



ARNOLD O. BECKMAN HIGH SCHOOL

2019 CALIFORNIA DISTINGUISHED SCHOOL

3588 BRYAN AVE., IRVINE, CA 92602 (714) 734-2900

CEEB CODE: 051267

2019-2020 STUDENT AGENDA

Donnie Rafter, Ed.D., Principal

Devang Brahmbhatt, Assistant Principal

Penn Bushong, Assistant Principal

Sahra Tanikawa, Assistant Principal

BELL SCHEDULES

REGULAR BELL SCHEDULE (M & F)

Period 0	6:45 am	-	7:37 am
Period 1	7:45 am	-	8:41 am
Period 2	8:49 am	-	9:50 am
Period 3	9:57 am	-	10:54 am
BREAK	10:54 am	-	11:09 am
Period 4	11:14 am	-	12:10 pm
Period 5	12:18 pm	-	1:14 pm
LUNCH	1:14 pm	-	1:44 pm
Period 6	1:49 pm	-	2:45 pm

DOUBLE ASSEMBLY SCHEDULE

Period 0	6:45 am	-	7:37 am
Period 1	7:45 am	-	8:32 am
Period 2 ASSEMBLY A	8:37 am	-	9:27 am
Period 2 ASSEMBLY B	9:37 am	-	10:27 am
BREAK	10:27 am	-	10:40 am
Period 3	10:45 am	-	11:32 am
Period 4	11:40 am	-	12:27 pm
Period 5	12:35 pm	-	1:22 pm
LUNCH	1:22 pm	-	1:53 pm
Period 6	1:58 pm	-	2:45 pm

TUTORIAL BELL SCHEDULE (T & Th.)

Period 0	6:45 am	-	7:37 am
Period 1	7:45 am	-	8:35 am
Period 2	8:43 am	-	9:37 am
Period 3	9:45 am	-	10:35 am
BREAK	10:35 am	-	10:50 am
TUTORIAL	10:55 am	-	11:25 am
Period 4	11:33 am	-	12:23 pm
Period 5	12:31 pm	-	1:21 pm
LUNCH	1:21 pm	-	1:51 pm
Period 6	1:56 pm	-	2:45 pm

MINIMUM DAY SCHEDULE

Period 0	7:00 am	-	7:40 am
Period 1	7:45 am	-	8:22 am
Period 2	8:27 am	-	9:04 am
Period 3	9:09 am	-	9:46 am
BREAK	9:46 am	-	9:58 am
Period 4	10:03 am	-	10:40 am
Period 5	10:45 am	-	11:22 am
Period 6	11:27 am	-	12:05 pm

LATE START DAY SCHEDULE - WEDNESDAYS

Teacher Meetings	7:30 am	-	8:25 am
Period 0	8:30 am	-	9:09 am
Period 1	9:17 am	-	9:57 am
Period 2	10:05 am	-	10:50 am
BREAK	10:50 am	-	11:05 am
Period 3	11:10 am	-	11:50 am
Period 4	11:58 am	-	12:38 pm
Period 5	12:46 pm	-	1:26 pm
LUNCH	1:26 pm	-	2:00 pm
Period 6	2:05 pm	-	2:45 pm

FINAL EXAM SCHEDULE

1 st Exam	7:45 am	-	10:00 am
BREAK	10:00 am	-	10:10 am
2 nd Exam	10:15 am	-	12:30 pm

ZERO PERIOD FINALS SCHEDULE

Period 0	Final Exams	6:45am	-	8:45am
Period 1	REGULAR CLASS	8:50am	-	9:36am
Period 2	REGULAR CLASS	9:44am	-	10:30am
BREAK		10:30am	-	10:45am
Period 3	REGULAR CLASS	10:50am	-	11:36am
Period 4	REGULAR CLASS	11:44m	-	12:30pm
Period 5	REGULAR CLASS	12:38pm	-	1:24pm
LUNCH		1:24pm	-	1:54pm
Period 6	REGULAR CLASS	1:59pm	-	2:45pm

Passing periods are 8 minutes in length

Special Bell Schedules may be announced in order to facilitate school approved events. (Testing, etc.)

WHO TO SEE ABOUT WHAT

Donnie Rafter, Ed.D., Principal

drafter@tustin.k12.ca.us

Kim Dixon, Secretary to Donnie Rafter

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Sheri Schutte, Secretary

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Penn Bushong, Assistant Principal

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Tricia Grosch, Secretary

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Rigo Padilla, Secretary

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**Steve Fischel & Monica Salas,
Athletic Directors**

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mcullinan@tustin.k12.ca.us



Ken Cooper, Activities Director

kcooper@tustin.k12.ca.us

WHAT	WHO	WHERE	EXTENSION
ACCOUNTS CLERK	TBA	STUDENT STORE	510
ADVANCED PLACEMENT EXAMS	SAHRA TANIKAWA	COUNSELING OFFICE	528
AERIES PORTAL (TROUBLESHOOTING)		EMAIL: PORTALHELP@TUSTIN.K12.CA.US	
ASB AND ACTIVITIES	KEN COOPER	ROOM 114	114
ATHLETIC TRAINER	LOGAN POST	TRAINER'S OFFICE	410
ATHLETICS	FISCHEL/SALAS	FRONT OFFICE	519
ATTENDANCE SPECIALIST	DEBBIE MURPHY	ATTENDANCE OFFICE	507
CAFETERIA	NICK LAZARUK	CAFETERIA	557
COMMUNITY LIAISON (SPANISH SPEAKING)	MAYBRICK GOSLING-OZER	COUNSELING OFFICE	518
COMMUNITY COLLEGE CLASSES	COUNSELING TECHNICIAN	COUNSELING OFFICE	524
COUNSELING APPOINTMENTS	NINA MUNOZ	COUNSELING OFFICE	528
CUSTODIAL / GROUNDS	SCOTT DEMONT	CUSTODIAL OFFICE/GARAGE	550
DETENTIONS	DEVANG BRAHMBHATT	DISCIPLINE OFFICE	506
DISCIPLINE	DEVANG BRAHMBHATT	DISCIPLINE OFFICE	506
EARLY COLLEGE	SAHRA TANIKAWA	FRONT OFFICE	503
FACILITY USE	SHERI SCHUTTE	FRONT OFFICE	516
HEALTH OFFICE	HEALTH CLERK	HEALTH OFFICE	512
LIBRARY MEDIA CENTER	BRENDA ELEY	LIBRARY/MEDIA CENTER	525
LOCKERS	DEBBIE MURPHY	ATTENDANCE OFFICE	507
LOST AND FOUND	RIGO PADILLA	DISCIPLINE OFFICE	506
LOST BOOKS	BRENDA ELEY	LIBRARY/MEDIA CENTER	525
PSAT/NMSQT	SAHRA TANIKAWA	COUNSELING OFFICE	528
ROP/WORK PERMITS	ERICA ROSAS	CAREER CENTER	527
SCHOOL RECEPTIONIST	SISSY OBERLIN	FRONT OFFICE	DIAL 0
SCHOOL RESOURCE OFFICER	KRIS VALENTINE	DISCIPLINE OFFICE	502
STANDARDIZED TESTING	PENN BUSHONG	FRONT OFFICE	503
TRANSCRIPTS	LEN BELANGER	COUNSELING	521
TRANSCRIPTS		(ORDERING ONLINE) WWW.PARCHMENT.COM	

ATTENDANCE

The attendance office is open 6:45 AM to 3:45 PM. Students with poor attendance, absent without permission, leaving campus without permission, or tardies are subject to discipline. This may include, but is not limited to: detention, parent/teacher conference, parent/guardian attending school with student, referral to the Student Study Committee, School Attendance Review Board, or a referral to the Student Placement Review Committee (Board Policy 5110/Ed Code 48263).

ABSENCES

Parents must utilize one of these options to verify student absences within 1 Week:

- Contact the Attendance Office at 714-734-2900 ext. 507
- Provide a note for the student to bring to the Attendance office upon return to school

This applies to an all-day absence or if the student is more than 15 minutes late to their first period of the day. The Attendance Office needs to be notified each day when a student is absent.

An automated telephone call will be sent home when a student is marked absent and/or tardy for one or more periods. Please check student's Aeries portal attendance when you receive a call.

Communication for excused absences or tardies must include:

- the first and last name of the student and short ID number
- the date of the absence
- the reason for the absence
- the parent's name and signature

Truancy Policy:

Detentions will be assigned if an absence is not cleared within 1 week.

- Single class truancy = 1-hour detention
- Full-day truancy = 6-hour detention

TARDY POLICY

Students are expected to be on time to school. Students are considered tardy if they are not inside the classroom when the tardy/passing bell rings. Tardy students must sign in at the Attendance Office when first arriving to school. Student will be subject to disciplinary action.

Oversleeping, missing the bus, traffic, car problems, etc. are not considered valid reasons for excused tardies. Tardiness applies before school, between classes, and after break/lunch.

Tardy Lockouts may take place randomly during a school day and throughout the school year. Students who are not in their seats and/or in class when the tardy bell rings, will be directed to the attendance office and receive detention.

1 st Tardy:	Warning/Teacher's Individual Plan
2 nd Tardy:	Warning/Teacher's Individual Plan/Teacher Conference w/Student
3 rd Tardy:	Warning/Teacher's Individual Plan
4 th Tardy:	School Detention Assigned + Parent Contact (Phone, E-mail or Letter)
5 th Tardy:	Block Detention Assigned
6 th Tardy:	Referral to Administrator + Saturday School assigned
7 th Tardy:	Referral to Administrator + Parent Conference + Attendance Contract Signed
8 th Tardy:	Referral to Administrator + OCS for class period + "N" in citizenship
9 th Tardy:	Referral to Administrator + OCS all day
10 th Tardy:	SARB process begins + Loss of Privileges (refer to Attendance Contract) + "U" in citizenship

EXTENDED ABSENCES AND INDEPENDENT STUDY

Parents may request Limited Independent Study for students planning to be away from school on family business **in excess of five, but not to exceed ten days**. The parent or guardian must meet with administrator/designee to request independent study and review rights and responsibilities. A Master Agreement must be completed and signed **at least five school days prior to the start of the independent study period**. Parents are cautioned that social interactions between students and teachers are critical to a high-quality education. Teachers will provide substantially equivalent assignments for students; however, it is impossible to exactly duplicate the in-class learning experience within the independent study format.

Absences Are Classified in the Following Manner:

<p>Excused Absences</p> <ul style="list-style-type: none">★ Medical appointment★ Religious holiday/activity★ College visits★ Employment conference★ Court appearances★ Immunizations★ Funeral of immediate family member★ Involvement in accident <p>Excused School Absences (during school hours)</p> <ul style="list-style-type: none">★ Health Office visit★ Meeting with administration★ School function/activity <p>Note: Students must obtain written permission from the teachers before missing classes for school activities.</p>	<p>Unexcused Absences (not truant if parent verified)</p> <ul style="list-style-type: none">★ Personal reasons★ Trips, family vacation, etc.★ Funeral of a non-family member <p>Note: Teachers have the option to allow make-up assignments/tests.</p> <p>Suspension Absences</p> <p>Per Educational Code, teachers may provide make-up assignments/tests at their own discretion while a student is suspended.</p> <p>Truancy/Cutting</p> <p>Truancy absences from all or part of the school day without a legal excuse are subject to disciplinary action.</p>
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When a parent has not called to report an absence, a student has two days following the absence to submit a valid written excuse from their parents/guardians or the absence will become a truancy. Additionally, the student is subject to disciplinary action. Students considered truant will NOT be allowed to make-up work they missed while truant. Please be sure to update the Counseling Office with any address or telephone number changes that may occur throughout the year.

EARLY DISMISSALS/LEAVING CAMPUS

FOR SECURITY PURPOSES, PHONE CALLS AND EMAILS WILL NOT BE ACCEPTED. Prior to leaving campus, students must have an early dismissal pass issued from the Attendance Office. Students are required to bring a note from their parent to Attendance stating the reason they must leave and what time they are to be released in order to receive this pass. **For the safety of students, parents are required to sign out their student at the Attendance Office and must show ID at any time prior to leaving the campus. This includes leaving early during 6th period athletics.** To minimize class disruptions, parents must send a note for early dismissal with their child before school – and are strongly discouraged from coming to school to pick up their student without having first sent a note. Faxes will be accepted only in emergencies. Failure to check out prior to leaving campus will result in a disciplinary action. Students exiting/entering campus during school hours must do so through the **front/main gate.**

- Medical treatment is the responsibility of parents and the family physician.
- Medications, both prescription and over the counter, are rarely given at school; the only exceptions involve special or Serious problems and when it is deemed absolutely necessary by the physician that the medication be given during school hours.
- The parent is urged, with the help of your physician, to work out a schedule of giving medications at home and outside school hours whenever possible.
- California Education Code, Section 49423, allows school personnel to assist in carrying out a physician's recommendations.
- Designated non-medical school personnel may administer your student's medication. They will be trained and supervised by qualified school nurses.
- Medications will be safely stored and locked or refrigerated as required.
- Students may carry emergency medicine such as EpiPen or inhalers (only if authorized by a physician, parent, and school nurse). A second EpiPen or inhaler must be kept at school for emergency use. We recommend that any student who has a serious medical condition (diabetes, epilepsy, etc.) should have an emergency supply of their prescription medication at school with the appropriate consent forms in case of an emergency.

GRADUATION REQUIREMENTS

Required Courses	Years	Semesters	Credits	Notes
English	4	8	40	UC/CSU Subject "B" (4 years required)
Mathematics	2	4	20	Minimum Geometry required for graduation. UC/CSU Subject "C" (3 years required/4 recommended)
Science	3	6	30	Must include one year each of Life and Physical Sciences for graduation. UC/CSU Subject "D" (2 years required/3 recommended of laboratory science). Check our UC approved list as not all science courses offered at BHS are lab sciences
Physical Education	2	4	20	Participation in athletics or PE/Marching band will receive PE credit.
World History	1	2	10	UC/CSU Subject "A" (2 years required)
United States History	1	2	10	UC/CSU Subject "A" (2 years required)
American Government	½	1	5	UC/CSU Subject "A" (2 years required)
Economics	½	1	5	UC/CSU Subject "G-Elective" (1 year required)
Visual and Performing Art Or World Language	1	2	10	Visual and Performing Art UC/CSU Subject "F" (1 year required). Language other than English Subject "E" (2 years required, 3 recommended)
Additional Applied Art, Visual and Performing Art, or World Language	1	2	10	Visual and Performing Art UC/CSU Subject "F" (1 year required). Language other than English Subject "E" (2 years required, 3 recommended)
Required Course Credits			160	
Elective Course Credits			70	
Total Credits Required			230	

9TH – 12TH GRADE GRADUATION REQUIREMENTS

Students earn five credits for each semester class successfully completed. Specific requirements of each category listed above can be found on the district website:

https://www.tustin.k12.ca.us/uploaded/District_Office/HS_Course_Catalog_2017-18.pdf High School Course Catalog link.

PLEASE NOTE THE DIFFERENCES BETWEEN THE GRADUATION REQUIREMENTS AND THE UC/CSU REQUIREMENTS.

CLASS CHANGES

It is the policy of TUSD and Beckman High School not to make class changes based on teacher preference or to change the order of classes. **Acceptable reasons for class changes include:**

- ★ A schedule showing less than a six-period day – (five for seniors)
- ★ Failure to meet a prerequisite
- ★ Correcting a deficiency area
- ★ Meeting a graduation requirement
- ★ Moving to a different level of instruction
- ★ Adding or deleting a class with administrative approval

WITHDRAWAL/REMOVAL FROM A CLASS

When a student withdraws, requests to drop, or is removed from a class after the fourth Friday of the semester, a "withdraw" F semester grade will be assigned. The grade will be posted on the student's transcript.

ADD/DROP FORMS

Students wishing to drop a course from their schedule or move down in levels must submit an ADD/DROP form. ADD/DROP forms can be found on our school website.

CHALLENGE PROCESS

Students who are not recommended for an AP or Honors level class may attempt to "Challenge" into the class. Challenges will be reviewed by counselors and administration to determine proper placement. ALL challenges require the submission of an electronic form AND a paper form with a parent signature. Both forms can be found on our school website.

FINAL EXAMS

Final exams are given at the end of each semester during a Final Exam Schedule. Student release time will be 12:30 p.m. rather than the regular 2:45 p.m. release time. **Students may NOT take final exams early.** Additionally, students who miss a final exam for any reason must receive administrative approval to be cleared in order to take a make-up exam. Some teachers will give quarter finals; however, the daily schedule will remain unchanged.

REPEATED CLASS CREDIT

Students who repeat a class to improve a grade will be given GPA credit for the higher of the two grades, regardless of which class was taken first. Additional course credit will not be given for repeating the same class. **If you are repeating a class, please make certain to discuss the impact on your academic record PRIOR to taking a class for the second time.**

ALTERNATIVE COURSE CREDIT

ALL requests to take courses outside of Beckman High School MUST be approved *prior to enrolling*. An Alternative Course Request form can be found in the counseling office and must be submitted prior to enrolling. Requests will be reviewed by administration upon receipt.

AP CLASSES

AP classes are Advanced Placement classes, which equate to freshman classes in college. These classes use a nationally approved curriculum, and students take national tests in May. Most colleges give credit or waive prerequisites on successful completion of these classes with a score of three (3) or above on the Advanced Placement exam. If you have any questions regarding the policy at the college of your choice, please contact your counselor.

TESTING

The State of California mandates certain tests. Special bell schedules will be announced three weeks in advance of the start of testing. These tests include: CAASPP (California Assessment of Student Performance and Progress) and CAST Science

TESTING CALENDARS

The SAT and ACT assessments are necessary admission requirements used by colleges to determine college eligibility. It is important to investigate the specific requirements of the colleges you are planning on applying to. The PSAT Test will be offered to 11th graders at Beckman. Information on when and how to registrar for the SAT test may be found at: <http://www.collegeboard.org/>. Information on when and how to registrar for the ACT test may be found at: <http://www.actstudent.org/>