

First Name _____

Last Name _____

Ensign Seabees Intermediate School

PARENT/STUDENT HANDBOOK 2006-2007

PRINCIPAL'S MESSAGE

Welcome to Ensign Intermediate School!

The staff and students at Ensign Intermediate are committed to excellence in education. We take pride in our many achievements and encourage all of our students to participate in a variety of academic and extracurricular opportunities. We expect students to attend school regularly, show respect for self and others produce quality work and be a valued member of the Ensign Seabee team. As a team we will share in each others accomplishments and work to include all of our students in our school community.

This publication is designed to answer the questions parents ask most often. It does not include all of the policies and regulations for Ensign Intermediate School. For additional information on a particular topic please contact me.

This year student/parent handbooks will be distributed to students during class. Students will have an opportunity to read and discuss the opportunities and expectations that have been set for students. After students read the handbook, they will be instructed to take the handbook home during the second week of school. Parents should ask their child about the handbook and look for it the second week of school.

On behalf of the staff at Ensign, we want to welcome **YOU** to a great school and a productive school year as we promote our school motto...**FORWARD TOGETHER!**

Sincerely,

Dr. Wong

24-Hour Attendance Hotline

Absence excuses can be left 24 hours a day by dialing
(949) 515-3342

Directory of Staff and Contact Information

To leave a message for a staff member please dial 714-424-7575 except in cases identified with an () will dial 949-515-6601. To reach an administrator dial 949-515-6910.*

<u>NAME</u>	<u>SUBJECT</u>	<u>VOICE MAIL #</u>	<u>EMAIL ADDRESS</u>
Ayres, Debbie	Admin. Asst.	xxxx	dayres@nmusd.us
Becker, Scott	English	5526	sbecker@ “
Beek, Stefanie	Phys. Ed.	*3345	sbeek@ “
Blackie, Jim	Science	*3341	jblackie@ “
Blankenship, Gwen	Science	4128	gblankenship@ “
Brandes, Kathy	Math	4154	kbrandes@ “
Brady, Chris	Computers	*3354	cbrady@ “
Brundage, Jennifer	Science	4166	jbrundage@ “
Cameron, Scott	Math	4145	scameron@ “
Catron, Barbara	Science	4134	bcatron@ “
Conti, Steve	Phys. Ed.	4024	sconti@ “
Ehrlinger, Michael	Math	4135	mehrlinger@ “
Everts, Patricia	English	4130	peverts@ “
Fink, Michael	Science	5174	mfink@ “
Fisher, Betsy	English	4175	bfisher@ “
Fuschetti, Joey	Phys. Ed.	4137	jfuschetti@ “
Gibbons, Paula	RSP	4139	pgibbons@ “
Gunz, Alessandra	English	4152	agunz@ “
Gustafson, Wendy	Spec. Day	4116	wgustafson@ “
Halperin, Katie	Phys. Ed.	*3345	khalperin@ “
Harrell, Todd	History	4144	tharrell@ “
Hernandez, Lynda	History	4173	lhernandez@ “
Hines, Rosemary	English	4155	rwhines@ “
Hinojosa, Fausto	Community Facilitator	*3352	fhinojosa@ “
Hirsch, Gail	History	4169	ghirsch@ “
Jain, Bernard	Science	4149	bjain@ “
Kaczynski, Steve	Phys. Ed.	*3346	skaczynski@ “
Kusik, Jed	Woodshop	4129	jkusik@ “
LaBass, Gail	History	4143	glabass@ “
Lear, Bob	History	4147	rlear@ “
Levy, Marisa	ELD	4157	mlevy@ “
Liebengood, Sharlene	English	4146	sliebengood@ “
Mabry, Chuck	Math	4170	cmabry@ “
Maille, Mignonne	Foreign Language	4336	mmaille@ “
Manning, Chris	History	4138	cmanning@ “

Merz, Freddie	Speech	*3356	fmerz@	“
Metcalf, Todd	Math	4131	tmetcalf@	“
Miyamura, Kristine	English	4172	kmiyamura@	“
Moddelmog, Carrie	RSP	4824	cmoddelmog@	“
Nichols, Joe	History	4151	jnichols@	“
O'Brien, Lynne	English	4153	lobrien@	“
Rain, Roxana	Math	4590	rrain@	“
Rush, Kari	Science	4127	krush@	“
Rybaczyk, Laurie	Counselor	*3351	lrybaczyk@nmusd.us	
Sanders, John	Asst. Principal	xxxx	jsanders@	“
Schaeffer, Cathie	Librarian	*3377	cschaeffer@	“
Seaton-Brown, Shannon	RSP	4158	sseaton@	“
Siqueiros, Patricia	Spec. Day	4161	psiqueiros@	“
Speights, Sharon	Psychologist	3780	sspeights@	“
Stipe, Joan	Art	4160	jstipe@	“
Tran, Hang	ASB	*3348	htran@	“
Vecchiarelli, Mary Jo	Asst. Principal	xxxx	mvecchiarelli@	“
Velastegui, Nadine	Math	4141	nvelastegui@	“
Wagner, Barbara	Life Skills	4164	bwagner@	“
Wong, Ed	Principal	xxxx	ewong@	“

Calendar of Events, Meetings and Sponsored Activities 2006-2007

Aug 31	Staff Welcome Back Luncheon	Feb. 1	End of second quarter
Sept. 5	First day of school	Feb 2	No School Teacher Prep Day
Sept 8	Navigators Meeting 6:30am	Feb 2	Navigators Meeting 6:30am
Sept 12	Ensign Fund Meeting 12:00pm	Feb 6	Ensign Fund Meeting 12:00pm
Sept 13	PTA Meeting 11:00am	Feb 9	Valentine's Day Dance
Sept 14	Picture Day	Feb 14	PTA Meeting 11:00am
Sept 19	Magazine Drive begins	Feb. 15	Report Cards mailed home
Sept 20	Back to School Night/ELAC Mtg.	Feb 19-23	No School President's Recess
Sept 28	Picture Makeup Day	March 2	Navigators Meeting 6:30am
Oct 3	Ensign Fund Meeting 12:00pm	March 6	Ensign Fund Meeting 12:00pm
Oct 6	Navigators Meeting 6:30am	March 7-11	Washington DC Trip
Oct 11	PTA Meeting 11:00am	March 14	PTA Meeting 11:00am
Oct. 12	Progress Reports mailed home	March 22	Progress Reports mailed home
Oct 21-29	Red Ribbon Week	April 3	Ensign Fund Meeting 12:00pm
Oct 27	Halloween Dance	April 6	Navigators Meeting 6:30am
Nov. 1	No School Staff Development day	April 9-13	No School Spring Break
Nov 3	End of First Quarter	April 18	PTA Meeting 6:30pm
Nov 3	Navigators Meeting 6:30am	April 20	End of Third Quarter
Nov 7	Ensign Fund Meeting 12:00pm	May 1	Ensign Fund Meeting 12:00pm
Nov 5-11	Washington, D.C. trip	May 4	Navigators Meeting 6:30am
Nov 8	PTA Meeting 6:30pm	May 5	Report Cards mailed home
Nov 10	Veterans Day – No School	May 9	PTA Meeting 11:00am
Nov. 17	Report Cards mailed home	May 23	6 th Grade Orientation 6 - 7:30pm
Nov 22-24	No School Thanksgiving Holiday	May 28	No School Memorial Day
Nov 29 -2	Trip to Frisco/Monterey	June 1	Progress Reports mailed home

Dec 1 Navigators Meeting 6:30am
 Dec 5 Ensign Fund Meeting 12:00pm
 Dec. 12 Progress Reports mailed home
 Dec 25- Jan 5 School Winter Recess
 Jan 9 Ensign Fund Meeting 12pm
 Jan 10 PTA Meeting 11:00am
 Jan 15 **No School** MLKing Day

June 1 Navigators Meeting 6:30am
 June 5 Ensign Fund Meeting 12:00pm
 June 13 PTA Meeting 11:00am
 June 15 Promotion Dance 5:30-8:30pm
 June 20 Promotion 1:00pm
 June 21 Last Day of School/Yearbook
 Signing party
 June 29 Report Cards mailed home

Ensign Intermediate Mission Statement

The students, staff, parents, and community of Ensign Intermediate believe all students can learn and achieve mastery of essential skills. Our purpose is to create a safe learning environment where all students can achieve high levels of performance. A positive learning environment is generated by fostering attitudes of respect and responsibility. Through academic performance and school participation, all students can be motivated to become lifelong learners and productive members of our society.

Seabee History

The Seabees of the United States Navy were born in the dark days following Pearl Harbor when the task of building victory from defeat seemed almost insurmountable. The Seabees were created in answer to a crucial demand for builders who could fight.

Using sailors to build shore-based facilities; however, was not a new idea. Ancient Egyptians, Phoenicians, Greeks, and Romans did it. In more recent times, from the earliest days of the United States Navy, sailors who were handy with tools occasionally did minor construction chores at land bases. For more information go to: www.history.navy.mil.

GENERAL GUIDELINES

Academic Warning/Absence Record

Teachers will issue a “Notice of Academic Warning” to students whose course work is less than a “C”. The attendance office also records all absences. The academic warning and attendance record are a part of the student’s permanent record.

Activity/ID Cards

Free student ID cards will be available on picture day. **It is expected that students have their ID cards at all times, while on campus, and present it to any adult upon request.** Students will need to have their ID card with them to check out library books, ride a bus to and from school, borrow PE loaners, and be admitted to school dances and activities.

There is a minimal cost of \$5.00 to replace an ID card. Replacements are available at the ASB window.

Address and Phone Number Changes

It is important that the school have **current** phone numbers and addresses to reach parents. **Please notify the attendance office promptly of any changes** to help us in our communications.

ASB Office (window)

The ASB office is located near the main office in the main hallway. It is open a half hour before and after school. Students can pay fees and debts school spirit items from the ASB office at those times. All checks should be made payable to Ensign Intermediate and be accompanied by a driver's license number and have the student's name written on the check. Students may use the ASB office during the day when sent with a pass by a teacher. Textbooks are assigned and distributed by teachers in classrooms. **Students are responsible for any lost, stolen or damaged books.**

Ambassadors

Ambassadors assist inclusion students at Ensign. If YOU are friendly, responsible, and enjoy helping people, apply to be an Ambassador!

Arriving at School

Bus students may arrive early to school. Students with other means of transportation are not to arrive on campus before 7:45 a.m. unless they have an appointment to work with a teacher. After school, students should leave within 10 to 15 minutes unless they are staying for a school activity. The safety of our students is a major concern for our school.

A time of particular concern is before and after school when students are being dropped off and picked up. Ensign was not built with a specific area to adequately accomplish this task; consequently great confusion and increased hazardous areas may be present during these times.

Please discuss the drop-off and pick-up sites and the possible dangers that may be present there. Students should take extra care crossing streets, in parking areas and near buses.

The safest procedure for drop off and pick-up students is to do so a short distance from the school. By walking a short distance, traffic congestion is reduced, bus lanes flow better and students are removed from potentially dangerous situations.

Assemblies

School-wide assemblies usually occur once a month, featuring a variety of academic, entertainment, and cultural activities. Assemblies are attended by class and by grade level;

Behavior at Assemblies and Concerts

These guidelines and rules apply to any type of performance. A good audience allows performers to display their talent and responds in an appropriate way. The following will help this to occur:

- Enter the gym quietly and sit in the assigned location.
- Keep hands and feet to yourself.
- Be a good listener. Never talk during a performance.
- Use the correct response to a performance, which is applause. Do not shout whistle, boo or call out names of friends.
- Keep all food, beverages and gum out of the gym.

Athletic Competitions

Respect for our team and our opponents is a part of proper behavior at athletic contests. To assure continued quality behavior at athletic contests the following guidelines will serve as appropriate reminders to all students and parents.

An Ensign Seabee Spectator . . .

- Does not boo.
 - Does not ridicule or harass an opponent's team or audience.
 - Disposes of cups, wrappers, etc., in trash receptacles.
 - Attends to watch the contest and cheer the team, not to horseplay or display bicycle recklessness outside the stands.
 - Shows enthusiasm and spirit by supporting the cheerleaders.
 - Accepts wins graciously and losses with dignity.
 - Encourages and applauds outstanding effort by either team.
 - Observes all school rules.
 - Always shows good sportsmanship.
 - Should not loiter or wander outside the stands during events.
- * Skateboards and other distractions are not appropriate at athletic events.

Those not behaving appropriately may be asked to leave, may be kept from attending future events, and may face other school penalties.

Attendance Requirements

There is a positive correlation between academic achievement and attendance. School attendance is not only a good habit, the law requires it. Every child between the ages of 6 and 18 years must attend a school and be provided instruction. Truancy may result in a referral to the School Attendance Review Board (SARB).

Excusing Absences

If it is impossible to notify us in advance or at the time of an absence, please notify us that the absence was authorized on the morning the students return to school. If no notice of authorization is received when a student returns, the absence will be considered unexcused.

Permission to Leave School During the School Day

If a student needs to be released from school during the day for a medical appointment or for any other reason, parents are to complete the sign-in/sign-out log in the school office before taking the child off campus.

Students may not leave campus and have their absence excused later. Leaving campus without proper notice and permission, even with parent knowledge, results in detention.

Bicycle and Traffic Safety

Cyclists and pedestrians must follow all applicable traffic and safety laws. For cyclists, this includes crossing streets in marked crosswalks while walking bikes. Students should also wear helmets which are required by law, ride single file, with traffic. Helmets need to be functional and secure.

Students are not to ride bicycles on campus. Students violating traffic and school safety rules will be issued detentions, and bike riding privileges may be suspended.

When arriving at school, students should walk their bikes to the bike rack and secure them with a lock. Do not share locks or combinations. Bikes can only be secured in the bike rack. After school, students should walk their bikes until they reach the sidewalk. Bicycles are not insured by the school, and bike areas are not directly monitored during the day.

Suspicious behavior observed when traveling to or from school should be reported immediately to a school administrator or police officer.

Buses

Bus service is available for eligible students. Students should carry their ID cards with them each day and may be required to show them when boarding the bus. Questions and concerns regarding transportation should be directed to the Transportation Department, (714) 424-5000 or visit the web-site at www.nmusd.k12.ca.us for more detailed information.

Remember, riding the bus is a privilege!

Cafeteria

Nutritious, affordable meals are served at all secondary schools. All of the meals in our schools are prepared and served by well trained food service professionals. The quality and variety of choices provide a value that is an integral part of the educational process. Food is also available for breakfast nutrition breaks and lunch.

Free and reduced-price meals are available to qualified students; applications are included in registration packets.

Cafeteria Guidelines

Students are to enter the cafeteria in an orderly fashion.

- Stays in place behind the serving line.
- Does not cut in line.
- Does not save places or put another pupil in line.
- Buys only for himself or herself, and personally consumes what he or she purchases.
- Does not run to get into line.
- Does not loiter by the line to talk to friends.
- Picks up trash and places it in the trash cans provided.

Students should never use or borrow another student's Lunch Ticket. This is considered stealing and will be referred to the administration.

All students are to remain in the designated eating areas.

Loitering in the hallways during lunch is not permitted.

Cell Phones and Other Electronic Devices

Students may not use or display cellular phones, pagers, and other electronic devices on school campuses during the school day. These devices must be kept out of sight and turned off during the entire school day. Students may use these devices on campus before and after school. Unauthorized use is grounds for confiscation of the device by school officials.

Child Abuse Reporting

State law requires all employees who, when acting in the scope of their employment, develop a reasonable belief that a child is or has been a victim of child abuse to immediately report it to Child Protective Services (CPS) or police. A fight between students that results in non-accidental physical injury may be investigated by the police. Likewise, an act of sexual

harassment by one student against another that meets the elements of sexual abuse also could be investigated by the police to determine criminal charges.

Civility (Policy, Rule & Regulation 7325)

It is the intent of the Board of Education to provide an orderly and safe learning environment in which students and adults feel comfortable, share the responsibility for maintaining a positive school climate, and take pride in their school, its achievements, and its environment. The policy promotes: Mutual Respect, Civility and Orderly Conduct. The policy applies to Employees, Parents, Students and the Public. Uncivil conduct is defined as vulgar, obscene, threatening verbal/written communication; profane gestures; taunting, jeering, inciting other; yelling at another person, Interrupting; demanding; using epithets (racial, ethnic, religious, gender, color, sexuality); Invading one's personal space; blocking someone's movement; refusing to leave a school area or facility.

Classroom Expectations

Success in school is each student's responsibility. Teachers and other school staff members are dedicated to helping students succeed.

1. Follow teacher directions.
2. Be on time.
3. Be prepared to study and learn.
4. Participate positively and work to learn.
5. Show respect to others.

Computer and Internet Use

The district provides computers and Internet access to support the educational mission of its schools and to enhance curriculum and learning opportunities for students.

Reasonable precautions will be taken to supervise student use of the Internet. Ensign staff cannot prevent all inappropriate uses, including access to objectionable materials and communication with persons outside the school. The school also is not responsible for the accuracy or quality of information that students obtain through the Internet.

Counseling

The counselor is in the main building near the main office. Our counselor works with students in classrooms, in groups and individually. Students are encouraged to seek help from their counselor in academic and personal matters as appropriate. To meet with a counselor, students must obtain a pass from the teacher during class or before and after school.

Custody

In cases where custody/visitation affect the district, the school follows the most recent court order on file with the district. School employees do not wish to be placed in the middle of custody disputes. It is the responsibility of the custodial parent or of parents having joint custody to provide the district with the most recent court order.

Dances and Evening Events

Ensign's Student Council sponsors theme dances, i.e. Halloween, Valentine's Day for 7th and 8th grade students throughout the school year. All dances are held in the gym, usually from 2:45 to 4:45, and are for Ensign students only. There is usually a cost of \$5.00 and teacher's

and parent's chaperone. Any student whose behavior is unacceptable at a dance will not be allowed to attend dances for the remainder of the school year. Students will be required to show an ID card for admittance, and may leave the dance early only if a parent comes to pick them up.

School dances provide students with an opportunity for social interaction. All school rules, including dress standards, apply to students attending dances. In addition, the following rules and guidelines apply:

- * Students may attend who are in good academic standing.
- Tickets are sold prior to the dance at the ASB window.
- No student will be allowed to purchase a ticket or enter a dance without a current Ensign Intermediate ID card.
- No guests will be allowed at dances.
- Students are not allowed to leave dances early.

Day Planners

The Ensign Day Planner is being provided at no charge to all students and teachers. The Day Planner contains information specific to Ensign, as well as space to write assignments and make notes. Utilizing the planner is an important aspect of the educational experience – **use it daily**. A \$5 fee will be charged to replace lost day planners.

Deliveries for Students

To promote academic achievement, we try to minimize disruptions during the school day. Please deliver all school items to the front office. Students should check in the office during passing periods to pick-up PE clothes, homework projects, backpacks, lunch money or other school items. Emergencies will be handled in an appropriate manner. Items that can cause a distraction, such as balloons should not be brought to school.

Dress Standards

Ensign Intermediate recognizes that student dress and grooming are the responsibility of the student and parent or guardian and are generally a matter of personal choice. However, the district also recognizes that there is a relationship between student dress and grooming and school pride, self-esteem, the safety and general welfare of the students and staff, and the accomplishment of curriculum goals and educational objectives.

The school has adopted specific standards that outline its expectations with regard to dress and grooming practices. Students must refrain from displaying tattoos or wearing clothing, jewelry or other accessories that communicate a message that:

- Is related to tobacco, alcohol or illegal drugs.
- Is sexually suggestive, vulgar, obscene or offensive.
- Advocates or promotes violence or terror.
- Expresses gang membership, affiliation or support.
- Causes a reasonable person to feel insulted, demeaned, threatened, intimidated or harassed because of the person's race, ethnicity, religion, gender or sexual orientation.

The following are some guidelines for the implementation of the dress standards. They are not intended to be a complete set of standards and do not replace or alter the complete standards.

- Shirts and tops may not expose a bare midriff or bare shoulders (no spaghetti straps or halter tops) nor be deeply/narrowly cut in the front, back or under the arms. Shoulder straps on shirts or tops must be 1.5 inches wide. The midriff must remain covered when students raise their arms.
- Clothing must cover the entire buttocks and a modest area of the legs (finger tip length). Clothing that exposes underwear will not be tolerated (i.e., baggy or saggy pants, short shorts, and short skirts). Parents should purchase clothing that is the appropriate size for the student. Measure the neckline, waist and in-seam of the clothing to be in compliance with the school dress code. Specific questions should be directed to an administrator.
- Clothing, backpacks, sling bags, binders or other accessories, jewelry or skin markings (temporary or permanent) with symbols or negative messages regarding drugs, alcohol, tobacco, race or sexual connotations are not allowed at school. Jewelry and ornamental accessories (such as large chains, wallet chains, spiked collars, spiked wristbands) shall not be worn, as it presents a safety hazard to self and/or others. Profane or defamatory writing is not acceptable.

The following are also unacceptable:

- Men's ribbed, white tank top underwear.
- Trench coats
- Bandannas
- Bare feet are never acceptable. In the interest of student safety, appropriate shoes must be worn at all times.

School administrators will make the final decision regarding the appropriateness of any student's appearance. Parents with questions about clothing/appearance issues can call their child's school directly and speak with an administrator.

Emergency Cards

The information on the emergency cards, which are kept on file in the school office, is used to notify parents in the event of illness or injury. These cards must be kept updated. Students will be released only to people listed on the Emergency Medical card. If YOU need to change information on the emergency card, please send a note or call the school office at (949) 515-6910.

Emergency Preparedness

Occasionally schools must be closed because of an emergency – perhaps a fire, earthquake, severe storm, military alert, or some other unforeseen event. If an emergency should occur when schools are not in session, YOU can learn whether or not schools will be closed by listening to local radio stations KWVE 107.9; KFISH FM 95.9 or KEZY 1190 AM (both English, KWIZ FM 96.7 AM (Spanish), or be reading YOUR local newspaper.

Major Emergency

(When control passes to city/county officers): All Students will be retained at school DURING AND AFTER school hours.

If students are in the process of being transported home by District buses, the buses will return the students to their schools.

Minor Emergency

Students will be released at the regular time. Whatever the emergency conditions might be, we assure YOU that school staff, in coordination with local emergency services personnel, will release students only when the District has been authorized to do so by the appropriate authorities.

Release of Students

In an emergency, students will remain under the supervision of their teacher and released only to their parent/guardian.

Fire Drill

During a fire drill, be calm and do not push or run. Follow directions in a quiet, orderly manner. Know the correct exit. Students should stay with their classroom teacher. Exit directions are posted in each room.

Golden Seabees Award

The 11th annual awards show will take place on Tuesday, June 19 from 7:00 to 9:00 p.m. Students are recognized for outstanding achievement; as well as participation and citizenship. The show is produced by Ensign's drama department and features student presenters, music, slides, videos, and live performances.

Grades and Report Cards

Grades at the end of each semester are placed on a permanent record card. Quarterly reports of student progress in school are mailed home. Students demonstrating high achievement by a 3.0 or higher grade point average first and second quarter will be recognized on the Ensign Honor Roll.

Health Office

There is a nurse or health clerk on duty during the school day. To see the nurse or health clerk, students need a pass. These are available from the teachers.

1. Report to the nurse or health clerk all injuries that occur at school.
2. Students must have a pass to see the nurse.
3. An emergency card signed by a parent or guardian should be on file with the nurse
4. **No student is to leave campus because of illness or injury without first being excused by the school nurse and checking out through the attendance office.**

Homework Policy/Home Study and Requests

The Ensign community recognizes the value of homework when it is planned for such purposes as:

- Completing regular classroom assignments.
- Reinforcing the mastery of basic skills through meaningful practice after appropriate instruction.
- Providing opportunity for individual academic extension.
- Making up work missed during excused absences.
- Learning to work independently and developing self-discipline.
- Accepting responsibility for completing assignments.
- Developing better study skills by organizing personal time.
- Encouraging, enriching and enhancing learning experiences.

Most homework falls into one of the above categories. Homework is not used as a penalty or to introduce new concepts or material. The content of each assignment is carefully taught and fully explained in advance. Teachers review homework with students and grant appropriate credit toward academic grades.

- Parents can help by checking their children's day planner regularly.
- Parents may request homework through the attendance office for students out of school **more than three days**. It is essential for the staff to have at least 24-hours notice to prepare such assignments.
- Students are expected to request make-up work from teachers when returning from an absence.
- If a student is unexcused (truant) from a class, the teacher has the option to give makeup homework, or not, and to allow credit, or not, for such work.
- If a student is suspended from school, class make-up and homework are provided upon request from a parent during the suspension or by the student upon returning to school.

*In Physical Education the make-up mile is held on Tuesday's after school.

Teachers have the discretion to set reasonable limits and policies regarding makeup work allowed and deadlines for it.

Honors English Policy

Students who have demonstrated above average academic talent and reading comprehension are enrolled in Honors English classes at Ensign. The students who maintain a B- in these 7th and 8th grade Honors English classes will be placed in Honors English at Newport Harbor High School. Students have the opportunity to move up to these classes by displaying their high performance skills to their current Language Arts teacher during **the first semester of each year**. Language Arts teachers will consider the following criteria when making their recommendations to advance students to Honors English:

- an "A" in the regular class
- an excellent attendance record
- examples showing above average writing ability
- consistently strong work habits and study skills

Immunization Requirements

All students must meet California State immunization requirements before they are allowed to attend class. (3) Hepatitis B and (2) MMR immunizations are required for grades 7 and 8. Vaccines for: MMR, Hep B, DPT, or Polio are available at the district's clinic at:

Hope Healthy Start Free Clinic
661 Hamilton Street
Costa Mesa, CA 92627
Information: (949) 760-3382

Library Services

The Ensign School Library is a hub of learning and information on the Ensign School campus. 15,000 books, audio books, videos and magazines are available for circulation. Books circulate for three weeks and may be renewed. There is a \$.10/day fine on overdue books. The library web page <http://teacherweb.com/CA/Library> contains valuable resources

and information. The Accelerated Reading Program is managed and maintained by the librarian in cooperation with students' Language Arts teachers. 16 PC's are available for students. A NMUSD Acceptable Use Policy is required for web searches. Hours of the library are 7:30-3:15 (MTWF) lunchtime by appointment only.

Lockers

An outside locker is assigned to each student. These lockers have built-in locks. In physical education, the PE teacher assigns a lock during the first week of class. Students are expected to use only the locker assigned. Lockers are not to be shared. Using the wrong locker May result in disciplinary action. Students will be required to memorize and know how to use a combination lock.

Lost and Found/Stolen Items

The lost and found is located in the cafeteria.

- Mark YOUR name plainly on all YOUR possessions.
- Keep YOUR locker locked at all times, and keep the combination secure.
- Avoid leaving anything of value lying around. Items left unattended often get lost.
- * Do not bring valuable items to school.

Medication

If students are required to take any medication during school hours, including over-the-counter remedies, they are required to have a doctor state the dosage and related information to the health office. Parents are required to sign a release allowing school personnel to dispense medication to be kept in the health office. Students **may not** carry any medication, inhaler, or over-the-counter remedy without proper physician and parent authorization (forms to be kept in the health office.)

No Pass/No Play

It is considered a privilege to attend all curricular and. extra-curricular activities and events. To participate in them, on or off-campus, students must be in satisfactory academic and behavioral standing. It is up to the discretion of the school's faculty and administration to exclude any student from any activity if it is deemed that the student has not earned the privilege of attending. Students who have one (1) or more "F"s or one (1) or more "U"s on their report card or most recent guidance notice will be restricted from participating during the quarter in which the deficiencies occur.

Off Campus Jurisdiction

California law allows the school to hold students accountable for behavior on school property, on the way to and from school, during any school-sponsored activity, at school bus stops, and in other locations outside school grounds if the behavior has a negative impact on other students, teachers or school activities.

Picking Up Students

The amount of morning and afternoon traffic around Ensign presents a danger for students traveling to school. **Parents are requested to arrange to pickup their student(s) at a pre-determined meeting place several blocks from Ensign to alleviate traffic jams around Cliff Drive and Irvine. Please pickup on Coral Street or St. Andrews Street.**

Pillars of Character

Ensign has a Character Education Program and it uses the six pillars of character as a model for integrity and behavior. Character Education Awards Event is hosted by the Newport Beach Chamber of Commerce in the spring of every year.

Police Visits

Police may ask to interview a student at school. If the purpose of the interview is to investigate child abuse or neglect, the school cannot notify the parent without police authorization. In all other cases, the school will make reasonable efforts to notify the parent. After reasonable efforts to notify the parent, the school will allow the interview unless the student does not wish to be interviewed or wishes to first speak with the parent. If police wish to take a student into custody, the school must comply with the request. The school will notify the parent unless the police have directed the school to refer the parent to the police.

Promotion/Acceleration/Retention

Seventh and eighth grade students must earn sixteen of twenty-four units to be recommended for advancement to the next grade level. In the core subjects (Reading/Language Arts, Math) students must receive a passing grade before advancing to the next level course. Promotion from grade eight to grade nine shall be based on the student's earning the minimum number of units.

Questioning Grades and Absences

Parents and students have the right to question grades, attendance records and other school records. The first level of appeal is the teacher. The second level of appeal is the appropriate assistant principal, and the third level is the principal.

Restrooms and Drinking Fountains

Restrooms and drinking fountains are available to students before and after school, during passing periods and lunch. In an emergency, students should obtain permission from their teacher if they need to leave class.

Students should take responsibility for keeping the restrooms and drinking fountains clean and litter-free. Please keep the areas free of markings. Students who participate in vandalism are required to pay for damage done.

Skateboards/Rollerblades/Skateshoes/Scooters

Students are not to ride or bring skateboards, rollerblades, roller shoes or scooters to school. Using these on the campus at any time is prohibited.

Silent Witness

Every student has the right to be safe at school. Additionally, each student has a responsibility to do his or her part to keep it safe. Sometimes this is as easy as reporting things that create an unsafe environment. Silent Witness provides a way for students to report weapons, drugs, threats, graffiti and other safety issues to the school. Unsafe conditions may be reported to an administrator, staff member, or a security person. This is all done in a discreet and confidential manner.

Student Conflict

Students who find themselves in conflict with another student should seek the assistance of a teacher, counselor or administrator in resolving the conflict. Arguments, threats and any kind of physical violence are **not** tolerated at Ensign Intermediate.

These are not acceptable ways of dealing with differences and violate both school rules and the principle of respect emphasized at our school. Students who are involved in a fight or assault will be suspended and, if necessary, removed from our school.

Students who are involved in these activities may face immediate isolation in-school for their good and that of others, as well as other appropriate consequences. Students are encouraged to show respect for all and to seek assistance prior to a conflict getting out of control.

Avoiding and Solving Conflicts

All people choose their response to the situations they meet in life. Appropriate choices can help resolve conflicts and avoid fights. **Students are expected to do the following:**

1. **Show respect to others.** Don't call names, or start or pass on gossip or threats.
2. **Just leave!** If a situation becomes uncomfortable, remove yourself, walk away.
3. **Get help!** If a problem continues, report it to a teacher, a counselor, an administrator or parents.

Remember that it's OK to walk away.

Student Speech

Students are entitled to certain free speech rights in public schools. However, these rights are not automatically the same as the rights of adults in other settings, as this freedom must be applied in light of the special characteristics of the school environment. Prohibited student speech includes, among other things:

1. Speech that causes a material and substantial disruption.
2. Speech that is vulgar, lewd, obscene or plainly offensive.
3. Speech that is slanderous or libelous.
4. Speech that advertises or promotes alcohol, tobacco or illegal drugs
5. Fighting words and threats of violence.

Tobacco Free Campus

In order to promote the good health of all at our school, Ensign Intermediate is a tobacco-free campus. All students, staff and visitors are to refrain from tobacco use on our campus.

Students who distribute possess or use tobacco products while under school responsibility (on campus, on the way to or from school, at school events) will face serious consequences.

Tutoring

Weekdays, except Wednesday's, 2:45-3:45.

Weapons and Drugs

Help keep our campus a safe place for all. If **YOU** have any information about weapons, drugs or other problems, report them to a staff member or a parent. All of us have the responsibility to be sure those who don't respect others and the laws do not interfere with our

making Ensign Intermediate a great place to come and learn. Suspicious situations can be reported anonymously to a teacher, counselor or administrator.

Take a stand! It's YOUR school. YOU deserve a safe place to learn.

Withdrawal and Transfers

Follow these procedures for withdrawing or transferring:

- Secure a withdrawal or transfer authorization note from a parent or guardian.
- Obtain the appropriate forms from the office.
- Have the forms filled out by teachers, return all school books, student ID card and property, and make sure all fees are paid.
- Take the completed forms to the office for final clearance.
- Please give the office at least a week's notice to assure prompt forwarding of records.

CLUBS AND ORGANIZATIONS

Ensign Intermediate offers many opportunities for student involvement outside the classroom. Information is available from teachers, counselors and administrators. If YOU have a particular area of interest, talk to a staff member about forming a club or group to pursue it.

All clubs must be approved by the Student Council and administration and meet the criteria of the school constitution. Some clubs are sponsored by the school. In some cases they are initiated and sponsored by students, with a faculty supervisor.

After School Sports

Students in 7th and 8th graders interested in playing various sports should pick up a registration form from the ASB office. YOU must be passing all YOUR classes to be able to participate. Basketball, Volleyball, Soccer & Track and Field.

Academic Pentathlon

The Academic Pentathlon consists of students competing with other students throughout Orange County in five academic areas. The five areas are Math, Literature, Science, Social Studies and the Super Quiz. All grade abilities are welcomed and accepted in the Academic Pentathlon. Students study each area and in March there is a county wide competition. The Super Quiz is competed in three person teams and the others are individually done. This is a sporting event using one's mind instead of brawn. It doesn't matter what your GPA is you can compete!

ASB

Ensign's ASB represents the student population at Ensign, with the elected officers having been voted into office during the previous school year. This leadership group meets daily with an adult advisor to plan school activities, fund raisers, and oversee the appropriation of A.S.B. funds. A support team of 25-30 students per semester are also selected to help plan and carry out activities. Elections for the following year will be held in May.

ASB Executive Board

President: Spencer Lindsay Vice-President: Beth Barnard Treasurer: Natalie Swift

Bible Club

This is a student-led organization focusing on Bible study, and conforms to Supreme Court and Equal Access guidelines. Students are invited to bring their lunch to the meetings. Meeting dates and times will be announced in the Daily Bulletin. Discussion and study with a variety of guest speakers, including students, insures a non-denominational approach.

Ensign Pride (Ethnic Forum)

Students may become a member of Ensign Pride through recommendation by a staff member. Students will meet periodically with the school administration to discuss school and student issues.

Fishing Club

The Fishing Club concentrates on deep-sea fishing outings, usually taking four to five trips each year. Overnight trips to San Clemente Island are the usual target of these ventures, and this can be a real adventure for the novice student fisherperson. Announcements of planned trips are made through the school announcements, with the first trip taking place in late October or early November. Anyone is welcome, including siblings and parents.

Homework/Tutoring Program

This year Ensign is offering a series of tutorial classes designed to provide academic assistance to students at risk of failing, as well as those students who are seeking an enrichment opportunity. Ensign's certificated teachers will provide the instruction to small groups of student in Math, Language Arts, History, and Science. Additional programs will be added as demand and staffing are compatible.

Journalism

Students in this club will write and publish the school student newspaper.

National Junior Honor Society

Seventh and eighth grade students wanting to become members of NJHS in the 2006-2007 school year must maintain a 3.7 GPA the first three-quarters. At the end of third quarter eligible 7th and 8th grade students may apply for induction into NJHS. Application packets will be available in the third week of the fourth quarter.

Nature Academy Club

The Nature Academy is an after school club dedicated to interacting with nature, environment and exploring other areas of science. The Nature Academy involves students from all cultural and ability groups in exploring and discovering scientific concepts and applications through activity-based learning opportunities, exploration, discussions, field trips, and guest speakers. Members of Ensign's Science Department lead the group. Among the may regular activities are working and learning on location at the Environmental Nature Center; planning, planting, and tending to Bushong's garden; participating in day trips to such locations as Scripps Marine Institute, IMAX Theater, and weekend trips to the Monterey Aquarium and the Catalina Institute, and Redwoods. Volunteer assistance and participation is welcomed.

Ski and Snowboard Club

The Ski and Snowboard Club consists of 7th and 8th grade students interested in mountain sports. Students of all skill levels and backgrounds are welcome. Lessons, equipment,

transportation, and lift tickets are included in the fee. Students are chaperoned by teachers and parents. Students must maintain eligibility to participate.

Soaring Seabees

Students who have a 3.0 GPA and perform community service may apply to be a member of Soaring Seabees.

Surf Club

The club starts in the spring, and meets every Wednesday from 6-7 a.m. at Blackie's Newport Beach during the months of March, April and most of May. It is for those who long board, short board, boogie or body board. In other words...come on out! See Mrs. Beek for any questions or concerns.

Spirit Squad

The Spirit squad consists of 8th grade students who are selected in the spring of the previous year. Selections are based on tryouts (cheering, dancing, jumps, voice, and enthusiasm), teacher recommendations. Students interested in trying out must be in the 7th grade, passing all classes, and complete necessary paperwork.

Washington DC Trip Club

Each year Ensign students take a cross-country trip to our nation's capitol and other historical places that re-enforce the 8th grade curriculum for U. S. History. Jamestown, Williamsburg, Yorktown, the Capitol, White House, all the monuments and museum, Arlington National Cemetery and the laying of wreath at the Tomb of the Unknown Soldier, Gettysburg and Philadelphia are all part of the trip. This is a classroom without walls and, therefore, school behavior and dress is the norm. This year Ensign will be taking two trips. One in the fall, November 5-11, and one in late winter, March 11-17. The trip is led by Mr. Lear and chaperoned by some other teachers and parents. The price includes airfare, buses, hotel, guides, breakfasts, dinners and all entrance fees.

Yearbook

The yearbook staff meets as a regular class and is responsible for the design and production of the entire yearbook. Staff members are selected during the registration process each spring.

PARENT ORGANIZATIONS

Our philosophy is: parental involvement and parental presence on campus contributes to the success of Ensign Intermediate School. Parents can do many things to foster school unity and school spirit. As we work together, we promote the growth of our children, please volunteer.

School Site Council

Election of Site Council members is held at the beginning of every school year. Parents, teachers and administrators meet periodically with the Principal to discuss school issues and provide insight. Nomination Petitions are available in the office.

Parent Teacher Association (PTA)

2006/2007 Meetings:

September 13	October 11	November 8 (6:30PM)
January 10	February 14	March 14
April 18 (6:30PM)	May 9	June 13

All meetings are held at 11:00AM (unless otherwise designated) in the Ensign Library. Lunch is served and the meeting is over in time to pick up students at 12:40. Everyone is welcome. Candi Scott, PTA President (949) 723-5130

Ensign Fund of the Newport Harbor Educational Foundation

Vision

The Ensign Fund, as supported by the parents and families of Ensign Students, provides educational support creating widespread opportunities within Ensign Intermediate School. The Ensign Fund addresses area not supported by the Newport Mesa Unified School District.

Mission

The mission of the Ensign Fund is to promote academic excellence and to enhance the educational opportunities for all the students at Ensign Intermediate School.

Funds

All funds raised are spent within the same year on needs identified by the School Administration and the Ensign Fund Board of Directors. Income is provided by the annual pledge campaign and various fundraising opportunities throughout the year. All families are encouraged to participate.

Contact Information:

Nancy Muller (949) 660-0692	Co-President
Carol Franzen (949) 722-7355	Co-President

2006-2007 School Year Meeting Schedule:

Ensign Fund Board Meeting are held monthly in the Ensign School Library at 12:00 on the following dates.

September 12	February 6
October 3	March 6
November 7	April 3
December 5	May 1
January 9	June 5

Navigators

Navigators is a group of dad's interested in learning about school life and curriculum issues. They provide guidance as to the future needs of the business community.

English Learners Advocacy Council (ELAC)

Our Community Facilitator, Fausto Hinojosa, will be the contact for this program. Regularly meetings are scheduled to assist parents. For more information please contact 949-515-3352.

Mentoring

This year we are excited to have a Mentoring Coordinator who will be working with parents, students and teachers. Mrs. Wagner will work with those involved in the program to

establish, coordinate, and monitor mentoring relationships between the volunteer mentors (parents, students, teachers) and students on our campus who are struggling.

If you are interested in being a parent mentor or would like to request an adult or student mentor for your child, please contact Mrs. Wagner at bwagner@nmusd.us.

GUIDELINES FOR STUDENT BEHAVIOR

To assist students and others in the pursuit of a quality education, we have established some guidelines for student behavior. These guidelines are based on existing policies and procedures and are designed to create a pleasant and safe environment for all students in our schools.

Duties of Pupils

Requires pupils to conform to school regulations; obey all directions; be diligent in study and respectful to teachers and others in authority; and refrain from the use of profane and vulgar language.

Teachers use a variety of techniques to instruct students and maintain order in the classroom. Management strategies may include: student-teacher conference; changing seat assignment; time-out; assignment to another classroom; to mention a few. These strategies are used to refocus the class. Students have an individual responsibility to cooperate with the reasonable request of a teacher. In most cases the teacher wants the student to stop what they are doing and be quiet. Arguing or debating the teacher during a re-focus episode may result in escalating the problem to disorderly conduct. Students may be suspended from school for repeatedly escalating classroom disruptions.

Liability for Vandalism

Students who cut, deface or otherwise damage any school property may be suspended or expelled from school. Under California law, parents may be liable for damage done to school property by their children.

PROBLEM AREAS

This list is not all-inclusive. A student committing an act of misconduct not listed will, nevertheless, be subject to the discretionary authority of the teacher or school administrator.

Any student who knowingly assists another in committing an act of misconduct may be subject to the same disciplinary action as the student who commits the act of misconduct.

These problem areas may also involve criminal violations of state or federal law. State law requires schools to report to police: (a) drug violations, (b) firearm possession, (c) sexual abuse and other forms of child abuse, and (d) other serious criminal or physical-threat incidents. Our schools also have discretion to advise police of other incidents that may constitute a crime.

When a special education student engages in misconduct that could result in suspension or expulsion, the district shall follow state and federal laws governing suspension and expulsion of special education students.

Academic Honesty

Ensign Intermediate School expects all members of its community to act with responsibility. As a school dedicated to transmission of knowledge, we strive to maintain the highest standards of academic honesty.

Honesty in the performance of academic assignments is essential to the mastery of a subject and intellectual development. The responsibility for such honesty rests with the individual student.

Cheating, plagiarism or any other type of academic misconduct that enables a student to receive a grade or score that was not or would not have been earned legitimately. This policy also applies to performance activities such as running the mile.

Alcohol/Drugs

Distribution, use, possession, sale, or purchase of alcohol, illegal drugs, inhalants or other noxious substances. Distribution or possession of a medication or a dietary supplement for recreational use will be treated as a drug violation.

Assault

A physical attack on a person who is not engaged in a confrontation. This violation includes a student who encourages another to commit an assault.

Bus Violation

Bus riding is a privilege—not a right. Inappropriate conduct at bus stops, on buses or in the process of boarding or disembarking from a bus may result in the denial of bus-riding privileges.

Dangerous Weapon/Instrument

Use, display or possession of any firearm, knife or an instrument not designed for lethal use but which may be capable of causing death or other serious physical injury. This violation also includes anything perceived by a reasonable person to be capable of causing injury, given the manner in which it is used or threatened to be used.

Defiance of Authority/Disrespect

Failure to comply with reasonable requests of school officials or other disrespectful behavior will not be tolerated.

Discrimination

Mistreatment based upon race, ethnicity, gender, religion or disability. This violation includes false accusations of discrimination or harassment.

Disorderly Conduct

Conduct that disrupts the orderly operation or educational environment or mission of the school. This violation may include profanity, and obscene gestures.

Fighting

Mutual participation in physical violence against a person or persons.

Forgery

Using the signature or initials of another person.

Group Activity/ Gang Association

Gang-related behavior that threatens the safety of persons or property, creates an atmosphere of intimidation, or substantially disrupts the educational environment or mission of the school.

Harassment/Bullying/Hazing

Physical or psychological abuse of another student; by means of verbal or physical threats, intimidation, insults or other aggressive behavior. This violation includes abuse based upon race, ethnicity, gender, religion or disability, and forcing a student to risk or suffer physical or mental harm or degradation to join, participate or remain in a school-affiliated organization.

Information Systems/Electronic Devices Violation

Inappropriate use of electronic devices, such as computers, personal digital assistants (PDAs), cell phones, cameras and audio/video recorders, and other information systems devices, such as the Internet and e-mail. This violation includes the use of any recording or video device in such a way that it violates the privacy of others.

Lying/False Accusation

Knowingly giving false or misleading information, including false accusations against others.

Tardiness

Late arrival to a scheduled class or appointment.

Theft

Taking or concealing property that belongs to others. This violation includes copyright violations and passing counterfeit money.

Threats

Threatening the safety of persons or property. This includes: (1) bomb threats and other actions that disrupt or interfere with normal operations through either threats of physical injury to a student, employee or other person on district property; or threats to cause damage to district property or to the property of any student or employee; (2) going on or remaining on district property for the purpose of disrupting or interfering with the use of district property by students or staff, and (3) disobeying a lawful order to leave district property.

Tobacco-Free Campus Policy

The use of tobacco products is not permitted in District buildings or on District property.

Truancy

A student who is absent from school without a valid excuse or tardy for more than any 30 minute period during the school day without a valid excuse is truant. A parent request for excused absences due to personal reasons may be granted. If approved, pupils shall be allowed to make up all assignments and tests which can be reasonably provided and credit given. No student may

have their grade reduced or lose academic credit for any absence(s) excused when missed assignments and tests can reasonably be provided and are satisfactorily completed within a reasonable period of time.

Teachers may choose not to accept or award credit for work missed because of truancy.

Cases involving prolonged illness or unusual circumstances will be reviewed by the school administration.

Vandalism

Destroying or defacing property of the district, staff or students. This violation includes graffiti.

DUE PROCESS FOR STUDENTS

Relative to student discipline, due process means that students are entitled to certain notice and hearing procedures before they can be suspended or expelled. In some situations, there are also procedures that students may follow if they do not agree with the school's actions. If a student is faced with a possible suspension or expulsion, the appropriate due process procedure will be implemented.

INTERVENTIONS

Students involved in inappropriate behavior are subject to certain interventions, depending upon the behavior problem of the student, one or more of the following actions may be taken by school officials. Misconduct may also result in suspension or loss of the privilege of participation in extracurricular activities.

Informal Talk

A school official (teacher, administrator or counselor) talks to the student and tries to reach an agreement on how the student should behave.

Formal Conference

A school official (teacher, administrator or counselor) talks with the student about the repeated inappropriate behavior and issues a formal warning to the student.

Lunch Detention

Students may be assigned lunch detention for infraction of classroom or school rules. Students will be permitted to eat lunch for 15 minutes and then required to clean the lunch tables for 15 minutes.

Parent Contact

A teacher or administrator will contact a parent by phone or email to communicate student behavior with the parent or guardian.

Academic Support Team (AST) Student Success Team Referral (SST)

An informal or formal conference is conducted with one or more school officials. The counselor oversees the AST and SST process.

Parent Involvement

The parent is notified by telephone, email, personal contact, letter or certified letter. A conference will be conducted with the student, parent, appropriate school officials and any other individuals concerned.

Health and Welfare Referral

A referral to the school nurse is made and diagnostic health and welfare information is addressed. This may include a home visit by the school nurse.

School Attendance Review Team (SART) & Student Attendance Review Board (SARB Referral)

When a student is habitually truant the school administrator will begin the SARB Referral Process. For more information regarding this process please contact the attendance office.

After School Detention

Students may be assigned after school detention. It is held Monday, Tuesday, Thursday and Friday's after school. Students should report promptly at 2:45 and will be released at 3:30 pm. Students should bring study materials or reading material to detention.

1. Students in detention must be on time.
2. Students must study or read quietly the entire time they are in detention.
3. Students attending detention must bring with them a copy of the detention form assigning them detention, signed by a parent, to the detention teacher on 8/15/2006 the first day of detention.
4. Students who miss or disrupt detentions repeatedly are removed and assigned more serious penalties, including additional detentions, the alternative learning classroom or out of school suspension.

Wednesday Afternoon Detention

Students may be assigned Wednesday Afternoon School. During early-release time students will be able to obtain lunch in the cafeteria or bring a lunch from home. They will be permitted 15 minutes for lunch and must report to their assigned classroom by 1:00 pm. They will be released from afternoon school at the regular school time, 2:40 pm.

Saturday School

Students may be assigned Saturday School. Saturday school is held once a month on Saturday. Students should report promptly at 8:00 am and will be released at noon. They should bring study material or books to read. They will be permitted a snack and restroom break.

Community Service

Students may be required to perform work in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs.

Guidance

Student(s) and administrator or counselor meet to determine the facts of an incident, conduct mediations and review consequences for inappropriate behavior. The conference is documented.

In-School Discipline

The student is subject to consequences that do not require suspension from school, such as loss of privileges, detention, temporary removal from class, and time out.

Suspension from a Teacher's Class

A teacher may suspend any student from his or her class for one day and shall immediately report the suspension to the Assistant Principal for appropriate action. The teacher will contact the parent or guardian to attend a parent-teacher conference regarding the suspension. Whenever possible the school counselor shall attend a parent-teacher conference regarding the suspension. A school administrator shall attend the conference if the teacher, parent, or guardian so requests. Students may not return to class during the period of the suspension without concurrence of the teacher and Assistant Principal. Arrangements will be made for appropriate supervision of the student. Parents of students who have been suspended by a teacher from a classroom may be required to spend a class period in the classroom of their child from which they were suspended. Once a student repeats the infraction and teacher can recommend to transfer the student to another class.

Search and Seizure

Students possess the right to privacy of person, as well as to freedom from unreasonable search and seizure of property, as guaranteed by the Fourth Amendment of the Constitution. These individual rights, however, are balanced by the school's responsibility to protect the health, safety and welfare of all students and staff. School officials may conduct searches when they have reason to suspect that a law or school rule has been violated or that the health, safety or welfare of students or staff may be in danger.

Search of Lockers

The district is the owner and has control of student lockers, which are provided as a convenience to students for storage of personal items. School officials may search lockers at any time without notice and without consent whenever reasonable suspicion exists that a law or school rule has been violated, or that the health, safety or welfare of students or staff may be in danger.

Search of a Student's Person

A search of a student's person, backpack or other belongings shall be undertaken only if there is reasonable suspicion that the student possesses a

dangerous, prohibited or illegal substance, or object or items that may interfere with school purposes and/or present a threat to people or property.

Loss of Locker Privileges

Students who do not use their lockers properly may have their locker privileges suspended.

Short Suspension

The student is subject to a suspension of 5 school days or less. Short suspension may be imposed by school administrators. During that suspension, the student is not permitted on school property or at school functions.

Police Involvement

Some actions of students may result in police involvement.

Intervention Program

This may take the form of a short suspension combined with a counseling program in place of a long suspension.

JADE

These counseling programs are combined with a suspension for students who use or possess drugs or alcohol on campus if it is their first offense.

Tobacco Cessation Program

The Federal legislation No Child Left Behind requires an alternative to suspension for those students who are caught on campus in possession of or are caught using tobacco products. Through the direct supervision of our district Drugs, Alcohol, Tobacco Use Prevention Program we will provide an “alternative to suspension” program This is a free program delivered by the Orange County Lung Association.

Ready to quite smoking? Call toll free 1-866-New-Lung (1-866-639-5864)1/10/2007

Alternative School Assignment - Transfer

The school administrator initiates a transfer of a student to another school or an alternative school of the district.

Long Suspension

Long suspension may be recommended by the school administrator. During that suspension, the student is not permitted on school property or at school functions.

Expulsion

The student is subject to permanent expulsion from all schools in the district. Expulsion may be recommended by a school administrator and imposed by the Governing Board following a hearing. Only the Governing Board can expel a student. Upon expulsion, a student is not permitted on district property or at district functions unless the student has been readmitted to school by the Governing Board.

Ensign Intermediate School
2000 Cliff Drive • Newport Beach, California 92663
(949) 515-6910 • Fax (949) 515-3370

www.ensignschool.com

Keep Seabee Pride Alive!

FORWARD TOGETHER
