



Student Handbook 2022-23

Dear Spartans,

We look forward to reaching new academic heights in 2022-23! This year, expect to be challenged in every classroom every day. Expect to work harder than you have in the past, and experience the satisfaction of rising to higher expectations. Our goal is to have every student prepared for college, and the career of their choice. To make that a reality, we must all work together!

This handbook outlines the academic calendar; academic, tardy, and absence policies; grading information; and conduct expectations. Please be aware that you are responsible for familiarizing yourself with the information contained in this handbook. If you have any questions regarding the information contained in this handbook please feel free to reach out.

As we go through the year, some of these policies may need to be revisited or revised and new policies may need to be added. Please be prepared for changes, as they are an inevitable part of life. If you have any ideas about policies, procedures, or expectations that need to be put into place, please share them with me. I would love to hear your thoughts.

Thank you,

Jessica Goode, principal

School Mission

Our school mission was created from feedback given by students, families, and faculty. We understand that our school is still a work in progress, and we will continue to strive towards fulfilling our mission. Please see our mission statement below.

Be Positive

As Spartans, we are committed to the development of positive relationships. Students and staff will work to develop relationships that create a positive school culture through mutual respect and high academic and social expectations.

We will stand together against negativity and disrespect in real life and on social media. We will engage positively with our Spartan family, being mindful of our words and actions.

Be Purposeful

As Spartans, what we do will always serve a purpose. We will purposefully choose our words and actions, knowing that we are working towards a specific goal. We will be responsible for our school classrooms, culture, and community.

As staff, we are committed to providing learning opportunities that serve a purpose. Every lesson, assignment, and expectation will serve the purpose of preparing every student for college, careers, and life in the real world.

Be Productive

As Spartans, it is our responsibility to be prepared and productive every day.

Teachers will instruct well-planned, rigorous lessons with the explicit goal of producing opportunities for new learning. Students will take advantage of these opportunities to learn, and be productive in class.

Spartans will learn something new every day, and will produce evidence of that learning

Academic Calendar

August 18, 2022: First Day of School

September 5, 2022: Labor Day

September 9, 2022: End of Quarter 1 Progress Report Period

October 7, 2022: End of Quarter 1

October 10, 2022: No school for students, professional development day

November 10, 2022: End of Quarter 2 Progress Report Period

November 11, 2022: Veterans Day Observed

November 21 – 25, 2022: Thanksgiving Break

December 12 - 16, 2022: Finals Week, Semester 1

December 16, 2022: End of Semester 1

December 19 – January 2, 2023: Winter Break

January 16, 2023: Martin Luther King Day

February 10, 2023: End of Quarter 3 Progress Report Period

February 20 – 24, 2023: Presidents Week

March 23, 2023: End of Quarter 3

April 10 - 14, 2023: Spring Break

May 5, 2023: Quarter 4 Progress Report Period Ends

May 29, 2023: Memorial Day

June 5 - 9, 2023: Finals Week, Semester 2

June 9, 2023: Last Day of School/End of Semester 2

Contact Information

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Office Support Staff Emails:

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EAOP/DCAC College Advisor: melissa.macias@emeryusd.org

Teacher emails:

- Mr. Anthony, Math: anthony.huynh@emeryusd.org
- Ms. Crichlow, Career Technical Education: jessica.crichlow@emeryusd.org
- Ms. Ericka, Spanish: ericka.castillo@emeryusd.org
- Mr. Heinz, Science: taylor.heinz@emeryusd.org
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- Mr. Salvatore, Music: tom.salvatore@emeryusd.org
- Ms. Siegel, Social Science: elana.siegel@emeryusd.org

Grading Policies

Emery Secondary School grading is now based on **mastery**. Mastery is “comprehensive knowledge or skill in a subject or accomplishment.”

Course grades will be determined based on the proven mastery of the grade-level standards and key concepts instructed by the teacher. Level of mastery will be determined through summative assessments of mastery (ex. multi step essays, presentations, major projects, unit tests, semester finals). Work that supports the learning process (classwork, homework, etc.) may also be considered.

Grades will be determined using the following weighted categories:

- Summative Assessments of Mastery: 90%
- Supporting Activities: 10%

*Teachers do have the option of using a 100% Assessment of Mastery grading scale.

Late Work Policy

Late work is accepted without penalty within the same semester.

Retakes

Students have the opportunity to retake major assessments, and revise projects and papers within the same semester. Students are expected to attend tutoring prior to retakes/redo in order to increase their chance of success.

Student Scheduling

All students in grades 9 – 11 will be scheduled into 8 class periods to allow for advanced course work, credit recovery and remediation, and electives.

Students in the 12th grade **must** take a minimum of six courses. If a student chooses to take a community college course, the minimum for high school courses is five. These courses will be scheduled in succession, and free periods will only be in the beginning and/or end of the instructional day. If a 12th grade student is in need of credit recovery, they will be scheduled in the number of courses that will afford them the opportunity to graduate on time. 12th grade students will **not** be permitted to take fewer courses than are necessary for them to graduate on time.

Cheating & Plagiarism Policy

Cheating and plagiarism are unacceptable and will not be tolerated. The following steps will be taken if and when a student cheats or plagiarizes:

1st Offense: Involved students (the student copying the work and the student who allows the work to be copied) will receive a “zero” on the assignment AND their parent or guardian will be required to attend a conference with the teacher and principal.

2nd Offense: In addition to all steps that are taken for the first offense, involved students will be required to attend Friday school.

3rd Offense and Beyond: In addition to all steps that are taken for the first and second offenses, the involved students will also be barred from all extracurricular school activities for a 30 day period, including but not limited to participation in or attendance of sporting events, school dances (including prom), club meetings or activities, etc.

Attendance Policies

Student attendance is the backbone of their school experience. Students are unable to learn, receive support, or build relationships if they are not present.

Students are expected to be at school, on time, every day so they can receive the education they deserve. Students must be on campus by 8:25 am and in class seated by 8:30 am.

Tardy Policy

Tardiness decreases the time spent in class learning, and for this reason, is unacceptable. There is no grace period – all students are expected to be in every class when the bell rings. **All students who are not in class and seated by 8:30 am are tardy and MUST get a tardy pass from the main office.**

Inter District Transfer students who engage in habitual tardiness may have their IDT revoked for failing to meet the 95% positive attendance requirement.

In order to encourage positive attendance, students will have the opportunity to earn off campus lunch. Students who have 5 days of perfect attendance (no tardies, no absences) will be awarded an **OFF-CAMPUS LUNCH PASS**.

- Parent permission is required – form will be provided
- Only students with a pass will be allowed off campus for lunch
- Students will be required to leave from the main doors
- Students will be required to check out and check back in upon return ▪
- Late return will result in disciplinary consequences
- **Students may not drive themselves or other students**

Absence Policy

Absences will be excused only if documentation of an illness, medical appointment, court date, or funeral is turned in to the office. Absences for college and career purposes may also be excused by prior arrangement with the principal.

If an absence is excused, students have one day to make up work for every day they were absent without a late work penalty. Work missed due to unexcused absences or tardies (ex. waking up late, missing the bus, etc.) result in a late work penalty being applied, as described in the late work policy.

Emery Secondary School Conduct Expectations

Spartans strive to maintain a positive atmosphere on campus. Towards that goal, students are expected to adhere to the following expectations.

Conduct Expectations

- Interact respectfully with all students, families, staff, and community members on campus.
- Advocate for themselves in a purposeful, positive, and professional manner.
- Honor the requests of all staff members.
- Resist bullying, teasing, or taunting of any kind in person or on-line.
- Use respectful language while on ECCL grounds.
- Secure their skateboards, scooters, bicycles, etc. safely and refrain from riding them on campus, including in front of the building.
- Respect the school facility and take advantage of all it has to offer.
 - ◆ Students must abide by teachers' classroom rules regarding eating and drinking.
 - ◆ Students must dispose of their own trash in the appropriate receptacle.
- Clothing may **NOT** have any symbols, words, or references to drugs/alcohol/controlled substances; sex; violence; or profanity.
- Bathroom passes will not be given during the **first or last** 15 minutes of class.

Technology Expectations

- Take care of your laptop like it belongs to you.
- Ensure cell phones/technology are used **ONLY AS DIRECTED BY THE TEACHER** during class time.
 - ◆ Cell phones & technology can be used before and after school, and during lunch.
 - ◆ Students are **NOT** permitted to **make or receive phone calls or text messages** during instructional time – this includes class time and passing periods.
 - ◆ Students are **NOT** permitted to **be on social media in any capacity** during instructional time – this includes class time and passing periods.
 - ◆ Students are welcome to listen to music before school, after school, and during lunch **with the use of headphones only**. Speakers may **NOT** be used to amplify music on campus.

Athletics Policies

Emery Secondary School offers an “Academics First” athletic program that includes co-ed cheerleading, girls and boys basketball, boys soccer, girls and boys track, girls and

boys volleyball, girls and boys cross country, and girls softball.

The following policies govern the ESS Athletics Program:

- All student athletes are required to maintain AT LEAST a 2.0, with a higher GPA requirement at their coach's discretion.
- Grade waivers are NOT granted – please do not ask.
- All student athletes are required to attend study hall.
 - ◆ Ineligible players must attend study hall with their team if they want to play after new grades come out.
- All student athletes are required to attend practice, even if you are ineligible to play in games.
- If a student is suspended they may not participate in any games during their suspension, nor can they practice while suspended.
- Ineligible players are required to participate in practice and study hall.
- Ineligible players may **NOT**:
 - ◆ Suit up for games
 - ◆ Perform volunteer duties at games or meets
 - ◆ Participate in early release for sporting events

Senior Activities

Participation in senior activities are governed by the following policies:

- Participation in Senior Week is limited to graduating seniors.
- Participation in Grad Night will be determined by the most recent grade report available OR will be held after graduation
 - ◆ Students in danger of not graduating will not be allowed to pay for or participate in Grad Night.

Graduation

- **Only students who have fulfilled their graduation requirements will be allowed to walk in graduation. NO EXCEPTIONS WILL BE MADE.**
- Students must complete all credit recovery efforts a minimum of two days prior to graduation.