



EAST VILLAGE HIGH SCHOOL

**An early college in partnership
with San Diego City College**

*Student Handbook
2016-2017*

**East Village High School
SAN DIEGO HIGH SCHOOL CAMPUS**

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Room	Teacher	Subject	Email
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Bell Schedules: 2016/ 2017

Monday/Wednesday

Period 1	9:00	-	10:58
Period 3	11:03	-	1:01
Lunch	1:06	-	1:36
Period 5	1:41	-	3:41

Minimum Day

Period 1	9:00	-	9:41
Period 2	9:46	-	10:27
Period 3	10:32	-	11:13
Period 4	11:18	-	11:59
Period 5	12:04	-	12:45
Lunch	12:50	-	1:20
Period 6	1:25	-	2:05

Tuesday/Thursday

Period 2	9:00	-	10:58
Period 4	11:03	-	1:01
Lunch	1:06	-	1:36
Period 6	1:41	-	3:41

Friday

Period 1	9:00	-	9:50
Advisory	9:55	-	10:31
Period 2	10:36	-	11:26
Period 3	11:31	-	12:31
Period 4	12:26	-	1:16
Lunch	1:21	-	1:51
Period 5	1:56	-	2:46
Period 6	2:51	-	3:41

Minimum Day Dates

Wed. Sept 14, 2016
 Wed. Nov. 16, 2016
 Wed. Dec. 14, 2016
 Wed. Jan 18, 2017
 Wed. Feb 15, 2017
 Wed. Mar 15, 2017
 Wed. Apr 19, 2017
 Wed. May 17, 2017
 Tue. Jun 13, 2017
 Wed. Jun 14, 2017

East Village High School Student Handbook

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Dear EVHS Students and Families,

Welcome to East Village High School's Student Handbook. When we opened in 2008 as San Diego Early/Middle College, the "pioneering" class of created these community values:

*Everyone has a right to learn.
We resolve problems peacefully.
We strive together to make the impossible possible.
We persevere to do our best.*

While we believe that these community values represent the essence of the way we operate as a school family, we also believe that it is important to offer specifics for those who need them. On the following pages please find additional policies that inform our efforts to provide a safe and welcoming learning environment for all of our students. If you have any questions about our community values or any information in the student handbook, please feel free to contact one of us.

Sincerely,

The East Village High School Faculty and Staff

EVHS Vision

East Village High School is an Early College High School. **Our vision is that all of our students will graduate from a four-year university.**

EVHS Mission

The mission of EVHS is to foster socially, ethically, and academically prepared students to thrive in and graduate from the university of their choice, and to use their knowledge, creativity, and skills to contribute to their communities and the world beyond.

Student Learning Outcomes

EVHS graduates will be:

- Responsible citizens who give back to their communities and affect change in themselves and the world around them;
- Resourceful problem-solvers who face intellectual and social challenges with creativity and perseverance;
- Intellectual adventurers who explore a variety of perspectives and approaches to learning;
- Effective communicators who are informed and articulate.

College Readiness

At EVHS, we prepare all of our students in the ninth and tenth grades to be able to successfully complete college classes in the eleventh and twelfth grades. Students will receive a progress report every six weeks that includes an academic grade and a college readiness grade (rather than a citizenship grade.) The college readiness grade determines a student's eligibility to participate in college courses, but more importantly, helps students and parents understand how each student is successful and where improvements can be made. The following rubric show the behaviors teachers will assess when determining a student's college readiness grade.

College Readiness Behaviors	Components
I go to class	I am present; I arrive on time; I am alert and engaged
I do my homework	I complete assignments on time; I attempt the work with effort and precision
I organize my time and materials	I utilize an effective method of organization; I prepare my class materials; I record and keep track of assignments in one location
I practice self-control	I behave in a way that enhances my learning and the learning of my peers; I speak at appropriate times; I use an appropriate volume; I keep my hands to myself; I am a positive member of the learning community
I actively participate in class	I focus on the task at hand; I ask relevant questions; I make relevant comments; I actively engage in my learning; I interact with others in a productive manner
I study outside of class	I take and use Cornell Notes; I prepare for assessments; I seek help; I attend tutoring if I'm struggling
I use feedback to help me improve	I communicate with my teachers about my learning; I track my grades; I set goals for myself; I assess my own achievement and make adjustments accordingly; I demonstrate growth over time

Understanding College Readiness Grades

Due to system limitations, a college readiness grade is printed on the progress report as a "citizenship grade." Use the following conversion chart to understand how to read your college readiness grade.

E: regular, purposeful practice of behavior

G: behavior is the norm, but sometimes inconsistent and/or not deliberate

S: behavior is inconsistent and academic performance of student/classmates is negatively impacted

N: behavior is contrary to college-readiness and negatively impacts student's/classmates' academic performance

U: U are out of here!

Student Expectations

East Village High School students enjoy the privilege of attending a small, non-traditional high school adjacent to the San Diego City College campus, where they have the opportunity to earn a high school diploma and up to a year of college credit by the time they graduate. In order to achieve this goal, each EVHS student agrees to the following expectations:

- Making education a high priority in one's life, including positive participation in class and school activities;
- Devoting a minimum of two hours each evening to homework, studying, and reading;
- Being punctual and maintaining good attendance in all classes;
- Accepting the AVID program and subscribing to its principles, including maintaining an organized notebook, taking Cornell notes, and participating in study groups;
- Taking responsibility for one's own learning, behavior, and success;
- Demonstrating the ability to make appropriate choices and accepting responsibility for those choices;
- Showing respect for everyone in the school community and the rights of others to learn and succeed;
- Behaving in a manner that shows respect for the college, school facilities, and equipment;
- Maturely handling the freedoms and scheduling of a college setting, and understanding that our presence on the college campus is a privilege, not a right;
- Understanding that flexible scheduling requires productive use of unscheduled time;
- Adhering to the acceptable use policies for technology of East Village High School and San Diego City College;
- Maintaining a 3.0 academic and college readiness grade point average in order to take college classes.

ATTENDANCE

Good attendance by our students in both their high school and college classes is vital to the EVHS program. **Families are asked to schedule vacations, doctor visits, and other appointments so that they do not conflict with high school or college classes.**

Absences

Parents need to call the attendance assistant in the morning if their child is absent (619.525.2000). Excused absences are for illness, including medical and dental appointments, legal reasons, a family emergency or religious observance.

Students who need to leave campus for medical or legal reasons during the school day must obtain a “blue slip” from the school attendance assistant. Please call the attendance assistant in the morning so that she can prepare a blue slip for your student ahead of time.

Please be aware that college instructors expect students to attend class. **A student may be dropped from a college class if he or she misses as many sessions as are offered in a week.**

Whenever possible, students should communicate with their instructors (high school and college) if they are going to miss a class. All students should have a study partner in each class who they can e-mail or call about homework.

Tardies

School begins promptly at 9:00 am! Tardies to school are considered excused only for medical or legal reasons. Excuses must be in the form of a phone call or note to the attendance assistant. Oversleeping, transportation problems, or personal excuses cannot be accepted.

EVHS Tardy Policy & Procedures

Tardies as defined above result in the following student consequences:

Step 1

- Teacher talks to student and helps him or her make a plan to arrive on time.

Step 2

- Teacher contacts parent and assigns student afterschool academic workshop.

Step 3

- Student is referred to the counselor.

Step 4

- Student and parent meet with the principal.

RULES FOR HIGH SCHOOL STUDENTS ON THE COLLEGE CAMPUS

EVHS has an agreement with San Diego City College that high school students are not allowed on campus without direct adult supervision unless s/he is enrolled in a college class. **This includes before and after school.** Abiding by this agreement is very important for the safety of our students. Every student is responsible for the following:

1. Before and after school, students walk directly to the EVHS classrooms or their trolley/bus stops or drop-off points. They may not “hang out” on the college campus or in front of it.
2. On minimum days students need to leave campus after lunch. They may not “hang out” on the college campus or in front of it on Park Blvd.

Ninth and Tenth Grade Physical Education

EVHS ninth and tenth grade students are privileged to take their physical education courses with a college professor in the college gymnasium. On days they take P.E., students are required to meet at EVHS at the beginning of class, so that the college assistant can take attendance. Students walk with the college assistant to and from the gym as a group.

Juniors and Seniors Who *Are Not* Enrolled In a College Class

Juniors and seniors are under EVHS's supervision during the time that they are enrolled in high school classes. **As any other San Diego Unified high school, EVHS is a closed campus.** Students may not leave campus during lunch or at any other time during their high school day. During lunch, students must stay in the areas designated by the staff.

Juniors and Seniors Who *Are* Enrolled In a College Class

During the time students are taking college classes, they are considered college students. They may go to the bookstore, study in the library or cafeteria or in the quad. If they have a late afternoon or early evening class, they may leave campus and return in time for their college class.

Study Periods

Some juniors and seniors who are taking a college class may have a break between high school and college classes or the counselor may give a student a study period for college classes. This is not a "free period." Students must use their time wisely and study. If you are on the EVHS campus, you must be in a classroom and will be assigned a classroom to use for your study period.

CODE OF CONDUCT

Academic Honesty Policy

Acts of academic dishonesty by EVHS students will not be tolerated. Academic dishonesty includes, but is not limited to, the following:

- Cheating on quizzes and/or tests or copying someone else's work, including homework
- Fabrication (any intentional falsification of or invention of data, citation, or other authority in an academic exercise)
- Unauthorized collaboration
- Plagiarism (the taking of and passing off as one's own the work or ideas of another)

Consequences for Academic Dishonesty

Consequences for academic dishonesty may include parent notification, a zero grade for the assignment, lowering of the citizenship grade, lowering of the academic grade, or removal of network privileges.

Behavior Expectations

EVHS students are all ambassadors for the school and are expected to show respect for each other and everyone in the college and high school community. Students are expected to know

and follow all classroom, high school, and college rules. The following is the hierarchy of consequences for defiant or disruptive behavior in the high school classroom:

- Teacher speaks to student privately
- Teacher calls home
- Teacher refers student to counselor or principal
- Parent conference to create a student action plan

The following are examples of unacceptable student behavior. Depending on the severity and the student's prior behavior history, consequences for these actions range from a teacher or counselor talking to a student privately about his or her behavior to revoking privileges, suspension, removal from EVHS and reassignment to school of residence, expulsion, and/or prosecution:

- Defying any high school or college staff member
- Deliberately disrupting classroom instruction
- Being on the college campus without adult supervision (9th and 10th graders and 11th and 12th graders not enrolled in a college class)
- Acting in a rowdy/distracting, potentially dangerous way
- Dressing inappropriately
- Using profanity or vulgar language
- Leaving campus without permission
- Public displays of affection
- Cheating or plagiarizing
- Defacing or damaging school property
- Bullying
- Harassing someone sexually
- Fighting, threats of violence, or participation in an intense incident of "drama"
- Possessing or using drugs, alcohol, or tobacco
- Possessing, furnishing, or selling any item deemed to be a weapon

Please note that EVHS is a guest on the campus of San Diego City College. Any student who continues to jeopardize our standing on the college campus or the learning of others because of repeated defiant behavior or an unwillingness to follow school rules will be removed from EVHS and reassigned to their school of residence.

Cell Phones and Other Electronic Devices

District policy states that students may have cell phones and other electronic devices on campus; however, they must be out of sight and turned off during instructional time.

Board of Education Policy H-6980 states that "unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action."

Students may use cell phones before school begins, during the lunch period, and when school ends. Parents should not call students during instructional time. In case of an emergency, parents should call the school office, not their child's cell phone, and the message will be relayed to the student.

Please note that students bring electronic devices and cell phones onto campus at their own risk; EVHS is not responsible for lost, stolen, or damaged electronic items.

Dress Code

Students should dress in a way that does not interfere with their learning or the learning of others, but that exhibits the student's progress toward being socially prepared for the world beyond.

Items that do not demonstrate social preparedness include (but are not limited to) clothing or accessories that:

- Promote sex, violence, drugs, or alcohol
- Are deemed to be gang-related or likely to incite confrontation
- Obscure the face (unless for religious reasons)
- Hinder timely movement between classes (namely inappropriate footwear)
- Draw attention to the body rather than the mind (e.g. showing cleavage or midriff, short shorts, very tight clothing)
- Are deemed offensive or which may cause a disruption of the school environment

Students referred to the counselor or principal for unresolved dress code violations by any staff member will be given a change of clothing or will be sent home.

EVHS TECHNOLOGY ACCEPTABLE USE POLICY

This policy is intended to supplement the San Diego City Schools Acceptable Use Policy, and is in compliance with District, state, and national telecommunications regulations.

PURPOSE: Students at EVHS are provided access to the Internet and multimedia technology in order to support and enhance their learning in the classroom, and in order to prepare them to participate as students, employees, and citizens in an increasingly technology-based global society.

EXPECTATIONS: With the use of technology comes rights and responsibilities for students, educators, and parents. All EVHS community members must be aware of what constitutes appropriate use of technology, and support students in behaving in a respectful manner. Students should act in the spirit of community in their use of technology, working together to become successful and responsible citizens of the “cyber classroom.” **Student use of technology is a privilege that is contingent upon students abiding by the policies set forth below.**

WHAT CAN STUDENTS DO WITH EVHS TECHNOLOGY?

- Use a general student account to access laptops and classroom desktop computers. Computers may only be used with the permission of a staff member, and under a staff member's direct supervision.
- Use the Internet for educational purposes such as researching topics and communicating with peers and faculty. (Note: **The computers are for school, not personal use.**)

- Use EVHS video equipment and multimedia to create products demonstrating mastery of course content in an innovative and creative manner.
- Abide by good “netiquette” in order to interact successfully with other Internet users.

WHAT MUST STUDENTS AVOID WITH EVHS TECHNOLOGY?

- Use of the Internet to communicate with anyone other than an EVHS community member without the express consent and supervision of an EVHS staff member. Any attempts by someone outside of EVHS to communicate with students or meet in person must be reported to a staff member *immediately*.
- Inappropriate use of school email, including distribution of unsolicited email or other personal use. Note: Using personal e-mail at school is not allowed.
- Violating basic Internet privacy and safety protocol, including revealing personal information about one’s self or another EVHS community member.
- Use of the Internet to violate copyright law (illegally downloading music, software, etc.).
- Engaging in harmful or illegal activity, or viewing content that encourages such behavior. This activity includes cyberbullying, lewd content, vulgar language, violent content, hateful or discriminatory materials, or any other content deemed inappropriate by EVHS staff.
- **The following activities are strictly prohibited: Vandalism, unauthorized access, bypassing proxies, “hacking,” tampering with hardware or software, and introducing “viruses” or pirated software.**
- The presence of food, drink, gum, or rowdy behavior near technology.
- Vandalism or theft of technology.
- Engagement in any activity that disrupts the use of the network by others.

CONSEQUENCES: Violation of this AUP may result in temporary or permanent suspension of a student’s ability to utilize EVHS technology, in addition to other disciplinary action.

PLEASE SIGN BELOW, TEAR OFF, AND RETURN TO YOUR ADVISORY TEACHER

I have reviewed and discussed the East Village High School Student Handbook with my student. My student agrees to abide by the EVHS guidelines and rules in the handbook.

Student Name: (please print): _____ Date: _____

Parent Signature: _____ Student Signature _____