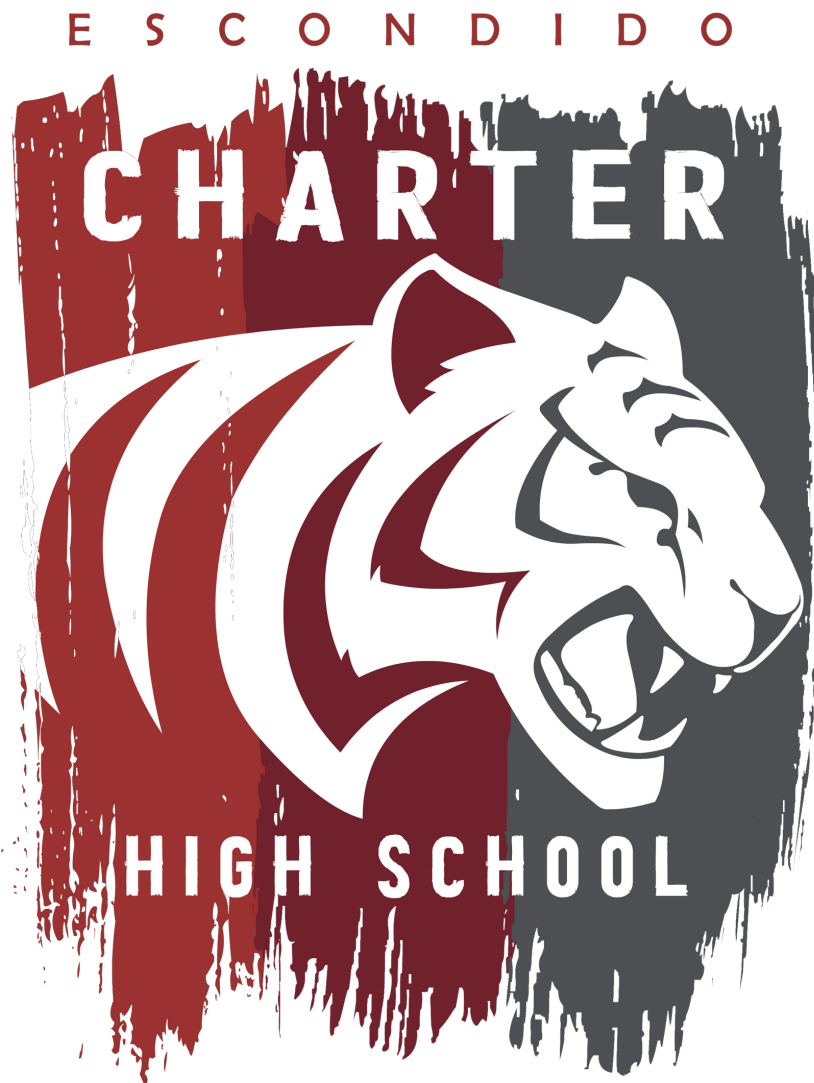


An American Heritage Charter School

**2023-2024**



Traditional Classroom Program

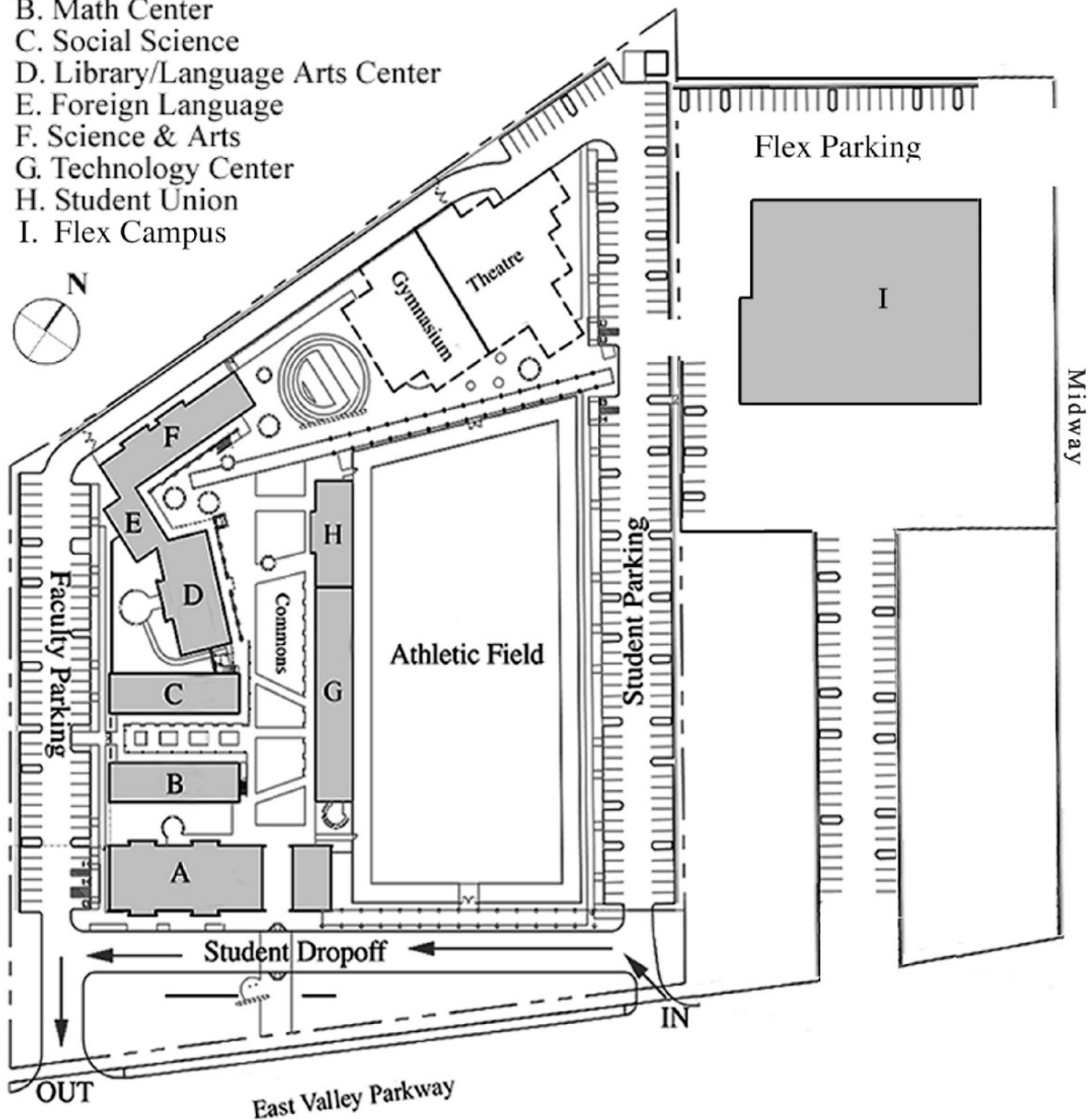
Flex Program: Classical Learning Pathway

Flex Program: Personalized Learning Pathway

# Escondido Charter High School

## Buildings

- A. Administration/Individualized Learning Program
- B. Math Center
- C. Social Science
- D. Library/Language Arts Center
- E. Foreign Language
- F. Science & Arts
- G. Technology Center
- H. Student Union
- I. Flex Campus



# ESCONDIDO CHARTER HIGH SCHOOL



TRADITIONAL AND FLEX LEARNING  
**STUDENT HANDBOOK**  
(August 2023)

# MISSION AND VISION STATEMENTS

## **Mission:**

The Mission of Escondido Charter High School (ECHS) is to bring choice and competition to public education and to provide a high-quality, safe, and orderly learning environment that will help students prepare for college and a successful career. ECHS strives to imbue students with a solid base of fundamental knowledge, critical thinking skills, and positive character traits including honesty, integrity, and personal responsibility. ECHS also seeks to instill in all students the traditional American ideals of hard work, discipline, and service necessary to provide leadership in the community and enjoy a productive and meaningful life.

Escondido Charter High School believes that parents and the school share a dual responsibility in developing the education plan that will provide the individual student with the opportunity to succeed both as a scholar and as a citizen.

## **Vision:**

To fulfill the Mission of ECHS, the faculty and staff: acknowledge the primary responsibility that parents have for their student's moral and intellectual development; challenge students with rigorous academic coursework using a variety of effective instructional methods, both traditional and innovative that allow each student to realize his or her individual potential; believe that the study of Great Books, civil philosophy, and American history inspires our students to fulfill their responsibilities as citizens of their community, state, and nation; and encourage our students to develop leadership skills and provide service to their community. Finally, AHCS is accountable to all of its stakeholders for the quality and stability of its institutions.

**Mascot:** The White Tiger

**Motto:** We will face any challenge with strength and pride.

**Colors:** Maroon, Black, and White



# **PREAMBLE TO THE ESCONDIDO CHARTER HIGH SCHOOL STUDENT POLICIES AND PROCEDURES HANDBOOK**

We, the Board of Directors and staff members of Escondido Charter High School have determined the following goals are essential to improving pupil learning. Moreover, the administration, faculty, and Board of Directors believe these goals will enable ECHS to meet its educational mission. These goals are based on the characteristics of highly effective schools as evidenced in current research.

**ESTABLISH** educational choice for parents and their students thereby providing competition in our public school system.

**ENSURE** academic excellence through high expectations.

**PROVIDE** effective instruction, well-managed classrooms, and back-to-basics curriculum designed to achieve student mastery of fundamental skills and knowledge.

**PROMOTE** an understanding and appreciation of American Civilization, United States History and our traditional American culture and values.

**SECURE** a safe and orderly learning environment by maintaining a strict dress code and procedures for student conduct that promote a positive learning environment free from distractions.

**Statement of Understanding:** In order to be officially enrolled in Escondido Charter High School, parents/guardians and students must read the *Escondido Charter High School Student Policies and Procedures Handbook* and sign a form attesting to the fact that they have read, understand, and will abide by the policies and procedures outlined in the handbook.

# SCHOOLWIDE LEARNING OUTCOMES

Escondido Charter High School will prepare its graduates to be:

## ***Academic Achievers who***

- meet or exceed standardized test scores of the sponsoring district and
- meet or exceed standards of essential knowledge as determined by standards set by Escondido Charter High School and California.

## ***Technologically Capable Individuals who***

- apply digital tools to gather, evaluate, and use information,
- utilize digital media and digital environments to communicate and work collaboratively, including at a distance,
- use critical thinking skills to conduct research, solve problems, and make informed decisions using appropriate digital tools and resources, and
- practice legal and ethical behavior in the use of technology.

## ***Effective Citizens who***

- will register to vote,
- have a basic understanding of the founding principles of our country as taught in our American Government class,
- research current issues in order to make informed decisions, and
- participate in community service activities.

## ***Effective Communicators who***

- read and comprehend information including instructions, ballots, newspapers, employment or college application forms, and literary works,
- demonstrate writing skills through reports, essays, letters, and creative writing assignments, and
- communicate clearly through oral presentations.

## ***Responsible, Self-directed Adults who:***

- set priorities and achievable goals to create a positive future,
- exhibit self-motivation and self-discipline, and accept responsibility,
- manage relationships and diversity in a positive manner, and
- practice appropriate hygiene, proper nutrition, and physical fitness.

## ***American Heritage Charter Schools (AHCS) Contacts***

**Main Office: (760) 737-3154**

**Executive Director**

Mr. Shawn Roner  
sroner@amhcs.org

**Business Manager**

Mr. Jonathan Takagi  
jtakagi@amhcs.org

**Assistant Executive Director**

Mr. Jorge Torres  
jtorres@amhcs.org

**Athletic Director**

Mr. Shane Goodwin  
sgoodwin@amhcs.org

## ***Escondido Charter High School Contacts***

**Main Office: (760) 737-3154**

**Principal**

Dr. Lesley Clifton  
lclifton@amhcs.org

**Student Accountability & Support**

Mr. Ryan DeShane  
rdeshane@amhcs.org

**Office Manager**

Ms. Leanne Megna  
lmegna@amhcs.org

**Assistant Principal**

Mr. Jason Mancino  
jmancino@amhcs.org

**Co-Curricular & Campus Facilities  
Support & I.S. Audit & Compliance  
Coordinator**

Mr. Ron Page  
rpage@amhcs.org

**Office Manager**

Ms. Kim Young  
kyoung@amhcs.org

**MTSS Coordinator & Academic  
Advisor for TCP 12th grade**

Ms. Deb Bresko  
dbresko@amhcs.org

**Academic Advisor for CLP**

Mr. Steve Prodan  
sprodan@amhcs.org

**Academic Advisor for TCP  
9-11/Counselor**

Mrs. Karen Withem  
kwithem@amhcs.org

**Counselor/Academic Advisor for  
PLP**

Mrs. Whitney Woodard  
wwoodard@amhcs.org

**Front Desk Receptionist**

Mrs. Christine Martineau  
cmartineau@amhcs.org

**Front Desk Receptionist**

Ms. Marcela Miranda  
mmiranda@amhcs.org

<b>ESCONDIDO CHARTER</b>	<b>0</b>
<b>HIGH SCHOOL</b>	<b>0</b>
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# **STUDENT CONDUCT**

## ***Introduction***

The staff at Escondido Charter High School (ECHS) believes all students have the right to be educated in a safe and orderly learning environment free from disruptions. It is important for students to understand they have a choice to make regarding their behavior. Appropriate conduct benefits both the individual and others. Behavior is considered appropriate when students are diligent in study, neat and clean, careful with school property, respectful toward their teachers, courteous to other students, staff, and volunteers, and do not seek to bring inappropriate attention to themselves by appearance or actions. Students are expected to be punctual, regular in attendance, and remain on school premises in accordance with program rules. Moreover, students are expected to refrain from profane, vulgar, or abusive language. The ECHS staff and Board of Directors believe good student conduct is based on the following values: Effort, Courage, Honor, and Service (ECHS).

## ***Student Conduct***

Since ECHS is a place of learning, order and discipline are critical for academic success. Therefore, student conduct, while on campus, must demonstrate respect for administrators, teachers, and other students. Students must also demonstrate a willingness to obey the teacher's course guidelines and classroom procedures. Inappropriate behavior will not be allowed to disrupt learning.

In order to establish a safe and orderly learning environment that is free from distractions, ECHS maintains a strict dress code for all students. Student dress that is appropriate to the educational environment promotes positive student behavior and supports the school's primary goal of improving student learning.

Food, all beverages (except water), candy, and gum are not allowed in classrooms, offices, or labs. Furthermore, student dress must be in accordance with the Student Dress Code, and any item brought to the school which is prohibited or disruptive will be confiscated. See page 47 for details of the Student Dress Code and pages 13 and 14 for a summary of policies concerning prohibited items, zero tolerance for physical violence, weapons, controlled substances, and unacceptable behavior.

## ***Student Movement Throughout Campus***

While on campus, students are required to be in or on their way to a classroom, lab, a Mentor Teacher's office, or in a designated waiting/study area. Students are not permitted to loiter on campus; this includes but is not limited to the common areas, parking lots, front of school, lunch tables, and archway.

Students will not be released to their vehicles during class time to retrieve items. They may retrieve items from their vehicle before school, during nutrition break and lunch, or after school.

Students are permitted to use the vending machines and the Student Union before school, during break, lunch, or after school. However, students are not permitted to loiter in the Student Union or on the Commons during classes.

ECHS Flex PLP students who are waiting for a class or to meet with an instructor must wait in the designated study areas located in Building A. Students are encouraged to arrive no earlier than 10 minutes before their first scheduled class. Loitering is not permitted. To avoid distracting classes and to provide necessary supervision, ECHS Flex PLP students may not wait for classes to begin in the Flex Building until the passing period preceding the start of class. Students are not allowed to visit a class they are not enrolled in without prior administrative approval.

Students and those waiting for athletic practices and games or for co-curricular activities such as musical theater and robotics, should not loiter on campus during the school day, and must wait by the lunch tables after school, prior to practice, games, or rehearsals. Students and Athletes should never be in an unsupervised locker room or classroom for any reason during any portion of the school day.

### ***Dances and School Activities***

Dances and school activities, such as field trips and sporting events, are extensions of the school day. Student conduct at these events directly reflects on the school and the individual. Therefore, the same expectations and rules of discipline that apply in the classroom or the teacher's office govern student behavior at these events. In particular, the dress code, restrictions on prohibited items, and rules concerning unacceptable behavior will be enforced. Also, note ECHS and ECHS Flex students who are absent for more than two periods are not eligible to participate in cocurricular activities (dances, sports, etc.) after school on the day of their absence. Flex PLP students who fail to attend their weekly scheduled appointment are only eligible to participate in cocurricular activities at the discretion of their Mentor Teacher.

### ***Discrimination and Sexual Harassment***

It is a basic human right for each person to be able to conduct his or her educational activity in an atmosphere free of fear, threats, bullying, and teasing. Therefore, harassment or discrimination of any kind, whether verbal, physical, or by electronic means, will not be tolerated. Please see the Board-approved policies prohibiting all such forms of harassment and discrimination in Appendix A-4, which is attached and incorporated by reference, and applicable to all students in AHCS schools.

## ***Technology***

The extensive use of technology is an integral part of the ECHS curriculum. As with Internet use, which is discussed below, computer systems are provided to instruct students in computer software applications, support academic research, and enhance student learning in specific curricular areas. Computers are not provided for entertainment, playing games, exchanging personal notes, or any other use not associated with assigned class work. Students may only access those files or settings authorized by the teacher. Accessing any other files or settings will be considered a violation of the ECHS Computer Use Ethics Policy.

Any violation of these guidelines may result in the immediate loss or restriction of computer access for all classes and a failing grade in the assigned computer class. Loss of computer access will normally be in effect for the remainder of the semester.

It should also be noted that student computer files are open to the public and may be randomly accessed by school administrators and teachers to check for unauthorized use.

## ***Google Workspace For Education***

At Escondido Charter High School, we use Google Workspace for Education, and we provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Students may also use “additional services” such as Youtube, Earth, Maps, and Blogger which require parent or guardian consent. At Escondido Charter High School, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

For answers to common questions about what Google can and can't do with your child's personal information please read the [terms of use](#).

## ***Internet Use***

Internet access is provided for student academic use. This capability provides a valuable tool for students to conduct research in support of the school's curriculum.

It should be understood that Internet access is not provided as a source of entertainment or amusement in the form of music, games, or other non-academic activities such as access to unauthorized or inappropriate Internet sites.

In support of the school's Internet policies, the following guidelines have been established:

- Internet access for students must be authorized by a teacher and must be for a specific academic purpose directly related to the curriculum.
- No downloading of music or files is permitted without the approval of the computer teacher.
- If unauthorized downloading or other Internet abuse occurs, it will be considered a computer violation and may result in the loss of computer privileges for the remainder of the semester.

## ***Prohibited Items***

Weapons of any type, or items that could be used as or look like weapons, are prohibited and are not to be brought to school. Examples of prohibited items/weapons include but are not limited to:

- |                          |                      |
|--------------------------|----------------------|
| ● Water pistols          | ● Lighters           |
| ● Knives                 | ● Guns               |
| ● Chains                 | ● Clubs              |
| ● Ammunition             | ● Spiked Accessories |
| ● Noise makers/air horns |                      |

Skateboards, roller blades, scooters, and bicycles are considered a safety hazard and may not be ridden on campus. If brought to school, they must be locked in the area designated for bikes, scooters, and skateboards. These items should be removed at the end of the school day.

Certain prohibited items may be allowed on campus for academic activities if permission is requested in writing by a parent or teacher and pre-authorized by a program administrator. These items are for use only at the authorized activity and must be secured until the authorized event. Without prior authorization, prohibited items will be confiscated and only returned to the student's parent or guardian. In addition, the offender will be disciplined accordingly.

## ***ECHS Cell Phone and Earbud/Headphone Policy***

ECHS recognizes the importance of communication and collaboration, and provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following:

- Earbuds and Headphones will be kept in a student's backpack or locker during classes
- Cell phones and all mobile devices shall be TURNED OFF when entering a classroom, restroom, locker room, library, or the theater
- Cell phones and all mobile devices shall be kept in a student's backpack for the entirety of the class period or a cell phone locker in the classroom
- Cell phones and all mobile devices can be retrieved at the end of each period
- Students are not to take their cell phone with them when going to their locker or the restroom

- If a student needs to make an emergency call during the day, they are to come up to the office or use their cell phone before school, between classes, at break, lunch, or after school.

First Offense: Any student who is seen with earbuds or headphones on during class or with a cell phone during class, while in a restroom, locker room, library, or theater, will have their cell phone confiscated and locked in a cell phone locker. The student may pick up their cell phone at the end of the school day.

Second Offense: Earbud/Headphones and/or cell phone will be confiscated and a parent or guardian will be contacted to pick up the phone.

Additional Offenses will require a meeting between the student, parent/guardian, and administration to develop a behavior contract and discuss appropriate consequences.

## ***Zero Tolerance Policy***

Each person on campus at ECHS expects a safe and supportive learning environment. To promote this environment, the school has established a zero tolerance policy regarding physical violence, weapons, and all controlled substances. Violations will result in immediate disciplinary action and a report to the police department.

## ***Unacceptable Behavior***

In addition to the items discussed above, disrespect to a staff member and the use of vulgar or blasphemous language will not be tolerated. Also, any display of affection beyond handholding is not acceptable behavior during school or at school activities. Hopping fences is also unacceptable.

# **DISCIPLINE**

## ***Introduction***

Escondido Charter High School (ECHS) remains committed to the goal of establishing a safe, orderly, and non-disruptive environment that is conducive to student learning. The ECHS Board of Directors and school staff believe that discipline based on the worth and dignity of each student is a positive form of guidance. All staff members, therefore, will implement an effective school-wide discipline plan in accordance with Escondido Charter High School's policies and state laws.

The responsibility of maintaining a positive school climate is shared by parents, students, and school staff. Each is expected to work cooperatively toward this goal. Parents, students, and school staff are also expected to deal effectively with behavioral concerns. To facilitate parental involvement in



disciplinary matters, ECHS will work to establish cooperative communication between parents and the school in order to provide information and involve parents in the disciplinary process.

Discipline includes, but is not limited to, advising and counseling students, conferring with parents, detention during and after school hours, using alternative educational environments, suspension, and expulsion. A student may be disciplined (including suspension and expulsion) for prohibited misconduct if the act is related to school activity or school attendance occurring at the school or at any other school or a school-sponsored event including but not limited to: 1) while on school grounds; 2) while going to or coming from school; 3) during the lunch period, whether on or off the school campus; 4) during, going to, or coming from a school-sponsored activity.

### ***Searches and Seizures***

In order for public schools to establish a safe and secure learning environment free from weapons, drugs, and other dangerous contraband, the law provides school officials with wide latitude to search students. When an administrator has reasonable suspicion that a student may be in possession of a prohibited item, the student will be searched in accordance with state law and district policy. Searches include but are not limited to student searches, lockers, vehicles, purses, and backpacks. Under no circumstances will a search of individual students include strip searches. Moreover, the administration expects that students will be cooperative at all times during searches as school personnel will make every effort to respect the student's right to privacy and freedom from unreasonable searches and seizures. After a search has been completed an administrator will contact the parent or legal guardian of the student searched.

### ***Suspensions and Expulsions***

As a result of serious disciplinary infractions, students may be suspended or expelled from school, pursuant to a policy established and approved by the School's Board of Directors. This policy applies to all students at American Heritage Charter Schools, and is found in the Appendices.

### **Saturday School**

Saturday School is assigned to students for disciplinary infractions such as excessive absences, truancy, defiance, academic dishonesty, and reoccurring behavioral problems. In addition, Saturday School may be offered to struggling academic students. Saturday School is usually held approximately once a month from 8:00 a.m. to 12:00 p.m. Failure to serve an assigned Saturday School will result in further disciplinary action.

### **Detention**

Detentions are assigned for minor disciplinary infractions, including but not limited to such offenses as classroom disruptions, dress code violations, and tardiness. Detention is to be served from 1:00 -

1:30 during the school day in B-100<sup>1</sup>. Students will be able to get their lunch and eat in detention. The Student Support and Accountability Coordinator, Mr. DeShane, must be contacted in order to reschedule a detention. Failure to appear or behave appropriately for a detention will result in a Saturday School being assigned. Multiple detentions may result in Saturday School or In School Suspension.

## ***Parent Responsibilities***

California law holds parents liable for any willful student misconduct that results in the death or injury of any student or persons employed by or volunteering for the school. Parents are also liable for any defacement, injury, or loss of property belonging to the school or to a staff member.

## ***Students with Disabilities***

A student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 (“IDEIA”) or who is qualified for services under

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is subject to the same grounds for discipline, including suspension and expulsion, and is accorded the same due process procedures applicable to regular education students except when federal and state law mandates additional or different procedures. Escondido Charter High School will follow all applicable federal and state laws when imposing any form of discipline on a student identified as an individual with disabilities or for whom the school has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in accordance with due process to such students.

---

<sup>1</sup> <sup>1</sup>Per [California Education Code section 44807.5](#): “The governing board of a school district may adopt reasonable rules and regulations to authorize a teacher to restrict for disciplinary purposes the time a pupil under his or her supervision is allowed for recess.”

# ACADEMIC POLICIES AND CURRICULUM

## *Academic Programs*

Escondido Charter High School (ECHS) is a California public school of choice that is open to all students in San Diego County and adjacent counties. ECHS is fully accredited by the Western Association of Schools and Colleges.

ECHS provides two academic programs, a classroom learning program and Flex learning program, designed to meet the needs of a diverse student population. The Flex Learning program offers two pathways, the Classical Learning Pathway, and the Personalized Learning Pathway.

Escondido Charter High School provides classroom-based instruction with an average class size of 20 students. The classes are primarily at the College Preparatory, Honors, and Advanced Placement levels and are designed to prepare students to enter a four-year university upon graduation. Classes are held five days a week, six periods per day for two semesters each year.

ECHS Flex's Classical Learning Pathway (CLP) is a pathway designed to prepare students to attend a four-year university after graduation by combining the benefits of classroom instruction with the flexibility made possible by blended learning models to create a rigorous and personalized high school education for college-bound students. Classes are held four-days per week for two semesters each year. An important feature of ECHS Flex CLP includes the option for students to enroll in college courses while attending high school.

ECHS Flex also offers an independent study option, specifically called Flex Personalized Learning Pathway (PLP). Students enrolled in Flex PLP may complete graduation requirements in several different curricular options, including general-level and college preparatory diploma plans. Each student has a Mentor Teacher who meets with the student one hour per week or as often as required to review the student's progress in the assigned academic course. In addition, each student can enroll in up to 3 on campus classes. These students may also take classes at a local community college.

Students at ECHS are challenged by a curriculum aligned with state standards and high performance expectations. General, College Preparatory, Honors, and Advanced Placement courses are offered at the school. ECHS and ECHS Flex are designed to prepare students to enter a four-year college or university immediately upon graduation. ECHS Flex PLP is uniquely designed to prepare students to not only attend a four-year college, but to continue their education at a community college, technical or vocational school or to enter the workforce. As the ECHS Mission Statement affirms, all academic programs place primary emphasis on reading comprehension, writing, mathematics, and computer

skills throughout a core curriculum. Few non-academic elective courses are offered, particularly in the classroom learning program of ECHS.

## ***Academic Integrity***

Academic integrity is expected of all students at ECHS. Academic integrity is the foundation of a high-quality education. It is the expectation that students will engage in honest and ethical behavior in all aspects of their academic work. Such integrity involves creating and maintaining a relationship of trust between students, parents, and teachers. A violation of this trust is not taken lightly and will result in immediate academic (a grade of zero on the assignment or test) and disciplinary action (parental notification and detention(s) and/or Saturday School and/or suspension). Violations of academic honesty include the following:

- Cheating on any test or assignment, including homework.
  - Cheating includes plagiarism which is when someone else's work is presented as one's own work. This can include copying from others during exams or on assignments, knowingly providing information or answers to other students for exams or assignments, using unauthorized resources including the copying or misuse of published materials, including online material, or collaborating inappropriately with fellow students. A student's work must be his or her own.
- Frequent absenteeism on test days and project due dates.
- The inappropriate use of Artificial Intelligence (AI) that violates the guidelines provided by the teacher. Including, but not limited to: The use of AI to generate text or answers, translate languages, or produce different kinds of creative content and passing it off as one's own.

## Graduation Requirements and Diploma Plans

### Advanced Academic Diploma

This diploma plan is designed for students who are planning to attend the University of California system and other highly competitive schools. Students completing this plan must be prepared to take college preparatory courses in English, science, mathematics and first year foreign language as a freshman. Seniors will be required to successfully complete Senior Exhibition to participate in the graduation ceremony.

### Academic Diploma

This diploma plan is designed for students planning to attend California State Universities and colleges with equivalent entrance requirements. Students completing this plan should begin college preparatory studies in math, lab science, and foreign language no later than their sophomore year. Seniors will be required to successfully complete Senior Exhibition to participate in the graduation ceremony.

### General Diploma

This diploma plan is designed for students in independent study who are planning to enter the workforce and/or attend community college or vocational training programs after graduation. Although focused on general level courses, students may take college preparatory courses in the major academic areas.

Subjects	Required Credits		Subjects	Required Credits		Subjects	Required Credits
	TCP	Flex		TCP	Flex		Flex PLP
English	40	40	English	40	40	English	40
Humanities	10 (Acad Writing)	10 (Ancient History)	Humanities	10 (Acad Writing)	10 (Ancient History)		
Mathematics (inc. Adv. Math)	30	30	Mathematics (inc. Algebra II)	30	30	Mathematics (inc. Alg. I & Geo.)	20
Science w/ Lab (Bio, Chem, Physics)	30	30	Science w/ Lab (Bio, Chem, Physics)	30	30	Life and Physical Science	20
Computers /CTE	20	10	Computers/ CTE	20	10	Computers/ CTE	10
Fine Arts	10	10	Fine Arts	10	10	Fine Arts	10
Foreign Lang.	30	30	Foreign Lang.	20	20		
History (World A/B, U.S. A/B, Gov/Econ)	30	30	History (World A/B, U.S. A/B, Gov/Econ)	30	30	History (World A/B, U.S. A/B, Gov/Econ)	30
Physical Ed.	20	20	Physical Ed.	20	20	Physical Ed.	20
Electives	40	50	Electives	20	30	Electives	60
<b>Total</b>	<b>260</b>	<b>260</b>	<b>Total</b>	<b>230</b>	<b>230</b>	<b>Total</b>	<b>210</b>

## ***College Entrance Requirements***

Students planning to enter four-year universities and colleges after graduation must meet the requirements of the colleges to which they are applying. Those requirements usually include the following: 40 credits of college preparatory English; 30 credits of college preparatory mathematics (Algebra 1 and above); 20 credits of laboratory science such as Biology, Chemistry, and Physics; 20 credits of history, government and social science; 20 credits (preferably 30) of a language other than English; 10 credits of visual and performing arts; and an additional 20 credits chosen from the subject areas above. Students should consult with Student Services and college catalogs during the course selection process to make certain they meet the applicable college entrance requirements.

## ***Senior Exhibition***

The Senior Exhibition represents the culmination of our students' intellectual formation at Escondido Charter High School.

The Senior Exhibition is a year-long project that provides each TCP and CLP ECHS senior with the opportunity to conduct research, write a formal research paper, prepare a senior portfolio, and design and deliver an oral presentation to a panel comprised of parents, community leaders, teachers, and students.

All seniors graduating from ECHS's Traditional Classroom Program or ECHS Flex's Classical Learning Pathway must earn a passing score to participate in their program's graduation ceremony.

The purpose of the exhibition is to increase student self-confidence, enhance communication skills, and further prepare ECHS students for post-secondary education.

## ***Study Skills***

In order to succeed in high school and college, good study habits are essential. Organizational skills, such as how to study, how to identify important information, how to take notes, etc., are all skills that must be learned and practiced. These skills are taught or reviewed with each grade level and an academic planner is provided to each student at the beginning of the school year. However, if the student needs additional guidance, please seek this help as early as possible. Parents are expected to work with their students in this area.

## ***High School Transcripts***

A copy of the high school transcript for each student is mailed home at least once a year. The high school transcript is the official record of a student's high school years. It contains courses, grades, credits earned, grade point average, and other pertinent information. The transcript must be accurate

since it is used to certify both high school graduation requirements and college entrance requirements. Therefore, when the transcript is received at home, it should be carefully reviewed to determine if it is accurate and if the student is on track to graduate with his or her class. Any questions concerning the transcript should be addressed to Student Services or the Registrar.

# GENERAL INFORMATION

## ***Closed Campus***

ECHS is a closed campus, and all students must remain on campus during their designated time of instruction.

On weekdays between the hours of 7:45 a.m. and 3:30 p.m., a student who is enrolled in ECHS Flex PLP is expected to be at home unless: (1) the student is at school for a scheduled meeting with his or her Mentor Teacher; (2) the student is on his or her way to school or going home from school; (3) the student is participating in a school sponsored activity; (4) the student is accompanied by his or her parent/guardian; (5) the student is working. Flex PLP students are required to leave campus immediately after scheduled meetings with their Mentor Teacher or scheduled classes.

ECHS Flex CLP students are required to remain on campus during their designated school hours (8:30 a.m. – 3:30 p.m.) unless they have prior approval from parents and administrators to leave school early when courses are completed.

ECHS TCP students are required to remain on campus during normal school hours (8:30 a.m. to 3:30 p.m.).

Any person who is not a student or staff member must check into the Main Office to obtain a pass before moving about the campus. We do not call students out of class to pick up dropped off items such as lunches, homework, and sports equipment. Students are able to meet parents/guardians at the front archway during break and lunch to collect items. Please plan accordingly.

## ***Guest Passes***

Student Guest Passes may be requested through the Main Office and are required for all persons visiting the school or attending dances or other school activities as a student's guest. The Guest Pass must be completed in full and submitted by the host student to the Main Office or when purchasing a ticket for a school event a minimum of two (2) days prior to the visit or event. A Guest Pass submitted to the Main Office should be picked up by the host student after approval.

## ***Lost and Found Items***

All lost and found books, clothing or other items will be stored in the ECHS Administrative Office. Lost and found items will be advertised periodically in the Charter Notes for reclaiming; unclaimed items will be disposed of throughout the school year.



## ***Medications***

ECHS policy is to treat any prescription medication—as well as “over the counter” medication/drugs—as controlled substances. If students need to take medication during school hours, prescription or over-the-counter, our Board policy requires that the parent and the student’s physician complete a medication authorization form. This form authorizes school personnel to administer medication to the student during school hours as ordered by the physician and agreed to by the parent/guardian. School personnel cannot deviate from the instructions provided by the physician. If the time or dose changes, the school must receive a new, signed authorization form from the physician and the parent. Forms are available in the Main Office. A new form must be filled out for each school year. The medication to be administered must be brought to school by the parent/guardian and accompanied by the completed authorization form. The medication must be in the original bottle and clearly labeled. All medication will be kept in a secure and appropriate storage location and administered per physician’s instructions by appropriately designated staff.

It is against California law for students to possess any medication, prescription or over-the-counter, on a school campus, except for prescription auto-injectable epinephrine or inhaled asthma medication with proper authorization. Students may carry prescription auto-injectable epinephrine or inhaled asthma medication only with a doctor’s authorization and a signed parent/guardian consent and release form on file in the office. Any pupil requiring insulin shots must establish a plan for administration of insulin shots with the Executive Director in consultation with the parent or guardian and the pupil’s medical professional.

Please consult with the Main Office on how to proceed with these individual needs. Please note that sunscreen is not considered a medication and does not need a doctor’s note or prescription to be used at school.

At the end of the school year, all medications must be picked up by a parent or guardian. Those left after a specified date will be discarded. These procedures are designed to ensure the health and safety of all our students.

## ***Student Parking***

ECHS provides free parking for all students as a convenience. The use of the ECHS parking facilities is a privilege that may be revoked by the school at any time due to unsafe driving, excessive noise, or loitering in the car during school hours. ECHS is not responsible for theft or damage to vehicles parked on school grounds. In order to use the school’s parking facilities, students must present a valid parking permit. To obtain a permit:

- Students must register their vehicles at ECHS by completing an [online application](#) and then visiting the Main Office.
- Upon completion of the parking application, students will receive a color-coded, rearview-mirror hang tag, which must be clearly displayed while using the parking facilities.
- Students must park their vehicles in the parking lot designated for students.
- Students may not park their vehicles in areas designated for staff or visitor parking.

In order to employ a higher level of security, ECHS employs electric gates to control the movement of vehicles on campus. The gates to the parking lot will remain open and monitored by a security guard during peak traffic times before and after school. Gates to the parking lots will remain closed during the school day from approximately 8:45 a.m. to 3:15 p.m. Students who arrive to school after 8:45 a.m. are required to park in the Overflow parking lot located off of East Valley Parkway and then walk along the sidewalk to enter school through the main archway. All vehicles parked in the student parking lot must exit through the student parking lot gate—students are not permitted to drive around the back of the school and exit through the faculty lot.

Temporary parking permits are available through the Main Office. Temporary parking permits are only valid during the day of issuance. All non-permitted vehicles parked in student or staff parking lots during school hours (8:00 a.m. to 3:30 p.m.) may be towed at the owner’s expense.

## ***Telephone Calls***

The telephones in the offices, classrooms, and labs are for staff use only. Telephones are available for student use in the Main Office lobby for students who need to make emergency calls.

## ***Student Body Activities***

### **Associated Student Body (ASB)**

The ECHS Associated Student Body (ASB) is in charge of planning student activities throughout the school year. ASB plays a vital role in creating an exciting campus life for all ECHS students. The student body annually elects, by plurality vote, a president, vice president, secretary, treasurer, and class representatives who meet weekly to plan school activities.

### **Sports and CoCurriculars**

ECHS provides an opportunity for students to participate in cocurricular sports, performing arts, robotics, and Academic League activities. With the help of staff members, parents, and community members, ECHS students involved in co-curricular activities will learn the value of leadership, teamwork, and sportsmanship through competitive activities. ECHS offers a variety of sports programs such as football, golf, soccer, volleyball, cross country, tennis, track and field, basketball, baseball, swim and dive, softball, cheer, surf, roller hockey, and ultimate frisbee. All students are

invited to try out for ECHS athletic teams. Additionally, ECHS has a musical theater program, choir, robotics, and Academic League opportunities available to students.

In order to be eligible to play a sport or participate in a co-curricular activity, the student must maintain a minimum G.P.A. of 2.5, be on pace in Independent Study classes, take a minimum of 4 classes per semester, while enrolled in at least two courses at a time, and must demonstrate good conduct throughout the school year. Grade checks will take place every two weeks, at which time any student participating in co-curricular activities who falls below 2.5 must attend tutorials either before school or after until the 2.5 requirement is met. Proof of attendance (document signed by tutorial supervising teacher) must be provided to the Athletic Director or his Designee. Failure to attend tutorials may result in dismissal from co-curricular team or club.

Official grade reports will be provided every four weeks. Any student who falls below 2.5 will be placed on probation. The student will have four weeks to improve their GPA to the required level of 2.5. If at that point the GPA does not meet the requirement, the student will be ineligible for participation in all co-curricular activities for four weeks. After four weeks of ineligibility a student will be able to regain eligibility with a 2.5, but no sooner. Any student on “probation status” or “ineligible status” must attend required tutorials until they have met both the 2.5 GPA requirement and 4 week period of probation or ineligibility. Students deemed ineligible may practice, but may not take part in competitions or performances.

\*A student with a GPA of 2.0-2.49 will be provided with one extra four week grace period of probation, but must attend required tutorials.

### ***Curricular Clubs and Organizations***

ECHS curricular clubs and organizations provide students with a unique opportunity to be involved in activities that support the school’s goal of improving student learning by emphasizing academic achievement and enabling students to experience leadership and community service opportunities outside of the typical classroom setting.

In order to maintain the school-wide focus on academic achievement, it is the policy of ECHS to limit clubs and organizations to those directly related to the school’s curriculum. Therefore, only curricular organizations that: 1) support classroom programming; 2) are approved in advance by the ECHS administration; and 3) with budgets approved by the ASB; are permitted.

# **LIBRARY**

## ***Introduction***

The Escondido Charter High School (ECHS) Library is designed to facilitate student learning by providing students with access to research materials, the Internet, and a variety of books. Students must remain quiet while working in the Library and are not permitted to bring food or drinks into the Library facility.

## ***Location and Hours***

The Library is located on the first floor of Building D. The Library is open Monday through Friday from 7:45 a.m. to 4:15 p.m. during the regular school year. It may occasionally be closed for meetings and events. Summer hours may be modified based on student use.

## ***Library Card and Borrowing Policy***

The student ID card issued by ECHS serves as a library card for checking out books and other materials. Only ID cards from the current year are considered valid. Lost ID cards can be reprinted for \$5. For a replacement ID card, see Kim Young in the Main Office. Library books may be checked out for a period of three weeks. Students may have up to five books checked out at any one time. Library users are responsible for the return of all materials charged out on their ID cards. The loss or theft of library materials should be reported to the circulation counter immediately. Students are responsible for the cost of replacement library materials.

## ***Public Library Cards***

In order to facilitate student research, the ECHS Library recommends that students acquire a San Diego County Library or San Diego Public Library card. These cards will give students access to useful print resources and remote online access to high quality research databases. Applications are available in the ECHS Library. It is the responsibility of the student to submit his or her application to the appropriate San Diego County Library or San Diego Public Library branch location.

## ***Textbook and Chromebook Policies***

Textbooks and Chromebooks (approved by administration) are distributed through the library. Upon receiving textbooks or Chromebooks, students need to examine each book and report any damage

within five days of issuance. Moreover, students are required to cover each textbook. Stretchy cloth covers and book covers that require an adhesive are not permitted.

Students should not leave books lying around or loan them to friends.

All textbooks and Chromebooks (with charger) checked out during the school year are to be returned to ECHS at the end of the school year. If a student drops a class or leaves ECHS to attend a different school, the student must return his or her textbooks and Chromebook immediately.

### ***Lost or Damaged Books/Chromebooks***

Students are responsible for all materials issued to them by the school. The following guidelines will be used for the payment of lost or damaged books and Chromebooks:

- Books that are lost or damaged beyond use: payment is the full cost of a new replacement book.
- Books that have pages damaged, but are still serviceable: partial payment depending on the amount of damage to the book.
- Chromebooks replacement will be determined by the Technology Department depending on the age of the Chromebook and damage.

The cost of a replacement book is the current cost of a new book. Report cards, transcripts, and/or diplomas will not be issued at the end of the school year until all materials are returned or payment provided.

Note: Students will be held responsible for the full price of any school equipment and/or supplies that are lost, damaged or destroyed through negligence, abuse, misuse, irresponsibility, or theft while in the possession of or use by the student. This includes art supplies and lab equipment.

# **ECHS TRADITIONAL CLASSROOM PROGRAM**

## ***Introduction***

Escondido Charter High School Traditional Classroom Program provides classroom-based instruction with an average class size of 23 students. The classes are primarily at the College Preparatory, Honors, and Advanced Placement levels and are designed to prepare students to enter directly into a four-year university upon graduation. Classes are held five days a week, six periods per day, with two semesters each year.

## ***Attendance***

Regular daily attendance is essential to student learning, and absences should be avoided if possible. Students who miss eleven or more days of school during a school year, whether excused or unexcused, will be required to make up missed school days by attending Saturday School. Students will be assigned a Saturday School for each school day missed beyond ten days. For purposes of this policy, four periods constitute a school day. Excessive absenteeism may result in removal from ECHS. Students who are absent for more than two periods are not eligible to participate in extracurricular activities (dances, sports, etc.) after school that day.

## **Definitions**

**Excused Absence:** An excused absence is one that occurs for reasons of illness, quarantine, family bereavement, medical appointment or legal business and is reported as such by the parent(s) or guardian.

**Unexcused Absence:** An unexcused absence is one that occurs with the permission of the student's parent(s) or legal guardian for reasons other than illness, quarantine, family bereavement, and medical or legal business. Examples of unexcused absences are: family trips, transportation problems, babysitting, and work.

**Truancy:** Any absence (including tardiness of more than 30 minutes) that is not reported and not authorized by the parent(s) or guardian is considered truant. Students whose parents fail to excuse an absence within three days following the student's return to school will be considered truant.

## **Steps to Follow When Absent**

A parent or guardian should call the Main Office at (760) 737-3154 prior to 8:30 a.m. on the day of the student's absence. (See *Truancy* above.)

All students who were absent the previous school day (for any period) or are tardy for their first period (late for school) must have a readmit slip issued by the Main Office to return to the classroom. The teacher who has the student for his or her last class of the day may retain the readmit slip. If the parent has not previously notified the office of the absence, then a note signed by the parent explaining the absence must be presented. E-mail is not acceptable for this purpose. A note of excuse should include:

- Student's name
- Date(s) of absence (inclusive of days sick) and reason for absence
- Parent's signature
- Phone number where parents can be reached in case there is a question.

Please note that the student is considered truant for the period of absence until a parent or guardian contacts the Main Office with the circumstances of the absence. If the parent fails to inform the office of the reason for the absence within three days following the student's return to school, the student will be considered truant.

### **Short Term Study Contract**

In order for a student to keep up with class work during a planned absence of five (5) or more days, a Short Term Study Contract must be completed. Please notify Student Services a minimum of ten (10) school days before the absence in order to provide adequate time to draft the contract. The Short Term Contract must be signed by parents and students prior to leaving. All work assigned during the absence must be turned in immediately upon return to school. When this type of absence is unexcused, there is a 10% grade reduction for all assignments.

Juniors and seniors may use a Short Term Study Contract for a planned absence to visit a college or university. Students must present written notice of their plans to Student Services at least seven school days in advance. An absence for this purpose is considered excused and there is no grade reduction.

### **Policies for Making-up Missed Assignments and Tests**

It is the student's responsibility to inquire about and make up all work and tests he or she missed due to an absence.

For a planned absence of five or more days, a Short Term Study Contract should be requested by the parent(s)/guardian (See *Short Term Study Contract* above). All work is due on the first day the student returns.

All work missed due to absences must be made up. There is a day-for-day extension of the due date for each day of an excused absence. This extension does not apply to long term or multiple day projects and unexcused or planned absences. In these cases, the work must be turned in on the

assigned due date or immediately upon return to school.

Grade reduction for missed work:

- For excused absences, there is no grade penalty assessed as long as the adjusted due date is met.
- For unexcused absences, all work is due upon the student's return and there is a 10% grade penalty assessed.
- For trancies, all work is due upon the student's return and there is a 50% grade penalty assessed.

All tests missed due to absence must be made up promptly upon return to school. The student should contact his or her teacher to schedule a time to complete the test – normally before or after school.

Note: All assigned work is due on the designated due date and late work is not normally accepted.

## ***Tardiness***

Students are considered tardy if they are late to any period. For every tardy, the student is assigned a detention. However, students arriving late to first period are not assigned a detention until their fourth late arrival to school. Note: A student who is more than 30 minutes late to class is considered truant.

## ***Leaving Class and Leaving Campus***

To leave class, students must be excused by the teacher and will be issued a student hall lanyard or pass to go to the Main Office, to another classroom, or to the restroom during class. All students who leave class must sign-out upon departure (including their name, date, and time) and sign-in when they return. Only a teacher or administrator may excuse a student from his or her class.

If a student must leave campus, he or she must be signed out in the Main Office by a parent or guardian or sign out from the classroom using their phone and the QR code. If someone other than a parent or a guardian is picking up the student, this needs to be prearranged with the office prior to pick-up time. A student leaving campus without permission is considered truant and will be subject to immediate disciplinary action. The sign out procedure applies to Flex students if they are in an ECHS or ECHS Flex class.

## ***General Information***

### **Field Trip Requirements**

In order to earn the privilege to go on a field trip or class outing, a student must:

- Have submitted a completed, signed Parent Permission Form.
- Have an Authorization for Consent for Treatment of a Minor form on file in the Administrative



Office.

- Not have field trip privileges suspended.

Misconduct at a school function or field trip will result in having the privilege of attending future school functions and/or field trips suspended.

### **Making Copies**

The school is not funded for students to copy or duplicate academic material or assigned work at school. Students, therefore, are not permitted to use school copy machines for personal use.

### **Lockers**

Lockers, which are located outside Buildings B, E, F, G, will be assigned to all TCP students at the beginning of the school year. Lockers inside Building I will be assigned to Flex students with 4 or more on campus classes who request a locker. The purpose of the lockers is to store books during class periods so that all books need not be carried to every class. All lockers must be locked when the assigned student is not present at the locker. Each student is also issued a lock, which remains with the locker at the end of the school year. If a student damages or loses the assigned lock, the student will be required to purchase a replacement lock from the school. Students may not attach stickers or make any permanent markings or inappropriate symbols on, or in, any locker.

## ***Academic Policies and Curriculum***

### **Course Selection**

Course selection (for the next year) is initiated in the spring by completing the Course Offerings form in the registration packet. Courses should be completed in the sequence specified on the Course Offerings form and chosen to meet all graduation requirements by the end of the senior year. Questions on course selection should be discussed with the Student Services Advisor. Decisions to complete courses at other schools (such as Palomar College) should also be discussed with the Student Services Advisor to ensure the course meets ECHS graduation requirements. Please note that students must be on campus for a minimum of four (4) academic classes to be enrolled in ECHS.

Student assignment to Honors and Advanced Placement courses is based on prior academic performance, attitude, and the teacher's recommendation. These courses are taught at a college level and require substantial work outside of class, including summer reading. Questions on these classes should be directed to the appropriate teacher or the Student Services Advisor.

## Grading Policy

The school year is divided into eight (8) grading periods for reporting student progress and two (2) semesters for assigning final course grades and credits earned. Grades are normally reported using the following grade scale:

<b>A Superior</b> 90% to 100% (4 grade points)	<b>D Below Average</b> 60% to 69% (1 grade point)	<b>P/F Pass/Fail</b>
<b>B Above Average</b> 80% to 89% (3 grade points)	<b>F Failure</b> Below 60%	<b>NM No Mark</b> Given for not completing ISPE requirements
<b>C Average</b> 70% to 79% (2 grade points)	<b>I Incomplete</b> Incomplete, without final mark: to be replaced by a final mark of A through F	<b>WF Withdraw Fail</b> Given when a student drops a course after the add/drop deadline

A grade of “C” or better is required to earn credit for all courses below the College Preparatory level. A grade of “D” will earn credit for all courses at the College Preparatory level and above. However, a grade of “D” will normally prevent a student from advancing to the next sequential course or semester (e.g., Algebra I to Algebra II; Spanish 1 to Spanish 2; etc.) and will not satisfy university entrance requirements. Also, note that a minimum overall GPA of 2.0 is required for graduation.

If a student receives an Incomplete (I) grade at the end of the semester, the teacher will specify the date by which the work must be made up. If the work has not been submitted by the date specified, the grade will be permanently changed to an “F” or another grade as designated by the teacher.

## Honor Roll and Awards

The academic education received by every student at Escondido Charter High School is of paramount concern. To encourage academic excellence, ECHS students are recognized each semester for their academic achievement. The Scholars List, for a semester GPA of 4.0, Honor Roll, for a semester GPA of 3.5 and above (a grade of “C” or above is required in every course to be eligible for Honor Roll consideration), or Academic Recognition (a 3.2 - 3.4 GPA) lists are released by the Principal at the beginning of each semester.

Students achieving Academic Recognition, Honor Roll, and the Scholars List, will be recognized at a Student Assembly. Students on the Scholars List and Honor Roll will be awarded an Academic Letter. In addition, academic awards in each course area for the entire year will be presented at the Awards Assembly, which is held on the last day of school. These awards recognize academic excellence as well as exceptional student effort and improvement.

## **Independent Study Physical Education (ISPE)**

Twenty (20) credits of Physical Education (PE) are required for graduation. To free up more of the school day for academic pursuits, the Physical Education requirement must be completed outside of school in an independent study format. In order to receive PE credit, an Independent Study Contract must be completed at the beginning of the semester and exercise time logs must be certified by a parent/guardian and submitted weekly by the student to the supervising teacher. If all requirements of the contract are completed by the end of the semester, the student earns five (5) credits of PE for 60 hours of exercise. Note: Letter grades are not assigned for ISPE. The grade for this course is reported as Pass/Fail and partial credit is normally not assigned. Students not completing ISPE will be issued a no mark (NM).

## **Homework**

Homework or study for each course will normally be required on the average of 30 minutes per day per course. Honors and Advanced Placement level courses require additional study hours. Homework is assigned in direct support of the class objectives, and will normally be graded. Failure to complete homework assignments may result in course failure or a reduced grade. In order for parents to be aware of student assignments, homework will be sent home daily via email.

## **Late work**

In general, assigned work will not be accepted after the due date. For work and tests missed due to an absence, see the grading policy in the section on *Policies for Making-up Missed Assignments and Tests*.

## **Progress Reports and Report Cards**

Student grades are made available to parents through an online parent portal using the Synergy student information system. Grades are updated by the teaching staff on a regular basis and made available to parents in real time. The ECHS Parent Portal provides a detailed report of the student's performance in each course.

Every four (4) to six (6) weeks, the Principal emails parents informing them that their students' grades have been officially updated and prepared for parent viewing. Although student grades are updated regularly, the progress report periods provide an opportunity for all ECHS teachers to finalize their students' grades for that reporting period.

At the end of the semester, a report card is mailed home with the final course grade and credits earned for every enrolled course. As with the transcript, it is recommended that the report card be reviewed and any questions be directed to the applicable teacher or Student Services.

## **Semester Final Examinations**

Comprehensive, written, closed-book final examinations are given in each subject during the last week of the semester. The schedule for these examinations will be announced the week before the exams. In addition, written, closed book tests and other forms of student assessment are utilized throughout the semester. The course syllabi provided by each teacher at the beginning of the school year specify the student assessment criteria for each course.

## **Student Services**

Academic counseling and college guidance are available for all ECHS students and parents through the appropriate Academic Advisor. Students or parents should contact their Academic Advisor at (760) 737-3154 or via email to set up an appointment. In addition, the Student Services Team monitors the academic progress of all ECHS students. Student and parent/teacher conferences will be held for those students who are not making satisfactory progress towards graduation.

## **Academic Advisors**

### **TCP Grades 9 through 11**

Mrs. Karen Withem  
kwithem@amhcs.org

### **TCP Grade 12**

Ms. Deb Bresko  
dbresko@amhcs.org

### **CLP**

Mr. Steve Prodan  
sprodan@amhcs.org

### **PLP**

Mrs. Whitney Woodard  
wwoodard@amhcs.org

## **Teacher Assistant Program**

Juniors and seniors who demonstrate strong academic, ethical, and organizational skills may be eligible to serve as a teacher assistant. The student must be enrolled in a minimum of four academic courses and obtain approval of a teacher who needs daily classroom assistance. The student and teacher will then complete a contract approved by the Academic Advisor. Successful completion of the contract, which requires 60 hours of teacher assistance by the student, earns the student five (5) credits for each semester of work.

## **Tutorial**

Tutorial is available Tuesday - Friday before school (8:00 - 8:25 a.m.) and after the last class period (3:35 to 4:15 p.m.) as teacher and student schedules permit. Please see the teacher course syllabus for the tutorial schedule. Additionally, students may schedule time for tutoring by appointment with an individual teacher. Students experiencing difficulty in a class may be assigned mandatory tutorial; failure to attend mandatory tutorial will result in disciplinary action.

### **Withdrawal from Class**

A student who desires to withdraw from (drop) a class should first discuss this action with Student Services to explore alternative solutions. If the decision is made to withdraw from a class, written concurrence of the parents/guardian and the approval of the Principal, is required. Note that withdrawal from a class after the first progress report will normally result in the assignment of a withdraw fail grade (WF) for the class.

### **Zero Period**

To enhance and diversify the curriculum, some teachers may offer courses during Zero Period from 7:30 to 8:25 a.m. These elective courses are graded and successful completion results in the award of five (5) academic credits per semester. The courses, however, do not fulfill any core graduation requirements. Course topics are announced and the classes opened for voluntary enrollment during the first week of the semester.

### **Community Service Requirement**

Community service is a graduation requirement for Escondido Charter High School. Students are expected to complete at least four hours of community service each semester. In order for the community service time to fulfill the requirements, it must involve service that benefits the local community. Therefore, it must be organized, unpaid work intended for the good of the community. Students must report their community service hours each semester by submitting a completed ECHS Community Service Record to the Main Office.

# **ECHS FLEX CLASSICAL LEARNING PATHWAY (CLP)**

## ***Introduction***

ECHS Flex CLP provides a more flexible learning approach by offering four core classes in English, math, science, and foreign language, supplemented by online courses and elective classes to meet individual student interests and needs. The college preparatory classes average 20 students in size and meet four days a week (Tuesday through Friday) within a six-period school day, with two semesters each year. This program is designed to prepare students to enter a four-year university upon graduation.

ECHS Flex is a performance-based program. Students are required to meet minimum work performance standards and must consistently attend scheduled classes and submit assignments. Students falling below this standard may be Evaluated for Continued Enrollment or placed on a Probationary Contract and may be dropped from the program.

## ***Attendance***

Regular daily attendance is essential to student learning, and absences should be avoided if possible. Students who miss eleven or more days of school during a school year, whether excused or unexcused, will be required to make up missed school days by attending Saturday School. Students will be assigned a Saturday School for each school day missed beyond ten days. For purposes of this policy, four periods constitute a school day. Excessive absenteeism may result in removal from the class or ECHS. Students who are absent for more than two periods are not eligible to participate in curricular activities (dances, sports, etc.) after school that day.

## **Definitions**

**Excused Absence:** An excused absence is one that occurs for reasons of illness, quarantine, family bereavement, medical appointment or legal business and is reported as such by the parent(s) or guardian.

**Unexcused Absence:** An unexcused absence is one that occurs with the permission of the student's parent(s) or legal guardian for reasons other than illness, quarantine, family bereavement, and medical or legal business. Examples of unexcused absences are: family trips, transportation problems, babysitting, and work.

**Truancy:** Any absence (including tardiness of more than 30 minutes) that is not reported and not authorized by the parent(s) or guardian is considered truant. Students whose parents fail to excuse an absence within three days following the student's return to school will be considered truant.

## **Steps to Follow When Absent**

A parent or guardian should call the Main Office at (760) 737-3154 prior to 8:30 a.m. on the day of the student's absence. (See *Truancy* above.)

When the student returns to school, he or she must obtain a re-admit slip from the Main Office. If the parent has not previously notified the office of the absence, then a note signed by the parent explaining the absence must be presented. E-mail is not acceptable for this purpose. A note of excuse should include:

- Student's name
- Date(s) of absence (inclusive of days sick) and reason for absence
- Parent's signature
- Phone number where parents can be reached in case there is a question.

Please note that the student is considered truant for the period of absence until a parent or guardian contacts the Main Office with the circumstances of the absence. If the parent fails to inform the office of the reason for the absence within three days following the student's return to school, the student will be considered truant.

## **Extended Absence Contract**

In order for a student to keep up with class work during a planned absence of five (5) or more days, an Extended Absence Contract must be completed. Please notify Mr. Prodan, Flex CLP Academic Advisor, a minimum of ten (10) school days before the absence in order to provide adequate time to draft the contract. All work assigned during the absence must be turned in immediately upon return to school. When this type of absence is unexcused, there is a 10% grade reduction for all assignments.

Juniors and seniors may use an Extended Absence Contract for a planned absence to visit a college or university. Students must present written notice of their plans to Mr. Prodan, Flex CLP Academic Advisor, at least seven school days in advance. An absence for this purpose is considered excused and there is no grade reduction.

## **Policies for Making-up Missed Assignments and Tests**

It is the student's responsibility to inquire about and make up all work and tests he or she missed due to an absence.

For a planned absence of five or more days, an Extended Absence Contract should be requested by the parent(s)/guardian (See *Extended Absence Contract* above). All work is due on the first day the student returns.

All work missed due to absences must be made up. There is a day-for-day extension of the due date

for each day of an excused absence. This extension does not apply to long term or multiple day projects and unexcused or planned absences. In these cases, the work must be turned in on the assigned due date or immediately upon return to school.

Grade reduction for missed work:

- For excused absences, there is no grade penalty assessed as long as the adjusted due date is met.
- For unexcused absences, all work is due upon the student's return and there is a 10% grade penalty assessed.
- For trancies, all work is due upon the student's return and there is a 50% grade penalty assessed.

All tests missed due to absence must be made up promptly upon return to school. The student should contact his or her teacher to schedule a time to complete the test – normally before or after school.

Note: All assigned work is due on the designated due date and late work is not normally accepted.

## ***Tardiness***

Students are considered tardy if they are late to any period. For every tardy, the student is assigned a detention. However, students arriving late to first period are not assigned a detention until their fourth late arrival to school. Note: A student who is more than 30 minutes late to class is considered truant.

## ***Leaving Class and Leaving Campus***

To leave class, students must be excused by the teacher and will be issued a student hall lanyard or pass to go to the Main Office, to another classroom, or to the restroom during class. All students who leave class must sign-out upon departure (including their name, date, and time) and sign-in when they return. Only a teacher or administrator may excuse a student from his or her class.

If a student must leave campus, he or she must be signed out in the Main Office by a parent or guardian or sign out from the classroom using their phone and the QR code. If someone other than a parent or a guardian is picking up the student, this needs to be prearranged with the office prior to pick-up time. A student leaving campus without permission is considered truant and will be subject to immediate disciplinary action. The sign out procedure applies to Flex students if they are in an ECHS or ECHS Flex class.

## ***General Information***

### **Field Trip Requirements**

In order to earn the privilege to go on a field trip or class outing, a student must:



- Have submitted a completed, signed Parent Permission Form.
- Have an Authorization for Consent for Treatment of a Minor form on file in the Administrative Office.
- Not have field trip privileges suspended.

Misconduct at a school function or field trip will result in having the privilege of attending future school functions and/or field trips suspended.

### **Making Copies**

The school is not funded for students to copy or duplicate academic material or assigned work at school. Students, therefore, are not permitted to use school copy machines for personal use.

### **Lockers**

Lockers inside Building I will be assigned to 9th and 10th grade Flex students. 11th and 12th grade students with 4 or more on campus classes may request a locker. The purpose of the lockers is to store books during class periods so that all books need not be carried to every class. All lockers must be locked when the assigned student is not present at the locker. Each student is also issued a lock, which remains with the locker at the end of the school year. If a student damages or loses the assigned lock, the student will be required to purchase a replacement lock from the school. Students may not attach stickers or make any permanent markings or inappropriate symbols on, or in, any locker.

## ***Academic Policies and Curriculum***

### **Course Selection**

Course selection (for the next year) is initiated in the spring. Courses should be completed in the sequence specified on the Course Offerings form and chosen to meet all graduation requirements by the end of the senior year. Questions on course selection should be discussed with the Student Services Advisor. Decisions to complete courses at other schools (such as Palomar College) should also be discussed with the Student Services Advisor to ensure the course meets ECHS graduation requirements. Please note that students must be on campus for a minimum of four (4) academic classes to be enrolled in ECHS.

Student assignment to Honors courses is based on prior academic performance, attitude, and the teacher's recommendation. These courses are taught at a college level and require substantial work outside of class, including summer reading. Questions on these classes should be directed to the appropriate teacher or the Student Services Advisor.

## Grading Policy

The school year is divided into eight (8) grading periods for reporting student progress and two (2) semesters for assigning final course grades and credits earned. Grades are normally reported using the following grade scale:

<b>A Superior</b> 90% to 100% (4 grade points)	<b>D Below Average</b> 60% to 69% (1 grade point)	<b>P/F Pass/Fail</b>
<b>B Above Average</b> 80% to 89% (3 grade points)	<b>F Failure</b> Below 60%	<b>NM No Mark</b> Given for not completing ISPE requirements
<b>C Average</b> 70% to 79% (2 grade points)	<b>I Incomplete</b> Incomplete, without final mark: to be replaced by a final mark of A through F	<b>WF Withdraw Fail</b> Given when a student drops a course after the add/drop deadline

A grade of “C” or better is required to earn credit for all courses below the College Preparatory level. A grade of “D” will earn credit for all courses at the College Preparatory level and above. However, a grade of “D” will normally prevent a student from advancing to the next sequential course or semester (e.g., Algebra I to Algebra II; Spanish 1 to Spanish 2; etc.) and will not satisfy university entrance requirements. Also, note that a minimum overall GPA of 2.0 is required for graduation.

If a student receives an Incomplete (I) grade at the end of the semester, the teacher will specify the date by which the work must be made up. If the work has not been submitted by the date specified, the grade will be permanently changed to an “F” or another grade as designated by the teacher.

## Honor Roll and Awards

The academic education received by every student at Escondido Charter High School is of paramount concern. To encourage academic excellence, ECHS students are recognized each semester for their academic achievement. The Scholars List, for a semester GPA of 4.0, Honor Roll, for a semester GPA of 3.5 and above (a grade of “C” or above is required in every course to be eligible for Honor Roll consideration), or Academic Recognition (a 3.2 - 3.4 GPA) lists are released by the Principal at the beginning of each semester.

Students achieving Academic Recognition, Honor Roll, and the Scholars List will be recognized at a Student Assembly. Students on the Scholars List and Honor Roll will be awarded an Academic Letter. In addition, academic awards in each course area for the entire year will be presented at the Awards Assembly, which is held on the last day of school. These awards recognize academic excellence as well as exceptional student effort and improvement.

## **Independent Study Physical Education (ISPE)**

Twenty (20) credits of Physical Education (PE) are required for graduation. To free up more of the school day for academic pursuits, the Physical Education requirement must be completed outside of school in an independent study format. In order to receive PE credit, an Independent Study Contract must be completed at the beginning of the semester and exercise time logs must be certified by a parent/guardian and submitted weekly by the student to the supervising teacher. If all requirements of the contract are completed by the end of the semester, the student earns five (5) credits of PE for 60 hours of exercise. Note: Letter grades are not assigned for ISPE. The grade for this course is reported as Pass/Fail and partial credit is normally not assigned. A student who has not completed ISPE will be issued a no mark (NM).

## **Homework**

Homework or study for each course will normally be required on the average of 30 minutes per day per course. Honors level courses require additional study hours. Homework is assigned in direct support of the class objectives, and will normally be graded. Failure to complete homework assignments may result in course failure or a reduced grade. In order for parents to be aware of student assignments, homework will be posted in Email Homework, Google Classroom, and/or in Canvas.

## **Late work**

In general, assigned work will not be accepted after the due date. For work and tests missed due to an absence, see the grading policy in the section on *Policies for Making-up Missed Assignments and Tests*.

## **Progress Reports and Report Cards**

Student grades are made available to parents through an online parent portal using the Synergy student information system. Grades are updated by the teaching staff on a regular basis and made available to parents in real time. The ECHS Parent Portal provides a detailed report of the student's performance in each course.

Every four (4) to six (6) weeks, the Principal emails parents informing them that their students' grades have been officially updated and prepared for parent viewing. Although student grades are updated regularly, the progress report periods provide an opportunity for all ECHS teachers to finalize their students' grades for that reporting period.

At the end of the semester, a report card is mailed home with the final course grade and credits earned for every enrolled course. As with the transcript, it is recommended that the report card be reviewed and any questions be directed to the applicable teacher or Student Services.

## **Semester Final Examinations**

Comprehensive, written, closed-book final examinations are given in each subject during the last week of the semester. The schedule for these examinations will be announced the week before the exams. In addition, written, closed book tests and other forms of student assessment are utilized throughout the semester. The course syllabi provided by each teacher at the beginning of the school year specify the student assessment criteria for each course.

## **Student Services**

Academic counseling and college guidance are available for all ECHS students and parents through the appropriate Academic Advisor. Students or parents should contact their Academic Advisor at (760) 737-3154 or via email to set up an appointment. In addition, the Student Services Team monitors the academic progress of all ECHS students. Student and parent/teacher conferences will be held for those students who are not making satisfactory progress towards graduation.

## **Academic Advisors**

### **TCP Grades 9 through 11**

Mrs. Karen Withem  
kwithem@amhcs.org

### **TCP Grade 12**

Ms. Deb Bresko  
dbresko@amhcs.org

### **CLP**

Mr. Steve Prodan  
sprodan@amhcs.org

### **PLP**

Mrs. Whitney Woodard  
wwoodard@amhcs.org

## **Teacher Assistant Program**

Juniors and seniors who demonstrate strong academic, ethical, and organizational skills may be eligible to serve as a teacher assistant. The student must obtain approval of a teacher who needs daily classroom assistance. The student and teacher will then complete a contract approved by the Academic Advisor. Successful completion of the contract, which requires 60 hours of teacher assistance by the student, earns the student five (5) credits for each semester of work.

## **Tutorial**

Tutorial is available Tuesday - Friday before school (8:00 - 8:25 a.m.) and after the last class period (3:35 to 4:15 p.m.) as teacher and student schedules permit. Please see the teacher course syllabus for the tutorial schedule. Additionally, students may schedule time for tutoring by appointment with an individual teacher. Students experiencing difficulty in a class may be assigned mandatory tutorial; failure to attend mandatory tutorial will result in disciplinary action.

### **Withdrawal from Class**

A student who desires to withdraw from (drop) a class should first discuss this action with Student Services to explore alternative solutions. If the decision is made to withdraw from a class, written concurrence of the parents/guardian and the approval of the Principal, is required. Note that withdrawal from a class after the first progress report will normally result in the assignment of a withdraw fail grade (F) for the class.

### **Zero Period**

To enhance and diversify the curriculum, some teachers may offer courses during Zero Period from 7:30 to 8:25 a.m. These elective courses are graded and successful completion results in the award of five (5) academic credits per semester. The courses, however, do not fulfill any core graduation requirements. Course topics are announced and the classes opened for voluntary enrollment during the first week of the semester.

### **Community Service Requirement**

Community service is a graduation requirement for Escondido Charter High School. Students are expected to complete at least four hours of community service each semester. In order for the community service time to fulfill the requirements, it must involve service that benefits the local community. Therefore, it must be organized, unpaid work intended for the good of the community. Students must report their community service hours each semester by submitting a completed ECHS Community Service Record to the Main Office.

# **ECHS FLEX PERSONALIZED LEARNING PROGRAM (PLP)**

## ***Introduction***

The ECHS Flex Personalized Learning Program (PLP) provides general and college preparatory programs on a flexible, college-style schedule in a format designed to meet a variety of student needs. While Flex PLP is primarily designed for students seeking to accelerate their learning, earn a high school diploma with post-secondary plans that involve attending community college, enrolling in vocational schools, or entering the workforce, the student population is comprised of a wide spectrum of students who choose this setting rather than a traditional comprehensive high school program.

## ***Enrollment Policy***

Students entering Flex PLP may be given a placement test in mathematics to determine math placement. This evaluation often utilizes standardized testing data, academic history, and/or a pre-enrollment conference.

## ***Mentor Teacher***

Within an independent study context, the Mentor Teacher (MT) is the key person in the student's educational process. Students meet weekly or as often as required with their Mentor Teacher to cover core subjects such as English, social science, and science. In addition, students may enroll in up to three (3) ECHS Flex CLP classes per year as space permits. The Mentor Teacher is also responsible for student attendance, communication with parents, and scheduling. Every Mentor Teacher holds a California teaching credential.

## ***Attendance***

Attendance at the weekly meeting with the Mentor Teacher, other scheduled classes, and standardized testing is mandatory. Students who consistently miss educational opportunities will be Evaluated for Continued Enrollment which could result in being placed on a Probationary Contract or dropped from the program.

## ***Tardiness***

Students late to weekly Mentor Teacher meetings and Math Lab or other subject specific tutoring sessions will be assigned a Saturday School after their fourth late arrival. Note: A student who is more than 30 minutes late to a weekly Mentor Teacher meeting, Math Lab, or other subject specific tutoring session is considered truant.

Students blended into TCP or Flex CLP classes are considered tardy if they are late to any period. For every tardy, the student is assigned a detention. However, students arriving late to first period are not assigned a detention until their fourth late arrival to school. Note: A student who is more than 30 minutes late to class is considered truant.

## ***College Prep vs. General Curriculum***

All freshmen students entering the Flex PLP program will begin on the Advanced Academic Diploma plan. Students in PLP may drop to the Academic Diploma or General Diploma only on the approval of the Parent/Guardian, Mentor Teacher, and Administration.

Students transferring into Flex PLP as credit deficient may need to complete a general curriculum and enter community college and/or the labor force after graduation.

Students who plan to enter a four-year college or university upon graduation must take a College Preparatory curriculum meeting the Advanced Academic or Academic Diploma plan. Students may need to attend classes at Palomar College, enroll in ECHS Flex CLP classes, or take college-prep online courses through ECHS Flex PLP to earn these credits. College Prep Courses offered in Flex PLP have been accepted by the University of California (UC) and California State (CSU) University system.

## ***Mathematics Curriculum***

Students in ECHS Flex PLP are encouraged to earn their math credits by blending into the Flex CLP classes or in the Math Lab. Pre-Algebra, Algebra I, Geometry, Algebra II, Pre-Calculus/Advanced Math, and Calculus are available in all settings.

## ***Attendance and Academic Performance***

Flex PLP is a performance-based program. Students are required to meet minimum work performance standards and must consistently attend their weekly meeting with their Mentor Teacher and other scheduled classes. Students falling below this standard will be Evaluated for Continued Enrollment which could result in being placed on a Probationary Contract or dropped from the program. Students who cannot make progress in independent study may be referred back to their home district for placement.

Sometimes Flex PLP may need a fifth year to complete credits for graduation. In this case the student will be assigned to a Mentor Teacher who works specifically with 5th year seniors. 5th year seniors are not able to take any classes on campus or participate in co-curriculars. The goal is to get through their coursework as soon as they are able in order to graduate. When all coursework is completed, the student is eligible to walk in the June graduation ceremony.

## ***Testing***

Flex PLP students are required to pass core knowledge tests at the end of particular core courses to validate their mastery of basic material. Students are also required by contract and by law to participate in all state mandated testing programs including CAASPP and CAST assessments. Failure to attend these tests at scheduled times may result in the student being Evaluated for Continued Enrollment which could result in being placed on a Probationary Contract or dropped from the program.

## ***Graduation Ceremony***

Students in Flex PLP graduate throughout the year; however, a formal graduation ceremony is held at the end of the school year. All students who complete the graduation requirements during the previous school year may participate in the graduation ceremony. The graduation ceremony is for the Flex program and will include Flex CLP and Flex PLP students. All credits required for graduation will be due no later than one week prior to graduation.

## ***Leaving Class and Leaving Campus***

Students enrolled in Flex PLP must be at school, home, work, or otherwise supervised by a parent/guardian when not at school during traditional school hours (7:45 a.m. to 3:30 p.m.). After students have finished meeting with their Mentor Teacher, completed a class, or any other assigned activity, the students must, as a general rule, leave the campus.

Students who arrive at school before their scheduled time or are waiting to be picked up by a parent/guardian will be directed to the study area located in Building A. Students enrolled in Flex PLP are not permitted to wait or loiter on campus or in their cars. Students must remain in the A building until the passing period begins unless they have a pass from their Mentor Teacher. Students will use the restrooms in the A building. Use of the vending machines is allowed before school, after school, and during break and lunch. Students may not use the vending machines during classes.

Flex PLP students are not able to leave campus and return on the same day without parent permission. All students will sign in or out at the front office upon arriving and leaving.

## ***Academic Policies and Curriculum***

### ***Course Selection***

Course selection (for the next year) is initiated in the spring. Courses should be completed in time to meet all graduation requirements by the end of the senior year. Questions on course selection should be discussed with the Mentor Teacher and Student Services Advisor. Decisions to complete courses at



other schools (such as Palomar College) should also be discussed with the Mentor Teacher and Student Services Advisor to ensure the course meets ECHS graduation requirements. Please note that students must take a minimum of four (4) academic classes per semester to be enrolled in ECHS.

### Grading Policy

The school year is divided into eight (8) grading periods for reporting student progress and two (2) semesters for assigning final course grades and credits earned. For PLP copies of the student’s current transcript will be mailed home by the Mentor Teacher in October and March. Grades are normally reported using the following grade scale:

<p><b>A Superior</b> 90% to 100% (4 grade points)</p>	<p><b>D Below Average</b> 60% to 69% (1 grade point)</p>	<p><b>P/F Pass/Fail</b></p>
<p><b>B Above Average</b> 80% to 89% (3 grade points)</p>	<p><b>F Failure</b> Below 60%</p>	<p><b>NM No Mark</b> Given for not completing ISPE requirements</p>
<p><b>C Average</b> 70% to 79% (2 grade points)</p>	<p><b>I Incomplete</b> Incomplete, without final mark: to be replaced by a final mark of A through F</p>	<p><b>WF Withdraw Fail</b> Given when a student drops a course after the add/drop deadline</p>

A grade of “C” or better is required to earn credit for all courses below the College Preparatory level. A grade of “D” will earn credit for all courses at the College Preparatory level and above. However, a grade of “D” will normally prevent a student from advancing to the next sequential course or semester (e.g., Algebra I to Algebra II; Spanish 1 to Spanish 2; etc.) and will not satisfy university entrance requirements. Also, note that a minimum overall GPA of 2.0 is required for graduation.

If a student receives an Incomplete (I) grade at the end of the semester, the teacher will specify the date by which the work must be made up. If the work has not been submitted by the date specified, the grade will be permanently changed to an “F” or another grade as designated by the teacher.

### Honor Roll and Awards

The academic education received by every student at Escondido Charter High School is of paramount concern. To encourage academic excellence, ECHS students are recognized each semester for their academic achievement. The Scholars List, for a semester GPA of 4.0, Honor Roll, for a semester GPA of 3.5 and above (a grade of “C” or above is required in every course to be eligible for Honor Roll consideration), or Academic Recognition (a 3.2 - 3.4 GPA) lists are released by the Principal at the beginning of each semester. Students must have completed a minimum of 20 credits during the semester to be eligible for academic recognition and awards.

Students achieving Academic Recognition, Honor Roll, and the Scholars List will be recognized at a Student Assembly. Students on the Scholars List and Honor Roll will be awarded an Academic Letter. In addition, academic awards in each course area for the entire year will be presented at the Awards Assembly, which is held on the last day of school. These awards recognize academic excellence as well as exceptional student effort and improvement.

### **Student Services**

Academic counseling and college guidance are available for all ECHS students and parents through the appropriate Academic Advisor. Students or parents should contact their Academic Advisor at (760) 737-3154 or via email to set up an appointment. In addition, the Student Services Team monitors the academic progress of all ECHS students. Student and parent/teacher conferences will be held for those students who are not making satisfactory progress towards graduation.

### **Academic Advisors**

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### **Tutorial**

Tutorial is available Tuesday - Friday before school (8:00 - 8:25 a.m.) and after the last class period (3:35 to 4:15 p.m.) as teacher and student schedules permit. Please see your Mentor Teacher to schedule additional tutorial time.

### **Community Service Requirement**

Community service is a graduation requirement for Escondido Charter High School. Students are expected to complete at least four hours of community service each semester. In order for the community service time to fulfill the requirements, it must involve service that benefits the local community. Therefore, it must be organized, unpaid work intended for the good of the community. Students must report their community service hours each semester by submitting a completed ECHS Community Service Record to the Main Office.

# ESCONDIDO CHARTER HIGH SCHOOL

## STUDENT DRESS CODE

*“Let’s dress for success.”*

In order to meet one of the goals of the Escondido Charter High School’s mission statement – which is to provide a safe and orderly learning environment – clothing, jewelry, and other accessories must be appropriate to the educational environment and should not bring inappropriate attention to the student or cause a distraction in class. The dress code is a key component of preparing students for college and career readiness. Adherence to a dress code is an important part of the workplace to promote professionalism, safety, and security. Therefore, the following guidelines apply to student dress when at school or school-sponsored events:



**Torso:** Clothing must cover shoulders, stomach, chest, and back. Undergarments must be covered.

**Legs:** Shorts, skirts, and dresses must be just above the knee. Undergarments must be covered.

**Feet:** Footwear must be worn at all times appropriate to the activity.

The shaded portion of this figure represents front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school or school events.

### Other guidelines:

- Clothing that promotes drugs, alcohol, tobacco, or violence, is sexually suggestive, or that presents a disruption in school or school-related activities or that provokes violence is prohibited.
- Any clothing or accessories worn in a manner identified as gang-related is prohibited.
- All students must maintain a clean, neat, and healthy appearance. This means there should be no slits, rips or frays in pants, skirts, or shorts, and pajamas are not appropriate.
- Piercings are limited to the ears. Nose piercings are not allowed. No tattoos should be showing.
- Hair must be of a natural color. Head coverings (hats, beanies, and hoodies, etc.) are not to be worn indoors. Religious exemptions apply.

*Please note: this list is not meant to be exhaustive; rather, it outlines the general expectations of student dress during school or school-sponsored activities. Clothing that causes a substantial disruption in school or school-related activities is prohibited.*

Escondido Charter High School  
1868 East Valley Parkway  
Escondido, CA 92027  
(760) 737-3154