.

### **Career Guidance and Naviance**

Each year, the school counselors provide instruction in tandem with the ROP Career Specialist through Social Science or English classes at each grade level regarding high school graduation, college admissions, and career guidance. These "Guidance Lessons" are designed to explore student career interests and opportunities, and to provide crucial information to students regarding the pursuit of those interests through an appropriate career path. An orientation and training session on the use of Naviance is an integral part of guidance lessons.

### **Work Permits**

Students under 18 years of age who are employed must obtain a work permit. Applications are available in the Main Office and they are processed by the Career Center. They also have important information about the labor laws and legal limits for work hours for specific ages. Eligibility requirements include a minimum 2.0 GPA and satisfactory attendance to be maintained throughout employment.

### **Core Classes**

All students are enrolled in a core curriculum. This curriculum consists of: language arts (English), social science, science and mathematics instruction that prepares students for meaningful transition to various post-secondary options. World languages, computer technology, visual and performing arts, and business & career technical education courses augment the core classes to better prepare students for admissions to colleges, universities, vocational training programs and career opportunities. Students with special needs (*English Learners, specific learning disabilities, etc.*) are ensured access to the core curriculum through sheltered classes with modified instructional strategies.

### **Special Education**

Special Education Programs are for individuals with exceptional needs who have been identified as eligible to receive special education and related services in accordance with an Individualized Education Program (IEP). Students are served with a flexible range of services ranging from college prep courses to self-contained classes.

## Honors Organizations

### National Honor Society (NHS)

National Honor Society is a nationally recognized academic society. Selection is based on four criteria: scholarship, service, leadership and character. Students who are academically eligible are then considered for membership by the faculty committee on basis of leadership, character, and service. Membership is limited to 10th, 11th, and 12th graders.

### California Scholarship Federation (CSF)

#### Membership—Regular Member

1. Students must apply for membership each semester.
2. To qualify for membership, a student must earn a minimum of 10 CSF points.
3. Classes that qualify for CSF points are divided into three lists. To compute membership points, a student must have taken a minimum of three courses from Lists I and II. Two of these must be from List I and one from List II. The fourth courses may be any other course excluding physical education, courses taken in lieu of P.E., any repeated course, and teacher/office aide or clerking. Lists are available at individual school sites.
4. Any grade of “D” or “F,” or a citizenship/work habits mark of “U,” or more than one “N” disqualifies a student for that semester.

#### CSF Membership Requirements

CSF List***	# of Courses Needed	Points*	Description
I	At least 2**	At least 4**	C’s “a to f” list except for dual and performing arts courses
II	Any # from 0 to 5 as long as requirements are satisfied	At least 7 pts From I and/or II	Other courses which are equivalent academic caliber to those in LIST 1
III	No more than 2	Any # from 0 to 3	All other courses awarded academic credit except PE, repeated subjects, and courses involving checking and office/teacher assisting
TOTAL	No more than 5	At least 10	

Points are earned as follows:

A grade of “A” earns 3 CSF points

A grade of “B” earns 1 CSF point (except that a grade of “B” in Honors AP or IB Class earns 2 CSF points)

A grade of “C” earns 0 CSF points

A grade of “D” or “F” in any subject debar the student from membership for that semester

*\*\*Except for students using grades earned during their senior year (when these students are allowed to use one (1) or no LIST 1 courses to earn the necessary 7 points from LISTS I and II.*

*\*\*\*LISTS I, II and III are available from the CSF sponsor at each school site.*

## Activities

### Honors and Awards

#### Principal’s Honor Roll

These students have achieved a 3.75 G.P.A. by semester.

#### Excellence Awards



These awards are presented to those Freshmen, Sophomores, Juniors, and Seniors who have demonstrated classroom excellence during the current year.

### ***Senior Awards Night***

Outstanding seniors are presented with scholarships and recognition earned throughout their four years.

### ***Commencement Speakers***

Members of the Senior Class must audition for selection as a Commencement Speaker.

### ***Athletic Letters***

Athletic awards are granted upon the recommendation of the coach.

### ***Luncheons***

These lunches are provided by PTSO to help teachers recognize students of character and achievement for each semester.

## **Announcements**

Each morning during Period 3, the Daily Bulletin is read on the P.A. or viewed on a computer. It is crucial for all students to listen and watch for upcoming dates/ activities/ club meetings/ sports, etc. (Notices for the bulletin must be approved by the teacher/advisor or activities director and turned in to the front office.)

## **Curricular Clubs on Campus**

Curricular Clubs are defined as groups that meet outside of our regular class periods. Membership is open to all interested ETHS students. In order to remain active, Curricular Clubs must have a faculty advisor, hold regular meetings, be directly linked to school curriculum, and have all paperwork submitted to the Activities Director. New clubs must be approved by the school administration before they can begin accepting members.

## **Co-Curricular Clubs**

These are activities initiated by the school. They are classes, for the most part, that take place during the regular school day; however, they involve practices and/or performances after school. Examples include: Band, Choir, Dance, Journalism, Yearbook, Model United Nations, Orchestra, Theater/Drama, Video Production, Leadership, Color Guard, Pep Squad, and ***all*** Sports.

## **Non-Curricular Clubs**

Last year we had over 100 non-curricular clubs. Club Rush is held each Fall Semester and paperwork to start a club is available in the ASB Office.

## **I.D. Cards**

Every student is issued an ETHS Identification Card at the beginning of the school year or when he/she enrolls. This card must be carried at all times and at all school events. I.D. cards are required for purchasing all school tickets (i.e., dances, drama performances, athletic games, etc.) and for checking out library books. Lost I.D. cards can be replaced for \$10.00 in the Student Store. **Juniors and Seniors are required to carry and display I.D. cards to go off campus at lunch.**

\*Note: You must show your I.D. whenever you are asked to identify yourself by a staff member or to leave campus. Failure to surrender your I.D. to any staff member is considered defiance and can result in disciplinary actions.

## **Student Store**

Our student store is located in the quad and carries all kinds of school and spirit items, including: shirts, hats, folders and books. The store is open daily at lunch. We encourage you to come in and check it out!

## **Fundraisers**

All fundraisers, including Booster Groups, must go through the Activities Office. If interested, stop by the ASB Room and fill out the necessary paperwork **before** and **after** the event. Fundraisers are on a first-come, first-serve basis.

\*Note: We are limited to the number of sales at any given time so plan ahead.

# Athletics

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## Residence

All athletes must meet all CIF residency requirements as well as district requirements to be eligible to participate in El Toro High School athletics.

*\*For questions, regarding athletic eligibility, please contact our Athletic Director.*

## Attendance

Athletes may only compete for 8 semesters while in high school.

## Co-Curricular Participation

All students who participate in athletics, **must** attend at least 4-hours of school each day in order to compete in that same day's activity/game. Athletes not in school on the day of a contest may be declared ineligible to compete on that day.

## Notice of Open/"Free" Period

While enrolled in 7th period athletics, student athletes will be meeting with their coaches and teams daily. In SVUSD, 7th period is an "Open" or "Free" Period which means that some of these meetings may not occur during the 7th period class time, but hold their practices or games at a later time during the day leaving 7th period free. Some student athletes enrolled in 7th period athletics may not have a 6th period class leaving that period "free" prior to attending athletics later in the day. Parents of student athletes acknowledge that a "free" period will be considered non-school hours for their student and that he/ she is released from school. As a result, parents of student athletes also acknowledge that the school will have no liability with respect to their athlete's coming or going to school during the "free" period, pursuant to Education Code Section 44808.

## Donations/Contributions

The Saddleback Valley Unified School District is very proud of the extensive co-curricular programs offered at the comprehensive high schools. Through state funding, the District provides financial support for these programs, which may include stipends for one or more coach/advisor for each program, superb facilities, and general maintenance of the facilities. However, costs exceed limited state allocations, thus necessitating support and requests for contributions from participants.

Contributions are strictly voluntary, and no student will be denied the opportunity to participate in a SVUSD co-curricular activity because of a parent or guardian's failure to participate in fundraising activities, failure to devote time or resources to the sport, or failure to purchase uniforms, or other accessories or equipment. Parents or students who do not participate will not be publicly identified.

Various programs request additional contributions to fulfill their operating budget which equates to a certain dollar amount per student.

If additional funds to augment the program are not raised, the school may find it necessary to scale back the program.

We are strongly encouraging all parents to contribute to the program. Remember, your contributions are tax deductible.

Additionally, parents and students may be asked to participate in fundraising activities throughout the year in an effort to provide even greater financial support for the program. Participation is highly encouraged. However, lack of participation in these fundraising activities by a parent or guardian will not affect their student's ability to participate.