

STUDENT & PARENT HANDBOOK



Board Approval Pending
2022 - 2023

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

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August 9, 2022

Dear Alpaugh Families,

It is my honor and privilege to serve as the Superintendent/Principal of Alpaugh Unified School District. I feel very blessed to be here in Alpaugh. These past two years I have had the opportunity to meet and get to know many of you. The Alpaugh students have won my heart. I am very proud of the growth and perseverance that students, staff, and families have demonstrated through very challenging times.

Our vision to "Elevate Student Voice" will continue for the 2022-23 school year. Through this vision we have seen students empowered through multiple opportunities to collaborate with others and share their thinking. We are developing outstanding future leaders here in Alpaugh Unified School District. Thank you for being integral partners in this ongoing journey to success.

Sincerely,

Troy Hayes
Superintendent/Principal

BOARD OF TRUSTEES
David Castodio - President
Debra Gibbs - Clerk

Araseli Leal, Rafael Loera, James Atwell - Members

ALPAUGH ADMINISTRATION

Troy Hayes, Superintendent/Principal

Blake White, Director of Student Services

'Elevating Student Voice'

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 in 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 during lunch break with permission of school staff. Students who come to the office feeling ill may call their parents and report their condition. Students will be called out of school through the office using the district phone. This helps the office keep track of visitors on campus.

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.

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 C grade will be contacted 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. Progress reports will contain contact information for the parents to make contact with the teacher and/or the administration.

GRADING/BENCHMARKS

The district integrates the school benchmarks into the total grade received by the student. Please consult the syllabus for each class. Classroom performance, homework, class tests, and benchmark assessments determine the elementary school grade.

All teachers will honor the 50 percent rule for grading outlined by administration.

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 as needed.

Conferences between the parent, teacher and the administration are available whenever the need arises. Teachers are expected to make and document 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 contact the parents at quarterly intervals when students prove at risk of retention. 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.

ASSEMBLIES

Assemblies for special events or a special presentation may be scheduled as long as the activity receives pre-approval from the administration. The assemblies may reflect holidays, special events, or special activities.

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. Actively participate in regular discussions with 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 provide feedback fairly and accept feedback
 - f. Demonstrate academic growth on benchmarks and state assessments
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:

- If a student is considered for suspension for any period of time, there will be a parent conference conducted by the administrator and may include teachers.
- When a student commits a serious infraction, they will be placed on a discipline contract.

CLASSROOM VIOLATIONS

LEVEL A VIOLATIONS: Warning from teacher, warning with redirect, or after school conference with teacher, counseling with school counselor or admin, time out from class (no more than 15 minutes) in the office or other classroom, MAY be referred to admin 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*

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 reprisals, 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 will result in disciplinary action, which may include referrals, confiscation and other appropriate actions.

During instructional time earbuds/headphones must be removed and put away off during instructional time. Students are not to leave class to take or make a call. If a voicemail 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 taken and parent must pick up from the office

Third 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 the school year).

Fourth Incident- Item not allowed at school for the remainder of the school year.

Student call home for pick up must come through the office. Students may not use personal devices to call home to be picked up. The school secretary or nurse shall call if necessary.

CYBER BULLYING

Cellular phones, or any other electronic devices through voice, social media, 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, the camera 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.

ATTENDANCE

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.

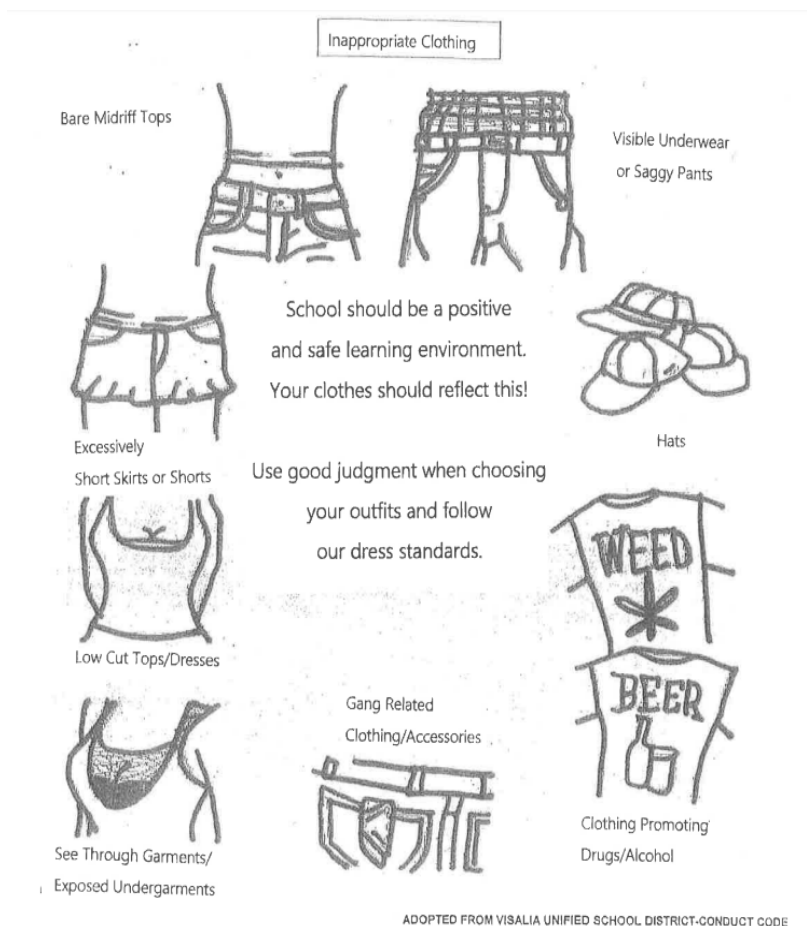
A complaint can be filed against the parent or guardian with the district attorney's office if the student and parent/guardian do not follow the recommendations, the student violates the terms of the contract, or the student and parent fails to cooperate with the local student study team recommendations.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



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 workplace.
 - 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 fingertip length.) No bare midriff and no see through blouses. Tank tops must have a 2-inch strap in grades 5th-12th. 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. Tank top underwear is not allowed except as actual underwear.
 - D. Shoes that are appropriate for school activities must be worn at all times. Appropriate footwear includes tennis shoes and hard sole shoes, and sandals with back support. All students must wear the appropriate footwear for Physical Education classes. Bedroom slippers, footsies, 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.

*** 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 TK-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 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 UNIFIED SCHOOL

Jr. High & High School

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.

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 Jr. & Sr. 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.

CLASS SYLLABUS (Grades 6-12)

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 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.

ASSEMBLIES

Assemblies for special events or a special presentation may be scheduled as long as the activity receives pre-approval from the administration. The assemblies may reflect holidays, special events, or special activities.

RALLIES

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

EXTRA-CURRICULAR ACTIVITIES

Participation in extracurricular 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 30 of any combination detentions/transition room/suspension, shall forfeit privileges to participate in any school events including the end of the year event.

Students participating in any Saturday Activity must be present a full day on the Friday before the activity. Early departure on a 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 end at 11:00 P.M.)

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 extracurricular activities includes: Student Council, Volleyball, Basketball, Softball, Baseball, Football, Field Trips, Dances, and 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.

1st offense: Parent contact, possible parent conference

2nd offense: Conference with parent, teacher, administrator and student

3rd offense: Conference with parent, teacher, administrator and student, referred to counseling

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.

CREDIT RECOVERY

Alpaugh High School students (9-12) who are in need of additional credits have the option to participate in the credit recovery program. 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 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.

CLOSED CAMPUS

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

HIGH SCHOOL REQUIREMENTS
Graduation classes 2020-21 and beyond

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

- a Sophomore 60 credits
- a Junior 120 credits
- a Senior 180 credits

Subject	Alpaugh	U.C. and CSU Requirements
English	30 Credits	40 Credits
Math	20 Credits *including Integrated I *One Other	30 Credits Algebra I or Integrated I and II Algebra II Geometry
Social Science	30 Credits World History US History Gov't/Economics	30 Credits World History US History Gov't/Economics
Science	20 Credits Biology/Life Physical Science/Earth	20 Credits (with LAB) Biology/Life Chemistry Physics Physical Science
Foreign Language	10 Credits Foreign language	20 Credits Same language, 3 or 4 years preferred



SENIOR TRIP

The Alpaugh Unified School Board of Trustees grants each senior class 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. Seniors shall meet all graduation requirements.
4. 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.
5. Any senior trip participant shall be a full-time student at the time of the senior trip.
6. All seniors and their parents must attend a meeting with administration prior to the trip to receive instructions.
7. The seniors must pay all senior trip expenses for themselves, class sponsors, chaperones, and bus driver. The class may provide money for food to all seniors participating on the trip.

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 8th 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 8th 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.

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

The eighth grade 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 8th grade trip, students may not participate in promotion ceremony.

SEVENTH GRADE REQUIREMENTS

For 7th grade promotion to the 8th 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.

STUDENT & PARENT HANDBOOK Verification form 2021-22

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(s) Signature