

ACADEMICS

@ BREA OLINDA HIGH SCHOOL



Brea Olinda High School seeks to provide rigorous and relevant curriculum, instruction, and guidance support services. We want all students to graduate, not only knowing about, but also taking advantage of the opportunities available to them for college and/or career. BOHS has an extensive listing of academic and career pathway courses and award-winning teachers to deliver them. Our staff works together to foster student success, making meaningful and lasting relationships with our students. Our motto is "Student support is our business."

BOHS believes that recognizing student achievement motivates and empowers everyone to higher levels of success while increasing school spirit and connectivity. For that reason, there are many avenues for student recognition based upon academics, co-curricular involvement, character, and service. Whether demonstrated through praise in the classroom, induction into an honor society, or honors at graduation, the staff, school, and community considers student recognition essential and values its benefits. Thank you, and Go Wildcats!

- Ms. Joy Cordia, Assistant Principal of Curriculum, Instruction & Guidance

Aeries PARENT PORTAL



The [Aeries Parent Portal](#) provides online access to student grades, attendance, emergency contacts, transcript, and other useful information to parents and students who have created an account. Parents or students who need to establish an account should contact the Data Technician, Nicole Miller, at 714-990-

7850 x1237. Most BOHS teachers use the Aeries GradeBook software that is linked to the portal so that assigned, graded, and missing assignments can be viewed in real time. In addition, Aeries is used by students each year for course selection.

CAREER PATHWAYS

BOHS courses are organized to emphasize their interconnections so students can apply their learning to real world applications. The primary goal of career pathways is to equip students with transferable skills necessary for post-secondary education and career employment. Students who successfully complete 60 or more credits in one or more pathways will earn a colored cord distinguishing their pathway(s) to wear at graduation. More information about the eight career pathways offered at BOHS can be found on the school website: [BOHS Career Pathways](#)



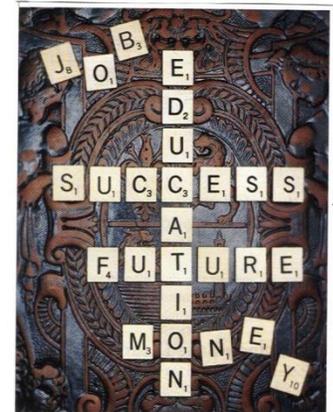
- Advanced Sciences (blue cord)
- Communications (red cord)
- Construction Technology (orange cord)
- Consumer Sciences (turquoise cord)
- Information Technology (silver cord)
- Performing Arts (purple cord)
- Public Services (copper cord)
- Visual Arts (black cord)

COLLEGE & CAREER CENTER

College and career information is available in the College & Career Center located in the Guidance Office. Throughout the year, college recruiters visit to meet with students in this room. In addition, computers are available for student use. The computers are connected to the Internet and should be used to complete homework assignments, not for emailing or gaming. Students may access websites such as *Career Cruising* and *College On Track* to complete career and college searches. The available computer programs include Microsoft Word, Power Point, and Excel.

COURSEWORK & EDUCATIONAL PLAN

Course descriptions, recommended preparation, and fulfillments can be found on the school website under Academics/Course Catalog. Students should choose their classes carefully. The BOHS staff can provide students with information concerning specific course offerings, based upon their knowledge of a student's individual abilities and goals. Students should work with their guidance counselor and parents to develop an educational plan of courses to take in order to achieve college and career goals.

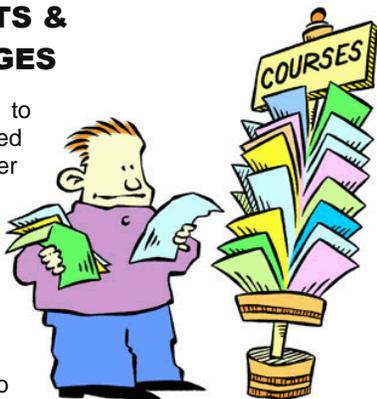


At the beginning of each academic course, teachers will provide students with a syllabus, course outline, and grading policy. These will include a list of the supplementary reading materials to be used in the class. Students are urged to take this information home to share with their parents. We welcome parents' active interest in the academic work offered to their students. BOHS has a year-long scheduling system. This means that after class balancing, students will likely remain in the same course, with the same teacher, throughout the

academic year. Course request changes should be done before the end of June when the master schedule is constructed. After the master schedule is constructed, course changes may be limited by class size and availability.

COURSE REQUESTS & SCHEDULE CHANGES

Students cannot request to have their schedule changed based upon teacher preferences. If a student experiences a "conflict" with a teacher, consideration for a change will be given only if the student was enrolled previously with the teacher in question. A request to change teachers should be preceded by a conference with the teacher, the parent and the student. A counselor or administrator may be invited to attend their initial conference or ensuing meetings should the teacher, student, and parent feel their attendance would be helpful to support the conversation. Because program changes can adversely affect a student's grade and progress in school, they are strongly discouraged once the new semester begins; however, some program changes are unavoidable.



Two examples of unavoidable program changes include class closures, balancing or additions, and a student adding/dropping athletics after the semester has begun. Either of these changes could result in program changes which affect the student's entire schedule, including a change of teachers in some cases. When schedule changes are necessary, counselors change as few classes as possible. Any student-initiated change needs parental approval. Changes in year-long classes must be made before the posted add/drop deadline depending upon availability. Level changes in AP or honors classes should be made no later than the first quarter; however, grades transfer from one class to the next but the weighted grade point average applied to AP and honors courses is not transferred to college preparatory classes. Transferring from an honors class requires communication between the student, parent, teacher, and counselor through the completion of the appropriate form. Changes from honors classes are contingent on available space in college preparatory classes.

ELIGIBILITY FOR ACTIVITIES & ATHLETICS

To be eligible to participate in extracurricular and co-curricular activities, students in grades 9-12 must demonstrate satisfactory academic performance including, but not limited to:

1. Maintenance of a minimum of a 2.0 total grade point average at each quarter grading period
2. Maintenance of minimum progress toward meeting high school graduation requirements
3. Passing grades of "D" or better in four classes, only



one of which may be an athletic period

All classes in which a student is enrolled and letter grades are assigned shall be used when computing the student's grade point average. Grade point average calculation shall include only one athletic period. Summer school may be used to eliminate ineligibility due to grades at the end of the fourth quarter. A student may substitute a successful academic experience in summer school for a grade earned in June.

Eligibility shall be determined at the end of each quarter grading period. The date of effect is the second Saturday of each quarter. Students who do not meet the minimum requirements may request a one-time probationary waiver (which lasts one quarter) from the Activities/Athletics Office provided they are passing four classes. Students who are granted a probationary waiver for eligibility must meet the requirements by the end of the probationary period (again, only one quarter) in order to remain eligible for participation. Any decision regarding the eligibility of any child in foster care or a child of a military family for extra-curricular or co-curricular activities shall be made in accordance with Education Code §48850 and §49701. A student may have his/her eligibility revoked at any time as a discipline consequence or when the student's poor citizenship is serious enough to warrant loss of this privilege.

▶▶ ABILITY TO PARTICIPATE ON ANY GIVEN DAY:

Students who wish to participate in a school activity must be in school for a minimum of four classes on the day of the activity unless the student has an excused absence or has received administrative approval. It will be the responsibility of the athletic directors, advisors, and coaches to determine a student's eligibility to participate in an extra-curricular activity when the student has been absent during the day of the extra-curricular activity. A student may not be excused from class for an activity unless maintaining a satisfactory average in that class.

GRADE REPORTS

With advances in technology, information about a student's academic progress is available via the Internet. At the end of each marking period, the school will send out a School Messenger communiqué reminding parents to check grades on the Aeries Parent Portal. Parents who have questions about their student's performance should phone or e-mail the teacher for information. Progress grades are used to inform parents about their student's academic achievement in order to encourage dialogue between parents and teachers as well as to encourage intervention prior to the issuance of quarter grades from which student eligibility for co-curricular participation is determined. Credit is posted to the transcript at the end of each semester. Student grades and unofficial transcripts can be printed from the Aeries Parent Portal or easily obtained in the Main Office.



GRADUATION & SENIOR AWARDS NIGHT

Each year, the guidance counselors and administrators work

diligently to put together exemplary awards and graduation ceremonies. It is important that seniors do their part to continue the tradition of dignified programs. Audience members who tarnish that tradition will be escorted from the ceremony.

►► GRADUATION: Only seniors without school holds will be able to participate. Attendance at graduation rehearsal is mandatory and seniors should arrive on time. Only seniors will be allowed to enter the staging area. Boys are expected to wear a shirt with a collar and dress slacks. Girls must wear dresses/skirts or dress pants. No flip flops, spiked heels, or tennis shoes are allowed. Only school-issued regalia (stoles, cords, and medallions) may be worn. With the exception of their cap, students' hands must be empty. No purses, cameras, cell phones, etc. will be allowed in the staging area or on the field. Any student violating graduation protocol will be removed from the ceremony and will have their diploma withheld by the principal (students receive a diploma case at the ceremony and the official diploma or certificate of completion/achievement after the ceremony).



at the ceremony and the official diploma or certificate of completion/achievement after the ceremony.

►► HONORS AT GRADUATION: All honors listed for graduation will be revoked if a student is academically dishonest (defined as the act of obtaining or attempting to obtain credit for work by dishonest, deceptive, fraudulent, or unauthorized means). Collaborative work is not academic dishonesty when specifically permitted or required by a teacher. Violations will be documented in the student's discipline file, reflected in letters of recommendation, and result in disciplinary consequences. Each of the following recognitions is **notated on the recipient's official transcript**:

BOHS CAREER PATHWAYS: Graduating seniors who successfully completed sixty or more credits in one or more of the eight BOHS Career Pathways will receive a **colored cord** representing the individual pathway(s) to wear at graduation as well as **recognition in the graduation program**. For more information on which courses are in each career pathway, visit the school website at [BOHS Career Pathways](#)

BOHS COMMUNITY SERVICE AWARD:

Graduating seniors who complete at least 100 hours of community service during their four years of high school will receive a **white cord** to wear at graduation. Forms must be submitted to the Activities Office by May 1st to qualify for this honor. White cords will be presented at the Senior Awards Night. Note: This is distinct from the Mayor's Youth Award which has separate paperwork.



CALIFORNIA SCHOLARSHIP FEDERATION (CSF) SEAL-BEARER:

Founded in 1921, CSF is the oldest scholastic, scholarship institution in California. CSF encourages and recognizes students with outstanding standards of



scholarship and community service for California high school students. Semester membership is based on academic achievement earned with qualifying grades from the previous semester. In order to become a member, the student must apply then reapply each semester the student is eligible. A point system specified in the CSF State By-Laws establishes the membership requirements. Students must earn sufficient CSF points from [pre-approved course lists](#) (Lists I, II, and III).

1. The student must earn a minimum of 10 points from his/her last semester's grades
 - a. The first 4 points must be from LIST I (unless the student is a senior applying for membership in February or June).
 - b. The first 7 points (including the four points described in (a) must be from LISTS I and II.
 - c. The remaining points may come from any LIST (I, II, or III).
2. Students must use no more than 5 courses to qualify.
3. No CSF points are given for physical education, courses taken in lieu of physical education, subjects repeated to improve a grade, courses involving clerking and office/teaching assisting, and courses taken on a pass/fail basis.
4. CSF points are granted for grades as follows: A = 3 points, B = 1 point, C = 0 points

Note: One additional point shall be granted for a grade of A or B in an AP or IB, or Honors course, up to a maximum of two such points per semester. A grade of D or F in any course, even in one a student cannot use to qualify, disqualifies the student from membership.

Under very limited circumstances summer school may also be used (students should check with the CSF Adviser for listing any summer school work). Students must reapply each semester. Course Lists are available from the Guidance Office. Questions about CSF membership may be directed to the CSF Advisor.

Graduating seniors who are CSF members with four semesters of membership in the last three years of high school will receive a **CSF seal on their diploma** and **recognition in the graduation program**. Students are encouraged to begin their membership in the second semester of their freshman year to form the habit of signing-up each and every semester in which they are eligible. Note: CSF statewide rules prohibit counting ninth grade membership towards seal bearer status.



CALIFORNIA STATE SEAL OF BILITERACY:

Graduating seniors who have attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English will receive a special seal on their diploma based upon the following criteria:

Eligibility Criteria for a Student Whose Primary Language is English

Each of these three academic requirements shall be fulfilled:

1. Students must have completed all English-language arts (ELA) requirements for graduation with an overall grade point average (GPA) of 2.0 or above in those classes.
2. Passing a locally determined assessment at the "proficient" level in English-language arts (ELA) set for native English speakers administered at grade eleven or using an existing passing California Standards Test in ELA at the "proficient" level given in grade ten.

3. Students must demonstrate proficiency in one or more languages other than English through **one** of the following methods:
- Pass a foreign language Advanced Placement (AP) exam, including American Sign Language, with a score of three or higher.
 - Pass an International Baccalaureate examination with a score of four or higher.
 - Successfully complete a four-year high school course of study in a foreign language and attain an overall grade point average of 3.0 or above in that course of study.
 - If no AP examination or off-the-shelf language test exists and the district uses its own language examination, the school district must certify to the State Superintendent of Public Instruction (SSPI) that the test meets the rigor of a four-year high school course of study in that foreign language.
 - If a district offers a language examination in a language in which an AP examination or off-the-shelf examination exists, the district language examination must be approved by the SSPI.
 - Pass the Scholastic Assessment Test (SAT) II foreign language exam with a score of 600 or higher.

Eligibility Criteria for a Student Whose Primary Language is Not English

If the primary language of a student in grades nine to twelve, inclusive, is other than English, the student shall also meet the following two academic requirements:

- Achieve Early Advanced proficiency level on the California English Language Development Test (CELDT), which may be administered an additional time, as necessary.
- Meet the requirements above as stated in 1, 2 & 3.

DISTINGUISHED SCHOLARS: The Distinguished Scholar Program has two major objectives: First, we want to encourage students to pursue an academically-rigorous program through four years of high school. Taking honors and Advanced Placement courses will help students “distinguish” themselves in the increasingly competitive college market, may provide them advanced placement in college, and may open doors to scholarship opportunities. Enrollment in these course offerings may also enhance the student’s eligibility for membership in NHS or CSF. Second, we want to recognize our students who successfully complete this program by awarding a **special medallion** to be worn at graduation and **recognition in the graduation program**.

The Distinguished Scholar designation is based on the seventh semester transcript. **Starting with the Class of 2014**, the minimum necessary for this program will increase to 110 credits of honors and AP courses with semester grades of a “C-” or higher and at least two honors or AP courses taken in 12th grade. Please note that a semester grade of D or F in any honors or AP course cannot be attributed towards the 110 minimum credits. Note: As honors and AP course offerings change, the required number of completed courses may change for this award. Each of the courses listed below are designated as Distinguished Scholar courses—check all those you have taken or plan to take:

- ___AP Art History
- ___AP Biology
- ___AP Calculus AB
- ___AP Calculus BC
- ___AP Chemistry
- ___AP Chinese Language
- ___AP Computer Science A
- ___AP English Language
- ___AP English Literature
- ___AP Environmental Science

- ___AP European History
- ___AP French Language
- ___AP Japanese Language
- ___AP Micro/Macro-Economics*
- ___AP Physics 1
- ___AP Physics 2
- ___AP Physics C
- ___AP Spanish Language
- ___AP Statistics
- ___AP US/Comp Government*
- ___AP United States History
- ___Biology (Honors)
- ___BITA 4
- ___Chemistry (Honors)
- ___GITA 1/Computer Science 1
- ___GITA 2/Computer Science 2
- ___GITA 3/Computer Science 3
- ___Lit/Comp 1 (Honors)
- ___Lit/Comp 2 (Honors)
- ___Pre-Calculus (Honors)

*semester classes which must be taken together as a year-long course

GOLDEN STATE SEAL MERIT DIPLOMA (GSSMD):

According to eligibility requirements set by the state of California, graduating seniors who demonstrate mastery of curriculum in at least six subject matter areas will receive a **GSSMD seal on their diploma**. Four of the six areas include US History, English/Language Arts, mathematics, and science. More information about the GSSMD can be found online at [BOHS Merit Diploma](#).

HONORS GRADUATES:

Graduating seniors who earn a total un-weighted GPA of 3.50 or higher (with no Ds or Fs) at the end of seven semesters will receive a **gold honors cord** at the graduation ceremony and **recognition in the graduation program**. Total GPA is determined by all grades earned within the United States as acknowledged on the student’s transcript.



NATIONAL HONOR SOCIETY (NHS):

Graduating seniors who are NHS members will receive a **distinctive NHS stole** at Senior Awards Night to wear at graduation as well as **recognition in the graduation program**. NHS membership is recognized nationally as one of the highest honors that can be bestowed upon a high school student. A faculty committee selects NHS members based upon student scholarship, character, leadership, service, and citizenship. Each semester, students in 10th, 11th, or 12th grade with a 3.20 or higher total GPA are queried for scholarship then encouraged to complete and return an “Activities Card” to the NHS Advisor within a designated time period. A list of academically eligible students who have showed interest in NHS membership by returning the “Activities Card” is shared with the faculty at-large. Administrators, counselors, and teachers are then asked to provide character references. Leadership, service, and citizenship are evaluated by the faculty committee based upon what is listed on the “Activities Card” as well as personal

knowledge. Questions about NHS membership may be directed to the NHS Advisor.

VALEDICTORIAN AND SALUTATORIAN: In order to be eligible for Valedictorian or Salutatorian, graduating seniors must be designated as a Distinguished Scholar. The Valedictorian and Salutatorian will be determined by calculating the un-weighted total GPA from all academic and non-academic classes. The student with the highest GPA will be the Valedictorian and the student with the second highest GPA will be the Salutatorian. In the case of ties, all students will receive the designation earned. Students earning these honors will be **recognized at Senior Awards Night, in the graduation program, and during the ceremony.** They may be selected to give a speech.



►► SENIOR AWARDS NIGHT

The school invites only those students who will be recognized to Senior Awards Night. It is very important that seniors notify the school about awards and scholarships as instructed in May so that all eligible students are not left out of the program. Seniors should dress appropriately (see attire) since they sit on stage at Senior Awards Night.

GRADUATION REQUIREMENTS

A. Departmental Requirements

English/Language Arts 40 credits
 Mathematics 30 credits
 Science..... 30 credits
 History/Social Sciences 30 credits
 Fine Arts or World Language 10 credits
 Physical Education or Athletics 20 credits
 Health 5 credits
 Elective Credits 65 credits



TOTAL.....230 Credits

B. Other Specific Requirements

- Algebra 1 (junior high school coursework is acceptable)
- One of the following Life Sciences: Biology, Honors Biology, AP Biology
- One of the following Physical Sciences: Introduction to Physical Science, Chemistry, Honors Chemistry, AP Chemistry, Conceptual Physics, AP Physics 1, B or C
- World History or AP European History
- United States History or AP United States History
- United States Government + Economics or AP U.S. Government & Politics + AP Comparative Government (fulfills both government and economics requirements) or AP Micro Economics + AP Macro Economics (fulfills both government and economics requirements)

C. California High School Exit Exam

Per California SB 172, the California High School Exit Exam (CAHSEE) is suspended until July 31, 2018, and is no longer a requirement to earn a high school diploma.



SCHOOL COUNSELORS

The American School Counselors Association (ASCA) has distinguished the BOHS guidance program as a nationally *Recognized ASCA Model Program* five times in a row. Students and parents are encouraged to utilize counseling services in the academic, career, and social/emotional domains. If students want to make an appointment with their counselor, they should not come during class time; instead, they should stop by the Counseling Office before school, at break or lunch, or after school to complete an appointment card with the Administrative Assistant for Counseling. At the beginning of the period when the appointment is scheduled, students should show the card to their teacher. The teacher should sign and write the time the student departed on the card. Students should proceed directly to the Counseling Office and check-in at the help desk before seeing their counselor. Counseling staff can be emailed or phoned at 714-990-7850 as such:



All 9th Graders

Mrs. McDonald..... x 1209 emcdonald@bousd.us

10th-12th Student Last Names (A-FI)

Mr. Stelmarx 1213..... rstelmar@bousd.us

10th-12th Student Last Names (Fo-Le)

Mrs. Kessel x 1212 kkessel@bousd.us

10th-12th Student Last Names (Li-Re)

Mrs. Marchantx 1211..... bmarchant@bousd.us

10th-12th Student Last Names (Rh-Z)

Mrs. Cormierx 1210.....jcormier@bousd.us

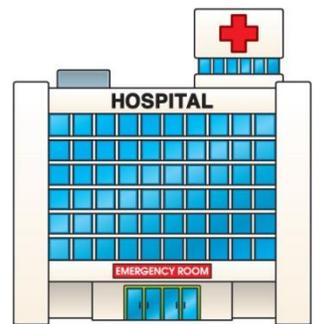
Ms. LaBarex 1208..... mlabare@bousd.us

Administrative Assistant for Guidance

Mrs. Graciarena x 1214 mgraciarena@bousd.us

HOME/HOSPITAL INSTRUCTION

Home/Hospital Instruction is one of the most restrictive educational placements available, and must be viewed as the placement of last resort, to be utilized for the shortest time necessary. This program should be considered a **temporary** placement and not meant to take the place of the educational program provided at the school. Please note the following:



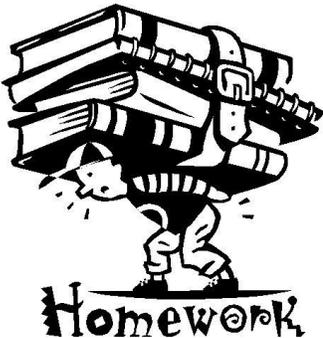
- Students only receive one hour of instruction for each school day missed after home/hospital study is approved. The total hours of instruction cannot be banked and must be delivered while school is in session.
- Students receive instruction and credit only for subjects that can be delivered appropriately by the home/hospital instructor who serves as a liaison between the student and his or her teachers at school.
- Certain subjects cannot be replicated in home/hospital instruction such as courses with laboratory components, honors/Advanced Placement courses, student assistants, ROP courses, physical education, and most electives.

This may complicate graduation and post-secondary plans for high school students.

- Another adult must be present in order for a home/hospital instructor to deliver services. Failure to honor scheduled appointments and have another adult present may result in the loss of instructional time and home/hospital placement.
- Students on home/hospital instruction cannot participate in school activities until released by a doctor. Students on home/hospital instruction are removed from their scheduled classes and placed in distinct sections for attendance and grading purposes which will be reflected through the Parent Portal.
- Students must be physically present within the boundaries of the BOUSD in order to receive home/hospital instruction provided by BOUSD. Students who are hospitalized outside of BOUSD may need to receive services from the school district where the hospital/institution is located.
- Students cannot attend school activities or events until home/hospital instruction ends. Students must have a medical release to return to school.

In order to determine eligibility, a "Home/Hospital Instruction Request" form must be completed by the student's parent and doctor then returned to the Assistant Principal of Curriculum and Instruction. Once a home/hospital instructor is secured, he/she will contact the student's parents with further details and logistics.

HOMWORK



Homework is an integral part of the instructional program. Homework allows students to be actively engaged in learning for a longer period of time each day if they complete assignments at home. The faculty and administration recognize that practice increases fluency, and repetition can enhance student mastery of a concept or skill. In addition, homework helps

students assume more responsibility for their own learning. A parent is encouraged to contact the teacher(s) to discuss the situation if a student does not appear to have sufficient homework. Most students should be prepared to spend a minimum of two hours each day on homework. When assigning homework, teachers should provide clear instructions, including the due date(s). Students should be able to complete homework assignments independently, without depending on adult assistance at home (consider that some parents are able to provide assistance, while others may not be able to do so). Teachers are encouraged to coordinate due dates for major assignments (or projects) from different courses and departments. Teachers are encouraged to distinguish between completion and effort. Students sometimes get stuck in the course of doing their homework because they do not understand something critical. Teachers may ask students to document what they did before abandoning their homework (what approaches they tried, for example, or the names of students that they phoned for help). When unforeseen events occur, students should not be unduly penalized. Teachers are encouraged to post homework assignments (and due dates) on the school website or on the Aeries Parent Portal, or in Google Classroom.

►► EXCUSED ABSENCES AND HOMEWORK:



CA Education Code §48205 (b) requires that a student who is absent from class because of illness shall be given additional time (equal to the number of days of absence) to make up any missed assignments or tests. A student who is suspended or has parent approval for a non-illness absence may be allowed to make-up work at the discretion of the teacher. Any student with an unexcused absence (truancy) or an unexcused tardy will not be allowed to make-up missed work.

Most teachers post assignments on Aeries Parent Portal or their teacher webpage, or in Google Classroom. The most efficient

and timely way that parents and students can get information about homework and student progress is by emailing teachers directly. Students are encouraged to talk to their teachers in advance if they know they will be absent. If the student will have an extended absence, parents may contact teachers directly. All teachers' contact info is available on the school website under Staff Directory and in Aeries parent portal. Hard copies of work a teacher assigns will be available in the Attendance Office.

►► LONG-TERM PROJECTS & ASSIGNMENTS:

Long-term projects and assignments are those requiring more than 5 school days to complete. When assigning a long-term assignment, the teachers should advise students of the due date and are encouraged to establish a due date window, allowing an assignment to be turned in on more than one date. When a student is absent for an extended period of time, or on the day that a long-term assignment is due, the parents should contact the teacher. The teacher may extend the due date if he or she believes circumstances warrant an extension. Teachers are encouraged to accept assignments by mail, messenger or email when a student is absent on the due date. Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, those missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.



HONOR ROLL

All Honor Roll grade point average (GPA) calculations are based not on cumulative GPA, but the total un-weighted GPA for each semester. Students who earn a 3.0 - 3.499 GPA will be placed on the Semester Honor Roll while students who earn a 3.5 - 4.0 GPA will be placed on the Principal's List Honor

Roll. These honor rolls are posted on the school website after each semester.

INCOMPLETE SEMESTER GRADES

An incomplete semester grade (**I**) may be given by a teacher when a student misses a final examination (see below) or does not turn in required work due to illness, suspension, or a reason beyond the student's control. The student must complete the coursework required to remove the incomplete within a period of time that equals the duration of the absence. The parent and student shall make every effort to contact the teacher or school administration **prior to the absence** so that the teacher can inform parents regarding what is involved in remedying it. The student shall complete the missing coursework and return it to the teacher for grading. Once the student completes the required work, it is the responsibility of the teacher to request a grade change with the school Registrar. If missing assignments are not completed by the deadline established by the teacher, the incomplete will be converted to the grade listed on the "Incomplete Semester Grade Notification" form.

►► **MISSING FINAL EXAMS:** Students and their parents shall make every effort to contact the teacher or school administrator prior to missing a final exam. The student, parent, and teacher shall make every effort to arrange an alternate time so that the student takes the final exam with the teacher as proctor. If necessary, the student, parent, or teacher may make alternate arrangements. Note: Teachers are not responsible for grading student work during holidays, breaks, or summer vacation so there may be a delay in processing the incomplete semester grade until after they return.



INTERNET ACCESS

Internet access can be obtained from almost every computer on campus and via the BOHS Guest WiFi Network. Computers are available for

student use in the College and Career Center and Library. Students must follow the guidelines for acceptable Internet use or risk losing the computer privileges and face disciplinary consequences.

All BOHS students are assigned a Google Apps for Education (GAFE) account. Students may access this account for Docs, Drive, and Classroom once they have submitted a signed GAFE Permission Form.

LATE START DAYS

Teachers collaborate to improve student achievement through PLC teams. These same subject and grade level teams meet each Wednesday from 7:30 – 8:15 am, resulting in students having a late start day beginning at 8:20 am for zero period classes. First period classes begin at 9:00 am. The cafeteria is open every morning beginning at 7:00 am for students who need to be dropped-off. Note: Students who ride the school bus will be dropped-off at



the same time each day regardless if there is a late start.

LIBRARY

The BOHS library is the research center of campus. Students can choose from a collection of thousands of books, magazines, and pamphlets, as well as several newspapers. A computerized database system (OPAC) helps students easily find subjects and titles they need. Students are encouraged to get a free library card from the Brea Public Library so they can access many online databases. Computers are available to access online programs, software, and word processing capabilities. Students can get help before school, during snack or lunch, and after school. Students must have a pass from their teacher to visit the library during any class period. A copy machine is available for student use at 10 cents per page. Students are to return all borrowed materials within the due date so that others may use them. There is a late fine of 20 cents per school day for library books. Overdue fines or replacement charges for lost books which are not paid may result in school holds. More information about the Library and its hours can be found online at [BOHS Library](#).

MINIMUM CREDIT POLICY

In order to insure that students are on-track for graduation, a specific number of minimum total credits are necessary for a student to continue attendance at BOHS each semester:

Grade 9

- Multiple Fs on 3rd quarter grades and/or final progress reports will result in a notification letter to parents
- Team Guidance/Student Success Team (SST) may be scheduled to discuss possible alternative educational placement.

Grade 10

- **Minimum credits completed by August: 40 credits**
- Multiple Fs on 3rd quarter grades and/or progress reports will result in a notification letter to parents
- **Minimum credits completed by close of 1st semester: 65 credits**
- Team Guidance/Student Success Team (SST) scheduled for any student with less than 65 credits to place at an alternative educational setting for possible placement.

Grade 11

- **Minimum credits completed by August: 95 credits**
- **Minimum credits completed by the close of 1st semester: 125 credits**
- Team Guidance/Student Success Team (SST) scheduled for any student with less than 140 credits to place at an alternative educational setting.

Grade 12

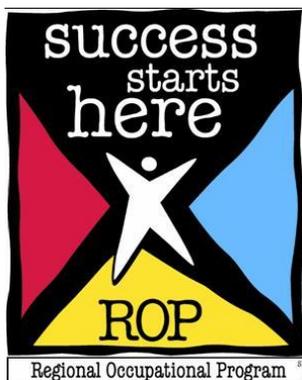
- **Minimum credits completed by August: 160 credits (consider outstanding core credits)**
- Team Guidance/Student Success Team (SST) scheduled beginning of the school year for any student with less than 170 credits for possible placement at an alternative educational setting.
- Review first progress report in October
- **Minimum credits completed by the close of 1st semester: 195 credits**
- Team Guidance/Student Success Team (SST) scheduled for possible placement at an alternative educational setting.

PEER TUTORING

Each year, the Counseling Office coordinates a peer tutoring program where current BOHS scholars assist students having trouble in core academic courses. For more information about peer tutoring or if you are interested in becoming a peer tutor, visit the Counseling Office.



REGIONAL OCCUPATIONAL PROGRAM (ROP)



North Orange County ROP (NOCROP) provides high-quality, relevant career technical education, and prepares all students to succeed in employment, career advancement and further education. Accredited by the Western Association of Schools and Colleges (WASC), NOCROP courses combine classroom and hands-on training. All instruction is based on the California Career Technical Education Model Curriculum Standards, which are

aligned to California State Standards. More information about NOCROP, a BOUSD partner, is available at nocrop.us.

SCHOOL HOLDS

School holds result when a student has a debt to pay for library fines and/or damaged or lost school property including textbooks and co-curricular equipment. School holds also result from disciplinary consequences yet to be served, having low or failing grades, and other student-specific cases. School holds must be paid in cash only. Receipts will be issued. Students with outstanding holds may be restricted from purchasing tickets to dances or other designated activities. In addition, transcripts, diplomas, yearbooks, and/or participation in designated activities may be withheld.



TEXTBOOKS & INSTRUCTIONAL MATERIALS

Textbooks are issued at August registration and during the first week of school. Students are responsible for maintaining and returning textbooks, library books, and other instructional materials in good condition when classes end. Students are encouraged to cover their books, as the covers prevent most excessive damage. Students who lose or damage textbooks will be required to pay for replacement copies. Failure to do so may result in the withholding of official records, participation in school activities, or other action. Parents will be notified that the student did not return a textbook, or other item, or that it

was returned in damaged condition. The student has the right to meet with an administrator regarding this matter.

►► REVIEW OF INSTRUCTIONAL MATERIALS:

At the beginning of each class, the syllabus for the course will include a list of the supplementary books which are expected to be used in that class. Parents may request an examination copy of any supplementary book. No student will be required to read any supplementary book if the student and his parents find the book objectionable. Upon request from the parent, the teacher will provide an alternate book to the student. The instructional strategies used in the classroom will provide each pupil with equivalent opportunities for learning, regardless of which supplementary book the student reads. These strategies shall include written assignments, discussion, and other types of guided activities. Teachers will exercise discretion and caution and attempt to prevent any criticism or pressure from peers which might result from the selection of an alternate supplementary book.

TRANSCRIPTS

Unofficial transcripts can be accessed and printed by current students and parents through their Aeries Parent Portal account found online at accessmystudent.com/breaolinda. In order for current students and alumni to order official transcripts, they must first establish an account at <http://www.parchment.com>. Parchment.com sends our official transcripts which are checked and approved by our school Registrar. This service quickly and conveniently provides traceable, privacy-protected, and dependable delivery of student records and transcripts. Both students and parents can have ease of mind knowing that the transcript arrived at its final destination. Current BOHS students are charged a minimal \$5 per request. Alumni are charged \$10 for each request.

When establishing the account, students should use their name as indicated in the school database rather than nicknames. Once the account is created, students can go back to www.parchment.com or our school website to order transcripts for colleges, scholarship providers, and the NCAA Eligibility Center as well as check the order status tab to view the current status of any transcript already ordered. Emails will be sent from Parchment.com confirming the progress of the transcript request at each step in the process. Students should contact the school Registrar, Mrs. Houston at mhouston@bousd.us or 714-990-7850 x1217 if they have any questions.

WITHDRAWAL FROM SCHOOL

Parent permission is required to withdraw a student from school. Parents should contact the Data Technician to withdraw a student from school. The Registrar will forward the withdrawal grades to the new school and will give an unofficial transcript of grades and a copy of the immunization record to the student.

WORK PERMITS

Working for most students is a means to supplement their income over and above what is offered by their parents. There are many opportunities for



students to work on a part-time basis for many local employers. California law states that all minors under the age of 18 must have a current work permit on file with the employer. The basic purpose of the work permit laws is to prevent a minor's employment from impairing his or her health, safety, and progress in school. Students aged 14 and 15 may not work more than 3 hours per day and not more than 18 hours per week. Students aged 16 and 17 may not work more than 4 hours per day (during the school week) and not more than 48 hours per week. A new work permit must be obtained when a student changes employers. Work permits can be valid for up to one year and are renewable on September 15th unless otherwise stated. Students who have graduated from high school or have passed the GED or the CHSPE and are under the age of 18 are not required to obtain a work permit. Students do not need a work permit for babysitting, mowing lawns, doing odd jobs, or having a paper route.

Work permits will be issued using the following procedure: First, the student must receive a job offer. Second, the student obtains a work permit application from the Counseling Office to take to the employer and parent for completion. Third, the student returns the completed work permit application to the Counseling Office where grades, attendance and proof of age are verified. In order for a student to be eligible for a work permit, he or she must meet the same 2.0 GPA criterion as required for co-curricular participation eligibility. If a student has less than a 2.0 GPA, he or she will be granted a probationary work permit set to expire at the next quarter marking period. This probation period gives the student the opportunity to improve his or her grades to meet the eligibility requirements. If the student fails to meet the eligibility requirements for two consecutive quarters, the work permit will be revoked by the school. If at the next quarter marking period, the student's grades have reached a 2.0 GPA or better, the work permit can be reinstated.

DISCLAIMER: *School rules, policies, and procedures published in this publication are subject to change as may be needed to ensure compliance with federal, state, or local regulations and are subject to review and alteration as it becomes necessary for the routine operation of the school. Not all rules of behavior, policies, and procedures can be written and inserted into this document; however, BOHS expects students to follow reasonable rules and not violate the rights of others.*

More information can be found on the school website at bohs.bousd.us.

