

# **EL SEGUNDO HIGH SCHOOL**

## **STUDENT HANDBOOK**

### **2025-2026**



#### **EL SEGUNDO HIGH SCHOOL MISSION STATEMENT**

El Segundo High School will provide students with the necessary skills and knowledge to become lifelong learners, effective communicators, and socially productive citizens who will be prepared for choices and challenges in the 21st century.



Dear Families,

Welcome to El Segundo High School -- Home of the Eagles. At El Segundo High School, we offer a world class education rich in academic opportunities, as well as strong athletic and extracurricular programs. Our school is fortunate to maintain dynamic partnerships with many organizations that further enhance the opportunities available to our students. These partnerships, coupled with a strong relationship with our parents and the overall community, make El Segundo High School the best high school around.

At ESHS, we pride ourselves on the educational opportunities available to our students. Our academic program consists of a sequence of classes that allow students to explore the core academic areas to meet the UC/CSU A-G requirements, as well as Honors, Advanced Placement, and college classes. Additionally, we offer 4 career pathways: Biomedical Science, Engineering, Business & Entrepreneurship, and Visual and Performing Arts. Together, they further our mission of ensuring that graduates are college and career ready.

El Segundo High School will continue to focus on both the academic and personal/social domains. As a school, we embrace the whole child in order to develop well rounded learners and achievers. Every student will be engaged in activities that align with the ESUSD Graduate Profile to promote: creative and critical thinkers; competent and confident communicators; responsible, self-directed and resilient individuals; empowered and continuous learners; and, global and collaborative leaders. These priority goals for teaching and learning, paired with technology integration, and the Our Place Wellness Center for social emotional support, are all efforts that combine to prepare students for life beyond high school.

El Segundo High School is committed to actively educating and standing against racism, celebrating diverse experiences, and recognizing the value each person brings to the Eagle family. We are confident that your experience as a student or parent will live up to our Eagle Promise.

I look forward to meeting each of you, and welcoming our new students to the Eagle community. I wish you much success in the 2025-2026 school year.

Sincerely,

***Steve Gebhart***

Principal

El Segundo High School

**El Segundo Unified School District**  
641 Sheldon Street  
El Segundo, CA 90245



**Board of Education**

Frank Glynn, President  
Tracey Miller-Zarneke, Vice President  
Dieema Wheaton, Clerk  
Meredith Beachly, Member  
Heather Sutherland, Member

**Superintendent**

Dr. Jason Johnson  
310-615-2650 ext. 1225

**El Segundo High School**

Mr. Steve Gebhart  
Principal  
310-615-2662 ext. 2301

Ms. Megan McCann  
Assistant Principal  
310-615-2662 ext. 2302

Mr. Randy Boykins  
Assistant Principal  
310-615-2662 ext. 2303

# ADMINISTRATION AND STAFF

| <u>Administration</u>    |                  |                           |  |
|--------------------------|------------------|---------------------------|--|
| Position                 | Name             | Phone Number              | Email  |
| Principal                | Steve Gebhart    | (310) 615-2662 ext. 2301  | <a href="mailto:sgebhart@esusd.net">sgebhart@esusd.net</a>     |
| Assistant Principal      | Megan McCann     | (310) 615-2662 ext. 2302  | <a href="mailto:mmccann@esusd.net">mmccann@esusd.net</a>       |
| Assistant Principal      | Randy Boykins    | (310) 615-2662, ext. 2303 | <a href="mailto:rboykins@esusd.net">rboykins@esusd.net</a>     |
| Administrative Assistant | Lorena Hernandez | (310) 615-2662 ext. 2300  | <a href="mailto:lhernandez@esusd.net">lhernandez@esusd.net</a> |

| <u>Athletics &amp; Activities</u> |                 |                          |  |
|-----------------------------------|-----------------|--------------------------|--|
| Position                          | Name            | Phone Number             | Email  |
| Athletic Director                 | Foti Davlantis  | (310) 615-2662 ext. 2310 | <a href="mailto:fdavlantis@esusd.net">fdavlantis@esusd.net</a> |
| Activities Director               | Ashley Richmond | (310) 615-2662 ext. 2313 | <a href="mailto:arichmond@esusd.net">arichmond@esusd.net</a>   |
| Secretary                         | Patricia Guzman | (310) 615-2662 ext. 2312 | <a href="mailto:pguzman@esusd.net">pguzman@esusd.net</a>       |

| <u>Attendance, Counseling, &amp; Guidance</u> |                   |                          |  |
|---|-------------------|--------------------------|--|
| Position                                      | Name              | Phone Number             | Email  |
| Attendance Office                             | Christy DeJesus   | (310) 615-2662 ext. 2308 | <a href="mailto:cdejesus@esusd.net">cdejesus@esusd.net</a>     |
| Registrar                                     | Nada Nasrallah    | (310) 615-2662 ext. 2304 | <a href="mailto:nnasrallah@esusd.net">nnasrallah@esusd.net</a> |
| Counselor (A-D)                               | Julie Yamashita   | (310) 615-2662 ext. 2305 | <a href="mailto:jyamashita@esusd.net">jyamashita@esusd.net</a> |
| Counselor (E-K)                               | Yvette Habrun     | (310) 615-2662 ext. 2381 | <a href="mailto:yhabrun@esusd.net">yhabrun@esusd.net</a>       |
| Counselor (L-Q)                               | Brandi Woods      | (310) 615-2662 ext. 2306 | <a href="mailto:bwoods@esusd.net">bwoods@esusd.net</a>         |
| Counselor (R-Z)                               | Tiffani Pinier    | (310) 615-2662 ext. 2307 | <a href="mailto:tpinier@esusd.net">tpinier@esusd.net</a>       |
| College & Career                              | Erin Bolanos      | (310) 615-2662 ext. 2314 | <a href="mailto:ebolanos@ESUSD.net">ebolanos@ESUSD.net</a>     |
| Wellness Center                               | Elizabeth Duthoit | (310) 615-2662           | <a href="mailto:eduthoit@esusd.net">eduthoit@esusd.net</a>     |
| School Psychologist                           | Jessica Aguilar   | (310) 615-2662           | <a href="mailto:jaquilar@esusd.net">jaquilar@esusd.net</a>     |

| <u>Other Staff</u>     |                 |                          |  |
|------------------------|-----------------|--------------------------|--|
| Position               | Name            | Phone Number             | Email  |
| Cafeteria Manager      | Leilani Talanoa | (310) 615-2662 ext. 2343 | <a href="mailto:ltalanoa@esusd.net">ltalanoa@esusd.net</a> |
| District Security Lead | Tomas Romo      | (310) 615-2662 ext. 2311 | <a href="mailto:tromo@esusd.net">tromo@esusd.net</a>       |
| Librarian              | Joanne Gen      | (310) 615-2662 ext. 2340 | <a href="mailto:jen@esusd.net">jen@esusd.net</a>           |

# ESHS Bell Schedules 2025-2026

## Regular Schedule:

|          |               |
|----------|---------------|
| Period 0 | 7:30 - 8:25   |
| Period 1 | 8:30 - 9:26   |
| Period 2 | 9:32 - 10:32  |
| Snack    | 10:32 - 10:42 |
| Period 3 | 10:48 - 11:44 |
| Period 4 | 11:50 - 12:46 |
| Lunch    | 12:46 - 1:16  |
| Period 5 | 1:22 - 2:18   |
| Period 6 | 2:24 - 3:20   |

## Single Assembly Schedule

|          |               |
|----------|---------------|
| Period 0 | 7:30 - 8:25   |
| Period 1 | 8:30 - 9:20   |
| Period 2 | 9:26 - 10:16  |
| Snack    | 10:16 - 10:26 |
| Period 3 | 10:32 - 11:12 |
| Assembly | 11:17 - 12:07 |
| Period 4 | 12:13 - 1:03  |
| Lunch    | 1:03 - 1:33   |
| Period 5 | 1:39 - 2:26   |
| Period 6 | 2:32 - 3:20   |

## Minimum Day Schedule

|          |               |
|----------|---------------|
| Period 0 | 7:30 - 8:25   |
| Period 1 | 8:30 - 9:13   |
| Period 2 | 9:19 - 10:02  |
| Snack    | 10:02 - 10:12 |
| Period 3 | 10:18 - 11:01 |
| Period 4 | 11:07 - 11:50 |
| Lunch    | 11:50 - 12:20 |
| Period 5 | 12:26 - 1:09  |
| Period 6 | 1:15 - 1:58   |

## Extended Homeroom/Period 2

|          |               |
|----------|---------------|
| Period 0 | 7:30 - 8:25   |
| Period 1 | 8:30 - 9:22   |
| Extended | 9:28 - 10:48  |
| Period 2 |               |
| Snack    | 10:48 - 10:58 |
| Period 3 | 11:04 - 11:56 |
| Period 4 | 12:02 - 12:54 |
| Lunch    | 12:54 - 1:24  |
| Period 5 | 1:30 - 2:22   |
| Period 6 | 2:28 - 3:20   |

## Double Assembly Schedule

|              |               |
|--------------|---------------|
| Period 0     | 7:30 - 8:25   |
| Period 1     | 8:30 - 9:15   |
| Period 2     | 9:21 - 10:06  |
| Period 3     | 10:12 - 11:02 |
| 1st Assembly |               |
| Snack        | 11:02 - 11:12 |
| Period 3     | 11:18 - 12:08 |
| 2nd Assembly |               |
| Period 4     | 12:14 - 1:00  |
| Lunch        | 1:00 - 1:30   |
| Period 5     | 1:36 - 2:21   |
| Period 6     | 2:27 - 3:20   |

## Rally Schedule

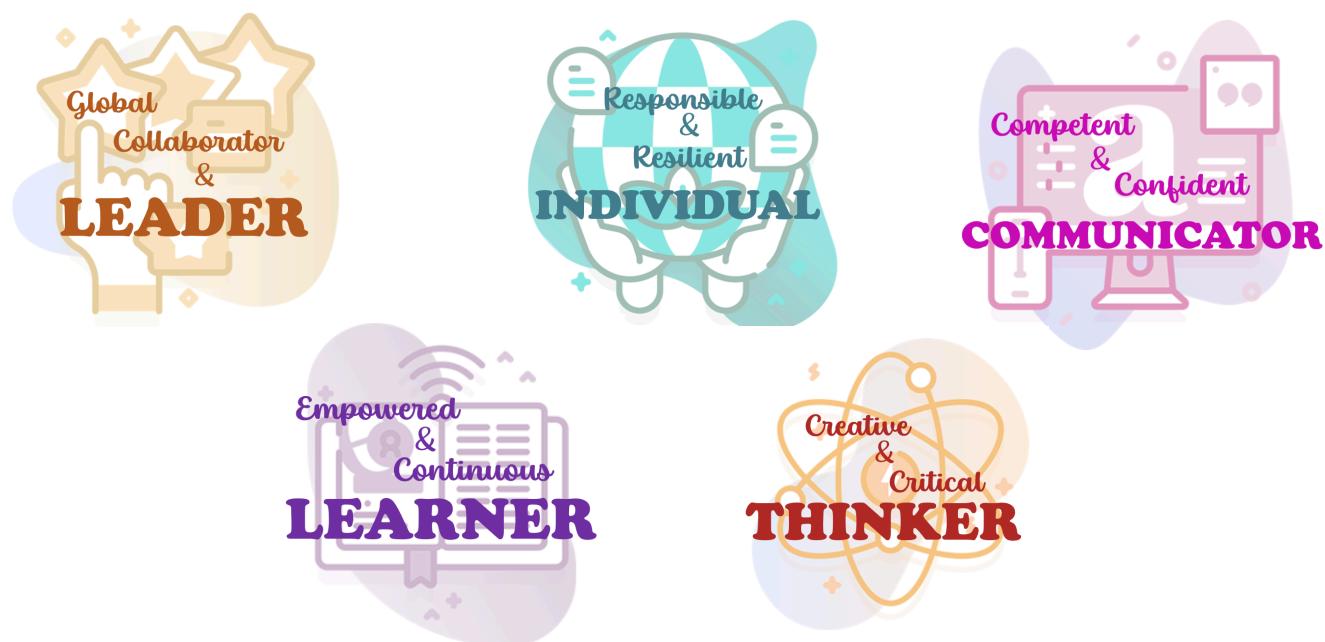
|          |               |
|----------|---------------|
| Period 0 | 7:30 - 8:25   |
| Period 1 | 8:30 - 9:20   |
| Period 2 | 9:26 - 10:16  |
| Period 3 | 10:22 - 11:11 |
| Snack    | 11:11 - 11:21 |
| Period 4 | 11:27 - 12:15 |
| Rally    | 12:20 - 12:53 |
| Lunch    | 12:53 - 1:23  |
| Period 5 | 1:29 - 2:21   |
| Period 6 | 2:27 - 3:20   |

## Finals Schedule (W, Th, F)

|                 |               |
|-----------------|---------------|
| Period 1/3/5    | 8:30 - 10:30  |
| Snack           | 10:30 - 10:45 |
| Period 2/4/6(0) | 10:50 - 12:50 |

# El Segundo Unified School District Profile of a Graduate

The ESUSD Graduate Profile describes the expectations our community believes are required of ESUSD graduates who can become the successful leaders of tomorrow.



# BEHAVIOR EXPECTATIONS

## Guiding Principles for Behavior EHS Eagles soar in education through PRIDE

- Perseverance to solve problems
- Responsibility, Respect, and Integrity
- Investment in learning as a continuous process, community service and global contribution
- Dedication to physical and mental well being
- Effective communication, collaboration and critical thinking

### Standards

- Show respect and consideration for others, their property, including school property
- Be on time, prepared, and actively involved in teaching and learning
- Practice courteous and ethical behavior
- Follow directions with a positive attitude and put forth your best effort at all times
- Take the initiative to solve problems positively
- Show pride and loyalty for yourself, others, and your community

## Academic Integrity Policy (ESUSD BP 5131.9)

### Expectations:

ESHS students are expected to exhibit academic integrity and honesty at all times. This includes, but is not limited to the following:

1. Completing assignments on time.
2. Doing their own work, except when group effort work is specified.
3. Following school rules and copyright laws.
4. Practicing ethical behavior, positive digital citizenship and making positive choices.

### Academic dishonesty includes, but is not limited to, the following:

1. **Plagiarism:** Submitting work that is not one's own, including copying content from the internet, books, or other sources without proper attribution or citation.
2. **Cheating:** Using unauthorized materials, information, or study aids during exams or assignments, such as hidden notes, pre-programmed calculators, or accessing online resources without explicit permission from the instructor.
3. **Falsification:** Inventing or falsifying data, citations, or information in academic assignments or records.
4. **Unauthorized Collaboration:** Working with others on assignments intended to be completed individually without the teacher's permission.
5. **Misuse of AI Tools:** Using artificial intelligence (AI) powered tools, such as language models or AI-powered writing assistants, to generate content, answers, or significant portions of work without proper disclosure, attribution, or adherence to academic guidelines set by the teacher.
6. **AI-Assisted Plagiarism:** Submitting work generated by AI as one's own without acknowledging the use of AI or providing proper attribution, in accordance with [ESUSD Board Policy 6163.4.1](#).
7. **Sharing AI-Generated Content:** Distributing AI-generated content, such as essays or answers, to other students for the purpose of academic dishonesty, in accordance with [ESUSD Board Policy 6163.4.1](#).
8. **Multiple Submissions:** Submitting the same work, including AI-generated content, for credit in multiple courses without the explicit permission of all instructors involved.
9. **Facilitating Academic Dishonesty:** Assisting others in acts of academic dishonesty, such as sharing homework answers, distributing test questions, or allowing others to copy one's work.

## **Consequences:**

### **1<sup>st</sup> Offense** (within a four-year period)

- ❑ Zero on assignment
- ❑ Teacher notifies parents of infraction
- ❑ Referral to counselor is written
- ❑ Academic Integrity Agreement is written by administrator/designee/counselor

### **2<sup>nd</sup> Offense** (within a four-year period; not necessarily in the same class)

- ❑ Zero on assignment
- ❑ Teacher notifies parents of infraction
- ❑ Referral to counselor is written
- ❑ Academic Integrity Agreement is reviewed with counselor, parent, student, and administrator

### **3<sup>rd</sup> Offense** (within a four-year period; not necessarily in the same class)

- ❑ Teacher notifies parents of infraction
- ❑ Withdrawal/Fail from the class (Student receives no credit in the class in which the 3<sup>rd</sup> offense occurs)
- ❑ Ineligibility for academic honors or scholarships
- ❑ Appeal Process - Students have a right to appeal the withdrawal/fail from a class. An administrator, counselor and a teacher will hear the appeal and make a decision.

## **Dress Code**

El Segundo High School is a California Distinguished School and a California Democracy School. In order to help reflect an outstanding academic culture and inclusive environment worthy of being called distinguished, students are expected to maintain an appearance that reflects an appropriate learning environment.

Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not create a health or safety hazard which would interfere with the educational process.

The following guidelines shall apply to all school activities on or off campus:

1. Footwear must be worn at all times.
2. Clothes shall be sufficient to conceal undergarments and private body parts at all times.
3. Clothing including socks with offensive or sexual symbols and/or language, weapons, drugs and/or paraphernalia, alcohol, tobacco, etc. as per Ed Code, are not permitted at school or school functions. This includes gang attire.

## **Dress Code Violation**

Detention will be assigned for a dress code violation and students will be required to change clothes to correct the violation. Continued violations may result in Saturday School. If a student wears inappropriate clothing, parents may be called to bring a change of clothing or students may be issued a change of clothing. ESHS will not be responsible for lost or confiscated items.

# **ASSOCIATED STUDENT BODY**

**Congratulations to your 2025-2026 ASB and Class Officers!**

**ASB Officers:**

|                 |                     |
|-----------------|---------------------|
| President:      | Madeleine Palka     |
| Vice-President: | Natalia Cortez      |
| Treasurer:      | Natalie Christenson |
| Secretary:      | Emma Eisenberg      |

**Senior Class Officers:**

|                      |                          |
|----------------------|--------------------------|
| Governor:            | Jadden (Chase) Lai-Yates |
| Lt. Governor:        | Ruby Ambrocio            |
| Secretary/Treasurer: | Ashley Couch             |

**Junior Class Officers:**

|                      |             |
|----------------------|-------------|
| Governor:            | Brandon Kim |
| Lt. Governor:        | Ava Waters  |
| Secretary/Treasurer: | Ani Thomas  |

**Sophomores Class Officers:**

|                      |                      |
|----------------------|----------------------|
| Governor:            | William (Augie) Holt |
| Lt. Governor:        | Mikey Lambert        |
| Secretary/Treasurer: | Chloe Fitzgerald     |

**Freshman Class Officers:**

|                      |                 |
|----------------------|-----------------|
| Governor:            | Tyler McCaverty |
| Lt. Governor:        | Audrey Winkle   |
| Secretary/Treasurer: | Cole Huie       |

# STUDENT LIFE AND OPPORTUNITIES FOR INVOLVEMENT

## ASB Card

Each student enrolled in El Segundo High School is a regular member of the Associated Student Body (ASB).

Students may purchase an ASB Card during the first week of school to save money on school events and support student activities.

Funds raised from the ASB Cards are used to support student body activities. Every expenditure is processed and approved by the ASB Cabinet in cooperation with the Student Government Class. Proceeds from the ASB Cards are the sole funding for athletic team awards, letters, and referees. It is for this reason that athletes and cheerleaders purchase an ASB Card.

## Student Identification Cards

Every student is required to have a ***Student Identification Card*** in their possession at all times during school hours and at school events.

## Yearbook

The ESHS Golden Eagle Yearbook is an important keepsake of your high school memories. Purchase **EARLY**. [Click here](#) to purchase. The book becomes more expensive as the publish date grows closer. The cost of the yearbook during registration is \$105\* through December. Beginning in January, the cost of the yearbook increases to \$115 till March. Late purchases from April to June increases to \$125. \*Price is subject to change To remain up to date on yearbook information, you can bookmark the [Yearbook Webpage](#).

## CLUBS AND ORGANIZATIONS

Meeting days/times and advisors may change annually. (Note: Clubs subject to change)

|                            |                                      |   |
|----------------------------|--------------------------------------|---|
| A Sense of Home            | Dungeons and Dragons                 | Neurodivergent and Disability Student Association |
| AI Club                    | DECA Club                            | Outdoors Club                                     |
| Air and Space Club         | ESHS Debate                          | Operation Smile                                   |
| Art Club                   | ESHS Esports Club                    | Political Debate                                  |
| Asian Student Union        | ESHS P.O.T.A.T.O.E.S.                | Quiz Bowl Club                                    |
| Astronomy Club             | Robotics Club                        | Remote Control and Scale Models                   |
| AVID Club                  | Fashion Magazine                     | Ruthless Rooters                                  |
| Bake for Better            | Finance Club                         | Rocket Club                                       |
| Big Brother Club           | Film Club                            | Safety Club                                       |
| Beach Sister Club          | Friendship Circle                    | Science Fair Club                                 |
| Biomed Club                | Gay Straight Alliance (GSA)          | Spiderman Club                                    |
| Birthday Wishes            | Golden Giver                         | Sports for All                                    |
| Black Student Union        | Gundo Merch                          | STEMsters   |
| Book Club                  | Hispanic Student Union               | Study Club  |
| Business Club              | Hope Global Outreach                 | Surfrider Ocean Conservation Club                 |
| Care Tech Club             | Interact Club                        | T1D Titans (Diabetes)                             |
| Chamber Orchestra          | Jewish Student Association           | The Bay Eagle                                     |
| Chess Club                 | K-Pop Club                           | UNICEF  |
| Children's Hospital LA     | Key Club                             | Weightlifting Club                                |
| Climate Club               | Letters for the Better               | Wilderness Club                                   |
| Coding Club                | Liberty in North Korea (LiNK)        | Women in Leadership                               |
| College and Career Club    | Lorax Club                           | Young Life LAX                                    |
| Countries Around the World | Making HERstory                      |   |
| Cooking Club               | Martial Arts Club                    |   |
| Court Community            | Military Rotaries and Equipment Club |   |
| Creative Writing Club      | Mock Trial                           |   |
| Cures for Causes           | Musicians for Service                |   |

\*Visit the Activities Office for more information on clubs and opportunities to get involved on campus and in the community. Also, listen to the bulletin read 2<sup>nd</sup> period on Mondays, Wednesdays, and Fridays for club meeting times and club-sponsored events.

**Additional activities that require auditions, try-outs, prerequisites, teacher recommendations or enrollment in a class include:**

- ASB/Student Government – Mrs. Richmond
- Cheer – Ms. Moxley
- Yearbook – Mrs. Adams

**Class Advisors:**

9<sup>th</sup> Grade Advisor – TBD

11<sup>th</sup> Grade Advisor – Strawn, McNeela

10<sup>th</sup> Grade Advisor – Eastman

12<sup>th</sup> Grade Advisor – Maisonet, McCann

**Students also have the opportunity to serve on the following ESHS committees:**

- Safety Committee
- School Site Council (SSC)
- WASC School Accreditation

# ATHLETICS

ESHS competes in the Southern Section of the South Bay Athletic Association of the California Interscholastic Federation (CIF). El Segundo High School is a member of the Bay, Pioneer and Ocean Leagues.

**South Bay Athletic Association Member High Schools include:** Beverly Hills, Centennial, Culver City, El Segundo, Hawthorne, Inglewood, Lawndale, Leuzinger, Mira Costa, North Torrance, Peninsula, Redondo, Palos Verdes, Santa Monica, South Torrance, Torrance and West Torrance.

**Traditionally, sports fall in the seasons as outlined below:**

**Fall Sports** – Late August to mid-November - Football, Girls Volleyball, Girls Tennis, Boys Water Polo, Boys & Girls Cross Country, Girls Golf, Girls Flag Football, Boys & Girls Surf.

**Winter Sports** – Early November to mid-February - Boys & Girls Basketball, Boys & Girls Soccer, and Girls Water Polo.

**Spring Sports** – Mid-February to mid-May - Baseball; Softball, Boys & Girls Swimming, Boys & Girls Track & Field, Boys Tennis, Boys Volleyball, Boys & Girls Surf, Boys & Girls Lacrosse, Boys Golf, and Girls Beach Volleyball.

## ASB Activities Card

Students may purchase an ASB Card during the first week of school to save money on school events and support student activities. Cost is \$150.

## Additional Costs

Other costs may be incurred for personal items required for each sport. The level of this expense primarily depends on the market price and the quality of items. Every effort is made to keep the expense to a minimum.

## Transportation

\$175 pays for buses, so teams can attend athletic contests at other schools/off campus.

## CIF and Athletics

All participating athletes are required to abide by the CIF eligibility requirements as well as the ESHS Athletic Code. Students may obtain a copy from the Athletics/Activities Office.

## Eligibility Requirements

1. A student must maintain a C average (2.0) to be unconditionally eligible. All classes are averaged. However, only one PE class may be counted and honors do not provide a GPA boost.
2. Any student who fails to pass 20 units at any grading period will be immediately declared ineligible.
3. Any student who is not on schedule to graduate by the end of their senior year will also be declared ineligible.
4. Any student who has failed to maintain a 2.0 at the six-week grading period but has passed 20 units will be placed on probation for the next six weeks. The student will remain eligible and be able to compete/perform during the probation period.
5. A student who fails to raise their GPA to 2.0 at the following six-week grading period after being placed on probation will be ineligible for athletic activity until the student raises their GPA to 2.0 at a subsequent grading period.
6. A student athlete must meet age requirements as of August 31 of each school year: Varsity Team: Under 19 years of age, Sophomore Team: Under 17 years of age, Freshman Team: Under 16 years of age. Students attending HS for more than eight semesters are ineligible for interscholastic athletics.

## Prerequisites

- Tryout (does not guarantee spot on a team)
- Coach Recommendation
- Parent informational meeting and informed consent
- Completed athletic packet (online) including physical exam by doctor
- Meet residence eligibility criteria
- Supply shoes and personal articles of clothing/uniforms, as appropriate to the activity

## Time Commitment

A substantial time commitment outside of the regular school schedule is required – 6<sup>th</sup> period plus additional practice as required by the coach in addition to games/meets/matches.

# ANNUAL ACTIVITIES AND EVENTS

\*subject to change or alteration

\*\*ESHS must follow all LA County Public Health guidelines

**4.0 Brunch** – Seniors who have a 4.0 GPA or higher are invited with their parents to a recognition brunch.

**Arch Bearers** – An honor for juniors who decorate arches with flowers and present them along the pathway for the seniors during the graduation procession. An annual winner is selected.

**Art Festival** – A district-wide celebration of art in the spring.

**ASB and Class Elections** – Students from each grade who are eligible may run for class office and juniors and seniors can run for ASB positions in the spring of each year to serve in office the following year.

**Athletic Banquets** – Seasonal banquets held at the close of each sport for awards and special recognitions.

**Back to School Night** – A fall event that gives parents an opportunity to meet the teachers and understand their expectations.

**Blood Drive** – A large blood drive sponsored by ASB in conjunction with UCLA where students, parents, and community members are encouraged to donate. This event is usually held in March.

**Chess Tournament** – Individuals compete in a single elimination based tournament. This event is usually held in January.

**Club Rush** – Students promote new/returning clubs on campus and recruit new members. This event usually takes place in September or October. Student Senate meetings are held throughout the year.

**College & Career Day** – Speakers from a wide variety of industries help students understand various career paths via classroom presentations.

**College Fair** – A Spring, lunch time activity where representatives from colleges around the country are present to pass out materials and answer questions.

**College Night** – An informational event held annually in October with representatives from various colleges and universities, military branches, and financial institutions.

**Coronation Assembly and Dance** – A school wide event with an assembly kick-off. The student body nominates candidates for the Homecoming Court, and winners are crowned at a semi-formal gala attended by students. The King, Queen, and Court reign over the Coronation Ball and Homecoming festivities.

**Freshman Orientation/Link Crew** – A one-day event held in late August for all incoming freshmen.

**Graduate Profile Senior Expo Night** - A late-spring event where seniors present capstones/projects/assignments that represent key elements of the ESUSD Graduate Profile.

**Graduation** – The commencement ceremony held in June honoring students who have met all state and local requirements to complete high school and receive an ESHS diploma.

**Hits for Huntington's Dodgeball Tournament** – Annual dodgeball tournament to raise money and awareness for Huntington's Disease.

**Homecoming Parade and Football Game** – A pre-game parade down Main Street showcasing the four themed floats designed and built by each class as part of a competition that will take place during the halftime extravaganza. Also featured in the parade are the Homecoming Court, school and district

personnel, and student performance groups,

**Junior/Senior Prom** - A spectacular ball hosted by the junior class each spring held at a discreet location. An assembly beforehand features the prom court and reveals the prom theme and location.

**Kindness Week** – Student led activities promoting kindness during February.

**Link Crew Leader Recruitment** – Each spring, sophomores and juniors apply to be year-long mentors for incoming freshmen. These upperclassmen are trained to serve a group of ten freshmen during freshman orientation and monthly with activities throughout the following school year.

**Lunch Time Activities (LTAs)** – held periodically throughout the year to promote cultural events and spirit days throughout the year.

**New Student Luncheon** – New students formerly non-affiliated with ESUSD are invited to a meet and greet event held in September.

**Pep Rallies** – School assemblies organized throughout the year to increase school spirit, encourage involvement, support athletic teams, and celebrate various school wide accomplishments.

**Power Puff Tournament** – All female flag football tournament held in December.

**Red Ribbon Week** – A week in the fall including an assembly where students recognize a national event to raise awareness, educate, and promote drug, alcohol and tobacco free youth.

**Run for Education** – A PTA-sponsored 5K/10K fundraiser held in the spring.

**Scholar Quiz** - a fast-paced academic trivia competition by student teams of 4 held for 1 week at lunch.

**Senior Awards Night** – A special evening in the spring to honor student recipients of scholarships and awards.

**Senior Citizens' Tea** -- Senior citizens are invited each winter to a holiday themed tea put on by the ASB.

**Senior Picnic** – An annual senior class field trip to a private park. Held in late spring, students enjoy a day filled with socializing, sunning, recreational games, and plenty of food.

**Senior Signing Day** – An annual ceremony held to honor our student-athletes that have committed to furthering their pursuit in both education and athletics at the next level.

**Spirit Week** – A fun- filled week of dress-up days and lunchtime activities. Festivities are enjoyed once in the fall during Homecoming week and then once again in the spring.

**Talent Show** – A bi-annual spring fund-raiser, sponsored by the Drama. Students audition and perform in front of peers at this popular evening event. Sometimes this event is hosted by the Birds Eye View and titled “Gundo Idol” or “Gundo’s Got Talent”.

**Team Up Against Drugs** – Annual kickball tournament during Red Ribbon week. Team raise funds and awareness for the foundation “To Write Love on Her Arms” promoting drug/alcohol prevention, mental health, and suicide prevention.

# GENERAL INFORMATION

## College and Career Center (CCC)

### General Information

Students enjoy access to a multitude of career and college information and opportunities through the College and Career Center. College representatives and guest speakers from different careers schedule presentations for students throughout the school year in the CCC. Grade level, career-readiness workshops are facilitated by the Career Advisor. Job postings, work experience options, and information about internship opportunities can be found here, as well. Guidance on the use of Naviance for additional college and career research is available. See description of Naviance below.

### Internships

To apply for an internship through the College and Career Center (CCC), you can either apply for an advertised internship or find one independently. If you find an internship on your own, it must be cleared through the CCC to qualify for 5 elective credits and to be recorded on your high school transcript. Contact Ms. Bolanos ([ebolanos@esusd.net](mailto:ebolanos@esusd.net)) directly to receive an Internship Authorization form for approval. After filling out the form, return it to Ms. Bolanos or submit it in person in Room A105. Keep in mind that if an internship is completed outside of the CCC and is not approved, it will not qualify for the elective credits. Once submitted, your internship will be sent to the School Board for approval, which can take 2-4 weeks.

### Naviance

All students use Naviance for their college and career readiness. Naviance is a comprehensive college, career, and life readiness platform that helps students align their strengths and interests to postsecondary goals. It is used to empower student's self-discovery, career exploration, academic planning, and college preparation. Each semester students will log into Naviance and complete assigned tasks and assessments geared toward their current grade level as they hone their individual strategic plan for success in high school and beyond. Examples of tasks students will complete in Naviance: Complete interest and personality assessments, research careers, research colleges, build resumes, register for college rep visits, create college lists, and research scholarships.

### Work Permits

Students who have a job must have an active work permit on file. Reach out to Ms. Bolanos ([ebolanos@esusd.net](mailto:ebolanos@esusd.net)) to complete the Statement of Intent form and to start the work permit application process. For more information, refer to the [California Department of Education website](#).

### Communication

#### Announcements

School announcements are read over the PA system during 2nd period on Mondays, Wednesdays, and Fridays. These announcements include important information related to events and upcoming calendar dates.

#### Birds Eye View

Monthly video episodes produced by ASB, featuring exclusive interviews, student perspectives, promotion of school events, and generally capturing student and staff life on campus.

#### Gundo Gazette

Weekly newsletter sent out via email every Sunday evening (or, Monday, if a holiday weekend) that gives a weekly overview of school events, current school news, reminders, and community flyers.

#### Marquee

On the front lawn of ESHS stands a communication tool that displays important messages about upcoming events.

#### Powerschool

Web access to students schedules, classes, grades, assignments and attendance.

#### Schoology

Web access to students grades, assignments, and whole school announcements/flyers via the updates page.

### **The Talon Times**

This PTA publication is an excellent source of information about ESHS programs and opportunities for parent involvement. The Back to School issue is in the registration packets and the remaining four issues are sent home electronically via ListServ.

### **Web Based Emailing**

Announcements, flyers, and other notifications are sent to parents via email to the current email listed on PowerSchool. Information may be updated by contacting the ESHS Registrar at [nnasrallah@esusd.net](mailto:nnasrallah@esusd.net)

### **Communication (Tiered Approach)**

El Segundo High School values open communication between home and school as a critical element of supporting a student's education success.

We believe in the importance of a strong partnership among students, parents, and teachers, and support and encourage students to advocate for themselves. If needs persist, we also promote and welcome parental involvement as a way to ensure all responsible for student success are on the same page. Please follow the procedures listed below if you have any concerns.

1. Ask your student if they have spoken directly with their teacher regarding the concern or issue.
2. Contact your student's teacher directly via email to set up a phone call or in person conference. Every teacher has an email address that is typically their first initial and last name [@esusd.net](mailto:@esusd.net). Contact the teacher directly with questions concerning grades, make-up work, classroom behavior, and class attendance.
3. Contact your child's counselor directly. Your student's counselor is available to address concerns regarding academic placement, course selection, attendance and behavior/mental health needs. Parents email the counselor directly to make an appointment to meet.
4. If the problem is not resolved, please contact an administrator. An administrator will become involved in an unresolved issue only after a parent or student has first communicated directly with the teacher and/or school counselor. For additional support, please reach out to any administrator.

**COMMUNICATION COURTESY:** Please allow up to 48 hours for staff members to return emails.

### **More ESHS Information**

**Cell Phones** In general, cell phones are to be put away and remain **OFF** during class hours. They may be used before school, during snack/lunch, after school, or for instructional purposes as approved by the classroom teacher. ESHS reserves the right to confiscate cell phones and other electronic devices that are determined to be causing a disruption to the instructional program, or where use violates ESHS electronic or behavioral policies. Violations may result in confiscation requiring a parent meeting to pick up the phone. Repeat offenses may result in more severe consequences such as detention and/or Saturday School.

**Dances** Dances are ASB-sponsored events that occur periodically during the school year. Students must show a current ESHS Identification Card for admission and remain at the dance until they decide to leave for the evening. Once a student has left they may not return.

**Note:** *Controlled substances are strictly forbidden at school functions, including but not limited to dances, school trips and other events. Any student in possession of or under the influence of tobacco, alcohol or drugs at a school activity will be subject to disciplinary action. This includes vapes and paraphernalia. Discipline may include a 3-5 day suspension, loss of dance privileges for one calendar year, and must attend an intervention program for 8 weeks.*

**Faculty Lounges** Areas designated for faculty/staff only and are strictly off limits to students at all times.

**Field Trip Travel** When traveling to off campus locations for learning and/or athletics activities, the school will arrange authorized transportation. Students may not drive their own cars to or from field trips.

**Food Services/Cafeteria and the National School Lunch Program** ESUSD takes part in the National School Lunch Program, and all ESHS students are eligible to eat for free for the 2025-2026 school year.

**Gym Lockers** Gym lockers are provided to athletes during their season. Boys' and girls' gym lockers require locks. Locks may be purchased through the Activities Office for \$11, or for \$12 online through MySchool Bucks. **ESUSD is not liable for lost or stolen property.** Locks not collected at the end of the school year will be removed.

## **HEALTH AND SAFETY INFORMATION**

- **Emergency Information**

Please complete all emergency information accurately during the online registration process. IT IS ESSENTIAL THAT YOU NOTIFY THE SCHOOL IMMEDIATELY WHEN THE INFORMATION CHANGES so that we can keep data current. Our emergency notification system also relies on accurate contact information so that you may be notified as quickly as possible in the event of a school lockdown, earthquake, or other incident. The time you take to fill in this information accurately assures that you are in the loop and can support your child. When parents/legal guardians will be out of town, a written note identifying a designated guardian and related information must be placed on file in the office.

- **School Health Office**

Our Health Office is staffed by a health assistant from 8:30am to 3:00pm. The school district has a nurse available for emergencies only.

- **Illness and Injury at School**

Our health office provides first aid only to injuries occurring at school. School personnel are not authorized to treat any serious illness or injury. If your child becomes ill or needs medical attention, we will call you. If we are unable to contact you at home or work, we will attempt to contact a person designated by you on the Emergency Card.

If care beyond immediate first aid is needed for school injuries, we will contact the paramedics and abide by their recommendations. Parents will be contacted immediately.

PLEASE NOTE: The Education Code requires parents to pick up sick or injured children within a reasonable amount of time. Refusal to do so constitutes child neglect and will be referred to Child Protective Services.

**PLEASE REMIND YOUR CHILD TO REPORT ALL INJURIES THAT OCCUR AT SCHOOL TO A TEACHER OR THE OFFICE.**

- **Permission for Student Medication**

If your child needs to take a medically prescribed drug during school hours, he/she may do so, assisted by parents/guardians or by school staff ONLY with a signed ESUSD Medication Authorization Form. This form is valid for one year and must be signed by the parent and the physician.

The ESUSD Medication Authorization Form is available in the school office and may be FAXED from the doctor's office (310-640-8079). Link for ESUSD Medication Authorization Form:

[https://drive.google.com/file/d/1ePaHnS7T7t\\_xC6EctIWw\\_4J7WObnahnY/view?usp=sharing](https://drive.google.com/file/d/1ePaHnS7T7t_xC6EctIWw_4J7WObnahnY/view?usp=sharing)

If the physician and parents agree that the student can carry and self-administer their medication it needs to be documented in the ESUSD Medication Authorization Form.

Your child is not to bring aspirin, cough drops, cough syrups, vitamins, or other over-the-counter drugs to school. These may constitute a health hazard to other students. Only medically prescribed drugs may be on campus. These provisions are mandated by California Law. Failure to comply is grounds for suspension.

Medical bottles from the pharmacy will not be accepted without labels. The label should identify the student's name, name of medication, dose, and expiration date. For controlled substances, the health office will need to document in a log and ask parents to initial.

- **Returning to school after Illness, Injuries, or surgeries:**

If your child shows symptoms of illness at home, please follow the “Guidance for Schools: Common Signs & Symptoms.” via link:

<https://drive.google.com/file/d/1PNCGZpDFeMd9MO6qbPiMk2IRLHx3Vyst/view?usp=sharing>

Parents/guardians must provide the school health office or the front office with written instructions from the student's licensed health care provider stating any limitations and/or instructions for care while at school for the following:

- A student returns after a serious illness, surgical procedure, or hospitalization requiring 5 days or more absence from school
- A student is to be excused from physical education/playground activities for more than 3 days in a row.
- A student requires temporary school accommodations, such as physical activity restrictions, academic accommodations for exams, assistance at school with hygiene and mobility, and/or concussion protocols.

The documentation must include the length of time for the limitations and/or instructions for care.

**Orthopedic injuries:** Students who are required to temporarily use assistive devices at school such as casts, splints, canes, walkers, crutches, wheelchairs, etc. **must present before returning to school** a letter from the prescribing doctor to the front office or health office that states:

- 1) The necessity for the student's use of the device
- 2) Any restrictions related to physical activity.
- 3) Assistance with hygiene and mobility.
- 4) The length of time that the restrictions and devices will be necessary.

- **Communicable Illnesses**

If your child has had a communicable disease, please advise the school with a phone call or a note. A notification will be sent home to parents of other children in the class to alert them to the exposure.

**Insurance Plans for Student Health and Accidents** ESUSD does not carry medical or dental insurance for students injured on school premises or while under school jurisdiction during school activities. Parents are offered an optional insurance program as allowed to be distributed under State Education Code. Information may be obtained from the Activities Office.

**Chromebooks** Students are loaned Chromebooks to digitally access the curriculum and support their learning. Students are responsible to use and return the Chromebooks loaned in good condition. Fines and replacement costs are charged when Chromebooks and related accessories (charger block, charger cord and case) are lost or damaged. **Failure to reconcile fines may result in a student not receiving their diploma.** Chromebook insurance from an outside provider is available for an annual fee.

**Library** Students must have an El Segundo city library card to check out any materials, including textbooks, from the school library since it is part of the city's library system. Applications are available at the school and city libraries. The ESHS Library hours are from 7:15AM to 6:00PM, Mondays through Thursdays, except on minimum day Mondays where closing time is 2:00PM and reopening at 3:30PM. Students may check out materials for three weeks. There is a fine charged per day for any overdue materials. Textbooks may be checked out for a period of time that is authorized by the classroom teacher and librarian. Students with library fines for lost, damaged, or overdue textbooks must clear the fines before receiving their K-12 registration number for the next school year. Seniors must clear library fines before diplomas will be issued.

**Lost and Found** The Lost and Found is located in the Activities Office.

**Messages** So that students may learn in a classroom free from interruptions, messages may only be delivered to the classroom with administrator approval, when there is a true emergency. Call or go to the Attendance office to send a message to a student. Parents, please note that text messaging your student during class time is a violation of the school's cell phone policy. See *Cell Phones*

**Off-Campus Lunch Privileges** - There is an off-campus lunch pass privilege available to all eligible junior and senior students who meet the eligibility requirements and have received all appropriate parent and administrative approvals. **Off-campus pass applications are available [Via This Link](#), and in the annual registration packet.**

**PE Uniforms** Physical Education Uniforms (shirts and shorts) are available for purchase in the Activities Office. PE shirts are \$10 and PE shorts are \$10 if purchased in-person, or **\$11 each piece if purchased online using MySchoolBucks**. Please note that advanced online purchases will close on Sunday, August 18. After that items will only be available for purchase in-person during Registration Days (August 19-20), or at a later date in the Activities Office.

**PTSA** The ESHS PTSA actively supports school programs. Opportunities are available for participation in many PTSA sponsored events. Everyone is welcome to join (students, parents and staff) and attend the PTA meetings held on the first Wednesday of almost every month in the high school library. For more information, contact [ElSegundoHSPTA@gmail.com](mailto:ElSegundoHSPTA@gmail.com). Please join ESHS PTSA at <https://jointotem.com/ca/el-segundo/el-segundo-high-school-pta> for just \$11. Thank you for supporting our students, teachers and school.

**Release of Diplomas, Grade Progress Reports, Report Cards and/or Transcripts** Diplomas, progress reports, report cards and transcripts will be released when all classroom books, Chromebook and accessories (block, charger and cover) have been returned to the library, outstanding library fines paid, and any outstanding fees in the Activities office have been cleared.

**Seal of Biliteracy** The California State Seal of Biliteracy is awarded by the state to recognize students who have studied and attained proficiency in two or more languages by the time they graduate from high school in 12th grade. Students may apply in the Spring of their senior year. To qualify, students must demonstrate proficiency in both languages by meeting specific criteria. For detailed information on these requirements, please [click here](#). If students qualify, they will be awarded the seal and a medal to wear on graduation day.

**Shop Donations** There are no instructional fees for required courses. However, there may be an excess cost/donation for materials in some elective classes such as Art, Photography and Sculpture.

**School Supplies and Learning** All students are expected to be in class, on time and ready to learn. This includes having all required learning materials including a charged Chromebook, books, pen/pencil, paper, and assignments. Students who leave after the bell rings to retrieve materials may receive an unexcused tardy. Teaching and learning shall take place for the entire period. Students are to work until dismissed by the teacher.

**Telephone** The Attendance office phone is available for student use, **with the permission of the Attendance clerk**, for purposes of illness or emergency. Although cell phones must be turned off during class time, an exception to this rule allows for cell phones to be used to call parents **in the Attendance office only with the permission of the Attendance clerk**.

**Textbooks** Students are loaned textbooks or given digital access to textbooks on their Chromebooks for core curriculum classes. Students are responsible to use and return textbooks and Chromebooks loaned in good condition. Fines and replacement costs are charged when books/Chromebooks are lost or damaged.

Students are not authorized to write in school-purchased books. In some classes, where it would be advantageous for a student to be able to take notes or write in the book, teachers will provide information on where a copy may be purchased by the student.

**Visitors** All visitors are required to check in at the Attendance office and scan a state-issued identification card or Driver's license via our Raptor system upon entering and leaving the campus. Once cleared through the Raptor system, **visitors will be issued a Visitor ID badge that must be visibly worn while the visitor is on campus, and returned to the Attendance Office at the conclusion of the campus visit**. Only **approved** visitors will be allowed on campus. **To gain approval, appointments with teachers and/or staff members must be made at least 24 hours in advance**. The teacher or staff member will notify the Attendance office of the appointment. This process is to ensure the safety of students and staff on campus.

# ATTENDANCE POLICIES AND PROCEDURES

## Attendance Requirement

State law requires all students under the age of eighteen to attend school. Below are the policies pertaining to attendance at ESHS.

## Tardies

### Excused Tardy

Students are expected to be in class and ready to learn when the bell rings. Late students are disruptive to teaching and learning. In the case that another staff member wishes to confer with a student during class time, the student is expected to receive permission from the releasing teacher prior to being tardy or absent from the class. All other reasons are unexcused.

**Please review the following general tardy policy and consequences, and be advised that excessive tardies may result in the loss of participation in school activities and privileges, up to and including athletics, dances, and the graduation ceremony, at the discretion of school administration (after four tardies in any one class).**

### Tardy Policy

1<sup>st</sup> Tardy = Warning from teacher.

2<sup>nd</sup> Tardy = Warning from teacher.

3<sup>rd</sup> Tardy = Call or email to parent by teacher and detention assigned.

4<sup>th</sup> Tardy = Call or email to parent by teacher and detention assigned.

5<sup>th</sup> Tardy = Referral to Administration – parent called and detention assigned.

6<sup>th</sup> Tardy = Referral to Administration – parent called and Saturday School assigned.

7<sup>th</sup> Tardy = Referral to Administration – parent called and Saturday School assigned.

\*Intervention plan may be established.

8<sup>th</sup> Tardy = Referral to Administration and Counselor for a SART meeting.

*\*Saturday Schools may be assigned by Admin or designee for 6 or more tardies.*

### Unexcused Absence due to Tardiness

Any unexcused tardy over 30 minutes is counted as an unexcused absence.

## Absences

**Please carefully review all elements of the ESHS absence policies and procedures. Effective the 2025-2026 school year, a student with more than five (5) full day absences, or five (5) single period absences in the same class (excused or unexcused), may result in the loss of participation in school activities and privileges, up to and including athletics, dances, and the graduation ceremony, at the discretion of school administration.**

### Excused Absences

Absences are excused for attendance accounting purposes for the following reasons only. (Education Codes 46010 and 46014)

- Illness
- Medical Appointment
- Quarantine
- Death of a Family Member
- Court appearance
- Exclusion from school up to five days for immunizations
- Religious exercises or instruction as outlined in Education Code 40614.

Legal reasons for excused absences are limited to those listed above. All other reasons are “unexcused” under the State of California Education Code. *\*Excessive excused absences will result in the assignment of Saturday Schools for attendance recovery purposes and/or as consequences.*

### Procedures for Clearing Full day or Part Day Absences

On the morning of the absence, the legal guardian must email our **Attendance Clerk Cristy DeJesus (cdejesus@esusd.net)**, or call the twenty-four hour attendance line at **(310) 615-2662 ext. 2308** to report

absences. The school must be notified each day of an extended absence. Emailing the Attendance Clerk is strongly encouraged due to the high volume of phone calls. Phone and email notices must include the student's name, date and/or time of absence, and reason for the absence.

**\*Excused absences must be documented within 72 hours** of the students return to school. After the deadline, the record will show an unexcused absence. Consequences such as Saturday Schools will be assigned based on the official attendance record for attendance recovery purposes.

### **Assignments for Excused Absences**

Students with excused absences may complete assignments and tests missed during the excused absence period. Students have the number of days equal to the duration of the excused absence to make up work missed (E.C. 40615 and 48205).

### **Assignments for Unexcused Absences**

Make-up work/tests for unexcused absences shall be at the discretion of individual teachers.

### **Absences Due to School-related Activities**

Students who are eligible to attend school business or extracurricular activities will be released from class and allowed to turn in work on schedule provided the following criteria is met:

- The student is making satisfactory progress, has less than three days of unexcused absences and demonstrates satisfactory work habits and/or citizenship in the class that will be missed.
- The releasing teacher is given appropriate notice, as permitted by event schedule
- The student is eligible for the activity as determined by the principal/designee.
- The activity is approved by the principal

### **Non-Sports/Co-Curricular Events**

Students who are eligible to participate in non-sports/co-curricular events will be released from class and allowed to turn work in on schedule, provided the following criteria are met:

- The activity is approved by the principal as curriculum related.
- The student is eligible for the activity as determined by the principal/designee.
- The releasing teacher is given appropriate notice, as permitted by event schedule.
- The student is not earning a D or F in the class(es) that will be missed.

It is also important to remember that a teacher may not require an activity for their class that precludes the student from participating in another class. Therefore, the student must always receive permission from their releasing teacher to participate in a co-curricular event during the school day.

### **Co-Curricular Athletic Activities**

Students who have met the following District and CIF criteria will be released from class for events at published times. They will be required to turn in their class work and pick up homework on schedule.

Students must:

- be academically eligible according to District and CIF policies.
- be currently enrolled in at least 20 credits.
- have passed at least 20 credits in the previous grading period.
- have attended at least four classes on the day they are to play. This may be waived by the principal/designee for legitimate reasons such as a funeral or doctor's appointment.

*\*Release from class may be denied for academic/disciplinary reasons by the administration.*

**Note: Students are not authorized to drive to any off-campus athletic activity unless approved by the Athletic Director.** Transportation will be provided when necessary. Failure to follow these guidelines may result in disciplinary consequences including losing the privilege of participation in the future.

### **Independent Study**

Some absences are not legally excused, but are necessary due to unique circumstances. Students who will be absent three or more days should apply one week in advance, if possible, for independent study. This process is required for all students including actors employed by a film company with or without a set tutor. Students who fail to complete paperwork in a timely manner may receive unexcused absences with the appropriate consequences under the ESHS Attendance Policy.

Students should follow these procedures to receive approval for independent study:

- **Eligibility:** must be absent three (3) or more days.
- **Request:** One week in advance, the student must obtain a *Request for Independent Study*. Teachers, the Counselor, and parent must complete the requested information. Teachers will note assignments on this form.
- **Approval:** The principal/designee may approve or deny the request depending on the reasons and/or whether or not the student's attendance and academic progress are satisfactory.
- **Requirements:** If approved, the student will document a minimum of four hours of study per day while away from school, and complete all assignments within the guidelines and due date that is defined by the Independent Study contract. Per district policy, the maximum length of time allowed between the assignment and the date the assignment is due is a total of 14 days.
- **Procedure:** The student will turn in assignments via Schoology and/or email to the teacher and the Attendance Clerk who will record the absence as Independent Study and save the assignments for future state attendance audits.
  - In the event of four missed assignments, an evaluation will be made to determine whether Independent Study is an appropriate strategy for this student.
- **Credit:** As finally determined by the teachers, the Independent Study credit shall be granted when it has been determined that the contract's expectations have been fulfilled. Should the student not fulfill the minimum time documentation or assigned work requirements by the due date listed on their contract, the absences will be recorded as unexcused.

### **Excessive Excused Absences**

If a student has excused absences in excess of five or more days and does not receive approval for an independent study, they will be subject to the following consequences:

- Parents will receive written notice of chronic absenteeism.
- Teacher will send a referral to the Assistant Principal (AP).
- Students will serve Saturday Schools, as assigned by the AP or designee.
- SART meeting will be held with the AP and Counselor.
- Referral to SARB will follow, if absences continue after the SART meeting.

### **Off Grounds Pass**

For a single day pass, the parent or legal guardian must submit a note, call, or email the Attendance Office prior to attending school on the day of the expected need to leave the campus. The Attendance Clerk will prepare an "off grounds pass" which will allow the student to leave campus at the designated time. Students must pick up the Off Grounds Pass from the Attendance Clerk before leaving campus. All campus exit and re-entry must be through the main entrance/Attendance Office.

### **Leaving Campus during the School Day**

If a student is ill or has an emergency that requires leaving the campus during the school day, they are REQUIRED to check-out with the Attendance Clerk. The resulting consequence for not doing so is an unexcused absence that will not be cleared. For the student's own safety, the parent may not excuse the student after the fact.

### **In-School/Out of School Suspension and Attendance Accounting**

Suspension is considered an unexcused absence for attendance accounting purposes. The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension (Education Code Section 48912). (See Assignments for Unexcused Absences.)

### **Unexcused Absences**

The Education Code defines truancy as absences which either are without a valid excuse by the parent(s)/guardian(s), or a school tardy in excess of 30 minutes in any class. When a student receives unexcused absences, they are important signals for "at risk" behavior. For this reason, it is critical to increase communication with the parent and begin the problem solving process immediately.

#### **Unexcused Absences (In Any One Class)**

##### **First Unexcused Absence**

- Students may serve detention as assigned by the teacher.

##### **Second Unexcused Absence**

- Students will serve detention as assigned by the teacher.

##### **Third or more Unexcused Absence**

- Parents will receive written notice of legal “truant status.”
- Teacher will send a referral to the Assistant Principal (AP).
- Students will serve Saturday Schools, as assigned by the AP or designee.
- SART meeting will be held with the AP and Counselor.
- Referral to SARB will follow, if absences continue after the SART meeting.

*\*The attendance office mails out automated letters for chronic absences and truancy/excessive absences.*

### **Student Attendance Review Team (SART)**

*SART will include:*

- Principal and/or designee
- Counselor and/or designee
- Teacher assigning the Attendance Fail (if applicable)
- Police Representative, as is appropriate
- Parent or Guardian
- Student

*Purpose of Meeting:*

- Review current achievement status
- Investigate reasons for the unexcused absences
- Develop a plan for improvement
- Set a timeline for monitoring and evaluating progress
- Discuss possible referral of student to SARB

*\*In rare cases, an Attendance Fail (see below) may be held in abeyance under extenuating circumstances which will be determined by the principal/designee in counsel with the SART Team.*

### **Student Attendance Review Board (SARB)**

A student may be referred to the Los Angeles County School Attendance Review Board (SARB), an early intervention program with the Juvenile Justice System, for chronic absences (truancy) or excessive tardiness.

#### **Attendance Letters – Chronic Absences/Truancy**

Students with excessive absences/tardies (excused and/or unexcused) will receive attendance letters progressively at each grading period: Semester 1: 6-week, 12-week, and semester grades; and Semester 2: 6-week and 12-week grades. The following processes will occur as the number of absences/tardies (excused and/or unexcused) increase:

- Chronic Absence/Truancy Letter #1
- Chronic Absence/Truancy Letter #2
- SART Meeting and Agreement
- South Bay SARB (School Attendance Review Board)

#### **Attendance Recovery**

Students may “recover” an absence (excused or unexcused) by attending an Attendance Recovery Saturday School (ARSS). Students can opt to attend or be assigned to attend. After serving an ARSS, one of the student’s absences will be changed to an “R” (recovered absence) on their attendance record.

#### **Attendance Fails**

Students with 5 or more unexcused absences in a given class per semester are subject to receive a failing grade and be withdrawn from the class. Students who receive an attendance fail in 1-3 classes are considered “at risk” and may be referred to a SART meeting and/or SARB.

Students who receive an attendance fail in 4 or more classes are in need of a program that provides more intensive support. Therefore, they may be reassigned to an alternative program appropriate to their educational and social needs. ESPD and the Probation Department may be notified for possible legal action. Excessive absences may lead to loss of Prom/Senior activities and graduation privileges.

# SCHOOL SAFETY

## Bullying, Harassment and/or Intimidation

Annual student surveys indicate that most students feel safe at El Segundo High School. However, it is important for any student who feels bullied, harassed or intimidated on campus to report the offense immediately to the student's counselor, administrator, intervention specialist, campus security or any school personnel. (This includes any **cyberbullying** off-campus that may present a problem at school.) [Click here](#) for the ESHS Bullying Complaint form. Once complete, please return the form to an administrator in the Main Office.

Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code 48900(r). Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

(cf. [5145.2 - Freedom of Speech/Expression](#)) (cf. [6163.4 - Student Use of Technology](#))  
**ESUSD BP 5131.2 & AR 5131.2**

## Sexual Harassment Reporting

Adults and students are required to report any act of sexual harassment\* to the Principal or Assistant Principal immediately. A complete investigation and appropriate action will be taken in a timely manner.

\*Sexual Harassment is defined as unwanted or unwelcome sexual behavior and conduct that offends others including, but not limited to:

- Sexual advances
- Pressure for sexual favors
- Touching of a sexual nature
- Displaying or distributing sexually explicit graffiti, drawings, pictures, or written materials
- Sexual gestures
- Sexual or "dirty" jokes
- Touching oneself sexually
- Talking about one's sexual activity in front of others
- Spreading rumors about or rating others' sexual activity or performance
- Compliments with sexual undertones

## Respect

Students should respect themselves, their peers, the staff, the community, and property of others. Rude, vulgar language, racial slurs, sexual harassment, threatening, bullying or vandalism will not be tolerated and will result in appropriate consequences. The use of racial epithets or slurs will be met with zero tolerance and consequently penalized utilizing the ESUSD Positive Support Matrix.

## See Something, Say Something

If you see or hear something of concern/suspicious, please say something to a trusted adult – your parent, a staff member, or one of our SRO's – immediately. This could be words, objects or behaviors. It is always important to report a safety concern as soon as possible, so it can be addressed by an adult.

## WeTip/Catapult

To *anonymously* report a safety concern, students can go to <https://mobile.catapultems.com/el-segundo-usd/Schools> and fill out a report form that will be sent to administration for investigation.

## Gaggle

The El Segundo Unified School District also utilizes the Gaggle platform. This is a system that continuously monitors all electronic activities on student school-issued Chromebook devices, as well as via the school-operated GMail suite. Should any instances of or references to bullying, harassment of any kind, assault, violence, including but not limited to school violence, be intercepted, school administrators will be immediately alerted so as to address any affected students.

## **Care of School Property**

An important quality of being a responsible person is showing respect for public and private property. Damage to school property, including Chromebooks, books, materials, equipment, facilities, or grounds must be repaired or replaced at the students' or parents' expense.

## **Closed Campus**

In order to ensure that students are in a supervised, safe and orderly environment, the El Segundo Unified School District Governing Board has established a "closed campus". This means that once a student has arrived at school, they must remain on campus until the end of their school day. Appropriate school consequences will be enforced using progressive discipline measures including parent contact, detention, Saturday School, etc. The City of El Segundo has a daytime curfew ordinance. Students must have proof they are approved to be off campus or they may receive a citation that requires an appearance before a judge and a fine.

## **Food Deliveries**

Students may not order food or beverages to be delivered to the school during the school day. Any food delivered via Uber Eats, Grubhub, Postmates, or any other food delivery service, will be intercepted and disposed of by ESHS administration (with no financial compensation).

## **Hall Passes**

Students out of class for any reason must have a hall pass. Any student found in the halls without a pass will be escorted back to class and assigned an unexcused tardy. Repeat offenders will receive further disciplinary action. To ensure uninterrupted class time, students are not to loiter in the halls for any reason. Students, including Teacher Assistants, are expected to be in class on time and to follow the above protocol. Those found loitering in the halls may be reassigned to another class for the remainder of the semester.

## **Hazing**

Any form of hazing, whether on or off campus, is strictly prohibited. (This includes any form of initiation or acts of purposeful ridicule/humiliation). Any student participating in or threatening an act of hazing will be referred to ESPD and/or subject to appropriate school consequences under the Ed Code 48900.

## **Leaving an Assigned Area**

A student will be assigned an unexcused absence if they leaves class, a place where they is assigned, or the school grounds without permission for any length of time. Teachers will immediately refer any student who is absent without permission to the Principal/designee.

## **Lockers**

For students' convenience, lockers are provided as a place to store books and personal items. All students will be assigned one locker. Locks must be purchased in the Activities office for \$7. Unregistered locks will be removed. ESHS is not responsible for stolen articles. This convenience is a privilege. Students are expected to keep lockers clean, free from illegal objects or substances and graffiti. **For health and safety reasons, lockers are subject to legal search under California Law.**

## **Personal Transportation**

As per ESUSD Board Policy, skateboards, roller blades, roller skates/shoes, motorized and/or self-propelled bikes/scooters, or use of other roller type devices shall not be ridden on campus or at a school activity. There are racks on campus to lock up bicycles and skateboards with a student-purchased lock. If an item is confiscated by staff, it will be returned only to parents and a consequence may be assigned. Unclaimed items will be donated to charity at the end of the school year.

Student vehicles are not allowed to be parked in the teacher/faculty/staff parking lot, including the horseshoe drop-off area on Mariposa. Students will receive consequences and any vehicle without a faculty parking pass is subject to being towed.

**Note: Student drop-off is to be done at the turn-around on Mariposa. Parents should not enter the faculty parking lot to drop off students. Consequences may be assigned to students.**

## **Valuables and Electronics**

ESHS is not responsible for lost or stolen property. Electronics that are disruptive to the learning environment or that are used without teacher permission may be confiscated. Such items will be returned only to parents. Repeat offenders will be subject to further school consequences.

Cell phones must be turned off during class hours. They may be used before school, during snack/lunch, after school, or for instructional purposes as approved by the classroom teacher. ESHS reserves the right to confiscate cell phones and other electronic devices. Confiscated items will be held until a parent meets with a school administrator/designee. Students who have the above-mentioned items confiscated more than once may be subject to further disciplinary action including Saturday School and holding the item until the end of the semester. Confiscated items not claimed by the end of the school year may be donated to charity.

## **Weapons and Controlled Substances**

Bringing any type of dangerous object that may be considered a weapon to school or any school-related event will result in disciplinary action and may warrant a recommendation for expulsion

Students in possession or under the influence of tobacco, vaping devices, alcohol or drugs at any school activity will receive consequences that may include the loss of all dance privileges and the ability to attend other extracurricular activities for one calendar year. If a student is knowingly standing in a group where tobacco, drugs or alcohol are present, they may also receive school consequences.

El Segundo Unified School District seeks to maintain a safe and orderly environment in all schools. Per Board Policy 5145.12, in an effort to deter the presence of illegal substances on ESUSD campuses, site administration, in conjunction with the El Segundo Police Department or contracted services, may conduct random searches of occupied school buildings and/or surrounding areas. These searches will consist of trained canine handlers using detection dogs. If a dog alerts to an area, individualized suspicion exists for the search of the area as well as the space(s) and items in the vicinity. Dogs shall not sniff within the close proximity of students or other persons. School administrators subsequently conduct any searches and/or student interviews deemed necessary as a result of a dog alerting to an area.

# **DISCIPLINE POLICIES**

Occasionally, a student may choose to behave in a manner that is counterproductive to a well-ordered, positive learning environment. The following guidelines are intended to help students, parents, and teachers make more consistent judgments about what constitutes a behavior concern and the appropriate consequences.

The [ESUSD Positive Behavior Support Matrix for Grades 6-12](#) includes specific behaviors, levels of response, consequences and interventions. The matrix was developed following the California Education Code, ESUSD Board Policy, and input from site faculty and staff upon recommendation from the ESHS Discipline Committee.

The ESHS Discipline Committee meets as needed and is a collaborative group of faculty, staff, counselors and administrators. Its mission is to provide a set of consistent expectations and procedures to establish and maintain a safe, respectful, academic school environment. All students, staff, parents, and members of the community are welcome to submit suggestions to the committee through administration. A list of committee members is available upon request.

## **Disruption of School Activities**

### **Learning without Interruptions**

Every adult and student has a right to teach and learn in a disruption-free environment. Everyone is expected to be in their seat, on-time, and ready for instruction at the sound of the second/late bell. Teacher/Office aides must remain in their assigned spot unless on a brief adult-directed task. Those found in the halls without a pass may be dropped from their aide assignment and reassigned to another class. Student behavior that disrupts school activities, diminishes a positive school environment, or interferes with other students' learning will result in disciplinary consequences. Teachers and staff will monitor student behavior and employ the interventions listed below when student behavior is disruptive to the learning environment.

## **Detention**

Prior to assigning a detention in class, except in cases of a "single serious" infraction, teachers are expected to apply interventions as is appropriate, (i.e., warning(s), redirects, classroom management strategies to modify behavior or other means of correction). If the disruptive behavior persists, teachers are encouraged to assign a detention.

The following procedures will be followed when assigning a detention:

- The teacher informs the student of the detention, including the reason.
  - In cases of repeated detentions, the teacher also notifies the parent
- The teacher completes the digital detention form.
- The student is notified of their detention date and appears at the assigned classroom at 7:30 AM on either Tuesday or Thursday.
- During detention, the student completes a Student Reflection form which is turned into the assigning teacher and a copy is kept on file.
- The detention is entered into the student's discipline record.

## **Unserved Detentions**

**Step One** If a student does not serve or is late for the detention, penalty time is given.

**Step Two** If the student does not serve the detention the second day, the Campus Supervisor, or designee, will phone the parent and assign Saturday School.

**Step Three** After serving 3 Saturday Schools in a semester, extracurricular privileges and/or student activities may be revoked in addition to other interventions or consequences, including senior activity privileges that could include participation in the graduation ceremony.

## **Excessive Detentions**

**In One Class:** A teacher is encouraged to collaborate with the Counselor to:

- Develop a behavior contract and/or monitoring system
- Arrange a parent conference
- Increase the consequences for further disruption

**In more than one class:** An Administrator, Counselor, or designee will monitor the records of students with excessive detentions in several classes. They may take some or all of following actions:

- Conference with the student
- Parent Conference
- Referral to Intervention Specialist and/or Student Study Team Meeting
- Behavior Plan and monitoring system with specific rewards/consequences
- Saturday School
- Loss of extra-curricular privileges/student activities for a semester.
- Other means of corrective action
- Referral to the police department for a citation through the juvenile court procedures

## **Saturday School**

Saturday School is an extended detention for students who fail to serve regular detention or whose behavior warrants more severe consequences. Saturday School is held on Saturday mornings, on campus, and supervised by a certificated staff member. Saturday School is for 4 hours from 8am to 12am. Students are highly recommended to use the time wisely for completion of school work and/or studying. Failure to serve Saturday School will result in further discipline to may include suspension.

## **Suspension and Expulsion**

All adults and students are expected to abide by ESUSD Policies and the California Education Code. When there is an infraction of the code as listed below, a student may be suspended and/or referred for expulsion outlined under Education Code 48900.

### **Grounds for Suspension**

- a(1). Caused, attempted to cause or threatened to cause, physical injury to another person. [E.C. Section 48900(a)(1)]
- a(2). Willfully used force or violence upon the person of another except in self-defense. [E.C. Section 48900(a)(2)] **CR**
- b. Unlawfully possessed, used, or otherwise furnished, any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or designee of the principal. [48900(b)] **CR**
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11504) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. [E.C. Section 48900(c)] **CR**
- d. Unlawfully offered or arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or materials as a controlled substance, alcoholic beverage, or intoxicant. [48900(d)] **CR**
- e. Committed or attempted to commit robbery or extortion. [E.C. Section 48900(e)] **CR (>\$99)**
- f. Caused or attempted to cause damage to school property or private property. [48900(f)] **CR (> \$49)**
- g. Stole or attempted to steal school property or private property. [E.C. Section 48900(g)] **CR**
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products. [E.C. Section 48900(h)]
- i. Committed an obscene act or engaged in habitual profanity or vulgarity. [E.C. Section 48900(i)]
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code. [E.C. Section 48900(j)] **CR**
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. [E.C. Section 48900(k)]
- l. Knowingly received stolen school property or private property. [E.C. Section 48900(l)]
- m. Possessed an imitation firearm. [Section 48900(m)]
- n. Committed or attempted to commit a sexual assault or committed a sexual battery as defined by Penal Code [E.C. 48900(n)] **CR**
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. [E.C. Section 48900(o)]
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. [E.C. 48900(p)]
- q. Engaged in or attempted to engage in, hazing as defined in Section 32050, initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any pupil attending any school, community college, college, university, or other educational institution in California. [E.C. 48900(q)]
- r. Made terrorist threats against school officials or school property, or both. [E.C. 48900.7]
- s. Committed sexual harassment as defined in Education Code 212.5 [E.C. 48900.2]
- t. Caused, attempted to cause, threatened to cause or participated in an act of hate violence. (Grades 4-12) [E.C. Section 48900.3]
- u. Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils. [E.C. 48900.4]

**Cause for Immediate Suspension and Referral for Expulsion (E.C. 48915)**

- Possessing, selling, or otherwise furnishing a firearm. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district or law enforcement officer. CR
- Brandishing a knife at another person. CR
- Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053 of Division 10 of the Health and Safety Code). CR
- Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined subdivision (n) of Section 48900. CR
- Possession of an explosive. CR

**Note:** Students may be suspended or expelled for acts that occur on school grounds, at school activities (whether on or off school grounds), during the lunch period (whether on or off school grounds), and while going to or coming from school or school activities.

# GUIDANCE SERVICES

El Segundo High School students are fortunate to have an excellent guidance staff to advise them throughout their 4-year journey. The ESHS Guidance Program allows students to have a caring counselor, confidant, and mentor at high school. The Counselor helps students to set and achieve challenging goals. The Counselor also assists in academic, social-emotional and personal problem solving; as well as career and college planning. When a student wishes to talk with a Counselor, they may email or come to the Guidance Office during snack, lunch or after school. Office hours vary and requests for appointments are honored as soon as possible.

## COUNSELING

### Academic Counseling

- Plan pre-enrollment orientation activities for incoming freshmen
- Register, schedule, program, and plan for academic support when needed
- Provide pre- college testing information: PSAT, ACT, SAT I, and proficiency tests
- Interpret and conference students about proficiency and achievement tests
- Facilitate college and career information and presentations
- Provide graduation and credit status reports
- Encourage partnerships with parents by providing guidance information and planning services
- Support students in their searches for colleges and careers that match their interests and qualifications
- Provide college and career information including familiarization with admissions requirements for colleges/universities
- Facilitate college representatives on campus in coordination with the Career Advisor
- Facilitate financial aid information and applications
- Facilitate college application workshops
- Create *Individual Strategic Plans (ISP)* with students for course and curriculum placement

### Career Planning

- Academic counselors collaborate with the ESHS College & Career Coordinator to assist in a student's search for career paths and is as an on campus career-readiness resource
- Provide access to work experiences, internships, on-line college and career information visits from college representatives, and a career speakers program
- Provide access to Naviance for additional college and career guidance
- Provide career readiness workshops:
  - Sophomores – Career Exploration
  - Juniors – Resume Writing
  - Seniors – Interview Skills and Foundations in Personal Finance

### Personal Counseling and Intervention

- Provide social-emotional support to students and families
- Provide crisis intervention, and referral information for special needs of parents and students
- Evaluate school, district, and community programs to match students' needs
- Partner with faculty, staff, and parents to provide accountability, intervention and resources to improve attendance and/or academic performance

### Academic Planning/Course Selection:

**Course Selection:** All El Segundo High School 9th, 10th, 11th grade students must be enrolled in six ESHS courses. 12th grade students who are in good standing on track to graduate must be enrolled in at least 5 ESHS courses. **Course selections are prioritized, not guaranteed.** It is important that students select alternative courses in the event they are not enrolled in their preferred course. If an alternate course is not indicated, the student will be placed in courses based on graduation requirements and course availability.

**Course Change Information:** The add/drop window for all courses will be the **second week** of the semester. Click here to view the most current [ESHS Course Offerings Guide](#). Students need to determine prior to that date whether or not they wish to continue in a course or change to another course. Students need to meet with a counselor to make that change in their schedule. The level-down window will be the **sixth week** of the semester. Students need to determine prior to that date whether or not they wish to level down from an accelerated course into the regular course. Students need to meet with a counselor to make that change in their schedule. Grades earned in a dropped course follow the student into the newly added

course if the new course is in the same subject area. **Note:** All change request approvals will be determined by Master Schedule course availability.

**Guidelines & Expectations for Enrolling in Honors and/or Advanced Placement (AP) Courses**  
ESHS supports all students to accept the challenges of taking Honors/AP courses; however, enrollment in an Honors/AP course requires additional responsibilities, time commitment, and academic skills. Honors/AP courses typically require twice as much work as general college preparatory (CP) classes. We encourage and expect students who enroll in Honors and AP courses intend to gain a deeper understanding of the subject and not for the sole purpose of raising their grade point average (GPA). We do not recommend students take more than THREE advanced courses (Honors/AP courses) per semester, including community college courses.

**Advanced Placement (AP) Specifics:**

- Students should have successfully completed course prerequisite(s) to enroll in an AP/Honors course.
  - Students are allowed to appeal to join an AP/Honors course by waiver if they fail to meet the prerequisites. Please see your counselor for more information.
- Students are expected to remain in the AP/Honors Course for the entire academic year.
- Students are expected to take the AP Examination for the AP course in the Spring Semester.
- It is the student's responsibility to complete assigned summer reading and/or assignments for an Honors/AP class

**Dual Enrollment:**

**Dual Enrollment Partnership with El Camino Community College:** ESHS is proud to offer a Dual Enrollment Program in partnership with El Camino Community College. This program, facilitated by our College & Career Coordinator, Ms. Branka Cvejic, allows students to take college-level courses and earn both high school and college credit simultaneously. The courses available through this partnership vary each year and include both on-site and off-site opportunities. Previous courses have included Japanese 1 and 2, as well as summer courses in World History and U.S. History. For more information or assistance with completing the dual enrollment form, please contact Ms. Bolanos [atebolanos@esusd.net](mailto:atebolanos@esusd.net) or stop by Room A105. ***Please note, all dual enrollment requests must be approved by your counselor prior to signing up for the course.***

**Non ESHS Courses/Alternative Credits Towards Graduation (ESUSD BP/AR)**

**6146.11:** The following guidelines are important for students and parents when requesting to take a course at a school other than El Segundo High School. Please note, students must [use this form](#) to request and receive prior approval from their counselor or from administration for all non-ESHS courses to be accepted for credit on their high school transcript. Prior to approval, an evaluation will be made to ensure proper accreditation and alignment with state content standards. All non-ESHS coursework approval is at the discretion of ESHS administration/counseling personnel.

ESHS will grant credit toward graduation for non-ESHS coursework if the following conditions are met for the specific coursework taken:

1. Acceleration
  - a. A student may earn a maximum of 40 units (4 year-long classes) from accredited institutions outside of El Segundo High School over the course of a student's four years in grades 9 through 12 to accommodate acceleration and additional course request opportunities.
  - b. No more than 20 units (2 year-long classes) in any single subject area are permissible.
  - c. Non-ESHS courses must meet CSU/UC A-G requirements, from recognized regionally accredited institutions (WASC).
  - d. Counselor prior approval is required to include a review of guidelines for non-ESHS courses.
2. Credit Recovery
  - a. A student may earn a maximum of 40 units (4 year-long classes) from accredited institutions outside of El Segundo High School over the course of a student's four years in grades 9 through 12 to accommodate credit recovery needs.
  - b. No more than 20 units (2 year-long classes) in any single subject area are permissible.
  - c. Non-ESHS courses must meet CSU/UC A-G requirements, from recognized regionally accredited institutions (WASC).
  - d. Counselor prior approval is required to include a review of guidelines for non-ESHS courses

## Academic Records

### ESHS Grading Scale

| Letter Grade | Percentages |
|--------------|-------------|
| A+           | 100%        |
| A            | 92-99.9%    |
| A-           | 90-91.9%    |
| B+           | 87-89.9%    |
| B            | 82-86.9%    |
| B-           | 80-81.9%    |
| C+           | 77-79.9%    |
| C            | 72-76.9%    |
| C-           | 70-71.9%    |
| D+           | 67-69.9%    |
| D            | 62-66.9%    |
| D-           | 60-61.9%    |
| F            | 0-59.9%     |
| Incomplete   | N/A         |
| P            | N/A         |

### Grade Point Average (GPA) Calculation

A student's GPA is determined by assigning each grade a number ("points") and averaging them.

#### College Prep (CP) Courses – grade points:

A = 4      B = 3      C=2      D=1      F=0

#### Advanced Placement (AP) & Honors Courses – grade points:

A = 5      B=4      C=3      D=1      F=0

#### Example 1

|                    |       |
|--------------------|-------|
| English AB         | A = 4 |
| Geometry           | B = 3 |
| Spanish 2          | B = 3 |
| Biology 2          | C = 2 |
| World History      | A = 4 |
| Physical Education | A = 4 |

Six Classes w/ 20 grade points  
**Average 20 / 6 = 3.33 GPA**

#### Example 2

|                     |       |
|---------------------|-------|
| Spanish 3           | A = 4 |
| Physics             | B = 3 |
| Honors English 11   | B = 4 |
| AP U.S. History     | B = 4 |
| Honors Pre-Calculus | A = 5 |
| Football            | A = 4 |

Six Classes w/ 24 grade points  
**Average 24 / 6 = 4.00 GPA**

**Add/Drop Policy** During the first two weeks of the semester, a student may enter a new class for credit; or drop a class from a schedule if he/she has six classes remaining. All changes after the first two weeks of the semester require the approval of the counselor and an administrator.

**Transcripts** These official records show a student's high school course work. Every class for high school credit must appear on the transcript. If a class is repeated, the second mark that is earned is also reported. Transcripts are sent to colleges to verify academic performance in high school. Students must request official and/or unofficial transcripts, in writing, through the Registrar in the Guidance Office. Test scores (SAT I, ACT) are not an official part of the transcript. Students can provide official score reports to the Registrar if they would like their scores added to the transcript. They must be sent by the testing company to the colleges of your choice directly.

**Honor Roll** Students earn Honor Roll distinction based on their academic performance on semester report cards. See table below for clarification:

| Distinction                 | Minimum GPA    |
|-----------------------------|----------------|
| Honor Roll                  | 3.0-3.49       |
| Principal's Honor Roll      | 3.5-3.99       |
| Eagle Elite                 | 3.75 and above |
| Superintendent's Honor Roll | 4.0 and above  |

## TESTING INFORMATION

| TEST   | DESCRIPTION  | WHO TAKES IT?                                      | WHEN?   |
|--|--|--|---|
| <b>PSAT*</b><br>Preliminary Scholastic Aptitude Test                       | A test similar to the SAT that provides feedback on a student's potential on the SAT.*   | Juniors and below                                  | <a href="http://www.collegeboard.org">www.collegeboard.org</a><br>October               |
| <b>SAT</b><br>Scholastic Aptitude Test                                     | A norm-referenced test that measures performance in critical reading, writing, and math. Scores compare students to others nationwide. Colleges and universities use these results as part of entrance criteria. | Juniors and Seniors                                | <a href="http://www.collegeboard.org">www.collegeboard.org</a><br>See dates herein      |
| <b>ACT</b><br>American College Test  | A content-based test that measures students' knowledge of core subject matter (English, reading, math, science, and reasoning). Some colleges and universities use these results as part of entrance criteria.   | Juniors and Seniors                                | <a href="http://www.actstudent.org">www.actstudent.org</a><br>See dates herein          |
| <b>Physical Fitness Test</b><br>FitnessGram                                | A test which measures physical fitness, including aerobic capacity, flexibility, body composition, and upper body strength.  | Freshmen and those still needing to pass this test | <a href="http://www.cde.ca.gov/ta/tg/pf">www.cde.ca.gov/ta/tg/pf</a><br>Spring Semester |
| <b>CAASPP</b><br>California Assessment of Student Performance and Progress | A series of student assessments aligned with a common core of academic content standards for English Language Arts and Math.   | All Juniors  | <a href="http://www.caaspp.org">www.caaspp.org</a><br>March                             |
| <b>CAST</b><br>California Science Test                                     | An online test based on California Next Generation Science Standards (NGSS) using the CAASPP test delivery system.   | All Juniors  | <a href="http://www.caaspp.org">www.caaspp.org</a><br>April                             |
| <b>AP**</b><br>Advanced Placement  | A subject test that measures content at the college level. Students are scored between 1 and 5. A score of 3 or higher allows students to bypass college requirements in particular subjects.                    | Students enrolled in AP courses.                   | <a href="http://www.collegeboard.org">www.collegeboard.org</a><br>May                   |

**\*PSAT:** The PSAT is hosted by ESHS in October. Only one date is offered and students are registered on a first come first serve basis with priority given to Junior students. The exam costs approximately \$25 and is nonrefundable. No make up testing is offered.

**\*\*AP Testing:** All students enrolled in an AP class are expected to take the AP Exam. AP exams are scheduled through a student self-registration process, so **students must register for MyAP Classroom via CollegeBoard**, at which time they are automatically registered for the AP exam. ESHS orders all AP exam materials at the end of October, so **any student dropping an AP course must notify school administration (Principal or Assistant Principal) and opt out of the exam before the end of October to avoid cancellation fees**. Because an exam will be ordered and paid for by the school at the end of October, any student who **has not opted out** of the AP test by the end of October will be responsible for all fees associated with the exam. Depending on the subject matter and specific test, the exam costs approximately \$105 - \$160 (AP Seminar/Research) and is nonrefundable. If you have any questions regarding this process and/or fees, please contact administration.

# GRADUATION REQUIREMENTS

To graduate from El Segundo High School, one must complete a minimum of **210 credits**. Five credits are granted for most semester classes that are passed. Check the course descriptions for credit listings. In addition, students must pass five proficiency tests in basic communication and math skills.

| Subject                            | ESHS High School Graduation   | 4 year College/University Requirements   |
|------------------------------------|---|--|
| Social Studies                     | 3 years (30 credits in grades 9-12)<br>Including:<br>World History (one year), US History (one year), Political Behavior (one semester), and Economics (one semester) | “A” Two and a half years required<br>World History<br>US History   |
| English                            | 4 years (40 credits in grades 9-12)<br>English 9, 10, 11, 12  | “B” Four years required<br>College Prep English  |
| Math                               | 3 years (30 credits in grades 9-12)<br>Must include Algebra I.*   | “C” Three years required<br>Four years recommended<br>(Must include Algebra I, Geometry, and Algebra II)             |
| Science                            | 2 years (20 credits in grades 9-12)<br>Biological Science (one year) and Physical Science (one year)  | “D” Two years required<br>Three years recommended<br>Laboratory Science<br>(Must include Biology, Chemistry/Physics) |
| LOTE (Language Other Than English) | 1 year (10 credits in grades 9-12)  | “E” Two years required<br>Three years recommended<br>(must be in the same language)                                  |
|                                    | OR  |  |
| Fine Arts or CTE***                | 1 year (10 credits in grades 9-12)<br>Visual or Performing Arts or CTE  | “F” One year required<br>Visual or Performing Arts or CTE<br>(must be in the same subject area)                      |
| Physical Education**               | 2 years (20 credits) Must pass four semesters in 9 <sup>th</sup> and 10 <sup>th</sup> grade and pass fitness gram   | No requirement   |
| Electives                          | Must pass 60 credits of additional elective requirements  | “G” One year required<br>College prep electives from the UC/CSU Approved courses                                     |
| Total:                             | <b>210 credits for Graduation</b>   |  |

## MINIMUM GRADUATION REQUIREMENTS

**210 Credits**

\*All students must include Algebra 1AB as part of the graduation requirements. Seniors must have full-time student status to participate in the graduation ceremony.

\*\*All freshmen must enroll in a physical education or athletics course in the fall. If a student drops athletics, they will be reassigned to a physical education class in lieu of an elective immediately

\*\*\*Pending Board approval

\*Subject to change

## High School Diploma Alternatives

Some students experience circumstances that require an alternative program to earn a high school diploma. ESHS students may transfer to and attend Arena High School. Upon completion of graduation requirements, students may earn a diploma from Arena High School.

### Educational Paths to Success

Goal = A-G Completion

| Subject Areas                        | Credits | Course Title  |
|--------------------------------------|---------|---|
| <b>A-Social Science</b>              | 10      | <b>World History</b>  |
|                                      | 10      | <b>U.S. History or AP U.S. History</b>  |
|                                      | 5       | <b>Political Behavior</b>   |
| <b>B-English</b>                     | 10      | <b>English 9 or 9 Honors</b>  |
|                                      | 10      | <b>English 10 or 10 Honors</b>  |
|                                      | 10      | <b>English 11 or 11 Honors</b>  |
|                                      | 10      | <b>English 12, AP Language &amp; Composition or AP Literature &amp; Composition</b>                                 |
| <b>C-Mathematics</b>                 | 10      | <b>Algebra 1</b>  |
|                                      | 10      | <b>Geometry</b>   |
|                                      | 10      | <b>Algebra 2</b>  |
|                                      | 10      | <b>Pre-Calculus, AP Pre-Calculus, Calculus, Functions/Statistics/Trigonometry, AP Calculus and/or AP Statistics</b> |
| <b>D-Science</b>                     | 10      | <b>Biology 1, AP Biology, Human Body Systems</b>  |
|                                      | 10      | <b>Chemistry 1 or AP Chemistry</b>  |
|                                      | 10      | <b>Physics or AP Physics</b>  |
| <b>E-Language other than English</b> | 20      | <b>Spanish 1 &amp; 2 or ASL 1 &amp; 2 **Level 3 recommended</b>   |
| <b>F-Visual/Performing Arts</b>      | 10      | <b>A-G approved selections in visual/performing arts</b>  |
| <b>G-Electives</b>                   | 10      | <b>UC/CSU Approved Selections *</b>   |

\*See course listing for UC/CSU approved electives.

## **UC/CSU Minimum Requirements**

Seven A-G courses must be completed in the Junior and Senior years.

- A      2.5 years – U.S. History/Government and World History
- B      4 years – College Prep English
- C      3 years (4 years Recommended) – Advanced Math (Algebra I, II and Geometry)
- D      2 years -- Lab Sciences: 1 year Physical Science (Chemistry or Physics) and 1 year Biology (3-4 years recommended)
- E      2 years (3 years Recommended) – Language other than English (LOTE)
- F      2 years -- College Prep Electives\* G  
1 year – Visual and Performing Arts

\*See course listing for UC/CSU approved electives.

## **Independent Schools**

Although admission requirements differ somewhat from school to school, the student who meets UC admission requirements is typically eligible for admission to most private institutions. Catalogs from the college/university of your choice should be consulted when planning.

# APPENDIX 1 - NON-DISCRIMINATION NOTICE

The ESUSD does not discriminate on the basis of race, color, national origin, gender, disability, or age in any of its policies, procedures, or practices; in compliance with all federal and state law. Inquiries regarding non-discrimination in education or the District's compliance with those provisions may be addressed to: Lisa Veal, ESUSD Assistant Superintendent, Human Resources, or the United States Department of Education Office of Civil Rights.

School districts are required to develop a set of uniform complaint procedures that apply to the filing, investigation, and resolution of complaints related to alleged violations by a local agency of federal or state law, or regulations governing education programs.

A. The following areas are covered by the ESUSD Complaint Procedures:

Consolidated categorical aid programs; School Improvement; Economic Impact Aid - State Compensatory Education, Services to Limited English Proficient Students; Miller-Unruh Reading Specialist Program; Improving America's Schools Act (ASA) - Title I (Part A, Helping Disadvantaged Children), Title IV (Safe and Drug Free Schools), Title VI (Innovative Educational Programs and Strategies).

Child care and development programs

Child nutrition programs

Special education programs

Allegations of unlawful discrimination on the basis of ethnicity, religion, age, sex, color, sexual orientation, or physical or mental disability by a local agency which is funded directly by or receives benefits from any state financial assistance.

B. The following complaints are not covered by the ESUSD Uniform Complaint Procedures and should be referred to other appropriate state or federal agencies:

1. Child Abuse – Contact the Department of Social Services; Protective Services
2. Health and Safety/Child Development - Contact the Department of Social Services
3. Gender Equity - Contact the Office for Civil Rights Re Federal Offenses
4. Discrimination/Child Nutrition - Contact the Administrator, Food and Nutrition Services, U.S. Department of Agriculture or the Secretary of Agriculture
5. Employment Discrimination - Contact the State Department of Fair Employment and Housing
6. Fraud - Contact the CDE Directors of Legal Counsel

## Filing Procedures

Any individual, public agency or organization may file a **written complaint** alleging a matter which, if true, would constitute a violation by the district of federal or state law or regulations governing the programs listed above. Complaints must be filed within 6 months of alleged violation.

A complaint will be processed in the following manner. 1. Complaint shall be filed with the Superintendent of Schools whose office is located at 641 Sheldon, El Segundo, CA 90245. 2. Within five days of receipt of the complaint, the superintendent shall appoint a designee to conduct the local investigation. 3. Within five days of appointment, the designee shall determine if the complaint has been filed within six months of the alleged violation that is the basis of the complaint. The designated district office/division shall: a. Deny the complaint, if it has not been filed in a timely manner, and notify the complainant of their right to appeal to the state superintendent of public instruction for an extension, b. Provide complainant with a copy of district policy and appeal procedures; c. Insure confidentiality of the complainant, d. Determine whether the complainant and the district representative will participate in mediation to resolve the complaint prior to a formal investigation, 4. Obtain an extension of time, if appropriate, in order to conduct the mediation.

### Resolution of the Complaint

Each complaint shall be investigated by the appropriate district office/division and shall be resolved within sixty days of the receipt of the written complaint unless an extension of the timelines has been agreed upon by the complainant. The district office/division shall: 1. Investigate/mediate the complaint within 60 days, 2. Give the filing party an opportunity to present relevant information to the party in dispute, 3. Obtain statements from other individuals who were witnesses or who can provide relevant information concerning the alleged violation; 4. Prepare a written report of the investigative findings, corrective actions, or any, suggested resolution(s) and a rationale for the findings, 5. Advise regarding appeal rights.

### Appeal Procedures

Any complainant(s) may appeal the district's decision by filing a written appeal with the state superintendent within 15 days after receiving the district's decision.

- The complainant shall specify the reason(s) for appealing the decision
- The appeal shall include a copy of the original complaint and a copy of the district's decision.

### Notice

Notice of the district complaint procedures shall be given annually to students, employees of parents or guardians of students, district advisory committees, school advisory committees, and other interested parties. Such notice shall include all of the following: 1. Complaints that should be directed to the superintendent of the district, 2. Complaints that should be directed to other agencies for investigation, 3. Complaints that would be investigated directly by the state superintendent, 4. Complainant's right to appeal, 5. Advise that the complainant should consult an attorney to determine legal rights that may be pursued by available civil law remedies, 6. Superintendent is the officer of the district who should be contacted to obtain a copy of the district's complaint procedures.

## APPENDIX 2 - UNIFORM COMPLAINT PROCEDURES

El Segundo Unified School District Board Policy 1312.3 Uniform Complaint Procedures has been established to address concerns regarding discrimination.

The Governing Board of Trustees recognizes that the district has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. The district shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with the law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

The Governing Board has designated the following compliance officers to receive and investigate complaints and ensure district compliance with law:

**Educational Programs & Student Matters—Olivia Yaung**, Assistant Superintendent, Education Services  
(310) 615-2650 Ext. 1720  
641 Sheldon St, El Segundo, CA 90245

**Personnel Matters—Lisa Veal**, Assistant Superintendent, Human Resources  
(310) 615-2650 Ext. 1510  
641 Sheldon St, El Segundo, CA 90245

**Special Education Matters—Dr. Jack Plotkin**, Executive Director of Innovation and Student Support Services  
(310) 615-2650 Ext. 1730  
641 Sheldon St, El Segundo, CA 90245

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complaint confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The full Uniform Complaint Procedure process is explained in brochures that are available in each school's administrative office and in the Office of the Superintendent of Schools.

## Appendix 3 – ACCEPTABLE USE OF ELECTRONIC INFORMATION

Information resources offer access to computers and people throughout the world. Students and staff have access to electronic mail and college and university libraries, information and news from a variety of sources and research institutions, software of all types, and discussion groups on a wide variety of topics, and much more. ***Please be advised that all activity conducted on El Segundo computers or networks, including emails, can be monitored by the Superintendent or their designee. Monitoring may occur at any time without advance notice or consent.***

***Please be advised all activities and exchanges conducted via personal cell phone, Chromebook, iTouch, laptops, or any other personal electronic device while on school grounds, during school hours, or during school related activities, are bound by the terms of this Student Acceptable Use policy. Any student who engages in cyberbullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.***

### Inappropriate Use

While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and others, including parents. Activities not permitted include, but are not limited to:

- using the network for commercial advertising;
- using copyrighted material in reports without permission;
- using the network to lobby for votes;
- using the network to access a file that contains pornographic material;
- using the network to send/receive messages that are racist;
- using the network to send/receive inflammatory or offensive messages or images;
- creating a computer virus and placing it on the network;
- uploading, creating or knowingly forwarding a virus;
- using the network to send/receive a message that violates with the school's code; of conduct, which can include cyber bullying;
- using the network to send/receive messages that are sexist and/or contain obscenities;
- using the network to request home phone numbers and later, making obscene phone calls to the numbers;
- using the network to provide addresses or other personal information that others may use inappropriately;
- making purchases or conducting other personal business;
- using the network for sending and receiving a large number of personal messages;
- using another's password to login through that person's account, pretending to be another using or forging an email to make it appear as if it came from somewhere or some other than the actual source;
- using the network to send/receive a message with someone else's name on it;
- posting anonymous messages or using fake names;
- sending threats of violence toward persons or property;
- harassing, insulting or attacking others;
- damaging, degrading or disrupting computer hardware, networks or system performance;
- the downloading, installation or execution of any unauthorized programs;
- duplicating, distributing or using illegal software;
- using the network to access peer to peer file sharing networks

All users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws. Violators will be prosecuted.

When using AI tools, all users are required to adhere to [ESUSD Board Policy 6163.4.1](#), governing emerging technologies.

**\*During Registration, all students and parents are required to complete a contract accepting the ESUSD Acceptable Use of Electronic Resources Policy.**