

THE PREUSS SCHOOL UC SAN DIEGO



STUDENT  
HANDBOOK  
2019-2020



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# ESLRs

## Expected Schoolwide Learning Results

1. A **KNOWLEDGEABLE CRITICAL THINKER** who...
  - a. Meets or exceeds the California State Standards in each subject area
  - b. Asks “Am I CLEAR?” to deepen understanding through a framework of Inquiry, Collaboration, Evidence, Application, Research, and Reflection
  - c. Learns subject matter in order to think as an expert in the discipline (mathematician, scientist, writer, historian, and so on)
  - d. Uses multiple strategies and application of academic knowledge to solve a variety of sources and learning experiences
  - e. Identifies, analyzes, evaluates, and synthesizes information from a variety of sources and learning experiences
  
2. A **COMMUNICATOR** who...
  - a. Reads and understands a variety of texts and print materials
  - b. Writes in a logical coherent, and well-organized manner that acknowledges the audience, purpose, and situation in developing an effective communication style
  - c. Speaks and listens critically and reflectively
  - d. Listens to and is open to all points of view
  - e. Expresses opinions and ideas to broaden understanding for others
  - f. Has an appreciation for and practices Bilingual Literacy
  
3. A **COLLABORATOR** who...
  - a. Works with others as a team player to establish and accomplish common goals
  - b. Thinks about the value of his or her own actions and the impact on others
  - c. Networks with other individuals and organizations to achieve goals
  - d. Negotiates, compromises, provides and accepts constructive criticism
  - e. Manages interpersonal relationships effectively in diverse settings
  
4. A **TECHNOLOGICALLY-LITERATE USER** who...
  - a. Uses technology as a tool for learning
  - b. Knows how to use the internet for research and recognize bias
  - c. Demonstrates proficiency using many types of technology
  - d. Applies ethical behavior in his or her use of technology
  - e. Continues developing and using technology to access, evaluate, and use information from varied electronic sources to fulfill school, college, and career needs
  
5. A **HEALTHY BALANCED INDIVIDUAL** who...
  - a. Makes healthy choices in diet, exercise, and lifestyle
  - b. Has developed coping skills and strategies for effective mental health
  - c. Knows his or her own strengths and uses reflection, appropriate risk-taking, and critical evaluation to make decisions
  - d. Has inner resources to be mentally, physically, emotionally, and spiritually healthy
  - e. Cultivates originality and nurtures his or her own artistic and creative self-expression
  
6. A **GLOBAL GOOD CITIZEN** who...
  - a. Accepts responsibility for his or her choices, decisions, and actions
  - b. Knows United States history and practices the rights and privileges as a citizen
  - c. Embraces leadership opportunities, contributing time, energy, and talents to improve the quality of life in the larger community
  - d. Recognizes that all citizens have a responsibility to the environment and all living things
  - e. Integrates and applies knowledge as a life-long learner

## **Principal's Message**

Dear Students,

Welcome to the 2018-2019 academic year!

This will be our twenty first year as a school. In these twenty years, we have graduated sixteen classes and each one has been successful by being admitted to colleges and universities, both public and private. More than 90% of our graduates (2004-2019) have been admitted to four-year colleges or universities. The standard has been set and the challenge is now yours. You will be expected to work hard to achieve the results that we want for all of you, which is admission to fine universities throughout the country. In your admissions application, you said you wanted to attend Preuss to get a good education in order to be prepared for college. You said you were willing to take challenging classes, spend more time in school, and travel some distance to get here. You understood that all teachers would expect much from you just as you would expect much from yourselves. With this reminder, I hope all of you will enter the 2019-2020 school year with motivation and enthusiasm to do whatever you can do to make it the best year possible with your academics and extracurricular activities.

Do not forget to take advantage of the many opportunities on The Preuss campus to prepare you for admission to a four-year university: SEA, after-school tutoring, college workshops, and your University Prep/Advisory classes. Your advisory classes are crucial for your success as they will provide the information needed for success in high school and college. Our counselors will work with your advisory teachers and you to make sure that you are taking the proper classes that you will need for high school graduation and college admission.

You are lucky to be on the UC San Diego campus because you will have the opportunity to experience what a university is like. If you are accepted to UC San Diego, you will be eligible for the Chancellor's Associates Scholars Program (CASP), which pays for most, if not all, of your four-year education. You can visit the campus, get to know current university students and professors, and participate in UC San Diego internships during your senior year. You and your classmates are motivated to attend college but it will take hard work and dedication. We expect much of you. You are setting a standard for other Preuss students to follow. In this handbook you will find rules and policies that help Preuss be a well-run school. Read this handbook thoroughly and know your rights and responsibilities.

Sincerely,



Pete Selleck  
Interim Principal

## **The Preuss School History**

The Preuss School began when faculty members from the University of California, San Diego (UC San Diego) began planning for the best way to increase the number of students in the university who came from low income, underrepresented groups. Under the leadership of Provost Cecil Lytle, the group approached Chancellor Robert Dynes and requested that a school for students in grades 6 through 12 be built and run by the university. Believing that it was a mission of the university to find ways to better prepare students, Chancellor Dynes brought the proposal before the faculty senate, who agreed that the university could run a school if they could find the money to build it. The first gift came from Peter and Peggy Preuss, their son Peter, and the Preuss Family Foundation. Thereafter, the school was named in recognition of this \$5 million gift to UC San Diego to help establish a charter school on campus. Peter Preuss, appointed as a Regent of the University of California in 1996, and his wife, have a long history of support for UC San Diego and for K through 12 education. John Moores, The Walton Family Foundation, Douglas Manchester, the Copley family, among others, also contributed to the new building. The Preuss School is fortunate to have had this initial support from members of the San Diego community.

## **Vision Statement**

The vision of The Preuss School UC San Diego is to transform the lives of students who are from low-income families and who are traditionally underrepresented in colleges, with the goal of qualifying them for university admission as the first generation in their families to attend four-year colleges or universities.

## Mission Statement

The Preuss School UC San Diego is designed as an intensive college preparatory educational program. Through tutor-assisted teaching, a detracked college preparatory curriculum, small classes, and extensive use of technology, the goal is to create a highly enriched secondary school. The Preuss School UC San Diego will prepare the graduates to distinguish themselves academically so that they will be competitively eligible at the University of California and other similar selective institutions of higher learning.

Above all, The Preuss School UC San Diego must provide an environment where students are continually encouraged and empowered to develop a greater sense of confidence and self-worth through self-sufficiency and pride in their academic accomplishments. The school will foster a culture of high academic performance in an environment that encourages intellectual risk-taking. Students will be taught the art of questioning, and logical, critical thinking. The intention of The Preuss School UC San Diego experience also will be deemed successful if it stimulates graduates to enjoy a lifelong intellectual curiosity and dedication to continued learning.

The Preuss School UC San Diego also has as its mission the development of personal character, healthy lifestyles, good judgment, and ethical behavior. The family, community institutions, and the school share responsibility for encouraging young people to develop both as scholars and as citizens.

## Student Code of Conduct

(Developed by Preuss Students)

Individually, we strive for achievement. Together, we are The Preuss School. We, the students of Preuss, have goals to succeed and have persistence to do quality work in a rigorous academic atmosphere. The quality of our leadership allows us to be our own role models, which helps us to become motivated as a student body. As students of The Preuss School:

1. We respect ourselves and don't put others down.
  - o Respect your mind and body and encourage yourself to be the best.
  - o Don't put yourself or anyone else down in any way.
2. We are positive leaders and not negative followers.
  - o Try to set positive examples for others and be your own leader.
3. We never give up.
  - o Strive to achieve goals without quitting. Give everything your best shot.
4. We treat staff and parents with the utmost respect.
  - o Listen to parents and staff without back talk or negative attitude.
5. We are persistent with our quality work.
  - o Enforce good work habits and do high quality work.
6. We do not slack off.
  - o Be persistent with turning in homework, stay on task, pay attention, etc.
7. We take the responsibility to be on time.
  - o Tardiness is not accepted.
8. We lend a helping hand to those who need it.
  - o Be helpful to peers in need of help.
9. We can achieve what we put our minds to.
  - o If you set a goal, you can achieve it with effort.
10. We solve our disagreements in a calm and civil manner.
  - o No fights, no verbal abuse, no physical confrontations, etc.
11. We know when it's time to work, and when it's time to play.
  - o Class time is used for working. Class time is educational, not a time to banter with others.
12. We don't exclude others from our groups, under any circumstance.
  - o Cliques and groups will not exclude students in any way.
13. We are well organized and prepared for class.
  - o Come to school ready to learn with proper materials (pencil, pen, paper, etc.).
14. We follow the dress code.
  - o The selected dress code colors are khaki (a light tan) for long skirts, shorts, or pants and maroon or navy for polo shirt tops. Outer garments (such as jackets and sweaters) are also to be navy blue, and must be embroidered with "The Preuss School UC San Diego". Dress code attire may be purchased at Mario's clothing. White, black, or brown shoes, without open toes, must be worn. No bagginess, etc., is allowed.
15. We respect others' property and do not do graffiti of any kind.
  - o Do not vandalize, or disrespectfully abuse the property of others.

We are proud to represent The Preuss School.

The Principal's Advisory Council developed this Code of Conduct.

## **Framework for a Positive School Environment**

Self-Discipline, Courtesy, Commitment to Learning, Honesty, Respect and Appreciation: These are qualities that will create a community at The Preuss School UC San Diego in which all students, parents, and staff can achieve their best.

1. All members of The Preuss School UC San Diego community are expected to show RESPECT for self, peers, school, and community at all times.
2. Students are expected to show RESPECT and cooperate with all school adults. They should follow any directions given by school adults.
3. Students are expected to show RESPECT for people and property. This includes using appropriate language at all times and keeping the campus clean and neat.
4. Students are expected to RESPECT the right of others to learn without distraction or disruption.
5. Students are expected to be where they are supposed to be at all times.
6. Students are expected to be in class on time and prepared to work.

### **Student Expectations and Commitments**

1. All people will behave appropriately
2. Behavior is a matter of choice
3. A student will accept the responsibility for his/her actions
4. Teachers have the right to teach
5. Each student has the right to learn
6. No student should prevent a teacher from teaching or another student from learning

### **Staff Expectations and Commitments**

1. Offering an academically rigorous curriculum based on standards
2. Guiding students to make appropriate choices
3. Communicating with students and parents in a positive manner
4. Formulating and implementing classroom rules and consequences
5. Reviewing the assignment calendar on a weekly basis
6. Preparing and distributing a course syllabus

### **Parent Expectations and Commitments**

1. Reinforcing your student's desire to learn
2. Knowing, understanding, and supporting the rules your student is expected to follow
3. Ensuring that your child is at school
4. Providing a quiet place at home for your child to study, read, and complete homework assignments
5. Reviewing homework each night and signing the planner each day
6. Sending your child to school with a good night's sleep, in good health, and with a clean dress code attire
7. Seeking school assistance if you have questions or concerns about your student's progress or about our policies

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Ability is what you're capable of doing. Motivation determines what you do.

Attitude determines how well you do it.

- Raymond Chandler

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## People to Know

### Administration

Mr. Pete Selleck Interim Principal/Director  
Ms. Danielle Agliam Interim Vice Principal  
Ms. Karin Marsolais Chief Administrative Officer

### Student Services

Ms. Amanda Esquivel Family Support Specialist  
Ms. Ruthie Hernandez School Counselor  
Ms. Brittany Oka School Counselor  
Ms. Erin Patrick School Counselor  
Ms. Jennifer Bryant School Nurse  
Ms. Yazmin Ghonaim School Psychologist

### Development

Ms. Tamika Franklin Director  
Ms. Cecilia Morales Development Assistant

### Teachers and Certificated Personnel:

Ms. Laura Ackerman	Biology	Mr. Marc Hua	Mathematics
Mr. Jorge Arana	English	Dr. Mercy Hwong	Music
Mr. Jesus Arias-Rodriguez	Mathematics	Ms. Indira Hood-Esparza	Social Studies
Ms. Alcantar-Wiedemeier	Spanish	Mr. Ted Kim	Science
Dr. Leah Anderson	English	Ms. Gabriela Lopez Alvaro	Spanish
Ms. Anne Artz	Science	Ms. Holly Mak	Mathematics
Mr. Vahid Asgharzadeh-Fozi	Science	Ms. Tiffany Majors	English
Ms. Shaoni Bandyopadhyay	Science	Mr. Tom Meka	Spanish
Ms. Krista Bartlett	Learning Specialist	Ms. Karen Nance	Librarian
Ms. Chellyn Boquiren	Social Studies	Ms. Tamima Noorzay	Fine Arts
Mr. Eric Brazelton	Exercise & Health Science	Ms. Carla Petraglia	Science
Mr. Timothy Carr	Social Studies	Mr. Eric Romer	Social Studies
Ms. Hannah Coyle	Exercise & Health Science	Mr. Daniel Rupert	Engineering/Science
Dr. Phil Ensberg	English	Mr. Ryan Scott	Literacy
Ms. Chovy Frohlich	Mathematics	Dr. Robin Spruce	Learning Specialist
Mr. Vincent Fulchiron	Exercise & Health Science	Ms. Christobelle Tan	Mathematics
Ms. Janis Gabay	English/Staff Development	Ms. Rowena Tiojanco	English
Ms. Stephanie Garcia	English	Ms. Vanessa VanDeVanter	Social Studies
Mr. Nathan Garner	Mathematics	Dr. David Weber	Mathematics
Ms. Marsha Greco	Social Studies	Ms. Jean Williston	Exercise & Health Science
Ms. Maria Gonzalez	Librarian	Ms. Viviana Zamora	Spanish

### Classified Personnel:

Mr. Manolo Altez	Lead Custodian	Ms. Paty Macedo	Registrar
Ms. Jacqueline Azize-Brewer	Volunteer Coordinator	Ms. Kandy Mahaffey	Principal's Assistant
Mr. Allen Caesar	Supervision Aide	Ms. Veendah Mccunney	Human Resources
Mr. Jose Cevera Jimenez	Custodian	Ms. Vivian Pate	Instructional Aide
Ms. Crystal Flores	Admissions/Data Coordinator	Mr. Daryl Rysberg	Systems Administrator
Ms. Vanessa Gomes	Receptionist/Health Assistant	Ms. Patricia Villanueva	Attendance/Transportation
Mr. Antonio Guerra	Custodian	Ms. Leoncia Villarino	Custodian
Ms. Maria Ibarra	Financial Analyst		

## Attendance Policy/Procedures

It is important that parents and students understand the following State and school guidelines. Regular and consistent attendance is a primary requirement for academic achievement and success at The Preuss School UC San Diego. Students cannot learn unless they are in school; parents can be of great assistance monitoring their students' attendance. Be advised that parents must call the school office before 10:00 a.m. or send in a note to clear an absence. (CA Education Code Section 48349 (a)). Any absence not verified by a parent/guardian within 72 hours will be marked as unexcused. Unexcused absences will subject the student to disciplinary measures. A flagrant number of absences may result in the student being removed from The Preuss School UC San Diego. Changes of address, telephone number, or emergency contacts should be reported to the **Attendance Office (858-822-0311)**.

**Excused Absences:** Absences or tardies are considered excused only for the following reasons: Illness such as vomiting, high fever or contagious disease. Medical/Dental appointments (time excused will only be for a reasonable time to attend appointment, please, try to schedule medical appointment before or after school hours to avoid lost instructional time). Court appearances requiring student's presence. Attending the funeral of an immediate family member (parent, grandparent, sibling, or family member residing in the home). Religious Observance. School related and approved activities. Family emergencies that cannot be handled in some other manner. Students who are absent from school may not participate in after-school activities on that day. This includes all extracurricular activities (sports, clubs, choir, etc.). Students who are absent on Friday may not participate in activities on Friday and the weekend. Students who have attained the age of eighteen (18) years are not permitted to sign his/her own excuse for absence.

**Unexcused absences:** An unexcused absence or tardy is recorded for reasons other than those listed above. The following are examples of unexcused absences: going out of town, vacations, extended trips, traffic, and family celebrations. Families should plan vacations and trips when school is not in session. Excessive unexcused absences will lead to the loss of extracurricular activities. Excessive unexcused absences for seniors will lead to the loss of Seniors Activities (Grad Night, Prom, Senior Dinner, and Graduation). **A student will be consider truant if he/she has 3 or more unexcused absences and the consequences for truancy will be incurred.**

**Short-term Independent Contract:** Students who will be absent for 5 days or more due to unavoidable reasons should request an Independent Study Contract from the attendance office **1 week prior** to the absence. All assignments provided by the teacher must be completed by the date of return to school for class credit or the absences will be unexcused. Requests to accommodate a temporary absence are made on an individual basis. Contracts will not be issued for vacations or non-school related activities.

**Excessive Absences/Truancy:** Excessive absences due to illness may require a doctor's note in order to be excused. Should a child's excused absences exceed 10% of school days in a semester without a doctor's note, absences will be recorded unexcused and Truancy Policy may be applied.

**Truancies are defined as follows:** Absences by a student from school without a valid excused (3 full days in a school year, or tardies or absence without a valid excuse in excess of 30 minutes on each of three occasions in one school year (Education Code Section 48260). Absences will remain part of the student's records. The parent/ guardian must provide reasons for absences even if they are considered unexcused.

**Tardiness:** Punctuality is important. The parent/Guardian must notify school if a student is late and a note should be provided. Habitual tardiness may result in detention, assignment to Saturday School, and the loss of the privilege to participate in extracurricular activities.

**Early Dismissal:** A student can be dismissed from school before the end of the school day. The parent or guardian must sign the child out in the office and submit a note the next school day. **A valid picture identification is required to pick up a student.** A student may leave campus for a Doctor/Dentist appointment (must provide a doctor's note upon returning the school the following day), Court appointment (must provide a related court document), or emergency circumstances (must provide a parent note). Any other reason for early dismissal will result in an unexcused absence. **Students can only be released to the person authorized by the parent/guardian and listed as emergency contact on our school records.** Student must have a written request from his/her parent or guardian stating a reason for early dismissal with another person. Siblings over 18 years of age may be listed under the emergency contact section of the registration card. Parents/Legal Guardian must inform the school that older sibling will be picking up the student in advance of pickup. If the parent/legal guardian does not inform the school that the older student will be picking up the student, then the student will not be released.

**The Parent/ Legal Guardian should contact the Preuss office by 10:00 a.m. to request a Departure slip for the student.** Parents may call in advance to request a Departure slip. Students may pick up a classroom pass for departure before school, between classes or during lunch. Classroom passes for departure will ensure that students are on time for their appointments.

## Student Absence Procedure

1<sup>st</sup> Truancy **Attendance Office** notifies parent of absence by phone. If no answer, attendance office personnel sends pass for student.

**Teacher** must call parent/guardian to notify of non-attendance.

2<sup>nd</sup> Truancy **Attendance Office personnel** sends first letter home to parent.

**Attendance Office** notifies parent of absence by phone. If no answer, attendance office personnel sends absence verification with student.

3<sup>rd</sup> Truancy **Attendance Office personnel** refers student to advisory teacher.

**Attendance office personnel** sends second attendance letter.

**Advisory teacher** makes contact with student and parent.

4<sup>th</sup> Truancy **Advisory teacher** refers to counselor for Student Attendance Review Team (SART) Meeting.

**Counselor** contacts parent to set up a SART conference.

5<sup>th</sup> Truancy **Attendance office personnel** sends third attendance letter.

**Counselor** refers student to **Vice Principal**.

**Vice Principal** will hold a parent/student SART conference and sign a Truancy Contract.

Student and parent sign Truancy Contract.

6<sup>th</sup> Truancy **Vice Principal** refers student and parent to SARB

Student may be recommended for suspension/expulsion

## Truancy Policy

The Preuss School UC San Diego has taken a firm position on attendance and truancy. It is our belief that "the purpose of all students attending school is to receive an education, and that the responsibility of every student is to attend school regularly and on time." It is necessary for students to attend school every day in order to graduate and go on to college.

Habitual tardiness or truanancies may result in detention, assignment to Saturday School, the loss of the privilege to participate in extracurricular activities. **Each truancy will result in the assignment of a Saturday School.**

Parents of students must clear all absences. **Students who have not cleared their full day absence within 72 hours or their period absence within 24 hours will be considered truant (CA Education Code Section 48260(a)).** If the parent does not clear the absence, an attendance print out will be sent to the advisory teacher for the student to clear.

The following are considered truanancies:

- Being absent from school without the knowledge and consent of the parent.
- Leaving the school grounds during the school day without permission.
- Staying out of class without permission.
- Not reporting to class within three minutes of obtaining a pass from the office.
- Three unexcused absences
- Arriving thirty (30) or more minutes late for class without a valid bus pass or other valid pass from the office. A period truancy will be recorded, if not cleared (CA Education Code Section 48260.5)

## Tardy Policy

The following tardy policy applies to each semester:

<b>First Tardy</b>	
<ul style="list-style-type: none"> <li>• Teacher/ student conference</li> </ul>	
<b>Second Tardy</b>	
<ul style="list-style-type: none"> <li>• Teacher/ student conference</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher discipline (student completes written reflection)</li> </ul>
<b>Third Tardy</b>	
<ul style="list-style-type: none"> <li>• Teacher/ student conference</li> <li>• Teacher makes parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher discipline</li> <li>• Lower citizenship grade</li> </ul>
<b>Fourth Tardy</b>	
<ul style="list-style-type: none"> <li>• Referral to Vice Principal</li> <li>• Vice Principal make parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• Vice Principal assigns lunch detention</li> <li>• Lower citizenship grade</li> </ul>
<b>Fifth Tardy (and each additional tardy)</b>	
<ul style="list-style-type: none"> <li>• Referral to Vice Principal</li> <li>• Vice Principal schedules parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• Vice Principal assigns Saturday School (SEA)</li> <li>• Citizenship grade lowered to a U</li> </ul>

## Dress Code

The Preuss School UC San Diego has a dress code to establish a neat appearance and avoid disruptions in the school environment. The dress code also establishes a sense of community and team spirit. To belong to The Preuss School is to identify you as a motivated individual willing to work harder to achieve your dreams. Each student is provided a Preuss polo upon enrollment. No pupil shall be penalized academically or otherwise discriminated against or denied attendance to school if the pupil's parents choose not to have the pupil comply with the school dress code policy. An opt-out form is available in the front office.

**Each day the students are expected to dress according to the following standards:**

**Tops:** Students must wear a maroon or navy polo shirt containing The Preuss School UC San Diego embroidery.

- A. Must **not** hang below the top of the inseam
- B. Must contain The Preuss School UC San Diego
- C. Must **not** be altered sloppily or in a distracting fashion

**Bottoms:** Students can wear slacks, shorts, skorts, skirts, or capri pants in **khaki** (a light tan).

- A. All of the garments must **not**:
  1. Be altered sloppily or in a distracting fashion
  2. Sag - they must be supported at the waist
  3. Be made of form-fitting material. They must be made primarily of cotton or polyester, **not** lycra or spandex
  4. Be tight-fitting
  5. Have slits that extend past the knee (if they are long skirts)
- B. Skirts and shorts must hang to or near the **knee**

**Shoes and Socks:**

- A. Only white, navy, black, or brown shoes  
(With the exception of minimal markings in other colors, i.e. a blue stripe)
- B. No ballet shoes, high heels, or high platform shoes
- C. All shoelaces must be solid colors of either white, navy, black, or brown
- D. Shoes must **not** be open-toed or open-backed
- E. **No** shoes with rollers will be permitted
- F. Solid white, brown, or navy socks must be worn with shoes
- G. No boots

**Undergarments:**

- A. Only a **white short sleeve t-shirt** is allowed as an undergarment
- B. White shirts must be tucked in and may not hang below the Preuss shirt
- C. No bottom undergarments may show (i.e. tights, leg warmers, long socks, sweat pants)
- D. Visible undergarments worn for religious reasons must be school colors (blue, maroon or tan), black or white

**Outer garments** (jackets, coats, sweaters, sweatshirts, etc.):

- A. Must be navy in color with "The Preuss School UC San Diego" embroidered on the front
- B. Must contain **no** writing other than "The Preuss School UC San Diego"
- C. School approved outer garments for clubs and activities are allowed

**Headwear:**

- A. **No** hats are to be worn or brought to school
- B. Hoods are **not** worn in the classroom or any other school buildings
- C. **No** bandanas, beanies, visors, etc.

**Accessories:**

- A. **No** excessive jewelry (jewelry that is distracting to the learning environment)
- B. **No** body piercing except in the ear is allowed
- C. **No** piercing in the nose
- D. **No** chains, including wallet chains, are permitted
- E. Belts must be black, brown, or navy blue
- F. Belts must **not** hang and must be contained in belt loops
- G. **No** neckties
- H. **No** other **inappropriate** accessories
- I. Neck scarves must be navy blue or maroon (must match shirt)

**Miscellaneous:**

- A. Clothing must not distract from the learning environment
- B. **No** unnatural hair color or style that is disruptive to the learning environment
- C. **No** excessive make-up
- D. **No** visible tattoos
- E. Backpacks and school bags must **not** have inappropriate writing or patches
- F. Gum chewing violates the school dress code

## **Consequences for Violating the Dress Code**

Infractions will be routed to the advisory teacher, who will then follow through with appropriate discipline actions.

### **The following policy applies to the entire year (not per semester):**

#### **First Violation**

- Dress Code violation brought home and signed by parent and returned to University Prep teacher.
- University Prep teacher phones parent and a solution is discussed.

#### **Second Violation**

- Dress Code violation brought home and signed by parent and returned to University Prep teacher.
- University Prep teacher holds conference with student and phones parent explaining why student has received violation and warns that next violation will lead to a referral and Saturday School.

#### **Third Violation**

- Dress Code violation brought home and signed by parent and returned to University Prep teacher.
- University Prep teacher writes a referral to the Vice Principal and attaches the three Dress Code violations.
- Vice Principal assigns Saturday School and signs Dress Code Contract with student and parent. The Dress Code Contract warns that upon the next Dress Code violation a parent conference will be held and the student will lose school privileges (extracurricular activities, including dances).
- Citizenship grade lowered to an N in University Prep.

#### **Fourth Violation**

- Dress Code violation brought home, signed by parent, and returned to University Prep teacher.
- University Prep teacher writes a referral to the Vice Principal with the Dress Code violation attached.
- Vice Principal holds parent conference.
- Saturday School assigned.
- Student will not be allowed to participate in extracurricular activities for one semester, or the equivalent amount of time (five months).
- Citizenship grade lowered to a U in University Prep.

#### **Fifth violation**

- Dress Code violation brought home, signed by parent, and returned to University Prep teacher.
- University Prep teacher writes a referral to the Vice Principal with the Dress Code violation attached.
- Student is assigned In-school Suspension for defiance, and a parent conference is held.
- Student will not be allowed to participate in extracurricular activities for one semester, or the equivalent amount of time (five months).
- Citizenship grade lowered to a U in University Prep.

#### **Sixth Violation (and thereafter)**

- Dress Code violation brought home, signed by parent, and returned to University Prep teacher.
- Student will not be allowed to participate in extracurricular activities for one semester, or the equivalent amount of time (five months).
- Citizenship grade lowered to a U in University Prep.

# **STUDENT POLICY AND PROCEDURE INFORMATION**

## **Academic Honesty Policy**

The faculty and staff of The Preuss School UC San Diego agree that honesty and integrity are values which lie at the core of the educational process. Honesty is an essential component in creating a challenging classroom atmosphere for students, in maintaining community trust, and in preserving the dynamics of student-teacher interaction. The acts of academic dishonesty as outlined below are of major concern to The Preuss School UC San Diego. In all cases, academic grades and effort grades will be affected and a suspension from school is a possibility. Repeated violations may result in serious disciplinary consequences from The Preuss School UC San Diego. These acts will be dealt with as explained below.

**All students will have due process, in which students may present supportive evidence against a claim of violation of the Academic Honesty Policy, in a supportive environment of third parties that may include any or all of the following individuals: Principal, Vice Principal, counselor, teacher, or other staff member(s), in the handling of the infractions.** Violations of the Academic Honor Code include, but not limited to, the following:

1. **Cheating on tests**

Any intentional giving/discussing/using of external assistance relating to an examination, test or quiz, without express permission of the teacher.

**Penalty:** A student who is guilty of dishonesty on an examination, test or quiz will receive a zero on that examination, test or quiz. That zero may not be dropped from the record and will be averaged into the student's grade. The student will receive a referral to the counselor. Parents will be notified. A lowering of the citizenship grade to a U is at the discretion of the teacher.

2. **Fabrication**

Any intentional falsification or invention of data, citation, or other authority in an academic exercise.

**Penalty:** If a student is found guilty of falsification of data or authority, or invention, the student will receive a zero on that assignment. That zero grade may not be dropped and will be averaged into that student's grade for that grading period. The citizenship grade for that grading period may be lowered in the discretion of the teacher.

3. **Unauthorized Collaboration:**

Intentional collaboration on an assignment between a student and another person is not permitted unless the teacher specified collaboration is permitted.

**Penalty:** If students are guilty of collaboration that has not been authorized by the teacher, all of the students involved will be subjected to lowered academic and citizenship for that grading period.

4. **Plagiarism:**

Any intentional use of another's ideas, words, or works as one's own. Plagiarism includes the misuse of published/copyrighted material whether written or visual and/or the work of other students.

**Penalty:** Any student guilty of plagiarism will receive a zero grade on the assignment. That zero will be averaged with the other course assignment grade and may not be dropped. The citizenship grade for that grading period may also be lowered in the discretion of the teacher.

5. **Pattern of test or major project avoidance**

A pattern of absences on test days or major project due dates for the apparent advantage of performing better on the make-up test or for gaining extra working/studying time.

**Penalty:** If a student develops a pattern of test avoidance, the parents will be notified. At the teacher's discretion, any further absences may result in a forfeit of make-up opportunities.

## **Assembly Behavior**

Quietly enter the Walton Center or the amphitheater and be seated according to the seating chart. Sit quietly and listen to the presentation. Applaud at the appropriate times. Booing, hissing, whistling, or making other noises is inappropriate. Wait to leave the Walton Center until your class has been dismissed. Teachers will need to sit/stand with their students for the entire presentation

## **Body Sprays/Colognes**

Colognes, perfume, scented lotions, and sprays (such as Axe) and other aerosols may not be used at school or on the bus. It is a health and safety issue.

## **Breakfast and Lunch**

Breakfast and lunch will be served in the cafeteria and students will eat in designated areas on campus. Students must remain in the designated areas until the end of lunch. Special activities, such as ASB, clubs, and sports, may take place during lunch allowing students to meet in selected areas. Below are a few rules that will make our mealtime enjoyable for everyone.

- Always walk to and from the cafeteria
- Students must stay in class when it is not their designated lunch period
- Form a single line for each window serving food
- Do not cut in line or save a place for a friend
- Do not engage in horseplay
- Do not litter or throw food
- Clean up after yourself by throwing away all of your trash
- Do not sit or climb on the tabletops
- Students must not take their food to the basketball/four square courts
- Students should not be upstairs during breakfast and lunchtime

## **Bus Passes**

Students may only ride their assigned route. Bus passes will only be issued for urgent family matters and must be requested in writing 48 hours in advance. You must have your Z pass to ride the bus to and from school.

## **Bus Rules and Expectations**

Students must obey the bus rules and instructions given by the bus driver. Wait for your bus at a safe place off the street. Be at the bus stop 10 minutes before the scheduled pick up time. Board the bus in an orderly manner. Be prepared to show your Preuss School ID card and Z pass to the driver. Students must carry their ID cards and Z pass at school and while on the bus. Once seated, face the front of the bus and wait for instructions. Remain properly seated at all times, respect the rights of others inside and outside of the bus, keep your voices low to minimize distractions, keep your hands and arms inside the bus, and remember to keep the bus clean. Food is not allowed on the bus (no eating, drinking, or gum chewing on the bus). Inappropriate language will not be tolerated. Keep alert when exiting the bus and look both ways for traffic. Follow emergency drill procedures whenever necessary. Please see the Bus Safety Procedures located in this Handbook for more information. Failure to follow rules may lead to a loss of riding privileges.

## **Elevator**

Students may not use the elevator unless accompanied by an adult, or with written permission of the nurse.

## **Electronic Devices and Cell Phones**

The Preuss School recommendation regarding student possession and use of cellular telephones and other electronic signaling devices is as follows:

Student possession and use of cellular phones, iPad, iTouch, Kindle, any computer tablets, pagers, and other electronic signaling devices on The Preuss School campus, at school-sponsored activities, and while under the supervision and control of school and school district employees (including bus drivers) is permitted under the circumstances described below:

- All students may use these devices on campus before school begins and after school ends. Students in high school grades 9 – 12 also may use such devices during the lunch period.

Cameras should not be brought to school. In addition, it is prohibited to use video and camera features of other devices such as cell phones, at school.

These devices must be kept out of sight and turned off during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Additionally, theft may result. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Parents must come to the school to retrieve confiscated items. Repeated unauthorized use of such devices may lead to disciplinary action.

## **Flowers, Bouquets and Balloons**

Flowers, bouquets and balloons are not permitted on campus during instructional periods. If they are brought to school, they will be held in the Front Office and can be picked up at the end of the day.

## **Food**

Students are not allowed to bring food to school for celebrations (cakes, cookies, etc.). Food is not allowed in the classrooms and will be confiscated. Candy and other “junk” food do not provide the adequate nutrition for success at school, and students should not bring them to school. Students are not allowed to order pizza or other foods from restaurants off campus and have them delivered by any method. Students are not allowed to sell food or other merchandise that is not part of a school-approved fundraiser.

## **Gifts**

Do not give gifts, presents, etc., to staff members. School policy and procedure states that school employees may not receive gifts, presents, or articles of value from students or classes.

## **Gum**

Students will not chew gum anywhere on campus. Students will be issued dress code violations for chewing gum (see Dress Code and consequences above). Students will be disciplined for violating this policy.

## **Health Office**

If you feel ill or are injured, obtain a pass from your teacher and go to the health office. Students will not be admitted to the health office without a pass, with the exception of emergencies. If a student feels ill and wants to go home, he/she must come to the health office first before using his/her cell phone to call a parent. An emergency contact number must be given for each student. For students who need to be on long-term medicine at school, there is a physician’s authorization that needs to be picked up from the nurse and taken to the physician for signature. All medication brought to school must have a label with the student’s name, exact dosage, directions and parent permission with signature authorization. All students with asthma must have an Asthma Action Plan on file and medications available at school. Short-term medications also require a doctor’s written authorization. Over-the-counter medications are available at the school, and require parent permission (see consent form). Immunizations can be available with parent consent for those students who do not have a medical provider. You are welcome to call with any questions or concerns you may have.



## Homework Policy

The Preuss School believes that homework is an essential component of the learning process. Students are instructed to complete different kinds of homework assignments for *skills* practice; to *reinforce* skills, concepts, or ideas presented in the class; to *extend* students' understanding of skills, concepts, or ideas studied in the subject; for students to *apply* knowledge or information; or tap students' *prior knowledge* about a topic, generally as preparation for a new idea or concept that will be introduced in class. The Preuss School students are required to maintain a daily homework log in their Preuss Planner, which will be provided for the school year. Classroom teachers will monitor the student's homework log on a regular basis. Parents are expected to review the student's homework log to ensure the student is given support at home. Parents are encouraged to set aside a consistent time and place at home for students to complete their homework assignments each day. Replacement planners, if available, may be purchased at a cost of approximately \$5.00. Parents and students should take time to familiarize themselves with each individual teacher's homework policy.

### **Academic Honesty**

Information and consequences of violating the academic honest policy can be found in the Academic Honesty Policy section of this handbook.

### **Late Homework**

All assignments are expected to be turned in on time and should reflect maximum effort and quality. Failure to complete and turn in an assignment may result in a student receiving no credit for that assignment; however, the student will still be expected to complete the assignment to reinforce concepts and skills. In the event that a student submits an assignment that does not meet standards, the teacher may require the student to resubmit an improved version of that assignment.

### **Absences**

In the event of an excused absence, students will have one day for each day missed to complete the assigned work. Long term projects, homework assigned in advance, or missed tests are due the day the student returns to school.

### **Consequences**

Failure to comply with this policy will negatively impact the student's academic and effort grades. A complete list of consequences is located on The Preuss School website in the Discipline Handbook.

## ID Cards

Your ID card is your school ID as well as a means for you to check out books from the library. Your bus letter will be on your ID card. Bus drivers will be asking to see your ID card with the correct bus letter. The drivers may or may not ask to see your ID card on a daily basis, but you must be prepared to show it upon request. When you get your ID card, be sure that it has the correct bus letter. You must carry your ID card with you at school, while riding the bus, and at school sponsored activities. You will need your school ID card to take college entrance tests such as the SAT in 11<sup>th</sup> and 12<sup>th</sup> grade. Should you lose or misplace your school ID, contact the front office for a replacement.

## Library Policies

### **Student Use of the Library**

- Copley Library Hours of Operation: Monday-Thursday, 8:00 am-4:00 pm, Friday 10:00am – 4:00pm
- Students are allowed in the library before school, lunch or at the request of a teacher. Students must be working on an assignment or reading while in the library. Any disruptive behavior will not be tolerated and the student will be promptly asked to leave. **No food or drinks** are allowed in Copley Library.

### **Library Book Check out**

- Students in good standing may have the privilege of checking out up to three library books at a time. The length of checkout time is two weeks.
- Students with fines totaling **two dollars or more** or possessing any lost textbook debt will be allowed to check out only one library book and will not be allowed to participate in any school site sponsored extracurricular activities (including athletics). Re-instatement for those privileges will occur only at such time that the fine or debt total has been reconciled or a payment plan has been established. Any student not able to pay may volunteer hours in the library to clear their account.

### **Library Renewal/Holds**

- Students may renew any book if necessary. However, students may only renew a book three times **if the books are not on hold**.
- Students may request books to be put on hold for a period of one week.

## Library Policies Cont'd

### Late/Lost Library Books

- Fines notices are distributed monthly during University Prep class.
- Late library books will be charged \$.05 fine per day up to a maximum of \$5.00 total. Returning the book late does not erase the fine. THE STUDENT IS STILL RESPONSIBLE FOR THE FINE! Students may choose to pay for the lost library books at the purchase price or replace by purchasing the exact copy, using the library ISBN from Amazon or other online book vendors. The condition must be “new” to “like new” condition.

### Textbook Check out

- All students will check out textbooks through their classes. **Students are required to properly cover all hardcover textbooks** (paper grocery bags, **DO NOT use store bought nylon**). Textbooks are not to be loaned to anyone or to be left in their classrooms. The student is responsible for their textbooks even if it disappears from a classroom or a friend misplaces it. Students must report any damage to the textbooks they check out at the beginning of the school year or they may be held responsible at the end of the school year.

### Late/Lost Textbooks

- Returning textbooks late will not incur a fine. However, students may choose to pay for the textbook at the purchase price or replace by purchasing the exact text, using the library ISBN, from Amazon or other online book vendors. If replacing from an online source, the textbook must be in “very good” to “like new” condition. Students with late or lost textbooks will only be able to check out one library book during such a period. Students will also not be able to participate in school site sponsored extracurricular activities (including athletics) until the textbooks are returned, a payment plan is established or their debt is paid in full. Any student not able to pay may volunteer hours in the library to clear their account.

### Damaged textbooks and Library Materials

- Students will be charged at least \$5.00 for damage that is beyond normal wear and tear. Books with missing barcodes will be charged \$5.00.

### Requirements for 8<sup>th</sup> grade Celebration of Learning and 12<sup>th</sup> grade Graduation

- Students must turn in all textbooks and library materials and pay all fines in order to participate in all ceremonies. 12th grade students will not receive their diploma until their account is cleared. Any student not able to pay may volunteer hours in the library to clear their account.

### Online Resource Bookmark

- All tools are accessed through [www.preuss.ucsd.edu](http://www.preuss.ucsd.edu), click library under current students tab.
- Login information:

<b>Albert.io</b> Create account: <a href="http://www.albert.io">www.albert.io</a> Link account to Preuss School Obtain class code from teacher/teacher must verify you after you join	<b>AP Images</b> No username or password required
<b>Brain Pop</b> Username: Preuss Password: Preuss	<b>CalSNAP</b> Username: sandiego Password: sandiego
<b>Churchill Archive</b> No username or password required	<b>Common Sense Education</b> No username or password required. May sign up for free weekly emails of information
<b>Digital Content Portal (DCP)</b> Username: preuss#1 Password: triton	<b>DMV</b> No username or password required
<b>EBSCO for DCP</b> UserID: preusstriton Password: preusstriton	<b>Mango Languages</b> Free resource, must create your own account
<b>NoodleTools Bibliographical</b> Username:preuss_student Password: preuss1	<b>Overdrive eBooks</b> <a href="http://preuss.lib.overdrive.com">http://preuss.lib.overdrive.com</a> sign in: your student ID#
<b>San Diego City Library Databases</b> Refer to your library card, J internet card or a digital key card number Numerous databases for free	<b>Turnitin.com</b> You create your own student account. Ask class teacher for password.

Any questions? Please contact Karen Nance or Maria Gonzalez at 858-822-2150 or [kgnance@ucsd.edu](mailto:kgnance@ucsd.edu) or [mgg001@ucsd.edu](mailto:mgg001@ucsd.edu)

# **The Preuss School Student Computer / Network / Internet**

## **Acceptable Use Agreement**

The Preuss School recognizes that Internet services offer a wide variety of opportunities to further educational goals and objectives and therefore provides network access to its staff and students. Access to this vast resource of information is an educational opportunity requiring responsible use by each individual. As such, every Preuss School user should act in an ethical and legal manner consistent with school goals and objectives and should conform to educationally appropriate use and network etiquette that includes being polite, using appropriate language, respecting the privacy of others, and respecting the computer equipment.

Users of The Preuss School network services should remember that the level of confidentiality on school-owned computers may not be the same as that expected when using their own equipment or Internet services. Electronic communications\*, files, and other Internet records may be examined for educational and administrative purposes and to verify that acceptable-use guidelines are being followed. (\*For purposes of this document, electronic communications include but are not limited to e-mail, chat, blogging, Internet posting, and instant messaging.)

The Preuss School has taken reasonable steps to ensure that network use is primarily for activities that support school goals and objectives. The school is currently using iBoss enterprise network security devices for monitoring and filtering web based traffic. While it is more difficult, it is potentially possible for users of The Preuss School Internet to access information that is intended for adults. Computer security cannot be made perfect and it is likely that a determined user can make use of computer resources for inappropriate purposes. The Preuss School believes that the benefits of Internet access in the form of information resources and opportunities for collaboration far exceed any disadvantages. Ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. Use of the school's network or the Internet is a privilege that may be revoked at any time for inappropriate conduct. Internet and network use is strictly limited to educational purposes.

### **Responsibility**

As a user of The Preuss School network and Internet connection, I agree to:

- Report any known misuse of the network to the responsible person.
- Use my network access in an acceptable manner, follow all school rules and regulations regarding network use, including being polite, using appropriate language and respecting others' privacy.
- Use electronic resources and communications for educational purposes only.
- Use on-line time and other network resources efficiently.
- Assist in keeping The Preuss School network free from virus attack by refraining from opening attachments and running files from unknown or potentially malicious sources.
- Be respectful to all computers and computing equipment owned by The Preuss School and report any physical tampering with devices by any other users.
- Do not damage the computers by carrying them by the screen, pulling off keyboard keys, having open containers of liquid near the laptops.

**Inappropriate online conduct** includes, but is not limited to:

- Using the network for illegal activities, including unauthorized installation, use, storage, or distribution of copyrighted software or materials in violation of copyright laws.
- Using the network for private business or commercial enterprise.
- Using the network for political activities.
- Use of another individual's name or account.
- Allowing another user access to your account.
- Sharing electronic account passwords, leaving passwords available in obvious locations, or leaving "signed on" computers unattended.
- Disclosing, using or dissemination of personal identification information about oneself or others when using electronic communication. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of their parents/guardians. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.
- Reading other users' electronic mail or files.
- Attempting to interfere with other users' ability to send or receive electronic mail, or deleting, copying, modifying or forging other users' mail.

## **The Preuss School Student Computer / Network / Internet Acceptable Use Agreement Cont'd**

- Distributing electronic media in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system (e.g., using torrent software, downloading large files; sending mass electronic messages; downloading of video and audio files not directly related to school goals, excessive chat or instant message use for non-educational purposes).
- Intentionally uploading, downloading, distributing, or creating computer viruses.
- Attempting to vandalize, harm, tamper with or destroy school equipment, data, or materials.
- Manipulating the data of any other user.
- Unauthorized access to servers, computer systems or network equipment.
- Tampering with computer (monitors, keyboards, mice, cables, etc.) or network hardware (network cables or wall jack) in order to diminish or damage functionality.
- Using electronic resources and communication for other than educational purposes.
- Using proxy servers, virtual private networks (VPN), websites or software to bypass network filters.

### **Cyber-bullying**

The Preuss School UC San Diego's policy on the prevention of "cyberbullying" is aligned with the CA ED Code, SDUSD, and the Anti-Defamation League guidelines. Cyberbullying is broadly defined as the "willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices. The Preuss School identifies the following as forms of "cyberbullying" offenses as prohibited behaviors for student conduct in cyberspace:

- Accessing, posting, submitting, publishing or displaying harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. California Penal Code Section 313(a)
- Trolling, flaming, impersonation, trickery, or e-bullying on forums, e-mail, or websites including but not limited to myspace.com, facebook.com, youtube.com.
- Sending or exchanging messages that are inconsistent with school or school policies.

Students who violate the *Network/Internet Acceptable Use Agreement*, misuse electronic resources, or violate state or federal laws may be subject to disciplinary action, loss of access privileges and/or legal action in accordance with law and Board policy. (cf. 5144 - Discipline) (cf. 5144.1 - Suspension and Expulsion/Due Process) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities)). We support the parent's or guardian's right to authorize or decline Internet access for their student.

## **Non-School Items**

Non-school items should not be brought to school. These items can be distracting, and may be lost or stolen. Non-school items will be confiscated and only returned to parents.

## **Permanent Markers**

Permanent markers may not be brought to school. They will be confiscated and students will be disciplined.

## **Public Display of Affection**

Inappropriate and intimate displays of affection are not acceptable at The Preuss School UC San Diego. This includes, but is not limited to kissing, holding hands/arms, and intimate hugging. Students are expected to exercise good judgment and restraint while on the campus or riding the bus to and from school. The Preuss School is a learning environment and public displays of affection will not be tolerated.

## **Report Cards and Progress Reports**

The Preuss School UC San Diego will issue Semester Report Cards two times a year. Academic and Citizenship (behavior, effort and attendance) grades will be issued in all courses. Progress Reports will also be issued by teachers twice each semester. Eligibility to participate in extracurricular activities will be based on the most recent grading period.

## **School Supplies**

The following school supplies should be brought to school each day:

- A 2 ½ inch or larger size notebook, with dividers for each of our eight subjects;
- Plenty of 8 ½ X 11 inch lined paper for the binder;
- A zipper pouch to fit into the binder with at least two pencils, two black or blue ink pens (no GEL pens or permanent markers), an eraser, two highlighters, a white out pen, colored pencils, a small six inch ruler with metric measurement, a compass, 3X5 index cards, a small pair of scissors, individual pencil sharpener, a glue stick, and a calculator (preferably one with fraction capabilities);
- The Preuss Student Handbook. Students are expected to write down their homework assignments and other projects on their calendars.
- KBAR Book

## **Student Activities and Fundraisers**

The Preuss School UC San Diego has a Student Government. The Associated Student Body (ASB) is an organization made up of elected and appointed students. The ASB encourages students to become involved in the school by having lunchtime activities, rallies, fundraisers, dances and a variety of other activities. The ASB also helps students to form clubs and organizations. All students are encouraged to participate in all the activities sponsored by the ASB. Only approved clubs and organizations may participate in fundraisers. All fundraisers must also be approved by the ASB and the Administration.

## **Work Permits**

High school students, with an academic total weighted GPA of 3.5 or higher may request a work permit after being offered a job. Students may only work Friday, Saturday and Sunday. See the Vice Principal for more information.

## **SERIOUS OFFENSES SUBJECT TO SUSPENSION AND/OR EXPULSION**

The Preuss School UC San Diego has developed a Student Safety Plan, which includes the Student Code of Conduct, the Discipline Policy, the Honesty Policy, and the Student Retention Policy. The Plan delineates expectations for behavior as well as consequences for violations. With respect to discipline, in practice, the school follows a progressive discipline approach with the most serious offenses drawing suspension or even expulsion after appropriate investigations. The school typically recommends expulsion for assault and battery, possession of weapons or other dangerous objects, controlled substances, robbery, possession of tobacco or other nicotine products, and hate crimes. No student is suspended or expelled solely because of poor grades. Each student and parent or guardian is given a copy of the Student Code of Conduct. Signed acknowledgements are retained on file at the School. Students suspended from the school, and recommended for expulsion, will receive due process in the form of a review panel. Following is a list of items that may lead to suspension or expulsion.

1. **Weapons and/or explosive devices:** Students may not possess any type of weapon on campus, or on the bus to and from campus (Refer to the Zero Tolerance Contract). A weapon is defined as a firearm, pistol replica, starter pistol, stun gun, BB gun or pellet gun, a knife of any size or type, a dirk, dagger, razor, slingshot, or any explosives or fireworks. Any object used in a dangerous manner will also be considered a weapon. Lighters are dangerous objects and may lead to expulsion.
2. **Harassment:** Harassment of any kind will not be tolerated at The Preuss School UC San Diego. Harassment includes, but is not limited to threats and or continual comments, either verbally or in writing, which causes a negative impact on another person. Sexual harassment can be defined by unwanted sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature (Refer to the Sexual Harassment Policy). Racial harassment may include slurs, insults, or name calling which may result in hostility, anger and fear. The Preuss School UC San Diego is committed to making our campus free of harassment. Students should report any kind of harassment to their teachers, the counselor or to the Vice Principal.
3. **Fighting:** Students must not cause, attempt to cause, or threaten to cause physical injury to another person. (Refer to the Zero Tolerance Contract).
4. **Tobacco, alcohol, drugs:** The sale, furnishing, possession, use or being under the influence of any of these substances is against state law. Students must not possess drug paraphernalia (Refer to Zero Tolerance Contract). If you are found to be using/under the influence, selling, furnishing or possessing a controlled substance, you will be recommended for expulsion on your first offense. Possession of a lighter may result in expulsion.
5. **Threats:** Students must not threaten other students or staff members.
6. **Stealing and Extortion:** Students must not steal or attempt to steal school or private property. Students must not use intimidation or violence to obtain money or items of value
7. **Vandalism:** Any student who maliciously damages or defaces school or personal property is required by law to pay for damages, and will be subject to immediate removal from the school.
8. **Profanity:** The use of offensive words or profanity is not allowed.
9. **Cheating:** Cheating is not allowed. A student is expected to complete his/her own work (Refer to the Academic Honesty Policy).
10. **Graffiti:** Graffiti will not be tolerated anywhere on campus. Any form of graffiti is prohibited. Students will be subject to expulsion from the school.
11. **Disorderly Conduct:** Students should not engage in pushing, shoving or horseplay in an aggressive manner.
12. **Tardiness or Truancy:** Students are expected to be on time and in class daily. Excessive tardiness will affect citizenship grades. It is the student and parent's responsibility to clear absences (Refer to the Attendance Policy in the Student Handbook for more information).
13. **Abusive Conduct with Computers/ Network:** Such conduct includes, but is not limited to, damage or theft of system hardware or software; the altering of any system software configurations; placing unlawful information, computer viruses or harmful programs on any computer; and pirating copyrighted software. Any unauthorized electronic entry, including but not limited to any access downloading and/or printing of materials which would be considered pornographic, unlawful, obscene, or otherwise objectionable by any staff member.

## **Zero Tolerance Policy**

*The Zero Tolerance Policy is designed to make your school safe for you and other students and create an appropriate learning environment. “Zero tolerance” means the rules are strictly enforced for everyone: no excuses or exceptions. Under this Zero Tolerance Policy, the Principal must recommend expulsion if you engage in the following prohibited conduct on school campus or at a school-sponsored activity, whether on or off campus and whether during class time, recess or lunch or before or after school hours:*

- Use, possession or brandishing of a weapon. Examples of “weapon” include a firearm, pistol replica, starter pistol, stun gun, BB gun or pellet gun, a knife of any size or type, a dirk, dagger, razor, slingshot, or any explosives or fireworks. The Principal may determine that any other object used in a dangerous manner is a “weapon” for purposes of this rule.
- Repeated incidents of violent acts or causing serious injury to another person.
- Attempting to commit or committing a sexual assault and committing a sexual battery.
- Selling, furnishing or knowingly using or possessing alcohol, tobacco or any drug (other than one prescribed for your use). Being under the influence of alcohol or drugs on campus also violates the NO ALCOHOL AND DRUG USE POLICY.

*The Principal may recommend expulsion if you engage in prohibited conduct on the way to or from school, or to or from a school activity, on the school bus or a school van or otherwise under the auspices of the school.*

*Expelled students will not be readmitted to the Preuss School.*

## **Consequences**

The staff at The Preuss School UC San Diego feels that our Code of Conduct is fair and that all students will be able to follow the policies. We believe in consistent and appropriate intervention that allows the child to get back on track as soon as possible. Students who break the rules will be subject to the appropriate discipline, as determined by the level of inappropriate behavior.

Disciplinary action may include one or more of the following:

- Contact parent/guardian
- Confiscate item
- Conference with Counselor/Vice Principal
- Assign in-school detention
- Parent conference
- Lunch clean-up
- Suspension from school
  - Requires that the student remain home under adult supervision for a specified number of days as determined by the school guidelines. Students who are suspended may not attend any school-sponsored activities. While on suspension, students may not be on the Preuss campus.
- Referral to other agencies
  - This may include students being referred to appropriate outside agencies or to law enforcement personnel.
- Arrest: Students may be arrested and prosecuted
  - Students may be arrested and prosecuted for an offense that falls under the jurisdiction of local law enforcement.
- Expulsion from The Preuss School UC San Diego. In extreme cases students will be expelled from the school.

## **Complaint Process**

1. Persons entitled to avail themselves of this process are students, parents, and other persons directly affected by the operation and administration of The Preuss School.
2. Complaints relating to the administration and operation of the school must be submitted in writing within a reasonable time to the Principal for resolution.
3. The Principal shall consider all the facts and arrive at a resolution of the complaint.
4. If the complainant is dissatisfied with the principal’s decision, then the complainant may petition the Board of Directors in writing. The Board’s Executive Committee shall make a determination about how best to resolve the matter.
5. If the complainant is not satisfied with the Appeals Committee’s resolution, the complainant may appeal in writing to the Board Chair. The Chair’s decision is final.

# High School Graduation and UC Admissions Requirements Information

## The Preuss School UC San Diego High School Graduation Requirements

- Sixth graders are challenged by rigorous courses that concentrate on skill development, study habits, and a deep understanding of subject content.
  - Seventh and eighth grade students begin completing college admission requirements in such core subjects as mathematics and Spanish, while building academic background in core and elective subjects.
  - Integrated Math courses and Spanish courses taken in middle school will appear on the High School transcript.
  - Ninth and tenth graders take courses that not only meet, but exceed college admission requirements.
  - Eleventh and twelfth graders take the highest level of high school courses in the five core subjects and electives that meet the a-g subject requirements of the University of California.
  - Preuss twelfth graders experience internships that connect them with the professional and technical career opportunities throughout the university community and San Diego County.
  - One hundred percent of Preuss graduates apply to four-year colleges and universities, with the primary goal being their admission to the University of California campuses and other prestigious institutions of higher learning throughout our nation.
- A. Students must complete 270 credits in the following subject areas to qualify for **The Preuss School UC San Diego High School** diploma:

Subject Area	Credits Required
History/Social Science	30
English	40
Mathematics	30
Laboratory Science	30
Language other than English	20
Visual and Performing Arts	10
Physical Education/EHS	20
UC San Diego EAOP Senior Seminar	10
Senior Exhibition/Wheel	10
Elective	70

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**Total Credits to Graduate                      270**

- B. In addition to meeting all The Preuss High School UC San Diego graduation requirements, all students are required to pass each component of the Senior Wheel and Exhibition in order to receive a diploma.

## Physical and Health Education

Our Exercise and Health Sciences (EHS) curriculum includes a variety of activities focused on meeting the requirements of the California State Physical Education Standards. The EHS program at The Preuss School UC San Diego consists of Health-related and Physical Skill-related fitness. Our program prepares students to meet the physical demands of daily life, to use activity for preventive health benefits for a lifetime, and to enjoy physical activity during leisure time. Our physical educators join with other subject area teachers to provide students with interdisciplinary instruction and alignment with current research on how students learn.

The following information provides general guidelines for our physical education program. More specific information will be included in the course syllabus, available from each physical education teacher.



## Physical and Health Education cont'd

### **Official Dress Code:**

The Preuss School UC San Diego Exercise and Health Sciences Department requires a dress code for the school year. Each student must be prepared with the following in his/her locker: Preuss EHS T-shirt, and shorts, athletic socks, athletic shoes, one combination lock (supplied by the school), and one towel (optional). Optional clothing for cooler days: Preuss sweatshirt and/or sweatpants. All items must be labeled with the student's last name using permanent ink. In order to maintain the quality of our program, students are reminded that EHS shorts are to be worn at the waist and should not be "sagging". Undergarments should not be visible through or outside of the EHS dress code. If the cost of purchasing a dress code presents a problem or financial burden, please contact your Physical Education Teacher at the school.

- **Medical Excuses:** A parent's note to the EHS teacher excusing a student from EHS activities is limited to medical care. A note is required from a doctor, and will be filed with the school nurse.
- **Locker Room:** Food or drinks may not be consumed in the physical education area or inside the locker rooms. In order to insure security, all personal belongings should be labeled or identified with the student's last name.
- **Athletics:** The following sports are offered at Preuss: Cross Country, Volleyball, Basketball, Soccer and Lacrosse. All athletes wishing to participate in our after school sport programs, must obtain a physical from either the nurse at Preuss or their own personal physician. See individual coaches for more information.

## Student Services

Student Services at The Preuss School UC San Diego is comprised of three counselors, a family support specialist, and a school psychologist. The counselors will assist parents and students toward success with the educational planning, course selection, understanding school rules, personal and social adjustment and college information. They will also work with students and parents with course selection, career exploration, college planning, college applications, financial aid, scholarships and internships. The family support specialist assists families in need. The school psychologist supports the psychological needs of students. Parents are encouraged to phone The Preuss School UC San Diego to set up an appointment or to confer by phone at any time during the school year regarding their student's well-being.

## Valedictorian Policy

The Valedictorian shall be the student designated from the senior graduating class, based upon the highest weighted grade point average from ninth (9<sup>th</sup>) through 1<sup>st</sup> semester grade report of the twelfth (12<sup>th</sup>) grade, who demonstrates the expectations for academic integrity expected of all students of The Preuss School UC San Diego. The WGPA will be calculated to the nearest hundredth. The salutatorian is the student with the second highest cumulative WGPA. If two or more students are tied for valedictorian, each student will receive this honor, and the student with the next highest cumulative WGPA will be designated salutatorian. In addition, there is recognition at graduation for those students with cumulative WGPAs 3.5 and above as graduating with honors.

# University of California (UC) Minimum Admission Requirements

## How does UC determine eligibility?

All California high school seniors who fulfill the following three requirements will be entitled to a comprehensive review of their applications at each UC campus to which they apply. They must:

1. Complete 15 UC required college-preparatory (“a-g”) courses, with 11 of those done prior to the start of 12<sup>th</sup> grade. Grades in these courses must **not** be lower than a C.
2. Maintain a GPA of 3.0 or better (weighted by honors/AP bonus points) in these “a-g” courses.
3. Take the ACT with Writing or SAT Reasoning Test no later than December of senior year, preferably earlier.

## Required A-G Courses

- a) **History/Social Science - 2 YEARS REQUIRED**  
Two years of history/social science, including one year of world history, cultures and geography; and year of U.S. history or one-half year of U.S. history and one-half year of civics or American government.
- b) **English - 4 YEARS REQUIRED**  
Four years of college-preparatory English that include frequent and regular writing, and reading of classic and modern literature. No more than one year of ESL-type courses can be used to meet this requirement.
- c) **Mathematics - 3 YEARS REQUIRED, 4 YEARS RECOMMENDED**  
Three years of college-preparatory mathematics that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry. Approved integrated math courses may be used to fulfill part or all of this requirement, as may math courses taken in the seventh and eighth grades that your high school accepts as equivalent to its own math courses.
- d) **Laboratory Science - 2 YEARS REQUIRED, 3 YEARS RECOMMENDED**  
Two years of laboratory science providing fundamental knowledge in two of these three foundational subjects: biology, chemistry and physics. The final two years of an approved three-year integrated science program that provides rigorous coverage of at least two of the three foundational subjects may be used to fulfill this requirement.
- e) **Language Other than English - 2 YEARS REQUIRED, 3 YEARS RECOMMENDED**  
Two years of the same language other than English. Courses should emphasize speaking and understanding, and include instruction in grammar, vocabulary, reading, composition and culture. American Sign Language and classical languages such as Latin and Greek are acceptable.
- f) **Visual and Performing Arts (VAPA) - 1 YEAR REQUIRED**  
One year-long course of visual and performing arts chosen from the following: dance, drama/theater, music or visual art.
- g) **College Preparatory Electives - 1 YEAR REQUIRED**  
One year (two semesters), in addition to those required in “a-f” above, chosen from the following areas: visual and performing arts (non-introductory level courses), history, social science, English, advanced mathematics, laboratory science, engineering/technology and language other than English (a third year in the language used for the “e” requirement or two years of another language).

## College Entrance Requirements

College entrance requirements vary and are the responsibility of the student to review in conjunction with the College Advisor, Counselors and the University Prep teacher.

## **Student Retention Policy and UC/CSU Eligibility Policy**

The purpose of The Preuss School is to prepare students for admission to four year universities and colleges, including the University of California and other of the nation's leading institutions. It provides students with the curriculum and training needed to achieve academic success.

The curriculum and culture of the school are focused on learning and high academic achievement by all enrolled students. All Preuss students are expected, through their personal behavior and performance, to exemplify a dedication to learning and academic excellence and to contribute to a school environment that fosters learning and academic excellence. Students who are not meeting the high academic and behavioral standards of The Preuss School will be counseled and supported to rise to the expected standards. Every effort will be made to assist students in improving their performance. We understand that it may take time for a student to adjust to the new and different environment of The Preuss School, and we will use a variety of supports to assist students in making that adjustment. Should a student be unable to meet the academic standards, despite counseling and support over a period of time, that student may be recommended for retention in his/her present grade.

### **UC/CSU Eligibility Policy**

- The mission of The Preuss School is to prepare students for acceptance to a 4-year university. In order for seniors to take advantage of the school's mission, students in grades 8-11 need to be on track to be UC/CSU College eligible.
- In order to be on track towards college eligibility, students in grades 8-11 need to pass their Math, English, Science, and History classes with a C- or better.
- Students earning lower than a C- need to take advantage of Preuss' many academic supports to improve their academic performance.
- Students earning lower than a C- who DO NOT take advantage of Preuss' supports will have the opportunity to get back on track towards college eligibility by repeating an entire grade.
- If students do not want to repeat a grade, be sure to pass your classes with at least a C-, or take advantage of the school's supports, including SEA, tutoring, tutorials, test corrections, counseling, and summer school.
- Advisory Teachers will review the specific eligibility policy for grades 8-12 in university prep classes.

### **Behavior, Effort, Motivation**

Students must demonstrate comportment, which reflects a personal commitment to learning and academic achievement. Student behavior must contribute to an environment that fosters a dedication to learning and high academic achievement, integrity and civil behavior by all at the Preuss School.

The following activities often lead to academic failure. These behaviors lead to a process of "Intervention," outlined in a separate section of this statement.

- Patterns of unexcused absence or poor attendance.
- Unsteady work patterns: not turning in assignments, being late with assignments, not doing homework, not doing assignments in the proper format.
- Poor performance in Citizenship:
  - If a student earns a minimum of 2 N's (N= Needs Improvement) or 1 U (U= Unsatisfactory) grade in citizenship in one or more classes on any semester report card, the student is considered to have serious behavior concerns that may require interventions.
  - If a student does not improve the minimum grade level citizenship GPA by the end of the second semester progress report, the student is subject to retention.

### **Intervention for Students**

The School is committed to working with students to improve their performance. It believes that all students are capable of performing effectively, and to the fullest extent its resources allow, will provide assistance to students who are not meeting the school's standards in behavior, effort, motivation or academic performance. Such students will be notified about the concerns and then assisted in various ways, including:

- Counseling
- Round Table Conference: A meeting with all stakeholders in which a plan is drawn up for improvement and support.
- Tutoring
- Guidance from mentors
- Repeating of courses.
- Other interventions, as appropriate, including Saturday School and after-school tutorials.
- Student Study Team meetings to explore assessment for learning disabilities.
- Routine Progress Checks
- Referral to the School Nurse

## **Student Retention Policy and UC/CSU Eligibility Policy Cont.**

If these opportunities for assistance are exhausted without the student improving performance sufficiently to pass courses in a non-probationary status, it may be necessary to retain the student. This may be the only recourse for The Preuss School UC San Diego when the students are:

- Not making progress through the curriculum sequence in terms of credits and courses passed;
- Unresponsive to interventions.

We expect student retention to be rare. The School is committed to aiding students in succeeding at the Preuss School, and will use this option only when thorough efforts have exhausted the School's resources.

### **Due Notification and Advisal**

- All students, parents, teachers and staff are informed of Academic, Behavior, and Retention Policies.
- A written plan or contract is prepared and signed by all parties whenever academic issues occur as outlined in this document.

### **Implementation Schedule**

- Behavior, Effort, Motivation, is in effect with the Class of 2004 and all subsequent graduating classes.

## The Preuss School UC San Diego Citizenship (Behavior, Effort and Attendance Scale)

<b>Excellent (E)</b>	<b>Good (G)</b>	<b>Satisfactory (S)</b>	<b>Needs Improvement (N)</b>	<b>Unsatisfactory (U)</b>
Shows high degree of self-control.	Shows self-control.	Usually shows self-control.	Shows limited degree of self-control.	Rarely shows self-control.
Makes a significant contribution to discussion, always at appropriate times.	Talks appropriately in class, at appropriate times.	Usually talks appropriately in class, at appropriate times.	Talks inappropriately and/or at inappropriate times.	Makes little attempt to control inappropriate talking.
Always on task. Exceeds classroom expectations on a daily basis. Outstanding effort is present in each assignment and work of excellent quality.	Stays on task consistently. Completes all work on time and work is neat, complete and of high quality – no careless errors; each piece of work is student’s best.	Usually stays on task. Usually completes work on time; work is usually neat, complete and of satisfactory quality. Work is not always student’s best.	Displays off-task behavior, needs teacher intervention. Work is sometimes or often incomplete, missing, and frequently untidy, with careless errors, not student’s best work.	Makes minimum attempt to stay on task; requires frequent teacher intervention. Work often incomplete or not turned in, usually carelessly done and not of acceptable quality.
Not only engaged in learning, but leads peers in group assignments, following instructions regularly.	Always actively engaged and on task; works effectively, without wasting time; follows instructions the first time they are given. Constructive in groups, sometimes as a leader.	Often actively engaged and on task; generally wastes little time; follows instructions the first time they are given. Works constructively in groups.	Frequently off task, may be distracting to others and ineffective in groups. Often needs to be reminded of instructions.	Frequently off task, distracting to others and disruptive in groups. Has difficulty following instructions even after reminders.
Always takes the initiative to help others.	Takes initiative to help others.	Willing to help others when asked.	Helps others infrequently; tends to distract others.	Does not help others, disrupts others and/or disrupts the learning environment.
Maintains exemplary relationships with peers.	Maintains positive relationships with peers.	Maintains satisfactory relationships with peers.	Does not maintain satisfactory relationships with peers.	Routinely engages in negative peer relationships.
Has an exemplary attitude; serves as a role model for positive attitude toward school and school activities.	Has a good attitude; is positive toward school and school activities.	Has a satisfactory (generally good) attitude; is generally positive toward school and school activities.	Has a poor attitude; is seldom positive toward school and school activities.	Attitude/contribution is counter-productive.
Enthusiastic about accepting academic challenge; seeks assistance when needed.	Frequently accepts challenges; is persistent; asks for help when needed.	Sometimes accepts challenges; asks for help when needed.	Avoids accepting challenges; needs to be reminded to get help when needed; gives up easily.	Rarely accepts challenges; does not take advantage of help offered.
Attendance is excellent; no absences or tardies.	Attendance is good; no unexcused absences.	Attendance is satisfactory.	Attendance needs improvement; absence or tardiness a concern.	Excessive absence or tardiness.
			Violation of Honesty Policy (1 <sup>st</sup> offense).	Violation of Honesty Policy (2 <sup>nd</sup> offense).

# **THE PREUSS SCHOOL UC San Diego** **Student Nondiscrimination and Sexual Harassment Policy**

## **NOTICE OF STUDENT NONDISCRIMINATION**

The Preuss School UC San Diego is committed to equal opportunity for all individuals in education. The Preuss School's programs and activities shall be free from harassment, discrimination or bullying based on sex, sexual orientation, gender, gender expression, gender identity, ethnic group identification, race, ancestry, national origin, religion, color and mental or physical disability or any other unlawful consideration. The Preuss School shall promote programs which ensure that discriminatory practices are eliminated in all school activities and will take steps to ensure that the lack of English proficiency will not be a barrier to admission and participation in school programs.

Any student who engages in prohibited harassment, discrimination or bullying of another student or anyone from The Preuss School may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in harassment, discrimination or bullying of a student may be subject to disciplinary action up to and including dismissal.

Any student or parent/guardian who feels that harassment, discrimination or bullying has occurred should immediately contact a teacher or the Principal for resolution at The Preuss School.

## **STUDENT SEXUAL HARASSMENT POLICY**

The Preuss School is committed to making the school free from sexual harassment. This means that The Preuss School prohibits harassment by someone from or in the educational setting. Sexual harassment can include such actions as unwelcome sexual advances, requests for sexual favors, or verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

The Preuss School prohibits conduct that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

The Preuss School further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct. Students should report any sexual harassment to the school Principal, Vice Principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately. This includes suspension or possible expulsion.

The Preuss School encourages reporting of any harassment, discrimination or bullying issues and will attempt to resolve issues promptly and fairly. For questions or additional information, please call **(858) 822-2282**.

## **TO FILE A DISCRIMINATION OR SEXUAL HARASSMENT COMPLAINT**

1. **Filing a complaint:** A complaint may be filed by a student or parent/guardian by contacting The Preuss School Principal for resolution of the complaint at the school. Alternatively, a complaint may be filed by contacting the UC San Diego Office for the Prevention of Harassment & Discrimination.
2. **Investigation:** The Preuss School will immediately undertake a thorough and objective investigation of a complaint of harassment, discrimination or bullying and provide a written response within sixty (60) days of when the complaint is filed.
3. **Action:** If the school determines that its policies prohibiting harassment, discrimination, bullying or retaliation have been violated, disciplinary action, up to and including expulsion will be taken.

The person filing the complaint may also pursue action in civil court.

The Preuss School prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way, that respects the privacy of all parties concerned.

A student who has a complaint of discrimination or sexual harassment should contact a teacher or the Principal for resolution at the Preuss School. If the complaint cannot be resolved, the student should contact:

Helen Kaiser  
Title IX Officer  
Phone Number: 858-534-8297  
Office for the Prevention of Harassment & Discrimination  
9500 Gilman Drive, Mail Code 0024  
La Jolla, California 92093-0024

# EMERGENCY PROCEDURES

## Site Emergency/Disaster Plan

### **Bells**

- Fire Procedure – Intermittent short bells: Evacuate building via route posted in your classroom.
- Earthquake/Disaster (Physical damage to plant) – Alternate short/long bells: Drop and take protective position, and then evacuate the building. Wait for the all-clear bell.
- Imminent Danger/Lock Down: Long continuous bell and/or Verbal warning: Everyone remains inside building; lock doors and cover windows where possible. If outdoors, immediately seek refuge in nearest building or seek cover until directed by staff.
- All Clear – A series of two long bells and/or verbal communication by administrative staff.

### **Emergency/Disaster When School is NOT in Session**

- Students remain at home.
- Tune to an Emergency Broadcast System station (KOGO, 600 kHz or KCBQ, 1170 kHz).
- Pending communication capabilities, the site telephone tree will be activated. Administrators will contact department chairs and other key personnel.

### **Emergency/Disaster When School IS in Session**

- Take appropriate action (take cover, drop, stand by, evacuate) as directed.
- Maintain control over students and assure their safety at all times.
- Await emergency signal or instructions from the principal or the Emergency Operations Center (EOC).
- If evacuate signal (fire alarm) is given, take roll book and first aid kit to designated assembly area. Prep period teachers assist directing students to assembly area, and then go to the EOC of instructions.
- Follow designated routes to the assembly areas unless blocked or impassable. Even though alternate routes may have to be devised to overcome obstacles, destinations should remain constant.

### **Other Emergencies**

- There is no signal. Staff will be notified by PA system, megaphones, and/or written message.
- It is not possible to plan ahead for every emergency. Decisions may have to be made on the spot, depending upon the nature of the emergency.
- The two most important elements in emergencies are COMMUNICATION AND CONTROL. Staff members must maintain control over assigned students until instructions are received.
- Staff members without assigned students and staff members who have, by direction, relinquished control of their students should report to the principal or the CAO and await further instructions.

### **Emergencies Defined**

An emergency is an unforeseen happening requiring prompt actions.

- |                              |   |  |
|------------------------------|---|--|
| • Fires                      | • Dangerous Winds                       | • Nuclear Power Plant Accidents          |
| • Earthquakes                | • Floods, Prolonged Rains, Dam Failures | • Enemy or Nuclear Attacks               |
| • School Campus Emergencies  | • Civil Disturbances                    | • Operating School as a Community Center |
| • Advanced Stage Smog Alerts | • Utility Failure                       | • Terrorist Attack                       |
| • Bomb Threats               | • Airplane Crashes                      |  |
| • Hazardous spills           |   |  |

## Imminent Danger

A verbal warning (over intercom system or in person) indicates that there is danger to all persons who are visible on the school campus. Note: In some instances verbal warnings may not be immediately possible. Announcements and directions will be given by the administration.

Obviously, it is impossible to identify all of the potential incidents, which might involve a threat to people on the school grounds. Listed below are examples of imminent danger:

- |  |  |
|--|--|
| • Sniper activity in or around the school                              | • A threat to an individual or group on campus |
| • Police and/or SWAT activities, which take place, near school grounds | • Civil riot or similar activity               |
|  | • Terrorist attack                             |

## **Site Emergency/Disaster Plan Cont'd**

### **Required Action during Imminent Danger Emergency**

- When the continuous warning bell sounds, everyone is to get inside the closest building immediately.
- Teachers are to assure that all students are inside, and then lock the room doors.
- Once inside and locked down, teachers should immediately attempt to cover all windows if possible with blinds, blackout curtains, or anything that might block the view into or out of the room.
- NOTE: It is absolutely imperative that teachers and students stay away from doors and windows once the room is locked down.
- In case of gunfire or other such danger, it may be necessary for teachers to ask students to lie down on the floor.
- Remain locked down until you are notified verbally that all is clear.

**The complete School Safety Plan/Site Disaster Plan is available at the school.**

## **School Bus Emergency Procedures and Passenger Safety\***

**In the event of an emergency, follow the directions of the school bus driver.**

- Walk. Do not run.
- Stay Calm. Do not panic.

**The following emergency exits on the school bus are clearly marked and have operating instructions:**

- Side door(s)
- Rear door / window
- Roof vent(s)

**These exits also are available in an emergency:**

- Front door
- Windows

**Passengers sitting beside an emergency exit door will help with the evacuation of the bus by doing the following:**

- Opening the door
- Assisting other passengers out of the bus
- Exiting the bus
- Directing them to reassemble at least 100 feet from the bus
- Standing on each side of the open door

**There are several danger zones around a school bus.**

Passengers must remain outside the danger zones because the driver's visibility is limited within these areas:

- 12 feet from the side of the bus
- 12 feet from the front of the bus
- 20 feet from the rear of the bus

**Follow the Rules of Conduct posted in the bus.**

- All passengers must enter and exit the bus in an orderly fashion. Do not push or shove. Do not run to, from, or on the bus.
- All passengers must remain seated until the bus is completely stopped. Do not change seats unless instructed to do so by the school bus driver or the bus monitor. Face forward in the seat and keep all body parts inside the bus at all times. Passengers must refrain from boisterous conduct while on the bus.
- All passengers who must cross the street on which the bus has stopped must cross at a traffic signal or under the protection of the red signal lights on the bus. Passengers must cross in front of the bus only after the driver has signaled that it is safe to do so.

**\*Procedures modeled after San Diego Unified School District procedures.**



# The Preuss School UC San Diego 2019-2020 School Year Calendar

	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	ST	TCR	OTH
AUG				1	2	5	6	7	8	9	12	13	14	15	A	19	20	21	22	B	26	27	28	29	A	15	19	22
SEPT	2	3	4	5	A	9	10	11	12	B	16	17	18	19	A	23	24	25	26	B	30					20	20	20
OCT		1	2	3	A	7	8	9	10	B	14	15	16	17	A	21	22	23	24	B	28	29	30	31		23	23	23
NOV					A	4	5	6	7	B	11	12	13	14	A	18	19	20	21	B	25	26	27	28	29	15	15	15
DEC	2	3	4	5	A	9	10	11	12	B	16	17	18	19	A	23	24	25	26	27	30	31				15	15	15
JAN			1	2	3	6	7	8	9	B	13	14	15	16	A	20	21	22	23	A	27	28	29	30	B	19	19	19
FEB	3	4	5	6	A	10	11	12	13	14	17	18	19	20	A	24	25	26	27	B						18	18	18
MAR	2	3	4	5	A	9	10	11	12	B	16	17	18	19	A	23	24	25	26	B	30	31				20	20	20
APR			1	2	3	6	7	8	9	B	13	14	15	16	A	20	21	22	23	B	27	28	29	30		19	19	19
MAY					A	4	5	6	7	B	11	12	13	14	A	18	19	20	21	B	25	26	27	28	A	20	20	20
JUN	1	2	3	4	A	8	9	10	11	B	15	16	17	A	19	22	23	24	25	26	29	30				14	15	22
JUL			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	0	0	7
																										198	203	220

Light Gray Student Attendance Days  
 Medium Gray Holidays and Breaks  
 Dark Gray Staff Development Days  
 Dark Gray Minimum Day

- |                         |   |               |  |
|-------------------------|---|---------------|--|
| August 12, 2019         | First Day of Student Attendance         | May 8, 2020   | Regular Friday (Start time 8:55, AP Testing) |
| September 2, 2019       | Labor Day (No School)                   | May 15, 2020  | Regular Friday (Start time 8:55, AP Testing) |
| November 11, 2019       | Veterans Day (No School)                | May 25, 2020  | Memorial Day (No School)                     |
| November 25-29, 2019    | Thanksgiving Holiday Break (No School)  | June 18, 2020 | Eighth Grade Exhibition                      |
| Dec. 23 to Jan. 3, 2020 | Winter Break (No School)                | June 18, 2020 | Graduation                                   |
| January 20, 2020        | Martin Luther King, Jr. Day (No School) | June 18, 2020 | Minimum Day (Grades 6-11, 8:55am -12:15pm)   |
| February 14, 2020       | Lincoln Day Observance (No School)      | June 18, 2020 | Last Day of Student Attendance               |
| February 17, 2020       | Washington Day Observance (No School)   | June 19, 2020 | Last Day for Teachers                        |
| Mar. 30-Apr. 3, 2020    | Spring Break (No School)                |               |  |

## Grade Reporting Calendar 2019-2020

### 1<sup>st</sup> Semester

August 12	School Begins
August 27, 28	Progress Report to Parents for At-Risk Students
<b>September 20</b>	<b>1<sup>st</sup> Mid-Semester Ends</b>
September 24	Grades Due to Registrar
September 25, 26	<i>1<sup>st</sup> Mid-Semester Progress Report Cards Distributed</i>
October 16, 17	<i>Progress Report to Parents for At-Risk Students</i>
<b>November 8</b>	<b>2<sup>nd</sup> Mid-Semester Ends</b>
November 12	Grades Due to Registrar
November 13, 14	<i>2<sup>nd</sup> Mid-Semester Progress Report Cards Distributed</i>
January 7, 8	Progress Report to Parents for At-Risk Students
January 13-16	1 <sup>st</sup> Semester Final Exams
<b>January 17</b>	<b>1<sup>st</sup> Semester Ends</b>
January 21	Grades Due to Registrar
January 23	<i>1<sup>st</sup> Semester Final Report Cards Mailed Home to Parents</i>

### 2<sup>nd</sup> Semester

January 21	2 <sup>nd</sup> Semester Begins
February 4, 5	<i>Progress Report to Parents for At-Risk Students</i>
March 6	1 <sup>st</sup> Mid-Semester Ends
March 10	Grades Due to Registrar
March 11, 12	<i>1<sup>st</sup> Mid-Semester Progress Report Cards Distributed</i>
March 24, 25	<i>Progress Report to Parents for At-Risk Students</i>
<b>April 24</b>	<b>2<sup>nd</sup> Mid-Semester Ends</b>
April 28	Grades Due to Registrar
April 29, 30	<i>2<sup>nd</sup> Mid-Semester Progress Report Cards Distributed</i>
May 19, 20	<i>Progress Report to Parents for At-Risk Students</i>
June 12, 15, 16, 17	2 <sup>nd</sup> Semester Final Exams
<b>June 18</b>	<b>2<sup>nd</sup> Semester Ends</b>
June 18	Teachers Submit Final Grades
June 24	<i>2<sup>nd</sup> Semester Final Report Cards Mailed Home to Parents</i>

## **Saturday Enrichment Academy (SEA) 2019-2020**

### **What is Saturday Enrichment Academy?**

Saturday Enrichment Academy (SEA) is an opportunity for all Preuss students to receive individual and small group tutoring, reinforce skills, and complete homework. SEA is a voluntary program unless the student has been assigned to attend, due to being “at risk” or on academic probation. A student may be considered “at risk” if:

- He or she has earned below a 2.50 GPA on the most recent report card or progress notice.
- Student may be moved on or off of “at risk” list by teacher or counselor recommendation.

### **What are the specific details that I need to know?**

- Students are required to bring their Preuss Planner, all homework assignments, study materials and a KBAR book to SEA. At the conclusion of SEA students will submit a Planning Sheet documenting the completion of assignments that must be signed by the supervising teacher or tutor. Off-task and disruptive behavior will not be tolerated and will result in a referral.
- SEA begins promptly at 9:00 a.m. and ends promptly at 11:00 a.m. Parents must pick up students promptly at 11:00 a.m., as adult supervision will not be available after that time.
- Students check in and are assigned to a tutorial room. Younger siblings or non-Preuss students are not allowed at SEA. Students will not be allowed to leave the classroom to wander or socialize with other students. Dress Code attire is not required at SEA. Eating is not permitted in the classrooms.

**Put these dates on your family calendar.**

#### **First Semester**

September 14

October 5, 19

November 2, 16

December 7, 14

January 11, 25



#### **Second Semester**

February 8, 22

March 7, 21

April 11, 25

May 2, 16

**STUDENT PLANNER CALENDAR BEGINS NEXT PAGE**

# August 2019

August 2019							September 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	4	5	6	7	8	1	2	3					
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 28	29	30	31	Aug 1	2	3
4	5	6	7	8	9	10
11	12 FIRST DAY OF THE 2019-2020 SCHOOL YEAR (WELCOME BACK!)	13	14	15 PICTURE DAY (WALTON CENTER)	16 A DAY PICTURE DAY (WALTON CENTER)	17
18	19	20	21	22 8:30am BACK TO SCHOOL NIGHT 6:00pm BACK TO SCHOOL NIGHT (6:00-6:45PM PTA FAMILY DINNER)	23 B DAY	24
25	26	27	28	29	30 A DAY	31

# August 12, 2019 - August 18, 2019

August 2019

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## Monday, August 12

FIRST DAY OF THE 2019-2020 SCHOOL YEAR  
(WELCOME BACK!)

## Tuesday, August 13

Notes

## Wednesday, August 14

## Thursday, August 15

PICTURE DAY (WALTON CENTER) ↻

## Friday, August 16

A DAY

PICTURE DAY (WALTON CENTER) ↻

## Saturday, August 17

## Sunday, August 18

# August 19, 2019 - August 25, 2019

August 2019

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

		Notes
<b>Monday, August 19</b>	<b>Tuesday, August 20</b>	
<b>Wednesday, August 21</b>	<b>Thursday, August 22</b> <span style="background-color: #4a4a8a; color: white; padding: 2px;">■</span> 8:30am - 9:00am <b>BACK TO SCHOOL NIGHT</b> <span style="background-color: #4a4a8a; color: white; padding: 2px;">■</span> 6:00pm - 8:45pm <b>BACK TO SCHOOL NIGHT</b> (6:00-6:45PM PTA FAMILY DINNER FUNDRAISER IN THE AMPHEATER, 6:45-7:00PM PRINCIPAL/DIRECTOR SPEAKS, 7:00-8:45PM CLASSROOM VISITATIONS)	
<b>Friday, August 23</b> <input style="border: 1px solid green; width: 100%; height: 15px;" type="checkbox"/> B DAY	<b>Saturday, August 24</b>	
	<b>Sunday, August 25</b>	

# August 26, 2019 - September 1, 2019

August 2019

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**Monday, August 26**

**Tuesday, August 27**

Notes

**Wednesday, August 28**

**Thursday, August 29**

**Friday, August 30**

A DAY

**Saturday, August 31**

**Sunday, September 1**

# September 2019

September 2019							October 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 1	2 LABOR DAY HOLIDAY - NO SCHOOL	3	4	5	6 A DAY	7
8	9	10	11	12	13 B DAY	14 9:00am SEA (CLASSROOMS) 9:30am PTA GENERAL MEETING (ALL PARENTS WELCOME)
15	16	17	18	19	20 1ST MID SEMESTER ENDS A DAY	21
22	23	24	25 1ST MID SEMESTER PROGRESS REPORT CARD DISTRIBUTED	26 1ST MID SEMESTER PROGRESS REPORT CARD DISTRIBUTED	27 B DAY	28
29	30	Oct 1	2	3	4	5



# September 2, 2019 - September 8, 2019

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Monday, September 2**

LABOR DAY HOLIDAY - NO SCHOOL

**Tuesday, September 3**

Notes

**Wednesday, September 4**

**Thursday, September 5**

**Friday, September 6**

A DAY

**Saturday, September 7**

**Sunday, September 8**

# September 9, 2019 - September 15, 2019

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

		Notes
<b>Monday, September 9</b>	<b>Tuesday, September 10</b>	
<b>Wednesday, September 11</b>	<b>Thursday, September 12</b>	
<b>Friday, September 13</b> <input type="checkbox"/> B DAY	<b>Saturday, September 14</b> ■ 9:00am - 11:00am SEA (CLASSROOMS) ■ 9:30am - 11:00am PTA GENERAL MEETING (ALL PARENTS WELCOME)	
	<b>Sunday, September 15</b>	

# September 16, 2019 - September 22, 2019

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Monday, September 16**

**Tuesday, September 17**

Notes

**Wednesday, September 18**

**Thursday, September 19**

**Friday, September 20**

- 1ST MID SEMESTER ENDS
- A DAY

**Saturday, September 21**

**Sunday, September 22**

# September 23, 2019 - September 29, 2019

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Monday, September 23**

**Tuesday, September 24**

Notes

**Wednesday, September 25**

1ST MID SEMESTER PROGRESS REPORT CARD DISTRIBUTED ↻

**Thursday, September 26**

1ST MID SEMESTER PROGRESS REPORT CARD DISTRIBUTED ↻

**Friday, September 27**

B DAY

**Saturday, September 28**

**Sunday, September 29**

# October 2019

October 2019							November 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 29	30	Oct 1	2	3	4 A DAY	5 9:00am SEA (CLASSROOMS)
6	7	8	9	10	11 B DAY	12
13	14	15	16	17	18 A DAY	19 9:00am SEA (CLASSROOMS) 9:30am PTA GENERAL MEETING - ALL PARENTS WELCOME (WALTON CENTER)
20	21	22	23	24	25 B DAY	26
27	28	29	30	31	Nov 1	2

# September 30, 2019 - October 6, 2019

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

		Notes
<b>Monday, September 30</b>	<b>Tuesday, October 1</b>	
<b>Wednesday, October 2</b>	<b>Thursday, October 3</b>	
<b>Friday, October 4</b> <input type="checkbox"/> A DAY	<b>Saturday, October 5</b> <input checked="" type="checkbox"/> 9:00am - 11:00am SEA (CLASSROOMS)	
	<b>Sunday, October 6</b>	

# October 7, 2019 - October 13, 2019

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Monday, October 7**

**Tuesday, October 8**

Notes

**Wednesday, October 9**

**Thursday, October 10**

**Friday, October 11**

B DAY

**Saturday, October 12**

**Sunday, October 13**

# October 14, 2019 - October 20, 2019

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Monday, October 14**

**Tuesday, October 15**

Notes

**Wednesday, October 16**

**Thursday, October 17**

**Friday, October 18**

A DAY

**Saturday, October 19**

- 9:00am - 11:00am SEA (CLASSROOMS)
- 9:30am - 11:00am PTA GENERAL MEETING - ALL PARENTS WELCOME (WALTON CENTER)

**Sunday, October 20**



# October 21, 2019 - October 27, 2019

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Monday, October 21**

**Tuesday, October 22**

Notes

**Wednesday, October 23**

**Thursday, October 24**

**Friday, October 25**

B DAY

**Saturday, October 26**

**Sunday, October 27**

# October 28, 2019 - November 3, 2019

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Monday, October 28**

**Tuesday, October 29**

Notes

**Wednesday, October 30**

**Thursday, October 31**

**Friday, November 1**

A DAY

**Saturday, November 2**

9:00am - 11:00am SEA (CLASSROOMS)

**Sunday, November 3**

# November 2019

November 2019							December 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 27	28	29	30	31	Nov 1 A DAY	2 9:00am SEA (CLASSROOMS)
3	4	5	6	7	8 2ND MID SEMESTER ENDS B DAY	9
10	11 VETERANS DAY HOLIDAY - NO SCHOOL	12	13 2ND MID SEMESTER PROGRESS REPORT CARDS DISTRIBUTED	14 2ND MID SEMESTER PROGRESS REPORT CARDS DISTRIBUTED	15 A DAY	16 9:00am SEA (CLASSROOMS) 9:30am PTA GENERAL MEETING - ALL PARENTS WELCOME (WALTON CENTER)
17	18	19	20	21	22 B DAY	23
24	25 THANKSGIVING HOLIDAY BREAK --NO SCHOOL	26 THANKSGIVING HOLIDAY BREAK --NO SCHOOL	27 THANKSGIVING HOLIDAY BREAK --NO SCHOOL	28 THANKSGIVING HOLIDAY BREAK --NO SCHOOL	29 THANKSGIVING HOLIDAY BREAK --NO SCHOOL	30

# November 4, 2019 - November 10, 2019

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Monday, November 4**

**Tuesday, November 5**

Notes

**Wednesday, November 6**

**Thursday, November 7**

**Friday, November 8**

2ND MID SEMESTER ENDS

B DAY

**Saturday, November 9**

**Sunday, November 10**

# November 11, 2019 - November 17, 2019

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Monday, November 11

VETERANS DAY HOLIDAY - NO SCHOOL

## Tuesday, November 12

Notes

## Wednesday, November 13

2ND MID SEMESTER PROGRESS REPORT CARDS DISTRIBUTED ↻

## Thursday, November 14

2ND MID SEMESTER PROGRESS REPORT CARDS DISTRIBUTED ↻

## Friday, November 15

A DAY

## Saturday, November 16

- 9:00am - 11:00am SEA (CLASSROOMS)
- 9:30am - 11:00am PTA GENERAL MEETING - ALL PARENTS WELCOME (WALTON CENTER)

## Sunday, November 17

# November 18, 2019 - November 24, 2019

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Monday, November 18**

**Tuesday, November 19**

Notes

**Wednesday, November 20**

**Thursday, November 21**

**Friday, November 22**

B DAY

**Saturday, November 23**

**Sunday, November 24**

# November 25, 2019 - December 1, 2019

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Monday, November 25

THANKSGIVING HOLIDAY BREAK --NO SCHOOL  
🔄

## Tuesday, November 26

THANKSGIVING HOLIDAY BREAK --NO SCHOOL  
🔄

## Notes

## Wednesday, November 27

THANKSGIVING HOLIDAY BREAK --NO SCHOOL  
🔄

## Thursday, November 28

THANKSGIVING HOLIDAY BREAK --NO SCHOOL  
🔄

## Friday, November 29

THANKSGIVING HOLIDAY BREAK --NO SCHOOL  
🔄

## Saturday, November 30

## Sunday, December 1

# December 2019

December 2019							January 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	1	2	3	4
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30	31	
29	30	31											

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 1	2 RETURN FROM THANKSGIVING HOLIDAY	3	4	5	6 A DAY	7 9:00am SEA (CLASSROOMS)
8	9	10	11	12	13 B DAY	14 9:00am SEA (CLASSROOMS) 9:30am PTA GENERAL MEETING ALL PARENTS WELCOME (WALTON CENTER)
15	16	17	18	19	20 A DAY	21
22	23 WINTER BREAK --NO SCHOOL	24 WINTER BREAK --NO SCHOOL	25 WINTER BREAK --NO SCHOOL	26 WINTER BREAK --NO SCHOOL	27 WINTER BREAK --NO SCHOOL	28
29	30 WINTER BREAK --NO SCHOOL	31 WINTER BREAK --NO SCHOOL	Jan 1, 20	2	3	4



# December 2, 2019 - December 8, 2019

December 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## Monday, December 2

RETURN FROM THANKSGIVING HOLIDAY

## Tuesday, December 3

### Notes

## Wednesday, December 4

## Thursday, December 5

## Friday, December 6

A DAY

## Saturday, December 7

9:00am - 11:00am SEA (CLASSROOMS)

## Sunday, December 8

# December 9, 2019 - December 15, 2019

December 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

		Notes
<b>Monday, December 9</b>	<b>Tuesday, December 10</b>	
<b>Wednesday, December 11</b>	<b>Thursday, December 12</b>	
<b>Friday, December 13</b> <input type="checkbox"/> B DAY	<b>Saturday, December 14</b> <ul style="list-style-type: none"> <li><span style="color: purple;">■</span> 9:00am - 11:00am SEA (CLASSROOMS)</li> <li><span style="color: purple;">■</span> 9:30am - 11:00am PTA GENERAL MEETING ALL PARENTS WELCOME (WALTON CENTER)</li> </ul>	
	<b>Sunday, December 15</b>	

# December 16, 2019 - December 22, 2019

December 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Monday, December 16**

**Tuesday, December 17**

Notes

**Wednesday, December 18**

**Thursday, December 19**

**Friday, December 20**

A DAY

**Saturday, December 21**

**Sunday, December 22**

# December 23, 2019 - December 29, 2019

December 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

		Notes
<b>Monday, December 23</b> <input type="checkbox"/> WINTER BREAK --NO SCHOOL ☺	<b>Tuesday, December 24</b> <input type="checkbox"/> WINTER BREAK --NO SCHOOL ☺	
<b>Wednesday, December 25</b> <input type="checkbox"/> WINTER BREAK --NO SCHOOL ☺	<b>Thursday, December 26</b> <input type="checkbox"/> WINTER BREAK --NO SCHOOL ☺	
<b>Friday, December 27</b> <input type="checkbox"/> WINTER BREAK --NO SCHOOL ☺	<b>Saturday, December 28</b>	
	<b>Sunday, December 29</b>	

# January 2020

January 2020							February 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 29	30	31	Jan 1, 20 WINTER BREAK --NO SCHOOL	2 WINTER BREAK --NO SCHOOL	3 WINTER BREAK --NO SCHOOL	4
5	6 RETURN FROM WINTER BREAK	7	8	9	10 B DAY	11 9:00am SEA (CLASSROOMS)
12	13 1ST SEMESTER FINAL EXAMS	14 1ST SEMESTER FINAL EXAMS	15 1ST SEMESTER FINAL EXAMS	16 1ST SEMESTER FINAL EXAMS	17 1ST SEMESTER ENDS A DAY	18
19	20 MARTIN LUTHER KING JR HOLIDAY - NO SCHOOL	21 2ND SEMESTER BEGINS	22	23 1ST SEMESTER FINAL REPORT CARDS MAILED HOME TO PARENTS	24 A DAY	25 9:00am SEA (CLASSROOMS) 9:30am PTA GENERAL MEETING - ALL PARENTS WELCOME (WALTON CENTER)
26	27	28	29	30	31 B DAY	Feb 1

# December 30, 2019 - January 5, 2020

December 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## Monday, December 30

WINTER BREAK --NO SCHOOL ☺

## Tuesday, December 31

WINTER BREAK --NO SCHOOL ☺

## Notes

## Wednesday, January 1

WINTER BREAK --NO SCHOOL ☺

## Thursday, January 2

WINTER BREAK --NO SCHOOL ☺

## Friday, January 3

WINTER BREAK --NO SCHOOL ☺

## Saturday, January 4

## Sunday, January 5

# January 6, 2020 - January 12, 2020

January 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**Monday, January 6**

RETURN FROM WINTER BREAK

**Tuesday, January 7**

Notes

**Wednesday, January 8**

**Thursday, January 9**

**Friday, January 10**

B DAY

**Saturday, January 11**

9:00am - 11:00am SEA (CLASSROOMS)

**Sunday, January 12**

# January 13, 2020 - January 19, 2020

January 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

		Notes
<b>Monday, January 13</b> <input type="checkbox"/> 1ST SEMESTER FINAL EXAMS ☺	<b>Tuesday, January 14</b> <input type="checkbox"/> 1ST SEMESTER FINAL EXAMS ☺	
<b>Wednesday, January 15</b> <input type="checkbox"/> 1ST SEMESTER FINAL EXAMS ☺	<b>Thursday, January 16</b> <input type="checkbox"/> 1ST SEMESTER FINAL EXAMS ☺	
<b>Friday, January 17</b> <input type="checkbox"/> 1ST SEMESTER ENDS <input type="checkbox"/> A DAY	<b>Saturday, January 18</b>	
	<b>Sunday, January 19</b>	



# January 20, 2020 - January 26, 2020

January 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

		Notes
<b>Monday, January 20</b> <input type="checkbox"/> MARTIN LUTHER KING JR HOLIDAY - NO SCHOOL	<b>Tuesday, January 21</b> <input type="checkbox"/> 2ND SEMESTER BEGINS	
<b>Wednesday, January 22</b>	<b>Thursday, January 23</b> <input type="checkbox"/> 1ST SEMESTER FINAL REPORT CARDS MAILED HOME TO PARENTS	
<b>Friday, January 24</b> <input type="checkbox"/> A DAY	<b>Saturday, January 25</b> <input type="checkbox"/> 9:00am - 11:00am SEA (CLASSROOMS) <input type="checkbox"/> 9:30am - 11:00am PTA GENERAL MEETING - ALL PARENTS WELCOME (WALTON CENTER)	
	<b>Sunday, January 26</b>	

# January 27, 2020 - February 2, 2020

January 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

		Notes
<b>Monday, January 27</b>	<b>Tuesday, January 28</b>	
<b>Wednesday, January 29</b>	<b>Thursday, January 30</b>	
<b>Friday, January 31</b> <input type="checkbox"/> B DAY	<b>Saturday, February 1</b>	
	<b>Sunday, February 2</b>	

# February 2020

February 2020							March 2020							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
	2	3	4	5	6	7	8	1	2	3	4	5	6	7
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
23	24	25	26	27	28	29		29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 26	27	28	29	30	31	Feb 1
2	3	4	5	6	7 A DAY	8 9:00am SEA (CLASSROOMS)
9	10	11	12	13	14 LINCOLN DAY OBSERVANCE --NO SCHOOL	15
16	17 WASHINGTON DAY OBSERVANCE -- NO SCHOOL	18	19	20	21 A DAY	22 9:00am SEA (CLASSROOMS) 9:30am PTA GENERAL MEETING - ALL 11:00am MULTICULTURAL
23	24	25	26	27	28 B DAY	29

# February 3, 2020 - February 9, 2020

February 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Monday, February 3**

**Tuesday, February 4**

Notes

**Wednesday, February 5**

**Thursday, February 6**

**Friday, February 7**

A DAY

**Saturday, February 8**

9:00am - 11:00am SEA (CLASSROOMS)

**Sunday, February 9**

# February 10, 2020 - February 16, 2020

February 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Monday, February 10**

**Tuesday, February 11**

Notes

**Wednesday, February 12**

**Thursday, February 13**

**Friday, February 14**

LINCOLN DAY OBSERVANCE --NO SCHOOL

**Saturday, February 15**

**Sunday, February 16**

# February 17, 2020 - February 23, 2020

February 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Monday, February 17

WASHINGTON DAY OBSERVANCE -- NO SCHOOL

## Tuesday, February 18

Notes

## Wednesday, February 19

## Thursday, February 20

## Friday, February 21

A DAY

## Saturday, February 22

- 9:00am - 11:00am SEA (CLASSROOMS)
- 9:30am - 11:00am PTA GENERAL MEETING - ALL PARENTS WELCOME (WALTON CENTER)
- 11:00am - 1:00pm MULTICULTURAL FAMILY POTLOCK

## Sunday, February 23

# February 24, 2020 - March 1, 2020

February 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Monday, February 24**

**Tuesday, February 25**

Notes

**Wednesday, February 26**

**Thursday, February 27**

**Friday, February 28**

B DAY

**Saturday, February 29**

**Sunday, March 1**

# March 2020

March 2020							April 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	1	2	3	4
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30		
29	30	31											

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 1	2	3	4	5	6 1ST MID-SEMESTER ENDS A DAY	7 9:00am SEA (CLASSROOMS)
8	9	10	11 1ST MID SEMESTER PROGRESS REPORT CARDS DISTRIBUTED	12 1ST MID SEMESTER PROGRESS REPORT CARDS DISTRIBUTED	13 B DAY	14
15	16	17	18	19	20 A DAY	21 9:00am SEA (CLASSROOMS) 9:30am PTA GENERAL MEETING - ALL PARENTS WELCOME - PTA ELECTIONS
22	23	24	25	26	27 B DAY	28
29	30 SPRING BREAK --NO SCHOOL	31 SPRING BREAK --NO SCHOOL	Apr 1	2	3	4



# March 2, 2020 - March 8, 2020

March 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Monday, March 2**

**Tuesday, March 3**

Notes

**Wednesday, March 4**

**Thursday, March 5**

**Friday, March 6**

1ST MID-SEMESTER ENDS

A DAY

**Saturday, March 7**

9:00am - 11:00am SEA (CLASSROOMS)

**Sunday, March 8**

# March 9, 2020 - March 15, 2020

March 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Monday, March 9**

**Tuesday, March 10**

Notes

**Wednesday, March 11**

1ST MID SEMESTER PROGRESS REPORT CARDS  
DISTRIBUTED ↻

**Thursday, March 12**

1ST MID SEMESTER PROGRESS REPORT CARDS  
DISTRIBUTED ↻

**Friday, March 13**

B DAY

**Saturday, March 14**

**Sunday, March 15**

# March 16, 2020 - March 22, 2020

March 2020

Su	Mo	Tu	We	Th	Fr	Sa	
	1	2	3	4	5	6	7
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

		Notes
<b>Monday, March 16</b>	<b>Tuesday, March 17</b>	
<b>Wednesday, March 18</b>	<b>Thursday, March 19</b>	
<b>Friday, March 20</b>	<b>Saturday, March 21</b>	
<input type="checkbox"/> A DAY	<p><b>9:00am - 11:00am SEA (CLASSROOMS)</b></p> <p><b>9:30am - 11:00am PTA GENERAL MEETING - ALL PARENTS WELCOME - PTA ELECTIONS (WALTON CENTER)</b></p>	
	<b>Sunday, March 22</b>	

# March 23, 2020 - March 29, 2020

March 2020

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Monday, March 23**

**Tuesday, March 24**

Notes

**Wednesday, March 25**

**Thursday, March 26**

**Friday, March 27**

B DAY

**Saturday, March 28**

**Sunday, March 29**

# April 2020

April 2020							May 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 29	30	31	Apr 1 SPRING BREAK --NO SCHOOL	2 SPRING BREAK --NO SCHOOL	3 SPRING BREAK --NO SCHOOL	4
5	6 RETURN FROM SPRING BREAK	7	8	9	10 B DAY	11 9:00am SEA (CLASSROOMS)
12	13	14	15	16	17 A DAY	18
19	20	21	22	23	24 2ND MID SEMESTER ENDS B DAY	25 9:00am SEA (CLASSROOMS) 5:00pm PTA DINNER AND DANCE --ALL PARENTS WELCOME (WALTON CENTER)
26	27	28	29 2ND MID SEMESTER PROGRESS REPORT CARDS DISTRIBUTED	30 2ND MID SEMESTER PROGRESS REPORT CARDS DISTRIBUTED	May 1	2

# March 30, 2020 - April 5, 2020

March 2020

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## Monday, March 30

SPRING BREAK --NO SCHOOL ☺

## Tuesday, March 31

SPRING BREAK --NO SCHOOL ☺

## Notes

## Wednesday, April 1

SPRING BREAK --NO SCHOOL ☺

## Thursday, April 2

SPRING BREAK --NO SCHOOL ☺

## Friday, April 3

SPRING BREAK --NO SCHOOL ☺

## Saturday, April 4

## Sunday, April 5

# April 6, 2020 - April 12, 2020

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Monday, April 6**

RETURN FROM SPRING BREAK

**Tuesday, April 7**

Notes

**Wednesday, April 8**

**Thursday, April 9**

**Friday, April 10**

B DAY

**Saturday, April 11**

9:00am - 11:00am SEA (CLASSROOMS)

**Sunday, April 12**

# April 13, 2020 - April 19, 2020

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Monday, April 13**

**Tuesday, April 14**

Notes

**Wednesday, April 15**

**Thursday, April 16**

**Friday, April 17**

A DAY

**Saturday, April 18**

**Sunday, April 19**



# April 20, 2020 - April 26, 2020

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

		Notes
<b>Monday, April 20</b>	<b>Tuesday, April 21</b>	
<b>Wednesday, April 22</b>	<b>Thursday, April 23</b>	
<b>Friday, April 24</b> <input type="checkbox"/> 2ND MID SEMESTER ENDS <input type="checkbox"/> B DAY	<b>Saturday, April 25</b> <input type="checkbox"/> 9:00am - 11:00am SEA (CLASSROOMS) <input type="checkbox"/> 5:00pm - 10:00pm PTA DINNER AND DANCE --ALL PARENTS WELCOME (WALTON CENTER)	
	<b>Sunday, April 26</b>	

# April 27, 2020 - May 3, 2020

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Monday, April 27**

**Tuesday, April 28**

Notes

**Wednesday, April 29**

2ND MID SEMESTER PROGRESS REPORT CARDS DISTRIBUTED ↻

**Thursday, April 30**

2ND MID SEMESTER PROGRESS REPORT CARDS DISTRIBUTED ↻

**Friday, May 1**

A DAY

**Saturday, May 2**

9:00am - 11:00am SEA (CLASSROOMS)

**Sunday, May 3**

# May 2020

May 2020							June 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 26	27	28	29	30	May 1 A DAY	2 9:00am SEA (CLASSROOMS)
3	4	5	6	7	8 B DAY REGULAR 8:55AM START--AP TESTING	9
10	11	12	13	14	15 A DAY REGULAR 8:55AM START, AP TESTING	16 9:00am SEA (CLASSROOMS) 9:30am PARENT APPRECIATION
17	18	19	20	21	22 B DAY	23
24	25 MEMORIAL DAY --NO SCHOOL	26	27	28	29 A DAY	30
31	Jun 1	2	3	4	5	6

# May 4, 2020 - May 10, 2020

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Monday, May 4**

**Tuesday, May 5**

Notes

**Wednesday, May 6**

**Thursday, May 7**

**Friday, May 8**

- B DAY
- REGULAR 8:55AM START--AP TESTING

**Saturday, May 9**

**Sunday, May 10**

# May 11, 2020 - May 17, 2020

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Monday, May 11**

**Tuesday, May 12**

Notes

**Wednesday, May 13**

**Thursday, May 14**

**Friday, May 15**

- A DAY
- REGULAR 8:55AM START, AP TESTING

**Saturday, May 16**

- 9:00am - 11:00am SEA (CLASSROOMS)
- 9:30am - 11:00am PARENT APPRECIATION EVENT  
- ALL PARENTS WELCOME (WALTON CENTER)

**Sunday, May 17**

# May 18, 2020 - May 24, 2020

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Monday, May 18**

**Tuesday, May 19**

Notes

**Wednesday, May 20**

**Thursday, May 21**

**Friday, May 22**

B DAY

**Saturday, May 23**

**Sunday, May 24**

# May 25, 2020 - May 31, 2020

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## Monday, May 25

MEMORIAL DAY --NO SCHOOL

## Tuesday, May 26

### Notes

## Wednesday, May 27

## Thursday, May 28

## Friday, May 29

A DAY

## Saturday, May 30

## Sunday, May 31

# June 2020

June 2020							July 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 31	Jun 1	2	3	4	5 A DAY	6
7	8	9	10	11	12 2ND SEMESTER FINAL EXAMS B DAY	13
14	15 2ND SEMESTER FINAL EXAMS	16 2ND SEMESTER FINAL EXAMS	17 2ND SEMESTER FINAL EXAMS	18 4:00PM - 5:00PM GRADUATION CLASS OF 2020 8:55AM - 12:15PM EIGHT GRADE EXHIBITION A DAY	19	20
21	22	23	24 2ND SEMESTER FINAL REPORT CARDS MAILED HOME TO PARENTS	25	26	27
28	29	30	Jul 1	2	3	4



# June 1, 2020 - June 7, 2020

June 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

		Notes
<b>Monday, June 1</b>	<b>Tuesday, June 2</b>	
<b>Wednesday, June 3</b>	<b>Thursday, June 4</b>	
<b>Friday, June 5</b>	<b>Saturday, June 6</b>	
<input type="checkbox"/> A DAY		
	<b>Sunday, June 7</b>	

# June 8, 2020 - June 14, 2020

June 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

		Notes
<b>Monday, June 8</b>	<b>Tuesday, June 9</b>	
<b>Wednesday, June 10</b>	<b>Thursday, June 11</b>	
<b>Friday, June 12</b>	<b>Saturday, June 13</b>	
<input type="checkbox"/> 2ND SEMESTER FINAL EXAMS ⌄ <input type="checkbox"/> B DAY	<b>Sunday, June 14</b>	

# June 15, 2020 - June 21, 2020

June 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

		Notes
<b>Monday, June 15</b> <input type="checkbox"/> 2ND SEMESTER FINAL EXAMS	<b>Tuesday, June 16</b> <input type="checkbox"/> 2ND SEMESTER FINAL EXAMS	
<b>Wednesday, June 17</b> <input type="checkbox"/> 2ND SEMESTER FINAL EXAMS	<b>Thursday, June 18</b> <input type="checkbox"/> 4:00PM - 5:00PM GRADUATION CLASS OF 2020 (MANCHESTER FIELD ) <input type="checkbox"/> 8:55AM - 12:15PM EIGHT GRADE EXHIBITION (WALTON CENTER) <input type="checkbox"/> A DAY	
<b>Friday, June 19</b>	<b>Saturday, June 20</b>	
	<b>Sunday, June 21</b>	

# June 22, 2020 - June 28, 2020

June 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

		Notes
<b>Monday, June 22</b>	<b>Tuesday, June 23</b>	
<b>Wednesday, June 24</b> <input type="checkbox"/> 2ND SEMESTER FINAL REPORT CARDS MAILED HOME TO PARENTS	<b>Thursday, June 25</b>	
<b>Friday, June 26</b>	<b>Saturday, June 27</b>	
	<b>Sunday, June 28</b>	

# June 29, 2020 - July 5, 2020

June 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

		Notes
<b>Monday, June 29</b>	<b>Tuesday, June 30</b>	
<b>Wednesday, July 1</b>	<b>Thursday, July 2</b>	
<b>Friday, July 3</b>	<b>Saturday, July 4</b>	
	<b>Sunday, July 5</b>	

## The Preuss School UC San Diego Essential Questions

# UNDERSTANDING:

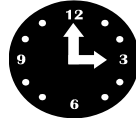
Effort, Depth, and Breadth in Learning for Understanding

Am I CLEAR?

- **I**NQUIRY:
  - What do I want to know and why is it important?
- **C**OLLABORATION:
  - How does working together strengthen the knowledge and abilities of all?
- **L**INKING:
  - How is everything linked or connected across disciplines?
- **E**VIDENCE:
  - Do the data support my conclusions?
- **A**PPPLICATION:
  - What do I do with this information?
- **R**ESEARCH:
  - How do I find and access information that I need?

# School Time Schedule

## 2019-2020



### Middle School

(Grades 6, 7, and 8)

#### REGULAR DAY

A Day (Mon & Wed)		B Day (Tue & Thu)		Instruction Time
Block 1	8:55 am - 10:36 am	Block 5		101 minutes
Block 2	10:41 am - 11:37 am	Block 6		56 minutes
Lunch	11:37 am - 12:06 pm	Lunch		X
Block 2	12:09 pm - 12:44 pm	Block 6		35 minutes
Block 3	12:47 pm - 2:21 pm	Block 7		94 minutes
Block 4	2:26 pm - 4:00 pm	Block 8		94 minutes

#### LATE START FRIDAYS

##### A/B Rotating Fridays

A Day (Mon & Wed)		B Day (Tue & Thu)		Instruction Time
Block 1	10:15 am - 11:32 am	Block 5		77 minutes
Block 2	11:37 am - 12:18 pm	Block 6		41 minutes
Lunch	12:18 pm - 12:48 pm	Lunch		X
Block 2	12:51 pm - 1:22 pm	Block 6		31 minutes
Block 3	1:27 pm - 2:41 pm	Block 7		74 minutes
Block 4	2:46 pm - 4:00 pm	Block 8		74 minutes

### High School

(Grades 9-12)

#### REGULAR DAY

A Day (Mon & Wed)		B Day (Tue & Thu)		Instruction Time
Block 1	8:55 am - 10:36 am	Block 5		101 minutes
Block 2	10:41 am - 12:15 pm	Block 6		94 minutes
Lunch	12:15 pm - 12:44 pm	Lunch		X
Block 3	12:47 pm - 2:21 pm	Block 7		94 minutes
Block 4	2:26 pm - 4:00 pm	Block 8		94 minutes

#### LATE START FRIDAYS

##### A/B Rotating Fridays

A Day (Mon & Wed)		B Day (Tue & Thu)		Instruction Time
Block 1	10:15 am - 11:32 am	Block 5		77 minutes
Block 2	11:37 am - 12:52 pm	Block 6		75 minutes
Lunch	12:52 pm - 1:22 pm	Lunch		X
Block 3	1:27 pm - 2:41 pm	Block 7		74 minutes
Block 4	2:46 pm - 4:00 pm	Block 8		74 minutes