



*East Side Union High School District  
Student Handbook*

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*Andrew Hill High School  
Home of the Falcons*

2017-2018



*For additional information regarding East Side Union High School District  
check our web site: <http://andrewphill.esuhd.org>*

# Andrew P. Hill High School

Principal: Jose H. Hernandez

3200 Senter Road

San Jose, CA 95111

Telephone: (408) 347-4100

Web Site: <http://andrewphill.esuhd.org>



## Mission Statement

Students who enter Andrew P. Hill High School will graduate as morally and ethically responsible lifelong learners with the ability to earn a post-secondary degree, succeed in the 21<sup>st</sup> century workforce, and effectively support a diverse global society.

## Bell Schedules

### Regular

### Collaboration (Thursday)

Period 1	7:00 am – 7:54 am	Period 1	7:09 am – 7:54 am
Period 2	8:00 am – 8:57 am	Period 2	8:00 am – 8:45 am
Period 3	9:03 am – 10:00 am	Period 3	8:51 am – 9:36 am
<b>Brunch</b>	10:00 am – 10:15 am	<b>Brunch</b>	9:36 am – 9:51 am
Period 4	10:21 am – 11:18 am	Period 4	9:57 am – 10:42 am
Period 5	11:24 am – 12:24 pm	Period 5	10:48 am – 11:36 am
<b>Lunch</b>	12:24 pm – 12:54 pm	<b>Lunch</b>	11:36 am – 12:06 pm
Period 6	1:00 pm – 1:57 pm	Lunch 6	12:12 pm – 12:57 pm
Period 7	2:03 pm – 3:00 pm	Period 7	1:03 pm – 1:48 pm

### Assembly / Rally Schedule

Period 1	7:09 am – 7:54 am
Period 2	8:00 am – 8:45 am
Period 3	8:51 am – 9:36 am
Brunch	9:36 am – 9:51 am
<b>Period 4A Assembly A</b>	
Period 4A	9:57 am – 10:52 am
<b>Period 4B Assembly B</b>	
Period 4B	11:02 am – 11:57 am
Period 5	12:03 pm – 12:48 pm
Lunch	12:48 pm – 1:18 pm
Period 6	1:24 pm – 2:09 pm
Period 7	2:15 pm – 3:00 pm

### Staff Meeting Schedule

<b>(Tuesday)</b>	
Staff Meeting	8:00 am – 10:23 am
Period 1	10:29 am – 11:25 am
Period 2	11:31 am – 12:27 pm
Lunch	12:27 pm – 12:57 pm
Period 3	1:03 pm – 1:59 pm
Period 4	2:05 pm – 3:01 pm
<b>(Wednesday)</b>	
Staff Meeting	8:00 am – 10:23 am
Teacher Collab	10:29 am – 11:25 am
Period 2	11:31 am – 12:27 pm
Lunch	12:27 pm – 12:57 pm
Period 3	1:03 pm – 1:59 pm
Period 4	2:05 pm – 3:01 pm

### Final Exam Schedule

Period 1	7:09 am – 7:54 am	
Period 2/4/6	8:00 am – 10:05 am	* Day 1 – Period 1, 2, 3
Brunch	10:05 am – 10:20 am	* Day 2 – Period 1, 4, 5
Period 3/5/7	10:26 am – 12:31 pm	* Day 3 – Period 1, 6, 7

## School Calendar 2017-18

Dates in the following calendar may be changed if necessary to schedule makeup days, for days lost to emergency school closing, in order to meet the minimum number of student instruction required by California Educational Code.

### Important Dates 2017-18

Labor Day	Sept. 4 <sup>th</sup>
Veterans Day	Nov. 10 <sup>th</sup>
Thanksgiving	Nov. 22 <sup>nd</sup> – 24 <sup>th</sup>
Holiday Break	Dec. 25 <sup>th</sup> – Jan. 5 <sup>th</sup>
MLK Day	Jan. 15 <sup>th</sup>
Winter Break	Feb. 19 <sup>th</sup> – 23 <sup>rd</sup>
Cesar Chavez	Mar. 30 <sup>th</sup>
Spring Break	Apr. 2 <sup>nd</sup> – 6 <sup>th</sup>
<b>Last Day of School</b>	<b>May 24<sup>th</sup></b>

### Grading Period Ends

1 <sup>st</sup> Grading Period	September 22 <sup>nd</sup> , 2017
2 <sup>nd</sup> Grading Period	November 3 <sup>rd</sup> , 2017
3 <sup>rd</sup> Grading Period	December 22 <sup>nd</sup> , 2017 (End of Semester 1)
4 <sup>th</sup> Grading Period	February 16 <sup>th</sup> , 2018
5 <sup>th</sup> Grading Period	April 13 <sup>th</sup> , 2018
6 <sup>th</sup> Grading Period	May 24 <sup>th</sup> , 2018 (End of Semester 2)

## Need Assistance?

### School Site

408.347.4100 • FAX 408.347.4115

#### Administration

Associate Principal of Educational Development (APED)	Monica Schneider	(408) 347-4130
Associate Principal of Discipline and Student Services (APA)	Long Truong	(408) 347-4120
Activities Director	Jessica Taylor	(408) 347-4348
Principal's Secretary	Elaine Pineres	(408) 347-4100
School Bank	TBA	(408) 347-4100

#### Academic Counseling

Counseling Technician	Cristina Guerra	(408) 347-4163
Guidance Counselor (A-E)	Irene Gil	(408) 347-4168
Guidance Counselor (F-L)	Mylan Pham	(408) 347-4166
Head Counselor (M-O)	BaoVy Nguyen	(408) 347-4133
Guidance Counselor (P-S)	Tatiana Magana	(408) 347-4161
Guidance Counselor (T-Z)	Christina Trujillo	(408) 347-4167
Counseling Tech.	Christina Guerra	(408) 347-4163
Registrar	Nicole Nguyen	(408) 347-4114
Support Services/Bookroom	Lupe Carbajal	(408) 347-4182

#### Attendance Office

Attendance Secretary	Pauline Lopez	(408) 347-4112
Attendance Clerk	Jean Sheridan	(408) 347-4108
Health Clerk	Cris Ruiz	(408) 347-4176

#### Parent/Community Resources

Parent Community Involvement Specialist	Rita Luna	(408) 347-4294
Community Resource Technician	Mai Doan	(408) 347-5239

#### Library

Librarian	Robert Crichton	(408) 347-7079
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#### Safety and Discipline

Student Advisor (A-L)	Nic Giorgi	(408) 347-4150
Student Advisor (M-Z)	Maria Trejo	(408) 347-4151
Probation	Michael Vaquera	(408) 347-4100

#### Food Services

Food Services Supervisor	Fasil Mersha	(408) 347-4199
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#### Falcon Hearts Center (Student Services)

Social Worker	Amy Cruz	(408) 347-4160
IST Coordinator	BaoVy Nguyen	(408) 347-4133

#### Program Coordinators

Social Justice	Paul Moradkhan	(408) 347-2602
Culinary Arts	Elizabeth Heartling	(408) 347-4336
International Baccalaureate Program (IB)	Mike Winsatt	(408) 347-4116
Med. Magnet Coordinator	Jennifer Dangerfield	(408) 347-4304
Link Crew	Jessica Taylor	(408) 347-4348
Puente Program	Christina Trujillo	(408) 347-4167

#### Athletics

Athletic Director	Ricardo Salgado	(408) 347-4321
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#### Foothill Community Health Center

Health Services Advocate I	Alexandra Flores
Health Services Advocate II	Jasmine Duran

## Parking

Student Parking	Senter Rd.
Staff/Community Parking	Singleton Rd.

#### Falcon Community Mission:

Andrew Hill serves the Falcon community with pride. We extend courteous service to all of our students and parents as we demonstrate respect and integrity for all.

#### AH Website:

Our website includes information on bell schedules, important dates, schedule pick up dates and time, special events, administration and teacher contact information, academic counseling and curriculum, social-emotional support and counseling, athletics, and important policies and forms.

#### School Loop:

Sign up for free to join our private online learning community – “School Loop.” It is an easy and quick process that will allow us to work together to help students succeed. Each student receives a custom homepage with classroom assignments listed, current grade, and access to teachers.

School Loop will be our primary way of getting you news, information, announcements, and the easiest way for you to participate actively with Andrew Hill staff. Student can get homework assistance, check archived assignments, store their work, turn in work, participate in groups for their clubs, activities, and contact each other and their teachers.

Please visit our website, click on the “Register now” link, select “Parent Registration” and fill out the short form. All you need is your student’s ID number.

<https://ahhs.schoolloop.com/>

#### Let Us Know...

If you need further assistance please ask to speak to an Administrator. We are dedicated to meeting your needs while you are on the school campus.

## ***ESUHSD Parent Handbook***

The ESUHSD Parent Handbook includes the Uniform Disciplinary Chart, Board Policies, and references to California Education Code and California Penal Codes related to students. The Administration does reserve the right to objectively determine punishment based on the seriousness of a particular infraction and the previous discipline record of the student who commits the offense.

## ***Student Behavior***

Andrew P. Hill places a heavy emphasis upon the safety of its students and staff. We will do everything within our authority to ensure a safe and orderly environment for all members of our educational community. All students are reminded that if they are having any difficulties with other students on campus, they are to report the problem to a teacher, advisor, or Assistant Principal in the office so the situation may be remedied before it comes to a physical confrontation.

Any student(s) who, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cause bodily injury to, or commit hate violence against, or engage in an act of bullying or cyber-bullying (committed by means of an electronic act)...directed toward a student or school personnel will be subject to disciplinary action. This includes while on school premises, or off campus in a manner that causes or is likely to cause disruption of a school activity or school attendance and may be subject to suspension or expulsion in accordance with District policies and regulations as well as referral to the appropriate law enforcement agency. (Penal Code 653.2)

Hazing of students for their birthday or other events is not permitted. Hazers may be disciplined and hazing victims may be sent home and/or disciplined.

All forms of hazing, bullying, cyber bullying, harassing or fighting or conspiracies to engage in fighting are strictly prohibited including any “gang” activity such as flashing signs or intimidation postures or large group stand offs. Acts specifically included in the above are:

- Fighting on any school grounds, in a school vehicle or at any school sponsored activity;
- Fights initiated at school but taking place elsewhere;
- Fights which affect any student in the East Side Union School District;
- Causing, attempting to cause or threatening to cause physical injury to another person;
- Any student who transmit information between students or groups that causes or tends to cause a fight is guilty of conspiring to fight.

## ***Vandalism/Tagging/Graffiti***

It is policy to seek monetary damages (restitution) from any individual, or the parent or guardian of a minor, in the amount of the damages for any act of vandalism committed or loss caused by that individual. Students will be disciplined accordingly by administration. Any student involved in pranks, where damage to or theft of school or private property occurs, may be suspended from school and subject to expulsion or transfer, referral to appropriate law enforcement agency and loss of all school privileges and activities (i.e. senior picnic, senior ball, graduation, athletics).

## ***School Policies & Discipline***

The ESUHSD Parent Handbook is available at <http://www.eshusd.org>

The AHHS Student Handbook and other school policies are available on the school website.

Education Code 48900 defines grounds for suspension or expulsion.

Education Code 48908: All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teacher of the schools.

To anonymously report bullying, misbehaviors, and suspicious activities on campus, call or text (408) 806-6037

Personal messages will not be accepted and/or delivered to students.

Our goal is to maximize instructional time. To achieve this goal, classroom interruption must be kept to a minimum.

**Andrew Hill High School DOES NOT accept flowers, balloons, or any personal items for delivery to students.**

**Repeated violation of the cell phone and electronic device policy will be subjected to our progressive disciplinary action policy as outlined in ESUHSD's Parent Handbook (Ed Code violation 48900 "K" column 3).**

## ***School ID Requirement***

By district mandate, each AHHS student is required to be in possession of their ID badge at all times on school grounds during school hours. Students must be able to present their ID badge when a staff member asks them for it; if student is chronically not in possession of his or her ID disciplinary action may be taken (detention, community hours, etc.). ID badges are needed to check out textbooks, purchase food at break and lunch, or attend certain school activities (dances, games, etc.).

All students will receive a free ID badge at the beginning of school. If the identification card is lost, it must be replaced immediately. Students should report to the school bank during school hours and pay the \$5.00 replacement fee, then report to the Advisor's Office for a replacement ID badge.

## ***Personal Needs***

Students can pick up personal items directly from **parents only** in the administration building during break and lunch only (these should not be delivered curb-side). Students will not be called out of class to pick up other deliveries, such as food, flowers, gifts, balloons, etc.; however, they can be picked up during break or lunch from the administration building.

## ***Food Delivery Policy (Door Dash, Uber Eats, etc.)***

Students can pick up food items from food delivery services (such as Door Dash, Uber Eats, pizza deliver, etc.) in the administration building (attendance office) during lunch **ONLY** (these should not be delivered curb-side). Students may not utilize food delivery services anytime other than lunch. Food that is delivered outside of lunch time will be confiscated and held in the attendance office until lunch or after school. However, the food will not be monitored and the administration is not responsible for any loss or missing food.

The only drop-off area for food delivery services to drop off food is the administration parking lot at the front of the school. The food delivery person must check in at the attendance office immediately upon entering campus.

## ***Cell Phones and Electronics Devices***

Cell phones, iPods, iPads, MP3 players, laptops, and other electronic devices must be turned off and put away during class. If electronic devices are visible or disruptive during class, the teacher has the right to take them away. The use of devices such as camcorders, cameras, or cell phones used with the intention of videotaping or voice recording on campus is prohibited (Education Code 51512: Use of any electronic devices during class time or instructional minutes and passing periods is prohibited). **External speakers are NOT allowed on campus and sound may only be played through ear buds or head phones.** If an item is confiscated, the teacher will determine whether the student will get it back at the end of class, at the end of the day, or if it will be given to an advisor or administrator. If given to an advisor or administrator, a parent or guardian must pick it up after school. **No exceptions.**

**Andrew P. Hill High School is NOT responsible for lost or stolen items nor will school staff investigate the loss or theft of such devices.** Please keep items of high value



at home. If a teacher or staff asks to confiscate the item and the student resists giving up the item; defiance will result in further disciplinary action. (Education Code 51512: Use of any electronic devices during class time or instructional minutes and passing periods is prohibited).

### ***Lunch, After School Detention and Saturday School***

Students are assigned to after school detention or Saturday School for violations of school, district and/ or attendance policies. Students who are ill and therefore unable to attend Saturday School must have their absence cleared on the following school day.

- Students who are late to detention or Saturday School will not be admitted.
- Students who are unable to attend detention or Saturday School will be rescheduled to attend the following session.
- Students who are “no-shows” to detention or Saturday School may be suspended and/or additional disciplinary action will be taken.

### ***School Announcements***

Announcements regarding upcoming events, changes in bell schedules, important activities and more are announced over the loud-speaker daily during the first five minutes of 5<sup>th</sup> period. A copy of these announcements are also posted daily on Andrew Hill’s website at <http://andrewphill.esuhdsd.org>. The daily announcements enable all students and staff to hear useful and important information regarding school and student issues and opportunities.

### ***Dance Rules and Expectations***

Dances are generally held from **7pm–10pm** with doors closing at 8:30pm. Students must be picked up from the dance within 15 minutes from the end of the dance. No loiter is allowed. Parental permission must be given if a student and/or guest wish to leave earlier. Parental permission will be verified by an administrator before a student and/or guest will be allowed to leave.

All students must provide a current school ID in order to enter the dance. Non-Andrew Hill students may attend as a guest, but must be accompanied by an AHHS student and must be pre-registered (permission slip and current student ID) at the student bank or attendance office. All school and district rules, including those pertaining to dress code (No Red or Blue) and behavior, must be followed. Students who violate a policy are subject to disciplinary action.

**Only “appropriate” dancing is permitted. “Inappropriate dancing” is defined as follows:**

- a) Any dancing that imitates sexual behavior
- b) Any dancing that is sexually suggestive
- c) Any dancing where chairs, tables or walls are used
- d. Any bumping or grinding of bodies

Staff members, police officers, parents and administrators will be enforcing these rules. Students engaging in any of these behaviors will be asked to leave the dance and may lose the privilege of attending future school events.

**Students who violate a rule or policy are subject to disciplinary action, which could result in loss of future privileges to school activities, suspension, and/or expulsion.**

**The goal of the “Appropriate dance” policy is not to curb freedom of expression but is designed and put in place in order to maintain a comfortable, safe, and inviting atmosphere for all students in attendance.**

## ***Online Courses***

Per East Side Union High School District policy, students wishing to take online classes for credit recovery or enrichment must first obtain approval from their academic counselor.

## ***Academic Integrity Policy/Academic Integrity Review Panel***

We believe that the primary goal of an educational institution must be to facilitate all aspects of learning and to promote the values of our society. The goal of the educational institution is to create an environment where ethical behavior is promoted as well as the pursuit of academic excellence. Academic dishonesty demonstrates a lack of integrity and character that is inconsistent with the goals and values of East Side Union High School District and Andrew P. Hill High School. Students who cheat or plagiarize do not learn. Andrew Hill is committed to encouraging students to behave ethically and with integrity. This policy is designed to prevent improper conduct that would give any student an unfair advantage. Please refer to the school website for specific information regarding this policy and the Academic Integrity Review Panel.

## ***Work Permits***

As your student begins their education at Andrew P. Hill High School, there might be a time when they want to become employed. A work permit is required of all minors under the age of 18 years old. A permit is also required during the summer months.

**The following grades and attendance policies will help your student understand what is required to obtain and keep a work permit.**

- A student must have at least a 2.0 GPA and no more than 1 “F” to obtain and/or keep a work permit.
- A student may not have more than five (5) unexcused absences per semester to obtain and/or keep a work permit.
- All book fines must be paid in full and all overdue books returned.

**Your student can pick up an application for a work permit from the Counseling Tech. and follow these steps:**

1. Pick up a work permit application after an employer promises to employ the minor (this usually occurs during the job interview).
2. All information on the top half of the form for the student, employer, and parents must be **filled out completely** and **signed** before giving it to the Counseling Tech.
3. Return the application to the Counseling Center with a current Social Security card.

A work permit will be issued within 2 days of the proper completion and return of permit application.

## ***Falcon Student Support Services***

Offices for our social worker and social service counselors are located in the administration building. Counselors work closely with students on topics including: healthy relationships, anti-bullying; positive conflict resolution and communication; family issues in an effort to empower them to have a successful and enjoyable high school experience. In addition, ESS hosts a number of support groups run by community organizations/agencies.

**Repeated violation of the cell phone and electronic device policy will be subjected to our progressive disciplinary action policy as outlined in ESUHSD’s Parent Handbook (Ed Code violation 48900 “K” column 3).**

## ***Visitors and Guests to Campus***

Andrew P. Hill High School is a closed campus. Unauthorized visitors or guests are not allowed on campus before, during, or after school. Visitors, upon entering the school grounds, must register in the administration office, and identify themselves and the nature of their business in order to receive a guest badge. Unauthorized individuals are subject to arrest for trespassing. Parents are encouraged to visit school and classes; however, no person shall be permitted access to pupils in a classroom without prior approval of the Principal. Parents must contact the Principal's Secretary to find out school and classroom visitation procedures.

Visitors who are on campus for the community health clinic or child care center must park in the Singleton Road parking lot and enter the school through that access point.

## ***Student Drop-off and Pick-ups***

Please drive safely in all parking lots. To ensure the safety of all students, it is requested that parents and guardians use the student parking lot on Senter Road in front of the school when dropping off or picking up students. To avoid a congestion, please move forward as much as possible to avoid double parking or dropping off/picking up students in red (no parking) zones. The campus and roads are very busy in the morning and afternoon with cars coming and going. As such, please plan ahead so that your student has plenty of time to make it to their first class.

## ***Student Parking (Senter Road)***

Parking on campus is a privilege not a right. The designated student parking lot is located on Senter Road. All students who park a vehicle on campus will be required to have an Andrew Hill Parking Permit. Students may pick up a parking permit application from the attendance office during break and lunch or on the school website. Students will be required to show their driver's license, proof of vehicle registration, proof of insurance, have a parent-signed registration form on file. Student and parents are advised that all California Vehicle Code laws must be observed. Permission to park in the students' lot may be revoked by the administration at any time. Failure to have an Andrew Hill Parking Permit displayed in the vehicle will result in a citation by the San Jose Police Department. Students are not permitted to park in the staff/community parking lots (Singleton Road) or parking spaces. Students must be parked only in spaces not designated for staff or visitors.

- Students may not go to their car or the student parking lot during the school day.
- Campus speed limit is 5 mph.
- Students must allow adequate time to drive, park, and walk to class before the tardy bell rings.
- Students may not go opposite the flow of traffic.
- Any vehicle using school parking lots may be subject to search.

For more information about the Andrew Hill Parking Policy, please visit our website.

## ***Other Forms of Transportation***

- Bicycles, scooters, skates, *Razors*, and skateboards must be walked on to campus. Riding on campus is strictly prohibited.
- Bicycles are to be locked in the bike racks. Always try and lock your bike's frame and

**ESUHSD Board Policy:  
Notice of intent to visit  
a classroom must be  
given in writing to the  
Principal (and to the  
teachers) at least 24  
hours before the time of  
the scheduled visit.**



- at least one wheel to the bike rack. DO NOT just lock your bike's easily removable front tire to a pole; making sure the frame is attached is definitely crucial. For additional protection, secure the front wheel to the frame via cable lock or a second U-lock.
- Upon arrival, students should store their skateboards in the classroom of a teacher willing to secure it for the entire day.
- Failure to comply with these policies will result in the item being confiscated and disciplinary action.

### ***PE Lockers***

The school assumes no responsibility for articles left in the PE lockers. You will receive a lock from your PE teacher during the first week of school. All lockers are school property; therefore, the school reserves the right to seek access to lockers for just cause.

### ***PE Uniforms/Locks***

P.E. uniforms may be bought at the school bank. All students are required to wear uniforms to participate in PE classes. PE locks will be given the first week of school. There will be a \$5 fee for lost or damaged locks that are no longer usable.

### ***Student Bank***

For the convenience of our students, AHHS maintains a Student Bank which is open for students during break and lunch. Students may purchase yearbooks, ASB cards, and various event tickets, pay fees for AP tests, deposit funds for student fundraisers and more. It is requested that students avoid bringing bills larger than \$20 to campus. Personal checks are accepted only with proper identification and provided that the student has not had a returned check on campus. After April 15th, no checks will be accepted by the Student Bank for any reason.

### ***Textbooks***

All novels and textbooks will be issued by the school bookroom clerk at the beginning of a new class. Students are responsible for all books issued to them. If a book is lost or stolen, it must be paid for prior to receiving a new textbook. In most cases, when a textbook has been lost, it is turned over to the bookroom clerk. It may be recovered from the bookroom.

## ***Clubs and Athletics***

Get Involved! Andrew P. Hill High School has something for everybody. The extra-curricular programs at Andrew Hill offer a way for students to complete their high school experience. Clubs and athletics are a great way to learn leadership and social skills that can't always be learned in the classroom. Visit the school website for more information.

Any AHHS student may join any club at no charge, although both the California Scholarship Federation (CSF) and National Honor Society (NHS) require a minimum grade point average. National Honor Society candidates must be a junior or senior with a minimum of a 3.0 GPA. Applications for National Honor Society may be picked up from the club advisor. Selection is based on scholarship, leadership, character, and community service. Completed profile sheets and recommendations will be required.

## ***Athletics and Spirit Squad***

To participate in athletics and/or the cheer squad at Andrew Hill, students must be currently enrolled in at least 20 semester units of work and have passed at least 20 semester units of work at the completion of the previous grading period. In addition, students must maintain a 2.0 grade point average in all enrolled courses on a 4.0 scale (CIF Rule 204). Furthermore, students may have no more than one "F" during each respective grading period used to determine eligibility for a particular season. They may not participate if they have two "F" during a grading period, regardless of GPA.

**Probation Period:** This option may be available to students who meet all of the above eligibility requirements, but are unable to maintain a 2.0 G.P.A. Students will only be approved if it is determined they are making every effort to improve grades, and commit to attending a specified number of tutoring hours each week. **Students with poor attendance or disciplinary issues will not be considered.** Students are allowed one probation period during their 9th and 10th grade years and one probation period during their 11th and 12th grade years. Students on probation must meet the required standards by the end of the probationary period in process in order to remain eligible (CIF Rule 204).

### **All athletes and cheer squad members are required to have:**

- A completed physical examination.
- Proper insurance coverage
- A signed parental consent card
- A signed Code of Conduct contract

Andrew Hill believes that a sports program can benefit high students in many ways:

- Develop scholarship, health, strength, agility, coordination skills, recreational interests, physical fitness and habits of cleaning living
- Learn sportsmanship, fair play, honesty and respect for rules and authority
- Develop qualities of cooperation, teamwork, competition, leadership, initiative, responsibility, subordination of self to the welfare of the team and school, self-respect, courtesy for others, perseverance and courage
- Have fun with fellow students and visiting teams

**There are several club days throughout the academic school year for clubs to fundraise and recruit for their club.**

## **Sports Offered at AH**

### **Fall (Aug–Nov)**

Cross County (Co–Ed)  
Football  
Girls Tennis  
Girls Volleyball

### **Winter (Nov–Feb)**

Boys Basketball  
Girls Basketball  
Boys Soccer  
Girls Soccer  
Wrestling (Co–Ed)

### **Spring (Feb–May)**

Baseball  
Softball  
Golf (Co–Ed)  
Boys Tennis  
Badminton (Co–Ed)  
Swimming &  
Diving (Co–Ed)

**California Education Code 48200: Regular attendance is mandatory for all students.**

**Student Passes:**

Students may not leave a scheduled class at any time during the school day without permission from the teacher. Students who are out of class without a pass may be issued progressive discipline. No students are allowed to leave class during the first or last 10 minutes of class.

**Tardies:**

Students must be in their seats before the tardy bell rings. Student who are tardy excessively will result in progressive discipline, which includes detention, Saturday School, school beautification, or loss of privileges, etc.

**Closed Campus**

Andrew Hill is a closed campus. Students who leave campus without prior permission from the attendance office will be subject to search and/or disciplinary action. Parents will be notified that student is not allowed to return to campus that same school day.

**Science Camp**

11<sup>th</sup> and 12<sup>th</sup> graders with a GPA of 2.0 or better and no more than one “F” are eligible to attend **one** Science Camp per year. Attendance and behavior are also deciding factors.

***Attendance Policies and Procedures***

In order to maximize your highest academic achievement in high school, you will need to develop and maintain good attendance habits and punctuality. Every student must be in school unless it is necessary for him/her to be **absent due to illness, medical/dental appointment, court subpoena, or the funeral of an immediate family member**. These are the only absences from school that will be excused. Family vacations, babysitting emergencies, out of town events, etc. are not excused absences by law (CA Senate Bill 727).

Contact the school immediately when you know you are going to be absent. It is the parent’s responsibility to contact the attendance office on the first day of the absence. Students must submit a signed note from a parent/guardian immediately the next class day. There are three ways parents can report an absence, by phone, in person or on the school website. Please call Mrs. Sheridan (A–L) at (408) 347–4108, or Ms. Lopez (M–Z) at (408) 347–4122. Leave a message on the recorder with the student’s name, student ID number, date of the absence(s), and the reason for the absence. If no parent/guardian verification is received, absences, or tardies will remain unexcused for each class missed.

Also, students who must leave campus before the end of the school day must obtain an “Advance Absence” pass through the attendance office prior to leaving school. Leaving campus without written school authorization will result in disciplinary action. Student must submit a signed letterhead written note from the medical office indicating the student name, ID number, date of appointment.

***Procedures for reporting longer student absence(s):***

1. In cases where a student is or will be absent for a period of **less than 5 days**, a parent/guardian should call the school daily and advise the attendance office of the condition of the student. The parent/guardian is also encouraged to contact the teachers through School Loop for lesson assignments that have been missed. Following this procedure will help prevent the student from falling behind in his/her work.
2. If you know in advance that the absence will be **more than 5 days** in length, please contact the Attendance Secretary to apply for **Short Term Independent Studies (STIS)**. This must be done at least 5 days in advance of the absence. STIS is an optional temporary educational alternative to classroom instruction. A student’s parents/guardian can opt for STIS when their child is likely to be away from school for no less than 5 days and no more than 15 consecutive days per semester.

***School Attendance Review Committee (ARC)***

Students must attend class daily. Poor attendance has a negative effect on academic performance. An absence must be verified immediately the next class day. Students with three or more unverified period absences and/or cuts or tardies of more than thirty minutes will be referred to the Attendance Review Committee (ARC) and must attend an evening meeting with the Attendance Support Team. It is recommended and encouraged that parents periodically check School Loop or call the school to inquire about their student’s attendance.

## ***Health Office***

Students who are ill are encouraged to stay home. The Health Office is staffed by a Health Tech on certain days. **You should know that the state law prohibits the Health Tech or any other staff member from dispensing medication, including aspirin, without a written order from a physician.** Students who become too ill to continue classroom activities will report to the Health Tech with a pass from their teacher. If the Health Tech is not available the student should report to the attendance office. The student's parent or guardian will be notified of the situation and will be expected to make appropriate arrangements for the student to leave the campus.

- Students are advised to have parent emergency numbers at all times.
- Students must have a completed, up-to-date, emergency card signed by his/her parents/guardians on file in the Health Office. An incomplete or incorrect card may cause serious delay in an emergency.
- Emergency care is given for sudden illness or injuries occurring in school.
- Injuries occurring on campus must be reported immediately to a staff member.
- No student should report to the Health Office without a pass, except in the case of an emergency.
- Any arrangement to leave school due to an illness must be made through the Attendance/Health Office
- Please consult the P.E. Department directly regarding exemption requests for medical excuses. Please note, however, that to be excused for more than **three days** requires verification from a medical doctor which must remain on file

**Medications:** Students may bring medication to take during school if they have a written statement on file from their physician and parent detailing the method, amount, and time schedule by which medication is to be taken. The medication must be in a container labeled by the dispensing pharmacist and given to the Health Clerk or Attendance Secretary for dispensing.



## **California Education Code Sections**

### **49421.3 and 49423:**

A student may be subject to disciplinary action if the student uses inhaled asthma medication or auto-injectable epinephrine in a manner inconsistent with the law.

**ESUHSD**

**Administrative**

**Regulation 5132:**

Students are expected to dress in a manner that is neat and appropriate for school work. A full list of dress code standards is included in the ESUHSD Parent Handbook

**Consequences**

**1<sup>st</sup> Offense:**

Confiscation of article and detention. Article will be returned after detention or after school.

**2<sup>nd</sup> Offense:**

Confiscation of article, detention, school beautification, and parent notification. Article will be returned after detention or after school.

**Further Offense:**

Progressive discipline model will be employed and students may be subjected to any of the above consequences and possible loss of privileges to future extra-curricular activities, suspension, administrative transfer, etc.

**Andrew P. Hill High School  
Common Dress Code**

Along with the dress code policy established by the East Side Union High School District, Andrew Hill students are expected to comply with a common dress policy established by the students, staff, and parents of Andrew P. Hill High School.

**Common Dress:** Students are allowed to wear four colors: **Black, Gray, Gold/Yellow or White.** Students who do not abide by the common dress code will be deemed as out of compliance. The common dress is enforced during school hours and per state law, school hours are defined as 1 hour before and 1 hour after school has started and ended (6:00 AM to 4:00 PM)

<p><b>For purposes of the common dress policy:</b></p> <p>The color <b>BLUE</b> encompasses the full range of blue such as, <b>Teal, Marine Blue, Aqua Blue, Blue Green, etc.</b></p> <p>The color <b>Red</b> encompasses the full range of red such as, <b>Burgundy, Maroon, Rust Red, Orange Red, Red Pink, etc.</b></p> <p>The discipline team makes the final determination as to whether a color on a student’s garment is considered to be “Blue or Red”</p>
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The following are examples of items that are allowed and not allowed under the Andrew Hill common dress policy. The list is not be comprehensive and the discipline team reserves the right of final judgment on situations/anomalies that are not listed.

ALLOWED:	NOT ALLOWED:
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Shirt/Blouses:</b> Black, Gray, Yellow/Gold or White</li> <li><input type="checkbox"/> <b>Shorts:</b> Black</li> <li><input type="checkbox"/> <b>Pants:</b> Black</li> <li><input type="checkbox"/> <b>Skirts/Shorts:</b> Black</li> <li><input type="checkbox"/> <b>Belts:</b> Black (plain buckles)</li> <li><input type="checkbox"/> <b>Scarves:</b> Black, Gray, Yellow/Gold or White</li> <li><input type="checkbox"/> <b>Shoes:</b> Black, Gray, Yellow/Gold or White</li> <li><input type="checkbox"/> <b>Backpacks:</b> No Red or Blue</li> <li><input type="checkbox"/> <b>School Sponsored Organizations:</b> Must be approved by administration prior to wearing.</li> <li><input type="checkbox"/> <b>Jackets/Sweatshirts:</b> Black, Gray, Yellow/Gold or White</li> <li><input type="checkbox"/> <b>Gloves:</b> Black, Gray, Yellow/Gold or White.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Head covering of any kind such as hats, beanies (outside only), etc</li> <li><input type="checkbox"/> Red or Blue jewelry, accessories, hair ties etc...</li> <li><input type="checkbox"/> Slippers, soft soled shoes</li> <li><input type="checkbox"/> Color other than black, gray, white, yellow/gold on garments including designs, words, logos etc.</li> <li><input type="checkbox"/> Colored under shirt</li> <li><input type="checkbox"/> Pajamas, other sleepwear and blankets.</li> <li><input type="checkbox"/> Tank tops, strapless blouses, provocative garments.</li> <li><input type="checkbox"/> Apparel that promotes, drug, alcohol, violence and other inappropriate agendas/messages.</li> <li><input type="checkbox"/> Professional and Collegiate team apparel of any kind and color.</li> <li><input type="checkbox"/> Belts that are not looped and hang from the waist</li> <li><input type="checkbox"/> Sagging pants, shorts etc...</li> </ul>



# Andrew P. Hill High School Important Dates 2017-2018 (Parents/Students)

## July/August

- 31 Medical Magnet Orientation (9<sup>th</sup> grade)
- 1-2 Link Crew Training (selected students)
- 1 12<sup>th</sup> Grade Schedule Pick-up 9am-11am
- 2 11<sup>th</sup> Grade Schedule Pick-up 9am-11am
- 3 10<sup>th</sup> Grade Schedule Pick-up 9am-11am
- 3 9<sup>th</sup> Grade Orientation & Schedule (9-1pm)
- 3 9<sup>th</sup> Grade Parent Orientation (9-11am)
- 8 Fall Sports Parent Meeting (6-7pm)
- 9 First Day of School (7am-3pm)
- 16 Student Picture Day (English classes)
- 17 Music Parent Meeting (6-7pm)
- 18 Welcome Back Assembly (students only)
- 30 Medical Magnet Parent Night (5-6pm)
- 30 Back To School Night (6-8pm)

## September

- 4 Labor Day (No-School)
- 7 IB Parent Orientation (6-7pm)
- 11 School Site Council Meeting (4-6pm)
- 12 ELD Parent Night (4-5pm)
- 13 Club Rush Day (Lunchtime)
- 13 ELAC- Parent Meeting (6-7pm)
- 13 Financial Aid Workshop (6-7pm)
- 15 Coffee with the Principal Meeting (9-10am)
- 19 Student Late Start (10:29am or 11:25am)
- 20 Student Late Start (5th period- 11:25am)
- 21 Office Hours for students (2-3pm)
- 21 ARC Parent Meeting (6:30pm)
- 22 Grading Period 1 Ends-- Report Card
- 25-29 Spirit Week Activities & Dress-up Days
- 29 Homecoming Rally-Game
- 30 Homecoming Dance (7-10pm)

## October

- 2 School Site Council Meeting (4-6pm)
- 4 Cash for College (3-4pm)
- 4 Senior Parent Night (6-7pm)
- 10 Student Late Start (10:29am or 11:25am)
- 11 PSAT Testing Day (8-11am for all 10th grade)
- 11 Freshmen Support (8:30-11am for all 9th)
- 11 ELAC- Parent Meeting (6-7pm)
- 11 Junior Parent Night (6-7pm)
- 18 Sophomore Parent Night (6-7pm)
- 19 ARC Parent Meeting (6:30pm)
- 20 Coffee with the Principal Meeting (9-10am)
- 20 Taconazo Dance (7-10pm)
- 23-27 Falcon Olympics/ Spirit Week
- 25 Blood Drive (8-3pm)
- 25 Freshmen Parent Night (6-7pm)
- 27 IB Theater SNL Show (6-8pm)
- 31 Student Late Start (10:29am or 11:25am)

- 31 Costume Competition (Lunchtime)

## November

- 1 Student Late Start (5th period- 11:25am)
- 2 Office Hours for students (2-3pm)
- 3 Grading Period 2 Ends-- Report Card
- 3 Dia De Los Muertos Presentation (5-7pm)
- 6 School Site Council Meeting (4-6pm)
- 8 ELAC-Parent Meeting (6-7pm)
- 10 Veteran's Day (No School)
- 14 Winter Sports Parent Meeting (6-7pm)
- 16 ARC Parent Meeting (6:30pm)
- 17 Coffee with the Principal (9-10am)
- 17 Falcon Talont Show (6-9pm)
- 22-24 Thanksgiving Day (No School)

## December

- 4 School Site Council Meeting (4-6pm)
- 6-8 IB Theater Winter Play (6-8pm)
- 6 ELAC-Parent Meeting (6-7pm)
- 12 Student Late Start (10:29am or 11:25am)
- 13 Student Late Start (5th period- 11:25am)
- 13 Tree Light Ceremony (6:30-7pm)
- 13 Winter Music Concert (7-9pm)
- 14 Office Hours for students (2-3pm)
- 14 ARC Parent Meeting (6:30pm)
- 15 Coffee with the Principal (9-10am)
- 20-22 Semester 1 Finals (Students out at 12:35pm)
- 22 End of Semester 1
- 25-5 Semester Break (2 weeks)

**\*\*\* End of 1<sup>st</sup> Semester \*\*\***

**English Learner Advisory Committee (ELAC)** open to **all parents** in English, Spanish and Vietnamese one Wednesday a month in the evening (6-7pm)

**School Site Council** has elected members (3 parents, 3 students and 6 staff) with open meetings to anyone wishing to attend. Typically the first Monday of every month from 4-6pm.

**Attendance Review Conference (ARC)** for students with difficulties attending school usually a Thursday evening meeting (6-7pm).

**Coffee with the Principal** open to **all parents** in English, Spanish and Vietnamese one Friday a month in the morning (9-10am)

**Office Hours** is time students have no assigned class and can visit a teacher to get additional help.

## January

- 8 Semester 2 Classes start (7am-3pm)
- 8 School Site Council Meeting (4-6pm)
- 10 Blood Drive (8-3pm)
- 15 MLK Jr. Day (No School)
- 17 ELAC-Parent Meeting (6-7pm)
- 18 ARC Parent Meeting (6:30pm)
- 19 Coffee with the Principal (9-10am)
- 19 IB Theater SNL Show (6-8pm)

## February

- 5 School Site Council Meeting (4-6pm)
- 7 ELAC-Parent Meeting (6-7pm)
- 8 8th Grade Info Night (6-7pm)
- 9 Coffee with the Principal (9-10am)
- 10 Winter Dance (7-10pm)
- 12-16 Spirit Week Activities & Dress-up Days
- 13 Student Late Start (10:29am or 11:25am)
- 14 Student Late Start (5th period- 11:25am)
- 15 Office Hours for students (2-3pm)
- 15 ARC Parent Meeting (6:30pm)
- 15 Spring Music Concert (6-8pm)
- 16 Multicultural Rally (before lunch)
- 16 Grading Period 4 Ends-- Report Card
- 19-23 President's Week (No Classes)
- 27 ELD Honors Night (4-5pm)
- 28 Senior Parent Night (6-7pm)

## March

- 5 School Site Council Meeting (4-6pm)
- 5 WASC Visit Day 1
- 6 Spring Sports Parent Night (6-7pm)
- 6 WASC Visit Day 2
- 7 Junior Parent Night (6-7pm)
- 14 ELAC-Parent Meeting (6-7pm)
- 14 Sophomore Parent Night (6-7pm)
- 16 Anti-Bullying Show (6-9pm)
- 17 Senior Prom (6-11pm)
- 19-23 Spirit Week Activities & Dress-up Days
- 21 Freshman Parent Night (6-7pm)
- 22 ARC Parent Meeting (6:30pm)
- 23 Coffee with the Principal (9-10am)
- 23 FANTASTICS Night Rally (7-9pm)
- 28 JROTC Awards Ceremony (6-8pm)
- 30 Cesar Chavez Holiday (No Classes)

## April

- 2-6 Spring Break (No classes)
- 9 School Site Council Meeting (4-6pm)
- 11 ELAC-Parent Meeting (6-7pm)
- 10 Student Late Start (10:29am or 11:25am)
- 11 Student Late Start (5th period- 11:25am)
- 12 Office Hours for students (2-3pm)
- 13 MCI Drill (Medical Magnet students)
- 13 Grading Period 5 Ends-- Report Card

- 16-27 State Testing
- 18 Pop's Music Concert (7-9pm)
- 19 Cheer Awards Nights (6-8pm)
- 20 Coffee with the Principal (9-10am)
- 25-27 IB Theater Spring Play (6-8pm)
- 26 ARC Parent Meeting (6:30pm)

## May

- 30-4 Spirit Week Activities & Dress-up Days
- 2-12 IB/AP Testing (Window)
- 1 Anti-Bullying Awards Ceremony (3-5pm)
- 2 Art Show (5-6pm)
- 2 Senior Honors Night (6-8pm)
- 3 ASB Awards Night (6-8pm)
- 4 Spring Rally (before lunch)
- 4 Folklorico Awards Night (6-8pm)
- 7 School Site Council Meeting (4-6pm)
- 9 Medical Magnet Awards Night (6-8pm)
- 10 ARC Parent Meeting (6:30pm)
- 11 Coffee with the Principal (9-10am)
- 11 CoacHilla Dance (6-10pm)
- 16 ELAC-Parent Meeting (6-7pm)
- 17 Office Hours- students (1-3pm)
- 18 Staff meeting (Students out at 12:57pm)
- 22-24 Semester 2 Finals (Students out at 12:35pm)
- 23 Graduation (6-8pm)
- 24 End of Semester 2
- 30 Memorial Day (No School)

**REVISED 7/19/2017**

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