

# ALPAUGH UNIFIED SCHOOL DISTRICT

## STUDENT & PARENT

Revised: July 9, 2016

## HANDBOOK



**2016-2017**

**Parents and Students Please Sign Form Attached (last page) and Return It to School**

## Table of Contents

1. Superintendent’s Message; Board of Trustees; Alpaugh Administration	4
2. Alpaugh Unified School District Mission Statement	5
3. Critical Goals for Alpaugh Unified	6
4. General Rules	6
5. School Transportation	6
6. Student Conduct on Busses	7
7. Bus Discipline Procedure	7
8. Student Conduct Areas of Responsibility	8
9. Learning/Teaching Environment	8
10. Attendance	9
11. Excused Absences	9
12. Closed Campus	10
13. Lunch	11
14. School Visits	11
15. Lockers	11
16. Medication	12
17. Emergency Cards	12
18. Special Education	12
19. Emergency Drills	12
20. Use of the Telephone	12
21. Work Permits	13
22. Ready for Class	13
23. Class Syllabus	13
24. Report Cards	13
25. Progress Reports	13
26. Grading/Benchmarks	13
27. Parent/Teacher Conferences	14
28. Retention and Placement	14
29. Credit Recovery	14
30. Homework	14
31. Assemblies	15
32. Rallies	15
33. Sporting Events	15
34. Student’s Rights	15
35. Student Duties and Responsibilities	15
36. Student Discipline	16
37. Classroom Violations	17
38. Sexual Harassment Policy	18
39. Search and Seizure	18
40. Alcohol and other Drugs – Enforcement and Discipline	19
41. Possession of Cellular Phones and other Electronic Signaling Devices	20
42. Video Surveillance	20
43. Zero Tolerance Policy	21
44. What is Truancy?	21
45. Alpaugh Unified Dress Code – grades 4-12	22
46. Alpaugh Unified Primary Dress Code – grades K-3	24
47. Bullying	24
48. Additional Notes to Parents	26
<b>49. Alpaugh Unified High School/Jr. High</b>	<b>27</b>
50. Alpaugh High School Vision Statement	27
51. Alpaugh High School – Student Government	28
52. Extra-Curricular Activities	28
53. Athletic Eligibility	29
54. CIF Athletic Code	30

55. Academic Integrity Policy	31
56. High School Requirements	32
57. Senior Requirements for Graduation	33
58. Senior Trip	33
59. Eighth Grade Promotion Requirements	34
60. Eighth grade Trip	34
61. Seventh Grade Requirements	35
62. Alpaugh Jr./Sr. High Detention Procedure	36
<b>63. Parent Signature page – to be removed, signed and returned.</b>	<b>38</b>

July 16, 2016

Dear Parents and Students,

On behalf of the Board of Trustees, we welcome you to the Alpaugh Unified School District, a small district with huge goals and a solid future. The District is currently completing significant changes with the first phase of new construction. The gym and the new classrooms are now complete and will provide our students with a state of the art facility in which they can learn and grow. The District has adopted a comprehensive Local Control and Accountability Plan generated by our stakeholders embracing the 21<sup>st</sup> Century skills our students need to be successful. These are exciting times indeed!

This year also marks the third year that the district will embrace the Common Core Standards, and staff is busy completing training and preparation as the new approach becomes practice next year. We are also entering the third year of a new funding formula that encourages the participation of all students, parents, and staff members in the planning process. It promises to be an exciting year!

Sincerely,

Robert M. Hudson Ed.D.  
Superintendent

**BOARD OF TRUSTEES**  
**Debra Gibbs -President,**  
**David Castodio -Clerk**

**Kristy Mitchell, Angelica Bontrager, Bill Mitchell -Members**

**ALPAUGH ADMINISTRATION**

**Robert Hudson, Superintendent**  
**Nancy Ruble, High School Principal**  
**Danys Greenlee, Elementary Principal**  
**Micaela Gutierrez, Special Education**

***Our Business is Education. Our Mission is Learning, and  
Our Goal is Achievement***

**Alpaugh Unified School District Mission Statement**

**The mission of Alpaugh Unified School District is to meet the educational needs of each student.**

In carrying out our mission, we believe and promote the following.

- The Board of Trustees and the entire Alpaugh Unified School District has the responsibility to represent the interest of all our constituents in the community and set standards for student achievement.
- All aspects of our school operation will function on a values foundation consisting of honesty, trust, strong work ethic, personal accountability, and respect for others.
- Each student of every level will:
  - Encounter relevant and engaging curriculum aligned with state content standards and the Common Core Standards, which reflect the demands, expectations, and rigor of the real world.
  - Read, write, and compute consistently with the developmental characteristics of their skill level.
  - Experience a variety of instructional strategies thoughtfully designed to accommodate different learning styles and special needs to enhance individual learning.
  - Encounter regular opportunities to build confidence and a positive self-concept through success in personal achievement.
  - Receive and work to attain a common core of knowledge and the life skills necessary to make the transition to the next level of education, training and/or a career.
  - Participate in a school climate that is encouraging and nurturing and places student safety and achievement as its highest priorities.
- Cooperation between home and school is critical to student success.
- The community at large has a responsibility for the success for all students attending school.
- Parents have a direct responsibility for the success of their student in school and must be committed to participate fully in their child's education both in and out of school.
- When the school, parents, and community share in the responsibility of education, it is essential to collaborate with each other to maximize time, money, and human resources.

Adopted March 14, 2002

## GENERAL RULES

1. **No student should arrive at school before 7:30 A.M. Students are to be off campus after 3:30 P.M.** unless they are participating in the, after-school sponsored activity, academic reinforcement, detention or participating in sports. Students from other school districts are never to be on campus unless accompanied by staff or parents or have a written pass indicating their name, date and time of permission and reason for their presence.
2. At sporting events, all staff has the authority and responsibility to correct inappropriate behavior. Disobedience and un-sportsman like behavior is intolerable and will result in disciplinary action.
3. All students **must** have a hall pass when outside of class during instructional time.
4. Students may ride bicycles and skateboards to and from school but not on campus. Students may park bicycles at the rack near the cafeteria.

## SCHOOL TRANSPORTATION

The trustees of The Alpaugh Unified School District furnish bus transportation for the schoolchildren of the district as a **PRIVILEGE, NOT A RIGHT**. In order that your children may use the bus safely, certain rules are established.

1. It is the responsibility of the parents to ensure that a responsible adult is present when the child arrives home.
2. Pupils transported in a school bus shall be under the authority of and directly responsible to the driver of the bus.
3. No animals shall be transported in a school bus unless they are exempt by law or have been given special consideration by the superintendent or designee.
4. Continued disorderly conduct or persistent refusal to submit to the authority of the bus driver shall be sufficient reason to deny transportation on a school bus.
5. Parents or guardians will be notified **24 HOURS IN ADVANCE** when a child is denied the privilege of riding the bus. A conference with the school administration may be necessary before the child is allowed to use the bus again.
6. The final decision as to the length of time a child the district denies the use of the bus is at the discretion of the superintendent/designee. In the event of permanent denial of the bus privilege, the Board of Trustees may review the decision.
7. Prior parent permission is required to alter either pick-up or drop-off locations. This should be communicated through the district office.

## STUDENT CONDUCT ON BUSES

Because school bus passengers' behavior can directly affect their safety and the safety of others, all bus riders shall comply with Student Discipline Rules and Regulations (AR 5131.1) and the following specific regulations while riding a school bus to and from school or to school activities:

1. Riders shall follow the instructions and directions of the bus driver at all times, be courteous to the driver, and fellow passengers.
2. Riders shall arrive at the bus stop five minutes ahead of scheduled stop time, stand in a safe place to wait quietly for the bus, and stay off private property.
3. Riders shall enter the bus in an orderly manner, go directly to their seats, and remain seated while the bus is in motion.
4. Riders shall not obstruct the aisle with their legs, feet, or other objects.
5. Riders shall refrain from behavior that distracts the driver such as loud talking, laughing, yelling, singing, whistling, scuffling, and throwing objects, standing, or changing seats.
6. Riders shall not put hands, arms, head or any part of their body out of the bus window, nor throw any objects from the bus.
7. Riders shall not litter the interior of the bus, tamper with bus equipment, damage or deface the bus, nor damage any property near or at bus stops.
8. Riders shall not bring glass, animals, birds, reptiles, or insects on the bus.
9. Riders shall not chew gum, eat, or drink while on the bus.

### **BUS DISCIPLINE PROCEDURES**

Alpaugh Unified will provide students with every opportunity to improve their bus behavior before they move through the bus discipline process. Once students have been warned regarding their behavior and the driver determines that the behavior is a threat to the overall safety of the bus, the following process will take place.

1. Infractioning student will be issued a bus referral, which will include parent contact and administrative involvement. If the incident is severe, home suspension is possible. It is possible that parents will be asked to ride the bus with the student at this step.
2. On the second referral, the student will be suspended from the bus for a minimum of 5 days, and a parent conference will be held with the administration outlining the consequences of further misbehavior. Parents will be asked to ride the bus at this point as a condition of restoring bus privileges.
3. On the third referral, the infractioning bus rider will be suspended from utilizing the home to school transportation for the rest of the year.

### **STUDENT CONDUCT AREAS OF RESPONSIBILITY**

1. **Governing Board** – The governing board holds personnel responsible for the proper conduct and control of students while legally under the

supervision and jurisdiction of the school. The school shall take steps to insure that the administration communicates all rules pertaining to the discipline of pupils at the beginning of each school year, and to inform transfer students at the time of their enrollment in the school.

2. **Superintendent/Designees** – The superintendent and or designee may implement necessary procedures, rules, and regulations to render effective the policies of the governing board relating to standards of student behavior. The superintendent and or the designee may involve representatives of all areas of school personnel, pupils, parents, and citizens of the community.
3. **Teachers** – Teachers shall be responsible for the instruction of their pupils in rules and regulations of proper conduct, as well as to be responsible for proper and adequate control of all students. This includes the enforcement of all school rules and procedures in a consistent and fair manner.
4. **Parents** – Parents shall be expected to cooperate with school authorities regarding the behavior of their children. Parents are responsible for the willful misbehavior of their children. Parents are encouraged to participate in meetings, trainings, and special events.

### **LEARNING/TEACHING ENVIRONMENT**

The staff of Alpaugh Unified shall be responsible for the following:

1. Create and maintain a school environment which insures each child's right to work and play in peace, safety, and good health. (EC 44807, BP5131 and 5140)
2. Create and maintain a learning environment in which each child will have the opportunity to achieve his or her full potential. (EC 44807)
3. Demand that every student do the best work he or she is capable of doing. (CAC Title V. Sec.300)
4. Assign work that is within the child's capabilities, have high expectations, and demand high achievement.
5. Be fair and impartial in administering and enforcing rules and regulations. (EC44805)
6. Be aware of the child's home environment and take it into consideration when preparing the child's learning plan.
7. Involve the parents in solving both behavioral and/or learning problems early utilizing parent conferences, notes, phone calls, home visits, etc.
8. Respect and treat all parents, visitors, staff and students courteously and kindly.

### **ATTENDANCE**

The school cannot provide your child with an education if he/she is not in school and in class. For this reason, it is important that children be in school every day unless they are truly ill. **Please make doctor and dentist appointments for**

**after school so your child does not have to leave school early or miss a day of school.**

State law and Board Policy require all students to attend school daily without fail, and to be on time when arriving to school and to their classes. **Habitual tardiness and absenteeism** is subject to disciplinary action or recommendation to the local SARB, which includes possible legal action in court of law. All unexcused tardiness will warrant an after school detention given by the teacher in the class in which the student arrived late. At 3-4 instances of tardiness, the student will receive counseling by the principal. At 5-6 instances of tardiness, parents will be notified by the school office, and at 7 or more instances of tardiness, students will be referred to the SARB board and or suspended from school for one day.

Parents may sign their student in if they are late because of illness, a death in the family, court subpoena or doctor's appointment.

The instructional day is as follows:

**Regular Day**

Kindergarten – 2nd grade	8:00 A.M. – 2:30 P.M.
Grades 3rd-6 <sup>th</sup>	8:00 A.M. - 3:00 P.M.
Grades 7 <sup>th</sup> -8 <sup>th</sup>	8:00 A.M. – 3:05 P.M.
Grades 9 – 12 <sup>th</sup>	8:00 A.M. – 3:15 P.M.

**Minimum Day**

Kindergarten – 2nd grade	8:00 A.M. – 1:05 P.M.
Grades 3rd-6 <sup>th</sup>	8:00 A.M. – 1:05 P.M.
Grades 7 <sup>th</sup> – 12 <sup>th</sup>	8:00 A.M. – 1:15 P.M.

**Tule High School**

All Grades	9:00 A.M. – 1:00 P.M.
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**EXCUSED ABSENCES**

School attendance drives the entire educational system and is critical for optimal learning. Students are encouraged to attend school on a regular basis to maximize their learning experience. Therefore, communication with the school is important in order for your child to learn and for the school to be able to finance district operation. We encourage you to contact the district whenever your child is absent. These four areas are the only excused absences:

- A. Absence for bereavement (death of immediate relative, limited to three days). This can be extended by administrative approval.
- B. Prolonged illness/hospitalization
- C. Court Subpoena
- D. Doctor's verification for illness – days a student is absent.

Additional attendance includes:

1. A student with 15% total unexcused absences of a grading period may receive a failing grade, except high school where 10 unexcused days per semester may result in a failing grade. Refer to Teacher Class Syllabus for other criteria for earning grade(s).
2. After 3 consecutive absences, a doctor's note must verify all absences. Illnesses verified by doctor's excuse/note will not count towards the consecutive 3 days.
3. Once a student arrives upon the school grounds, he/she may not leave school during school hours without permission from the superintendent, or designee, and authorization from the parent/guardian. In case of an emergency, the student must check out through the office. The District will enforce this rule rigorously.
4. The parent/guardian must inform the school of the reason that their son/daughter is absent or tardy. The parent must state the reason within one day of the absence and/or tardiness. Students are required to be on time. They are to report directly to their classes upon arrival where the teacher will take roll.
5. Students are responsible for completing all makeup assignments within ten days of returning to school after an extended illness. The student must submit the completed work before the end of the grading period to receive credit.

### **CLOSED CAMPUS**

Alpaugh Elementary and High School maintain a closed campus. Parents/guardian must check the student out through the office.

### **LUNCH**

Alpaugh Unified is a CEP school. Therefore, student lunches are available to all enrolled students at no cost to the family.

1. Students may eat at home provided they meet one of these guidelines:

- a. The parent/guardian picks up the student from the front office and signs them back in before lunch period ends.
  - b. Dietary restrictions prove difficult to accommodate in the cafeteria.
2. **The National School Lunch Guidelines prohibits hot or cold food from commercial establishments in the school at any time.** Students may bring a sack lunch from home and take it to the cafeteria with them. Teachers may take their school lunch to the classroom. Students may eat in the classroom with a teacher (if that teacher so desires) as long as the students pick up and carry their own lunch on an occasional basis.
  3. In accordance with Federal law and the U.S. Department of Agriculture Policy, prohibits this institution from discriminating on the bases of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write the USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington D.C. 29250-9410. The USDA is an equal opportunity employer.

### **SCHOOL VISITATION**

1. Parents/guardians are encouraged to visit the school, especially the students classroom.
2. For safety and security reasons, all visitors must first check in at the office to secure a visitor's pass before entering any classroom.

### **GYM LOCKERS**

1. Students are not to keep personal valuables in their gym lockers.
2. Students are responsible for any school property stolen from gym lockers.
3. The office assigns all locker combinations. Please do not share your combination or your gym locker with anyone else.
4. School administration, according to law and governing board policy, may have access to student's gym lockers when evidence suggests that the welfare and safety of students and personnel are threatened or that illegal materials are present.
5. Access to gym lockers is limited to PE class only. Students are not to be in their gym locker area during class time. **Teachers are not to release students to go to their gym lockers after class begins.**
6. The district will remove private locks immediately!

### **MEDICATION**

School personnel may issue medication to a student under the following criteria.

1. Medication for use by a student must be in the original container. The student must have a permission slip from the doctor on file in the office, and the medication kept in the school office with the exception of inhalers prescribed by doctor.

2. School personnel will not administer medication except as prescribed by a doctor with the written permission of the parent/guardian.
3. Upon enrollment or after a change of medical condition, parents must notify the school regarding the proper care and needs of that student.

### **EMERGENCY CARDS**

Parents/guardians are required to fill out and sign an emergency card for each of their son(s)/daughter(s) enrolled in school. Parents/guardians must advise the school office when there is a change of information listed on the emergency card.

**All emergency cards must contain at least two emergency contacts with working phone numbers.**

**It is imperative that emergency cards be kept up to date to maintain effective communication with the parents. Please report any changes to the office.**

### **SPECIAL EDUCATION**

The Tulare County Office of Education assigns a Special Education teacher and other special needs teachers to provide special services to Alpaugh students who qualify for Special Education.

### **EMERGENCY DRILLS**

For the safety and welfare of the students, fire drills are conducted on a monthly basis. Students will participate and follow all teacher directions. Other disaster drills are conducted periodically during the school year.

In the event of a major disaster, children will be sent home according to the procedures established in the Emergency Disaster Plan. If parents are unavailable, the students will remain at school until it is possible to send them home. Parents/guardians may come to school and the staff will release the students to their parents/guardians. Proper identification may be required.

### **USE OF THE TELEPHONE**

Student access to the telephone during school hours is restricted except in case of extreme necessity or an emergency. The staff will deliver necessary messages to the classroom with all due haste. Students may only use the telephone before/after school and at lunch break with permission of school staff. Students who come to the office feeling ill may call their parents and report their condition. Please check the students out of school through the office using the district phone. This helps the office keep track of who is on campus and who is not.

### **WORK PERMITS**

California law requires a student to obtain a work permit if he/she plans to work and is under eighteen years of age. Students applying for a work permit must maintain a GPA of 2.0. Applications for work permits are obtainable in the school office.

### **READY FOR CLASS**

To reap the full benefit of their education at Alpaugh Unified School District, students need to be prepared by becoming familiar with the Teacher Class Syllabus, by arriving to class on time, having the appropriate materials such as pencil(s), pen(s), paper, and books.

### **CLASS SYLLABUS**

At the beginning of each school year and/or course, the teacher will issue a **Class Syllabus** that clearly and specifically explain course and classroom expectations. The Class Syllabus shall include, but is not be limited to, the following information:

1. Description of the course or class
2. Homework policy
3. Grading policy
4. Classroom discipline policy
5. Make up assignments for illness, suspension, and excused absence

Because teachers have their own unique ways of working with students, it is important that parents and students be familiar with each teacher's Class Syllabus.

### **REPORT CARDS**

The education of your son/daughter is a cooperative effort by the home, school, and community. The report card informs the parents/guardians of the achievement and effort of their son/daughter.

The grade assigned to each student shall be the grade earned by the student based on work, effort put forth to meet established criteria, and by their achievement on the standards-based benchmark assessments, testing, and finals.

### **PROGRESS REPORTS**

The school mails the progress reports home to advise the parents of the growth their son/daughter is making in their class (es). Parents/guardians of students receiving less than a satisfactory grade should contact the teacher(s) to work out a plan to assist the student in bringing up their grade to satisfactory. The school working together with the parent will develop a plan to help the student find success. The progress reports will contain contact information for the parents to make an appointment with the teacher and/or the administration.

### **GRADING/BENCHMARKS**

The district integrates the school benchmarks into the total grade received by the student. All teachers are required to follow the established grading criteria without fail. Students failing to pass the benchmark tests are at risk of failure. Please consult the syllabus for each class.

Classroom performance, homework, class tests, and benchmark assessments determine the elementary school grade.

### **PARENT/TEACHER CONFERENCES**

The elementary school holds conferences at the end of the first and second trimesters for the parents/guardians to confer with the teacher(s) on the progress of their child and any other area of interest or concern.

The Jr. and Sr. High School will hold parent meetings every first and third quarter of the year and as driven by student performance.

At the end of all other grading periods, conferences are scheduled only on the request of parents/guardians or teacher(s). Conferences between the parent, teacher and the administration are available whenever the need arises. Teachers will be making periodic calls to the home with positive comments about student progress.

### **RETENTION AND PLACEMENT**

The district makes every effort to ensure the success of each student. However, there are times when traditional intervention proves unsuccessful and parent meetings are crucial in helping the students find success. The district will make every effort to contact the parents at quarterly intervals when students prove at risk of failure. In this case, the sooner parents and teachers can start working together, the better the chance to help students return to grade level work. This is a team process, and parents play a critical role in the education process.

### **CREDIT RECOVERY**

Alpough High School students (9-12) who are in need of additional credits have the option to participate in the credit recovery program. Students assigned to these classes will be required to complete at least 2.5 credits per quarter. Students failing to meet this minimum requirement will be reassigned to a regular classroom to continue their education process. However, they will have the option to attend a credit recovery class held 8<sup>th</sup> period immediately after school if they wish to continue the recovery process. The work must be completed in a scholarly fashion with students submitting work that demonstrates their competency at the level as the regular high school level, and in accordance with the common core standards.

### **HOMEWORK**

To master any subject area requires substantial time and practice regardless of ability and reflects the lessons presented that will help the student be successful. The teacher will assign homework to reinforce a concept or skill and as outlined in the Class Syllabus. Homework expectations by grade are:

Kindergarten	15-20 minutes per evening
Grades 1-3	30-45 minutes per evening
Grades 4-8	1-1.5 hours per evening
Grades 9-12	1-2 hours per evening

**Parents! If your child does not have homework, please call the school. They should have homework every night with the exception of Friday. If in doubt, ask!**

### **ASSEMBLIES**

The Associated Student Body may arrange assemblies or special presentation as long as the activity receives approval from the administration. The assemblies may reflect holidays, special events, or special activities.

### **RALLIES**

All students are encouraged to participate in rallies before games or special events to encourage support of school athletics and build school spirit.

## **SPORTING EVENTS**

All students are encouraged to attend sporting events and support the team through the wholesome demonstration of Buffalo Pride. Students may attend the games and be part of the stampede! Elementary students (K-6) may not attend games without the direct supervision of their parents who must also attend. Students must remain in the building during the activity and avoid roaming the campus before and after the event. Any student may have their sporting event privileges suspended due to poor behavior, suspension during that week, and disruption at the event. The administration/designee will have the discretion to remove and suspend students from sporting events. All district students may attend sporting events as long as they are in good standing. Students must be mindful of these rules and model good behavior on the road and at home. It is the Buffalo way!

## **STUDENTS RIGHTS**

**“We are what we repeatedly do. Excellence then, is not an act, but a habit”**

We ask that students be aware of their rights and responsibilities and adhere to school policy and rules.

In major discipline problems including detentions, suspensions, or expulsion, a student's parent(s) or guardian will receive prompt notification as swiftly as possible, and receive the opportunity for a school conference.

Students, parents and guardians have the right to appeal disciplinary decisions. In the case of suspensions, they may appeal to the Administration and then the Superintendent. All students have the right of due process.

PLEASE NOTE: It is difficult to cover all policies and rules in a handbook such as this; therefore, if you have any questions, please ask a staff member for advice/direction.

## **STUDENT DUTIES AND RESPONSIBILITIES**

1. Students should pursue the required course of study in a diligent manner, that is:
  - a. Listen attentively to teachers and to other students
  - b. Complete assigned work on time
  - c. Be regular and punctual in attendance
  - d. Show willingness to work towards constant self-improvement
  - e. Learn to criticize fairly and accept criticism
  - f. Pass all benchmark assessments to demonstrate proficiency in the subject matter.
2. Respect the property of others, including the school at all times
3. Acknowledge respectfully the authority of school personnel
4. Display proper conduct to and from school, on the school grounds, on school buses and at school-related activities
5. Comply with the rules and regulations of the district.

## **STUDENT DISCIPLINE**

All students have the right to attend schools that are safe, peaceful, and free from disruption. The school will provide students with student discipline rules and regulations

at the beginning of each school year or at the time of their enrollment. Parents shall have the right to obtain or have access to a complete set of the district's Board Policies and Administrative Regulations governing student discipline.

A pupil may be suspended from school or expelled for acts in violation of Education Code 48900 or Education Code 48915 if the act occurs at school or is related to a school activity that occurs at any time. This includes but is not limited to: 1) while on school grounds; 2) while going to or coming from school; 3) during the lunch period, or 4) during, or while going to or coming from a school-sponsored activity.

The following violations listed under Level A, Level B, Level C-1 and Level C-2 contains brief descriptions of acts in violation of Education Code 48900 and Education Code 48915. For complete details of the Education Code pertaining to student discipline and due process, you may contact the Superintendent's Office.

During the school year, we will be emphasizing the following rules:

- Students involved in two (2) fights or have 10 days of suspension are eligible for placement in the Opportunity Class/Continuation Class.
- If a student is suspended for any period of time, there will be a parent conference conducted by the administrator and may include teachers.
- When a student receives five days of suspension, they will be placed on a discipline contract.
- Any student who misses a previously assigned detention will be, ineligible to participate in extra-curricular activities until the detention is served. Parents will be contacted and an extra detention will be added.
- When a student receives five (5) detentions, a parent conference will be held. Ten (10) days of detention will result in a one (1) day at home suspension. When a student receives 20 detentions, they will be placed on the Behavior ineligible list and not be allowed to participate in any extra-curricular activity for 1 quarter or the equivalent. Student may be placed in alternative education.
- Teachers are responsible for classroom behavior management and discipline. The following discipline hierarchy will be followed:
  1. Warning from Teacher
  2. Warning, with 1-3 minutes after class or after school conference with teacher
  3. Time out from class (no more than 15 minutes) in the office or other classroom
  4. After school detention with parent contact by staff that gave the detention
  5. Administrative Involvement

**This hierarchy contains a severe clause (Administrative Involvement) and if a student chooses extreme behavior, the administration is called in for intervention.**

### **CLASSROOM VIOLATIONS**

**LEVEL A VIOLATIONS: Warning from teacher, warning with 1-3 minute after class or after school conference with teacher, time out from class (no more than 15 minutes) in the office or other classroom, after school**

**detention with parent contact by staff, MAY be suspended after all other steps have been made.**

- Willful disobedience
- Disruptive behavior
- Rough play
- Lying, cheating, profanity
- Cutting class/Leaving school grounds
- Disrupting Classroom Environment
- Neglect of Student Duties
- Excessive Talking

#### **LEVEL B VIOLATIONS**

**(May require police intervention and/or Home Suspension)**

- Possessed an unsafe object
- Possessed or used tobacco, Vaporized Pens or Electronic Cigarettes, etc. seq.
- Defiance of authority/disruption of school activities
- Attempted or threatened to cause physical injury to another student
- Attempted to cause damage to school property or private property
- Committed sexual harassment
- Committed or participated in an act of hate violence
- Intentionally engaged in harassment, threats of intimidation against pupils
- Harassed, threatened or intimidated a witness.

#### **LEVEL C-1 VIOLATIONS:**

**(Will require police intervention, home suspension, and possible expulsion recommendation)**

- Damaged school property or private property
- Robbery or extortion
- Committed an obscene act or vulgarity
- Willfully used force/violence against another person
- Caused physical injury to another student
- Attempted or threatened to cause physical injury to a school official/adult
- Caused physical injury to a school official/adult
- Possessed, used, furnished, sold or under the influence of a controlled substance, alcoholic beverage or intoxicant
- Possessed, offered, arranged or negotiated to sell any drug paraphernalia
- Stole or attempted to steal school property or private property
- Knowingly received stolen school property or private property
- Offered, arranged, or negotiated to sell a liquid or look-a-like substance representing a controlled substance, alcoholic beverage or intoxicant
- Possessed an imitation firearm or knife
- Attempted to commit extortion or robbery
- Made a terrorist threat against school officials or school property
- Sexual Harassment of a Staff Member
- Caused serious physical injury to another person
- Committed assault or battery against a school official Section 11053
- Committed robbery or extortion Remove (not a big 5)remove

#### **LEVEL C-2 VIOLATIONS:**

**(will require police intervention and mandatory expulsion recommendation)**

- Possessed a knife as defined by Ed. Code, explosive, or other dangerous object
- Possessed a firearm
- Brandished a knife at another person
- Committed sexual assault or battery
- Unlawful sale of any controlled substance listed in *Health and Safety Code*

### **SEXUAL HARASSMENT POLICY**

Sexual harassment of or by any student in any form is prohibited.

1. “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting. Sexual harassment by or against any student is subject to disciplinary action up to and including termination if the individual who engaged in the harassment is an employee of the District, and up to and including expulsion if he/she is a student of the district. Examples of sexual harassment include, but are not limited to, any of the following conduct or actions:
  - a. Unwelcome leering, sexual flirtations, or propositions.
  - b. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
  - c. Graphic verbal comments about another individual’s body, or overly personal conversation.
  - d. Sexual jokes, stories, drawings, pictures, or gestures.
  - e. Spreading sexual rumors.
  - f. Assault; touching; impeding, or blocking movement in a sexual manner.
  - g. Continuing to express sexual interest after being informed that the interest is unwelcome.
  - h. Making reprisal, threats of reprisal, or implied threats of reprisal following a report of harassment.
  - i. Displaying sexually suggestive objects in the educational environment.
  
2. Sexual harassment of students shall be reported.
  - a. The student believed to be the subject of sexual harassment by another student along with her/his parent/legal guardian shall meet with the student’s teacher to report the incident(s).
  - b. Any student believed to be the subject of sexual harassment by a teacher or other adult in the Alpaugh Unified School District, along with his/her parent/legal guardian or any witness thereto, shall meet with the superintendent to report the incident(s).
  - c. All cases of sexual harassment may involve law enforcement depending on the severity of the incident, to be determined by the administration.

## SEARCH AND SEIZURE

AUSD recognizes that incidents may occur which jeopardize the health, safety and welfare of students and staff and which necessitate the search and seizure of students, their property, or their lockers by school officials. School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school.

### ALCOHOL AND OTHER DRUGS – ENFORCEMENT AND DISCIPLINE

The Superintendent or his/her designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students.

1. **Possession or use of alcohol or illegal drugs.** When any student uses or possesses illegal drugs at school or while under school jurisdiction; the procedure will be as follows:
  - a. Law enforcement will be called, and charges filed.
  - b. Parent/guardian contact,
  - c. Three to Five days suspension and possible recommendation for expulsion,
  - d. Restriction from school activities.
  
2. **Selling or providing alcohol or illegal drugs.** When any student sells or provides alcohol or other drugs or while under school jurisdiction, the following shall result:
  - a. Law enforcement contact and charges filed.
  - b. Parent or guardian contact,
  - c. Suspension and mandatory expulsion.

### POSSESSION OF CELLULAR PHONES AND OTHER ELECTRONIC SIGNALING DEVICES

Students may carry cell phones and other electronic communication devices while on school grounds and at school activities, but these devices are not to be seen, heard, or cause a disruption during instructional time or during activities where a request has been made to turn off the device, i.e. concerts, plays, speakers, performances. Any use of and/or disruption caused by electronic communication devices during instructional time (e.g. Incoming/outgoing calls, paging, text messaging, electronic games) will be considered a violation of this policy resulting in disciplinary action, which may include referrals, confiscation and other appropriate actions.

**Devices are turned off during instructional time.** Students are not to leave class to take or make a call. If a voice mail or text is left, the student may answer during break, lunch or after school.

**If students are found using their devices during class without permission from the teacher these consequences will take place,**

**First Incident-** Warning

**Second Incident-** Item sent to the office and given back at the end of the school day by office.

**Third Incident-** Item taken and parent must pick up from the office

**Fourth Incident-** Item not allowed at school or must be checked into the office before school and can be picked up after school (for the rest of school year)

**Fifth Incident-** Item not allowed at school for the remainder of the school year and one day of in home suspension

**Student call home for pick up must come through the office.** Students leaving with parents without contacting and signing out the student will result in truancy and subject to disciplinary action.

**Cellular phones, through voice, internet, or text shall not be used to intimidate, threaten, and interfere with the education process of another student.** This will result in a suspension of cell phone privileges, possible confiscation, or possible law enforcement intervention.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which are limited to health-related purposes. (Education Code 48901.5)

### **VIDEO SURVEILLANCE**

Alpaugh Unified utilizes modern video surveillance technology as a means to assist in the supervision of students, and serves as a deterrent of illegal crime and misbehavior. By law, cameras cannot be placed in areas where students have a reasonable expectation of privacy. However, cameras can be used in places where students do not have the reasonable expectation of privacy. The current cameras are placed in corridors, play yards, classrooms, and various other places throughout the district. These recordings can be used as evidence for school discipline and when a crime has been committed. These recordings are deemed private and not shareable with other parents unless permission is granted. Access to these recordings is limited to the administration and to law enforcement personnel only. Please be aware that video surveillance is a part of the effective supervision of our students, and that it is used on a daily basis in the district.

### **ZERO TOLERANCE POLICY**

Zero tolerance means that the Alpaugh Unified School District will not tolerate violence or threats of violence or destruction of property. We also insist on drug and alcohol free school.

Students who do not adhere to the zero tolerance policy will be held accountable by measures up to and including expulsion and legal prosecution.

### **WHAT IS TRUANCY?**

In California, the law requires that children between the ages of six (6) and eighteen (18) attend school or classes full-time. Students are expected to attend school regularly and be on time. It also mandates that parents or guardians send the child to school.

An initial truancy is defined as three (3) unexcused absences from a full-time or continuation school within a single school year or tardy for more than a 30-minute period without excuse or any combination thereof. (Education Code 48260)

A School Attendance and Review Board (SARB) team will explore with the parents the available ways of improving attendance and behavior by reviewing all the efforts made by the school. Conditions outside of school are questioned in order to establish a complete picture of the situation. After reviewing all information, the SARB team will make recommendations to help with the student's school attendance difficulty by completing a contract with the student and parent. The contract may include provisions such as child bedtimes, agreements about homework, agreement for the parent to attend a parenting program, and agreements by the parents to improve the child's attendance or face legal consequences.

A complaint can be filed against the parent or guardian with the district attorney's office if the student and parent/guardian do not follow the recommendations, the student violates the terms of the contract, or the student and parent fails to cooperate with the local student study team recommendations. (Education Code 48291)

**Additionally, if parents or guardians are receiving cash aid from the Tulare County Human Services Agency, the aid may be stopped or lowered until the student's attendance improves.**

The parent and student can prevent truancy prosecution by attending school regularly and on time, do assigned homework and turn it in on time, cooperate with school staff in resolving attendance problems, and attend all meetings requested by the school and/or student study team.

The members of student study team are interested in helping the parents/guardians and students resolve any problems before the situation is beyond assistance. The major goal of the student study team is to keep children in school by attempting to encourage, assist, and provide direction in whatever manner is necessary to achieve this goal. Parents/guardians must be active participants in these efforts or the chances for the child to succeed in school are greatly reduced.

### **ALPAUGH UNIFIED DRESS CODE** **Grades 4-12**

Alpaugh Unified School District believes that all students should wear clothing to school that fits well, reflects pride in oneself and the school, is conducive to the learning process, and demonstrates respect for school and others. We also believe that school is a transitional time for students to prepare for the world of work. Therefore, Alpaugh Unified has adopted the following dress code for the students.

- I. Attire that protects the health and safety of the students must be worn.
  - A. Attire that can be used as a weapon is not allowed. This includes but is not limited to chains, wallet chains, and items with spikes or rods.
- II. Attire shall not interfere with the educational process and shall reflect appropriate dress for the work place.

- A. Students shall not wear clothing that is distracting to the classroom or school.
- B. Girls may not wear tube tops, halter-tops, strapless garments, backless garments, excessively short shorts, dresses, or skirts. (Shorts, skirts, and dresses must be mid-thigh or finger tip length.) No bare midriff and no see through blouses. Tank tops must have a 2-inch strap in grades 5th-12<sup>th</sup>. Under no circumstance should cleavage be openly displayed or undergarment straps visible.
- C. Boys may not wear tank tops, mesh tops, bare midriff, or sleeveless shirts. Tank tops/sleeves (basketball jersey style with scooped front/back and armholes) are allowed if worn with a T-shirt. Underwear should not be visible. Wife-beaters are not allowed except as actual underwear.
- D. Shoes that are appropriate for school activities must be worn at all times. For the elementary school, (K-6) appropriate footwear includes tennis shoes and hard sole shoes, and sandals with back support. High schools students may wear strapless shoes, but all students must wear the appropriate footwear for Physical Education classes. Bedroom slippers, foomies, or moccasins are not permitted.
- E. Undergarments, with the exception of t-shirts, shall be covered at all times. Continued intentional exposure of underwear will be viewed as creating a distracting and a potentially hostile learning environment. This includes single or multiple spaghetti straps, underwear of any type, and brassieres. Pajamas or pajama bottoms are not acceptable as school wear.
- F. Hats, caps, or any headgear may display a sports team logo or agriculture related theme and will follow the same criteria as the clothing dress code. Students are encouraged to use approved sun wear and sunscreen during lunch and PE. **All caps must be worn with the bill forward. All headwear must be removed when indoors.**
- G. Attire that can be attributed to or denotes gang membership or affiliation will not be permitted. Attire shall not advocate, advertise, denote, or be recognized as racist and be free of crude or vulgar printing, slogans, symbols, designs or pictures depicting drugs, alcoholic beverages, tobacco, violence, graffiti, sexual suggestions or unlawful activity. The administration reserves the right to modify the policy by adding additional items as needed.
- H. All pants, shorts or coveralls must be fitted and worn at the waist no skin visible and undergarments covered at all times. Sizes are to be no more than one size greater than the students measured waist size. Waist is defined as the area at or above the top of the hips. No sagging permitted.
- I. Belts are expected to be the correct length and not hang down.
- J. Belts denoting gang affiliation are not permitted.
- K. Grooming which by nature of its color (i.e. solid red or dark/navy blue), arrangement, trademark or any other attribute denoting membership in gangs is prohibited.

- L. The administration and/or his/her designee shall have the discretion to prohibit any student from wearing any attire that is disruptive or distracting to the classroom, school, or the safety of the students (Education Code 3529.5).
- M. Students in violation may be asked to wear alternative clothing provided by the school. Such clothing is to be used on a loan basis. If the shirt is lost or not turned in, the student will be charged for the shirt.
- N. The dress code is in effect during any school day, after school activity, any off campus school activity, or when representing the school by participation and/or attendance, i.e. Sports events, dances, carnivals, concerts, Science Fair, History Day, Field Trips etc. This applies to weekends and the regular school schedule including dances, proms, graduation, and senior trips.

III. Dress code violations will result in the following actions:

First Incident:

Parent(s) or guardian will be notified; student will change into acceptable attire if immediately available or be provided with temporary attire until the end of the school day. If parent brings a change of clothing, the student will be allowed to change at break or at lunch. Parent(s) and student will be reminded of dress code policy in writing. Parent signature will be required.

Second Incident

Parent(s) or guardian will be notified; student will change into acceptable attire if immediately available or be provided with temporary attire until the end of the school day. If a parent brings a change of clothing, the student may change during a break or at lunch. Parent(s) and student will be reminded of dress code policy and be assigned one hour of detention.

Third Incident:

Parent(s) or guardian will be notified; student will change into acceptable attire if immediately available or be provided with temporary attire until the end of the school day. If a parent brings a change of clothing, the student may change during a break or at lunch. **The student will a receive one-day suspension for defiance of authority.**

Fourth Incident:

Parent(s) or guardian will be notified; student will change into acceptable attire if immediately available or be provided with temporary attire until the end of the school day. If a parent brings a change of clothing, the student may change during a break or at lunch. **The student will receive a two-day suspension for defiance of authority. Student will be referred to Student Study Team and/or Student Attendance Review Board. The student will be placed on a behavior contract.**

Fifth Incident:

Parent(s) or guardian will be notified; student will change into acceptable attire if immediately available or be provided with temporary attire until the end of the school day. If a parent brings a change of clothing, the student may change during a break or at lunch. **The student will receive a three-day suspension for defiance of authority.**

## **Student will be recommended for alternative placement.**

\*\*\* For an incident such as a T-shirt violation, the student may be asked to turn the T-shirt inside out in place of changing the T-shirt, if that will correct the violation.

### **ALPAUGH UNIFIED PRIMARY DRESS CODE** **Grades K-3**

The Alpaugh Unified School District recognizes that younger students have different levels of appropriateness in terms of acceptability when compared to older students and adults. The dress code for the primary students will follow the dress code of the older students in terms of health and safety concerns. However, students may wear young children's clothes that fit correctly and are appropriate for that age group and are not over excessive in their fit and performance.

### **BULLYING**

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils designed to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying among children encompasses a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying can take three forms: physical (hitting, kicking, spitting, pushing, taking personal belongings); verbal (taunting, malicious teasing, name calling, making threats); and psychological (spreading rumors, manipulating social relationships, or engaging in social exclusion, extortion, cyber-bullying, or intimidation). Each of these categories prevents a student from realizing the full benefit of their education due to an inherent fear for their safety and is prohibited by school policy, the education code, and state laws AB 394 and SB 777. These policies and laws protect the students from all forms of discrimination and reinforce the rights of the students to receive their education in a safe and healthy environment free of threats and discrimination. Alpaugh Unified believes in the following:

1. The Alpaugh Unified School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

2. The Alpaugh Unified School District will not tolerate behavior that infringes on the safety of any student. A student shall not discriminate, intimidate, or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; cyber-bullying; and social isolation or manipulation.
3. The Alpaugh Unified School District expects students and/or staff to report immediately all incidents of bullying to the administration. Staff will immediately intervene when they see a bullying incident occur, and each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.
4. To ensure bullying does not occur on school campuses, the Alpaugh Unified School District will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Teachers should discuss these beliefs with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion. The Student Code of Conduct includes, but is not limited to the following:

- Any student who engages in bullying is subject to disciplinary action up to and including expulsion.
- Students will immediately report incidents of bullying to the administration or designee.
- Staff will promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint is unachievable, the student or the parent of the student should contact the administration.
- The public school system and state law prohibits retaliatory behavior against any complainant or any participant in the complaint process.

#### **ADDITIONAL NOTES FOR PARENTS AND GUARDIANS**

Did you know that?

1. We are frequently unable to contact parents because their work and/or home phone have changed and the emergency card is out of date. **Please help us protect your child** by notifying our attendance office of any changes to the emergency card.
2. The District Office will only release students to those persons whose names are on their emergency card. Please submit all names to the office to avoid inconvenience.
3. Extended absences are unexcused absences unless supported by a doctor's note. Please contact the office in the event of a family emergency.

4. The note you write to excuse your student is a legal document is on file for four years, and is confidential. Please be specific about the reason for the absence (i.e., “What kind of appointment”).
5. If your student needs to leave campus before the end of the school day, YOU must personally sign him/her out. We cannot take a phone request to let your student leave school early.
6. If your student becomes ill during the school day, he/she must come to the attendance office and be properly signed out before he/she can leave the campus.

### **Alpaugh High School Vision Statement**

Alpaugh Unified School District will provide a challenging, sequential, real life based educational program centered on our students in a celebration of learning. Instruction will be interesting, encourage family involvement, address all learning styles, and enable students to realize their highest potential. Assessment will be varied and authentic, and tied to curricular standards. We will create a rich multicultural environment in which the staff and community motivate students. We will encourage a learning community through a partnership between staff, parents and Alpaugh community by sharing resources and ideas.

### **ALPAUGH UNIFIED SCHOOL DISTRICT** **STUDENT HANDBOOK**

#### **Expected School Wide Learning Results (ESLRs)**

Alpaugh High School graduates will:

1. Exhibit proficient knowledge in the core curriculum based on California State Standards and California Common Core Standards.
  - Read, Comprehend and respond to a variety of grade level appropriate printed material.
  - Produce effective and well-grounded writing for a range of purposes and audiences.
  - Comprehend and evaluate complex texts across a range of types and disciplines including fundamental concepts and processes of math, science and social sciences.
2. Demonstrate complex thinking skills:
  - Make complex choices and decisions that exercise sound reasoning and deep understanding.
  - Use critical thinking and research skills to find the best possible solutions to problems.
  - Demonstrate an ability to apply curricular learning in real-world situations.
  - Identify and ask significant questions that display complex level thinking and lead to new conclusions.
3. Demonstrate an ability to communicate effectively:
  - Display effective communication in verbal, non-verbal, artistic, and written forms.
  - Express reached conclusions with supportive reasoning and deduction.
  - Contribute and function in various group roles.
  - Foster, develop and maintain relations within diverse settings while establishing and accomplishing significant goals.
  - Promote mutual respect, compassion, appreciation and acceptance of people from different backgrounds, cultures, and abilities.
4. Display self-directed learning:
  - Establish and adhere to standards of behavior that will aid in personal development while demonstrating pride and respect in themselves, their school, and community.
  - Utilize time efficiently and effectively in managing a workload.
  - Take responsibility for their education; being a self-starter while seeking out guidance when necessary.
  - Display punctuality, reliability, diligence, and positive work ethic.

### **ALPAUGH HIGH SCHOOL-- STUDENT GOVERNMENT**

The Alpaugh High School student government is a Student Council. The Student Council is composed of student body officers, the president of each class and club, and one representative from each advisory class.

The class or club they represent elects the Student Council representative(s). The main goal of the student Council is to build pride and spirit by involving the students in activities that promote school pride.

The Student Council meets on the designated day and time the ASB advisor plans. Failure to attend two (2) or more meetings without a valid reason may result in removal from the student council.

### **EXTRA-CURRICULAR ACTIVITIES**

Participation in extra-curricular activities (clubs, athletics, student government, and

school activities) is a privilege and requires that students maintain progress in their education. “Students on home suspensions are not eligible to participate in any extra-curricular activities for the **remainder of the week**. The administration and their designees will have the discretion to remove and suspend students from sporting events and club activities. All district students may attend sporting events and participate in clubs as long as they are in good standing. Students must be mindful of these rules and model good behavior at all times.

If a student receives 20 detentions or has more than 5 days of suspension (in school or at home) per a semester the student will not participate in extra-curricular activities for a period equal to one academic quarter.

Students participating in any Saturday Activity must be present a full day on the Friday before the activity. Early departure on the Friday will make the student ineligible for the Saturday activity. Doctor appointments, court cases, immigration appointments, or other critical appointments deemed acceptable by the superintendent must have a verifying note submitted before the event commences.

Student Council and all organizations must present an annual calendar and budget to the superintendent and/or his designee after the second meeting and before the fifth meeting of the student council. (No later than October 15)

Advisor and class and/or club putting on activity are responsible for decorating and cleanup. Clean up will take place immediately after the activity.

The school holds all dances on campus with the possible exception of the prom, requiring advance administrative approval. Students cannot leave the dance and return. The board of trustees may grant exceptions based on special events or conditions.

Only full time students attending Alpaugh High School and their pre-approved guests may attend dances. Alpaugh High School students inviting guests must submit a request a minimum of three days prior to the dance.

Dances must end by 10:00 P.M. (with exclusion of the Prom)

**Students who are absent without a valid and verified excuse or are considered truant for any part of a school day will not participate, attend the activity, or be in the vicinity.**

All students are encouraged to participate in extracurricular activities. A partial list of extra- curricular activities includes:

Student Council	Volleyball	Basketball	Softball	Baseball
	Football	Field Trips	Dances	Prom

The Student Council is responsible for organizing the carnival for fund-raising.

### **ATHLETIC ELIGIBILITY** **Central Valley Small Schools League**

The Alpaugh Buffalos are in the Central Sierra League and the California Interscholastic Federation (CIF) directs and controls the athletics of the high schools of the state. The California State Constitution provides for this organization in Article II, Section 3, by

stating: "All high school pupils, public and private under jurisdiction of the Federation, will be subject to the rules of eligibility of the Federated Council.

All Alpaugh students who wish to participate in interscholastic athletics must obtain clearance from the director of athletics. This approval will require parents' written consent, physical examination by a doctor, insurance, scholastic, and citizenship clearance. Coaches will supply verification of compliance by their player to the athletic director before the athlete may participate in any organized practice. To compete in interscholastic athletics, a student must:

1. A student must maintain a "C" (2.0) average and maintain minimum progress toward meeting the high school graduation requirements. If a student fails to meet the 2.0 GPA requirements, there shall be a probationary period of one quarter in length. If at the end of the probationary quarter the student fails to maintain a 2.0 GPA, placement on the ineligible list will occur, thus excluding a student from participation in extracurricular sporting activities. The previous grading period is the determinant as to whether a student is eligible to participate in extracurricular activities. Quarter grades will determine the GPA at the end of each quarter.

All incoming first year freshmen will enter Alpaugh High School with a clean record, with all students placed on the eligible list. If a student fails to maintain a 2.0 grade point average at the end of the first quarter, they move to the probationary list for the second quarter. At the end of the second quarter, if a freshman fails to maintain a 2.0 grade point average, placement on the ineligible list for the third quarter will occur.

2. Have passed twenty (20) units of credit the previous semester, five (5) of which may be physical education but not study center, or teacher's aide.
3. Maintain a minimum of 90% school attendance in the previous and current quarter.
4. Not be in violation of rules and regulations for acceptable attendance and/or discipline.

### **C.I.F. ATHLETIC CODE**

1. **ATTENDANCE:** A student must attend the day of the game to be eligible to participate. The student must also be in attendance for the whole period in all classes until dismissal to participate in the given athletic contest scheduled that day. If a student has a medical/dental appointment, the student must present written verification from the doctor before returning to class. The doctor's note must approve participation on that day.
2. **PARTICIPATION:** Participate in all practices unless cleared by a written excuse from a physician or parent verifying illness, physical inability or injury such that he/she could not participate, or a family tragedy/necessity. Failure to practice may lead to diminished playing time.
3. **TRAINING RULES:** Drinking and/or smoking are grounds for removal from the team. Students caught drinking by a reliable source (teacher, superintendent, highway patrol, etc.) face suspension from that sport. Students caught smoking by a reliable source anywhere (on or off campus) or carrying tobacco on campus

or at school function will be suspended from that sport for two weeks and will miss all games during that period.

4. **SUSPENSION:** Suspension from school will make the student ineligible for interscholastic competition during the course of that period. Trouble with civil authorities will suspend the student for one game, after they return to school.
5. **GAME PROCEDURES:** Players must occupy the bench when the game is in progress. If anyone leaves the bench to dress or to sit with spectators, the coach may suspend or dismiss the player from the team for this infraction.
6. **ABSENCE FROM GAMES:** Dismissal from the team will result if anyone misses three games in a sport season. Players missing practice or games for illness, injury, or seeing a doctor are exempt from this requirement.
7. **TRANSPORTATION TO GAMES:** Students must travel to all games on school provided transportation to be able to play in the games. Permission to travel home from games is permissible upon written notification from the athlete's parents. The parent/guardian must submit a request in advance of the event for athletes to travel with other adults. Coaches and/or teachers will accompany students on the bus to and from the event for safety and security.
8. **ROAD GAME DRESS:** Players and participants in athletic contests will be required to be dressed in a neat manner and adhere to dress code rules.
9. **CITIZENSHIP:** A student must be a good citizen in order to represent his school in interscholastic athletic competition. This pertains to classroom activities as well as general school and civil citizenship.

Any athlete, who exhibits poor citizenship (one who habitually disobeys school rules), will face suspension for one game for the first offense; two games for the second offense, and the remainder of the year for the third offense.

The coach has the right and obligation to bench or remove from the team any athlete who does not exhibit good sportsmanship during practice and games.

- \* The above is not all inclusive of all the rules and regulations. If a student has any questions, he/she should contact a coach for clarification.

## **ACADEMIC INTEGRITY POLICY**

### **Alpaugh Jr. and Senior High School Academic Integrity Policy**

#### **Philosophy**

It is expected that all Alpaugh Jr. and Senior High School students will demonstrate honesty and integrity, which in turn will support intellectual growth and create a fair learning environment. In an environment of honesty and integrity all students are able to thrive to their highest potential.

#### **Definitions**

**Honesty**-a value that holds each person to tell the truth and to defend the truth

**Integrity-** is the practice of adhering to our values even when the presence of others is absent.

**Cheating** is defined as the unauthorized use of materials to deceive the evaluator in regards to an assignment, project, or test in order to obtain credit that a student has not earned.

Examples include:

- Copying of other's work in either written or electronic form.
- Plagiarism or presenting other's work as your own without the use of a proper citation.
- Presenting work more than once in order to obtain a grade for multiple assignments.
- Having someone else do your work
- Altering grades that include electronic or paper assigned by the teacher
- Allowing other students to copy work you completed

## **Student, Teacher, Parent, and Administrator Responsibilities**

### **Student**

- Read, sign and know the school's Academic Integrity Policy
- Read, sign and know individual teacher's policies as stated in their syllabus
- Conduct yourself appropriately on independent work (no talking, cover your assignment, no unauthorized materials, no sharing work)

### **Teacher**

- Clearly state expectations and consequences in the syllabus
- Specify clearly when collaboration is acceptable or unacceptable
- Report violations of the Academic Integrity Policy that occurred to administration on the date of the offense
- Be available for parent conference for students that have violated that policy

### **Parent**

- Read, sign and know the Academic Integrity Policy as well as the teacher's policies stated in their syllabus
- Require students to do their own work at home
- Support the Academic Integrity Policy and communicate to your student the importance of complying to the policy
- Be available and attend scheduled parent, teacher, and administration conferences

### **Administration**

- Administer fair and consistent consequences for violations
- Contact parents and facilitate conference with the teachers, parents and students that have violated the Academic Integrity Policy
- Maintain records of violations
- Make the schools' Academic Integrity Policy available to all students, teachers, and parents

## **Procedures and Consequences**

This is to notify students and parents of Alpaugh Jr. and Senior High School's Academic Integrity Policy and the procedures and consequences within that policy. The numbers of offenses are per student not per teacher, which will start over at the beginning of each semester. These consequences apply to the student that has violated the policy by cheating or plagiarizing and to the student that allowed their work to be used for these purposes; providing the student had knowledge their work was used for the purpose of cheating or plagiarizing.

**1<sup>st</sup> offense-** detention, zero credit given for assignment or test, parent notification

**2<sup>nd</sup> offense-** detention, zero credit given for assignment or test, conference with parent, teacher, administrator and student

**3<sup>rd</sup> offense-** administrator and parent conference and restrict student from participation in extracurricular activities for the remainder of the week of the suspension

**4<sup>th</sup> offense-** A 2-day suspension at home and parent conference, may be placed in alternative education program, restrict from participation in extracurricular activities for the remainder of the week of the suspension

### HIGH SCHOOL REQUIREMENTS

High school students must earn the following minimum credits for classification as:

<b>a Sophomore</b>	<b>60 credits</b>
<b>a Junior</b>	<b>120 credits</b>
<b>a Senior</b>	<b>180 credits</b>

Subject	Alpaugh	U.C. and CSU Requirements
<b>English</b>	<b>30 Credits</b>	<b>40 Credits</b>
<b>Math</b>	<b>20 Credits</b> *including Integrated I *One Other	<b>30 Credits</b> Algebra I or Integrated I and II Algebra II Geometry
<b>Social Science</b>	<b>30 Credits</b> *US History/Geo. *World History *Gov't/Economics	<b>30 Credits</b> *US History *World History *Gov't/Economics
<b>Science</b>	<b>20 Credits</b> *Biology/Life Science	<b>20 Credits (with Lab)</b> *Biology *Chemistry

	*Physical Science (Earth Science)	*Physics *Physical Science
Foreign Language	<b>10 Credits</b> of foreign language <b>OR</b>	<b>20 Credits</b> Same Language, 3 or 4 years preferred
<b>Visual Performing Arts</b>	<b>10 Credits</b> of either a *Visual Performing Arts *or Career Technical Education	<b>10 Credits</b> *Dance, *Drama, Music *Visual Performing Art
<b>Physical Education</b>	<b>20 Credits</b>	0
<b>Electives</b>	<b>120 Credits</b> of electives	<b>10 Credits</b> approved U.C. Elective; <b>100 credits</b> of other electives
<b>Total Credits</b>	<b>260 Credits</b> <b>Minimum</b>	<b>150 Core Class Credits minimum</b> <b>260 Credits to graduate minimum</b>

In addition to earning 260 credits, students must pass both sections (English Language Arts and Math) of the California High School Exit Exam, and complete a portfolio, which includes a community service project. Seniors, who are on track to graduate and have a minimum of a 2.5 GPA, may co-enroll in college courses with administrative approval.

### **SENIOR REQUIREMENTS FOR GRADUATION**

Seniors are required to complete several projects that enriches their academic experience and provides an opportunity to reflect on their experiences and what the plan to do after graduation. These activities include:

1. All seniors are required to complete an academic portfolio that demonstrates their preparation to enter the academic or work world. This extensive preparation serves to focus the students and develop a meaningful reflection on what they have learned to date and what they plan to do with the knowledge they have acquired. The seniors are automatically enrolled in a portfolio class that includes guest speakers, college visits, and career exploration opportunities.
2. Seniors are also required to perform 20 hours of community service. This activity stresses the concept of giving something back to their community with the hope of making conditions better. This activity may include working with local public entities to assist in the delivery of service, or working with any community development/improvement projects taken. The requirement may include working with children in the pre-school or primary grades outside of normal school hours. All seniors will receive approval from the administration to ensure that activity is appropriate before starting their community service task.

Students transferring from schools with six periods instead of seven periods will have their credits adjusted to reflect the new requirements through the credit equalization formula.

### **SENIOR TRIP**

The Alpaugh Unified School Board of Trustees grants each senior class a trip approved by the Board. To participate in the Senior Trip, each senior must meet the following Board established criteria before the expenditure of any deposit or fees for the trip. A student qualifying for commencement exercises qualifies for the senior trip unless:

1. A student shall not have been suspended more than a **three-day home suspension** during his/her senior year of high school.
2. A student shall be eligible for graduation with passing grades. If a student's grades fall to failing after submitting fees or deposits, the student will forfeit the trip. If seniors are participating in the credit recovery program, students must have a passing grade in that class one week prior to the trip.
3. A student shall not be guilty of destroying school property at any time during their high school career. If restitution is paid and good conduct demonstrated, the student may appeal to the superintendent.
4. Any senior trip participant shall be a full-time student at the time of the senior trip.
5. All seniors and their parents must attend a Board meeting prior to the trip to receive instructions.
6. The seniors must pay all senior trip expenses for themselves, class sponsors, chaperones, and bus driver. The class may provide spending money to those seniors who worked to earn money for the class.

Seniors going on the trip will:

1. Respectfully obey the chaperones and the sponsors at all times.
2. Obey all school rules, state laws, and the rules of the place(s) visited.
3. Refrain from damaging or stealing property.

If any rules are broken, the sponsor shall notify the school and the senior's parents/guardians shall come to the area selected to take their son/daughter home.

If any money remains in the senior class account at the end of their final year, students may donate said funds to the ASB or provide a gift to improve the school. If severe disciplinary problems occur during the senior trip, student cannot participate in graduation ceremony.

### **EIGHTH GRADE PROMOTION REQUIREMENTS**

Students will earn a passing grade each semester in all required subjects.

Students must pass:

1. Constitution final, must pass with 60%
2. Research paper on an approved topic utilizing 8<sup>th</sup> grade Common Core Standards. Must pass with 60% accuracy.
3. Both semesters of Language Arts and Math.
4. Maintain a 90% attendance rate.

Students will pass 11 out of 14 semester classes to promote. This includes six classes in the areas of Social Studies, Language Arts, Math, and Science. Student will also pass both 8<sup>th</sup> grade semesters in language arts and math. Students will fulfill all class requirements in order to promote.

Differentiated standards are optional for Special Education students according to their Individual Learning Plan.

### **EIGHTH GRADE TRIP**

The Alpaugh Board of Trustees may grant the eighth grade class a one-day trip. The class is responsible for all expenses incurred. The class will provide money only for those students who have worked to earn money for their class.

To participate in the eighth grade trip, each eighth grader must meet the following Board approved criteria; and will occur prior to promotion, if possible.

2. Students with more than **three (3) days home suspension** during the period of his/her eighth grade year will not be eligible to participate.
3. The student must be eligible for graduation.
4. The student must **not** be guilty of destroying school property.
5. The student must meet district attendance policies. Students must have a **90%** attendance rate including excused and unexcused absences. Any attendance rate that falls below **90%** is reviewable by the superintendent and must meet his/her approval to be eligible for the trip.
6. Students must be passing all required classes and meeting requirements one week prior to the planned trip in order to qualify for participation.
7. The parent(s)/guardian(s) and the student must attend a meeting with the school board to receive instructions regarding the trip.

The eighth grader participating in the trip will:

1. Respectfully obey the chaperone and the bus driver at all times.
2. Obey all school rules, state law, and the rules of the place(s) visited.
3. Refrain from damaging or stealing property.

**If any of the students breaks the rules, the sponsor shall notify the school and the parents/guardians shall be required to come to the area selected to take the student home. If disciplinary problem occurs during 8<sup>th</sup> grade trip, student may not participate in promotion ceremony.**

### **SEVENTH GRADE REQUIREMENTS**

For 7<sup>th</sup> grade promotion to the 8<sup>th</sup> grade, students must pass 11 out of 14 semester classes. Six classes must be in the areas of Social Studies, Language Arts, Math and Science.

**Alpaugh Jr./Sr. High School**  
**Detention Procedure**

Time/days	<p>Monday thru Friday</p> <p>Morning: 7:10 – 7:50 a.m.</p> <p>Afternoon: 3:20 – 4:00 p.m.</p>
Location/Teacher/alternate	TBD each year.
<p>Due Process by the Classroom Teacher</p> <p>(Refer Parent/Student handbook)</p>	<p>Teachers are responsible for classroom behavior management &amp; discipline.</p> <p><b>Step 1:</b> Warning</p> <p><b>Step 2:</b> Warning, 1-3 minutes after class or school, conference with teacher/parent</p> <p><b>Step 3:</b> Detention is issued</p> <p>A. Contact parent(s)/guardian when detention is issued to allow notification that the student will serve detention after school and why they received the detention(day/time/why)</p> <p>B. Log conversation with parent on Teacher communication Log.</p> <p>C. Detention slips are sent to the office (Lenny) by the end (3:30p.m.) of the issued day.</p> <p>D. Issuing staff reminds student that they are responsible to take their homework, classwork, AR book for student(s) or other school work to detention</p> <p><b>Detention List:</b></p> <ol style="list-style-type: none"> <li>1. Afternoon announcement/reminder via intercom at 3:20p.m.</li> <li>2. Remind students they are responsible to take homework, classwork, AR book or other school work to detention</li> <li>3. Post the list on classroom door</li> </ol> <p><b>Severe behavior</b> (Administrative Involvement) if a student chooses extreme behavior. Refer to the handbook</p>
Office Responsibility	<ul style="list-style-type: none"> <li>• Detention list is generated by 2:30 p.m. (M-F)</li> <li>• Detention list is placed in teachers' mailbox by 4:00 p.m. for the following day or on rare occasions may be hand delivered to teachers by 2:30 p.m.</li> <li>• At 3:10 p.m. announcement/reminder on the intercom.</li> </ul>

Principal	<p><b>After detention:</b></p> <ul style="list-style-type: none"> <li>• Principal reviews the sign in sheet for NO SHOWS</li> <li>• Conference with NO SHOW student(s)</li> <li>• Issues another detention/suspension for NO SHOW</li> <li>• Parent called/conference/other</li> </ul>
Detention Teacher	<ul style="list-style-type: none"> <li>• Takes attendance</li> <li>• Monitors students</li> <li>• Turns attendance into the office</li> </ul>
Repeat Detention Student	<p><b>5 detentions</b></p> <ul style="list-style-type: none"> <li>• Conference with parent, student, teacher(s), principal, process reviewed, expectation of student explained, next step for student, if behavior continues</li> </ul> <p><b>9 detentions</b></p> <ul style="list-style-type: none"> <li>• Conference with parent, student, teacher(s), principal, process reviewed, expectation of student explained, next step for student, if behavior continues</li> </ul> <p><b>10 detentions</b></p> <ul style="list-style-type: none"> <li>• Call to parent</li> <li>• Home suspension(1 day)</li> </ul> <p><b>15 detentions</b></p> <ul style="list-style-type: none"> <li>• Conference with parent, student, teacher(s), principal, process reviewed, expectation of student explained, next step for student, if behavior continues</li> <li>• Home suspension (1 day)</li> <li>• Behavior Contract</li> <li>• Ineligible list; no extra-curricular activity for 1 quarter or equivalent</li> </ul> <p><b>20 detentions</b></p> <ul style="list-style-type: none"> <li>• Conference with parent, student, teacher(s), principal process reviewed, expectation of student explained, next step for student, if behavior continues</li> <li>• Students may be placed in alternative education</li> </ul>

**Please sign and return this page to school.**

**Student Name:** \_\_\_\_\_

**Parents/Guardian:**

I have read and discussed the Alpaugh Unified School District Student & Parent Handbook with the student listed above.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Student**

I have read and discussed the Alpaugh Unified School District Student & Parent Handbook with my parents/guardians.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Teacher's Name