

2011-2012

Alhambra High School

*Given a safe, supportive learning environment,
all students can learn essential skills to become productive citizens.*

- AHS Mission Statement, 2008

REGULAR BELL SCHEDULE

Period 1	7:35–8:25
Period 2	8:31–9:24
Daily Bulletin Read	
Period 3	9:30–10:20
Long Passing	10:20–10:30
Period 4	10:36–11:26
Period 5	11:32–12:22
Lunch	12:22–12:53
Period 6	12:59–1:49
Period 7	1:55–2:45

EVEN BLOCK SCHEDULE

(Wednesday)

Period 1	7:35–8:25
Period 2	8:31–10:06
Daily Bulletin Read	
Long Passing	10:06–10:16
Period 4	10:22–11:57
Lunch	11:57–12:27
Period 6	12:33–2:08

ODD BLOCK SCHEDULE

(Thursday)

Period 1	7:35–8:25
Period 3	8:31–10:06
Daily Bulletin Read	
Long Passing	10:06–10:16
Period 5	10:22–11:57
Lunch	11:57–12:27
Period 7	12:33–2:08

This student handbook belongs to:

Name _____

Address _____

City/Town _____ Phone _____

Email _____ Student ID # _____

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Alhambra High School's Expected Schoolwide Learning Results (ESLRs)

state that our students will become...

- CRITICAL THINKERS, who can access, analyze, synthesize, evaluate and use information and ideas from a variety of resources to meet personal and curricular needs.
- EFFECTIVE COMMUNICATORS, who can use oral, written and visual forms of communication to convey messages and ideas successfully,
- COLLABORATIVE WORKERS, who, while maintaining personal initiative and discipline, can contribute ideas and effort for completion of group tasks and positive resolution of conflicts.

AHS Administration

Nermin Kamal, Principal

Kathie Dell'Aquila, Assistant Principal (A-L)

Tom Doppe, Assistant Principal (M-Z)

AHS Support Services

Assistant Principals' Secretary: Christen Billecci

Athletic Director: Pat Ertola

Attendance Technician: Jill Scott

Cafeteria Supervisor: Alva Spence

Counselors:

Melissa Sackett, Head Counselor (E-M)

Ellen Coleman (A-D)

Martha Hummel (N-Z)

Counseling/Registrar: Maureen French

Librarian: Mary Rittenhouse

Library Media Assistant: Barbara Crowder

Office Manager: Karin Sloper

School Psychologist: Ruth Vogt

Student Activities Director: Marianne Griffin

Student Body Accounts Clerk: Deborah Dawson

Technology Center: Martha Morin

2011-2012 AHS Associated Student Body Officers

ASB President: Dominic Lucido

ASB Vice-President: Andrew Schwartz

ASB Secretary: Wyatt Licht

ASB Treasurer: Jackie Tan

Student Store Manager: David Retta

Senior Class Officers

President: Tad Odom

Vice-President: Mitchell Maisel

Secretary/Treasurer: Sam Randall

Sophomore Class Officers

President: Danny Yoeono

Co Vice-Presidents: Chanell Drucker

Secretary/Treasurer: Julia Wilkins

Junior Class Officers

President: Christian Bumala

Vice-President: Ryan Hunter

Secretary/Treasurer: Ana Mendoza

Freshman Class Officers

President: Grace Brown

Vice-President: Mia Diritto

Secretary/Treasurer: Olivia Mendoza

Martinez Unified School District

921 Susana St., Martinez, CA 94553 | Phone: 925-335-5800 | Fax: 925-335-5960

Rami Muth, Superintendent

C. J. Cammack, Director of Student Services

Rick Rubino, Assist. Superintendent, Personnel

Max Eissler, Director of Educational Technology

Martinez Unified School District Board

Vicki Gordon, President; Denise Elsen, Vice-President; Kathi McLaughlin; John Fuller;

Bobbi Horack; **Student Board Representative**: Tad Odom

2011 – 2012 SCHOOL CALENDAR

August 18	9 th grade/new student orientation 10:30 12:00/gym Aug 2
Aug 22 – Sept 6	Club Charter Window
Aug 23	First Day of School
September 2	Non-Student/Non-Work Day – NO SCHOOL
Sept 5	Labor Day – NO SCHOOL
Sept 8	Club luncheon/meeting
Sept 9	Car Show
Sept 13	Club Fair
Sept 15	Back to School Night
Sept 16	MINIMUM DAY
Sept 28	College Night for Seniors - 6:30 - 7:30 in PAB
Oct 7	Grading period ends
Oct 14	Blood Drive (LMC)
Oct 15	PSAT
Oct 19	College Night for 10 th & 11 th - 6:30 – 8:00 in PAB
Oct 21	Lose the Shoes/Powder Puff Football
Oct 22	Senior Costume Boat Cruise
Oct 28	Homecoming Parade 3:00/Game
Oct 29	Homecoming Dance 7-11 PM
November 1 & 2	CAHSEE (11 th and 12 th only)
Nov 11	Veterans' Day – NO SCHOOL
Nov 19	2 nd Grading period ends
Nov 21 - 25	Thanksgiving Break
December 8	Financial Aid Night – 6:30-7:30 in LMC
Dec 16	Minimum Day
Dec 19 – 1/2/2012	Winter Break
January 16	Martin Luther King Jr. Day – NO SCHOOL
Jan 17-20	Finals/End of 1 st Semester
Jan 23	Non-Student Day/Teacher Work Day
February 7 & 8	CAHSEE 10 th and 12 th
Feb 17	Lincoln Holiday – NO SCHOOL
Feb 20	Presidents' Holiday – NO SCHOOL
Feb 24	Blood drive – 8-2
March	EAP Writing Exam 11 th grade only
March 2	Class Olympics
March 2	4 th Grading Period Ends
March 13 & 14	CAHSEE 11 th and 12 th
April 9-13	Spring Break
April 17 – May 15	STAR Testing Window
April 20	5 th Grading Period Ends
May 7 – 18	AP Testing
May 12	Prom
May TBA	Senior Trip to Disneyland
May 25	Blood Drive – 8-2
May 28	Memorial Day – NO SCHOOL
June 8	Last Day of School/Grading period ends/Graduation

Progress Reports are given out to students through English classes approximately 1 week after the end of each Grading period.
Semester Report Cards are mailed home one week after semester finals

Monthly Meetings:

Boosters	1 st Monday @ 7p.m.
Grad Night	2 nd Tuesday
PTSA	1 st Thursday @ 7p.m.
School Board	2 nd and 4 th Monday @ 7p.m.
Site Council	3 rd Wednesday @ 2:30 p.m.

This handbook provides valuable information to help students be successful inside and outside of school. It is only a guide. If you have questions regarding this information do not hesitate to ask a staff member for assistance.

Substance Abuse

Alcoholics Anonymous	939-4155
Alanon / Alateen	932-6770 or 1-800-344-2666
National Substance Abuse Info and Referral	1-800-662-HELP
New Bridge Foundation	1-510-548-7270
New Connections	363-5000

Crisis Intervention and Help

American Health Association STDs/AIDS Hotline	1-800-227-8922
Child and Family Services	646-1680
Crisis / Suicide Prevention	472-0999 or 800-833-2900
Grief Counseling	944-0645 or 800-837-1818
National Runaway Switchboard	800-843-5200
Rape Crisis Center	798-7273
RAINN (Rape Crisis Line):	1-800-656-4673
School Violence Tipline	800-363-7600
Safe Place	370-1990
Stand Against Domestic Violence	888-215-5555
Youth Hotline	800-718-4357 or 370-1990
California Youth Crisis Hotline	800-621-4000

Counseling Services

CCC Mental Health & Counseling/Low-Income	888-678-7277
Parents/Friends of Gays/Lesbians	283-8928
Planned Parenthood	935-3010

AHS Library Media Center

Website: <http://www1.martinez.k12.ca.us/schools/ahs/lmc.html> **FAX:** (925) 313-0368

The Library Media Center is a clean, quiet area for students and staff to utilize library resources or to study. Food and drinks are not allowed, nor are electronic devices. Passes are required when classes are in session. Student ID's are necessary to check out materials. Patrons are expected to return materials on time and in good condition.

Mary Rittenhouse, Librarian

(925) 313-0440 ext. 2037

E-mail: mrithenh@martinez.k12.ca.us

Barbara Crowder, Library Media Assistant

(925) 313-0440 ext. 2018

LMC Online Resources: 24 hours a day -- 7 days a week

OPAC--books/media resources: <http://www1.martinez.k12.ca.us/schools/ahs/lmc.html>

Subscription Online Databases: <http://infotrac.galegroup.com/itweb/mart30421rpa>

Password: MART30421

Gale Student Resource Center –Gold: Over 1,000 magazines, full-text articles, curriculum-targeted documents

Gale Student Resource Center - Health: Health and science related topics from magazines and pamphlets

Gale History Resource Center - U.S. Themes, events, individuals & periods from pre-Colonial times to the present

Gale Opposing Viewpoints Resource Center - Pro & con on contemporary controversial topics

Gale Global Issues in Context - International analysis of a broad spectrum of global issues, topics and current events

Gale Virtual Reference Library - Reference sets in E-book format:

MORE: Company Profiles for Students(3v) Grzimek's Animal Life Encyclopedia(17v) American Decades(10v) Complete Health Resource(10v) Encyclopedia of Multicultural America(3v) Worldmark Encyclopedia of the Nations(3v) Encyclopedia of African American History & Culture(6v) History Behind The Headlines: The Origins of Conflicts Worldwide(6v)

AHS Research Manual - 2010

**THIS SHEET SENT VIA SNAIL MAIL—IS NOT
ON WORD**

**Please use same school map that is on file
from previous years.**

GRADUATION REQUIREMENTS

All students must pass the California High School Exit Exam to graduate.

AHS CREDIT REQUIREMENTS

240* credits are the minimum required for graduation and are composed of the combination of required and elective courses listed above. A student must be enrolled in a minimum of 6 classes (60 credits) per year.

Subject	AHS Requirements	Graduation	UC and CSU Eligibility A-G Requirements
English	4 years: 1 class each year		4 yrs.: all College Prep
Mathematics	3 years: Taken any school year. (1 year of Algebra I required)		3 yrs.: Alg.1, Geometry, & Alg. 2 (4 yrs. rec. for UC)
Science	2 years: 1 year life science. 1 year physical science.		2 yrs. Lab science: 1 yr. Biology, 1 yr. Chem. or Physics (3 yrs. rec. for UC)
Social Science	3 years: Modern World, U.S. History, Economics/Civics		2 yrs: Modern World and U.S. History
Foreign Language/ Fine Arts	1 year: 1 class taken any year in either area		2 yrs in the <u>same</u> FL (3 yrs. rec. for UC) 1 year Fine Arts
Electives	8 classes (16 semesters)		1 yr. College Prep from Eng., Adv. Math, Lab Sc., Soc. Sc., Computers, Arts, Foreign Lang.
Health/Com Tech**	1 year: 1 semester of each		<i>Not required</i>
Physical Education	2 years: Must begin in 9 th grade		<i>Not required</i>

* **230** Credits starting class of 2013

** *Not a requirement beginning with the class of 2013.*

GRADUATION CEREMONY PARTICIPATION / DIPLOMAS

1. **Participation in Graduation is a privilege, not a right, and can be revoked.**
2. **ALL** academic credits and graduation requirements as stipulated by the Ca. Dept. of Ed. **and** the Martinez Unified School District must be completed.
3. **NO** suspensions can be in effect.
4. **DIPLOMAS WILL BE HELD UNTIL:**
 - a. **ALL** fines are paid.
 - b. **ALL** equipment/supplies/books are returned.

VALEDICTORIAN / SALUTATORIAN CRITERIA

Criteria will include all classes listed on the students' transcripts. Selection of Valedictorian and Salutatorian will be based on weighted GPA for honors/AP classes with no exclusion of PE, IWE's, mentorship, etc.

ACADEMIC PROGRESS

It is the primary goal of all MUSD secondary programs that students attain a high school diploma. In general, most students achieve this goal by attending the comprehensive high school program offered by Alhambra High School. However, as an alternative to AHS, students may also earn an alternative diploma through Vicente Martinez HS, Briones, or the Environmental Studies Academy.

Students may be referred to alternative education under any of the following circumstances:

1. A student whom the parent and administrator agree can better be served through an alternative secondary program.
 2. A student who is deficient in credits and is 16 or will turn 16 in the semester they enter, may be recommended for transfer to Vicente based on the following formula:
 - a. 2nd semester 10th grader: 70 credits or fewer
 - b. 11th grader: 100 credits of fewer
 - c. 12th grader: 170 credits or fewer
 3. A student who has incurred significant disciplinary and/or attendance problems and whose transfer will avoid an expulsion.
- Note:** There is no concurrent enrollment with Briones Independent Study after the start of the last six weeks of any semester.

ATTENDANCE

AHS is a CLOSED CAMPUS

Students are not to leave campus without permission from parent/guardian *and* a pass from the Attendance Office. This includes students involved in Leadership, Yearbook or other activity groups, and failure to comply with closed campus will result in disciplinary action. This may include removal from activity groups.

The following areas are closed during passing times, brunch and lunch:

all athletic fields, the physical education facility, all parking lots and all sidewalks adjoining the high school.

ATTENDANCE CLEARING POLICY

Absences must be cleared within 72 hours or the student will be considered truant.

Parents or legal guardians are required to excuse student absences within **72 hours** of the absence. Failure to do so will result in the absence converting to a "cut". Once monthly reports are submitted to the state, absences cannot be changed or cleared. Parents will be notified of absences by an automated phone system, a truancy letter, and/or a SART meeting with an administrator.

MAKE UP WORK

Any student with an excused absence **shall be allowed** to complete all assignments and tests missed during the absence that can reasonably be provided and on completion shall be given full credit. The teacher of any class from which a student has an excused absence shall determine what assignments the student shall make up and in what period of time the student shall complete such assignments. Tests and assignments may be the same as those missed or reasonable equivalent to them (EdCode 46015, 48205).

Teachers are NOT required to provide make-up work for unexcused absences or suspensions.

REPORTING ABSENCES: 313-0440 EXT. 1

Please include the following information in writing or through our 24-hour voice mail:

- Student's Name (please spell last name)
- Your Name and Relation to Student
- Date(s) of Absence
- Reason for Absence
- Calls made after 1:00 pm may not be recorded until the following day

BE AWARE!

- Many calls and notes neglect to include the information needed to clear absences.
- Cellular phones frequently cut out on the recorder. Speaking softly may also result in the call being disconnected.
- Students often forget to turn in notes within the 72-hour period; please call if you receive notification from the auto dialer.

DOCTOR NOTES ARE ACCEPTED

If absences exceed the district allotted number of absences, you will be required to have a doctor's note to excuse further absences. Students that are absent for any reason without a doctor's note 90+ periods in a school year are required to have a doctor's note for all absences from that point on

EXCUSED ABSENCES

Excused absences give students the right to request make-up work. Absence from school shall be considered excused only for the following reasons (Education Code 46010, 46010.5, 48205):

- Illness or injury of student
- Death in the **immediate** family (EdCode provides 1 day in state, 3 days out of state)
- Having medical, dental or optometric services rendered
- Jury duty
- Quarantine under the direction of a county or city health officer
- Exclusion, for up to five school days, for failure to present evidence of immunization (CF 5111 - Admission)
- School authorities, to obtain confidential medical services without the consent of the student's parent/guardian (EdCode 46010.1), may excuse any student in grades 7 through 12.

All other absences, although parent/guardian approved, which do not come under the definitions of excused absences as listed above or in Education Code 46010.1 are considered **unexcused**.

INDEPENDENT STUDY (IS)

Students who have an excused/approved absence of five or more consecutive days must request Independent Study assignments through the attendance office. Requests for over 10 days of Independent Study must have the Principal's approval.

Steps to complete an Independent Study (IS) Program:

- Pick up the Independent Study Request Packet from the Attendance Office.
- Take the IS Request Packet home. Read and sign the **Student Responsibilities** and **Parent/Guardian/Caregiver Responsibilities** sections of the IS Request Packet and the IS Assignment Agreement Form. Both the student and parent/guardian/caregiver need to sign and date this document.
- Bring the **IS Request Form** and the **IS Assignment Agreement Form** back to the Attendance Office. Jill Scott, Attendance Technician will copy the **IS Assignment Agreement Form** for each of the student's classes.
- Write teacher's name and period on each **IS Assignment Agreement** form and give appropriate form to each of your teachers. Have each teacher complete this form **at least 1 day** prior to your planned absence.
- Once you have a completed **IS Assignment Agreement** Form from **each** of your teachers, bring all of these assignment forms back to the Attendance Office. **Once the Request Form is signed by the Attendance Technician you are ready to begin!**
- Complete the assignments while absent from school. Submit **all work** with the **IS Assignment Agreement Forms** to your teachers on your return to school. Your teachers will grade and submit the work to Attendance for credit.

PERMITS TO LEAVE CAMPUS: 313-0440 EXT. 2000:

Notification must be made at least one hour prior to leaving campus or the absence will be recorded as a cut. **Students must check out at the attendance office before leaving campus. Absences cannot be cleared after the student has left. Calling after the student has left the campus will be recorded as a cut.**

Please include the following information in writing or through extension **2000**:

- Student's Name (please spell last name)
- Your Name and Relation to Student
- Date and Time leaving campus
- Reason for Leaving

Failure to sign out will result in a cut and a loss of make-up work privilege. (EdCode 44808.5)

TARDY POLICY

Regular attendance and classroom participation are essential to the education process. Missing presentations, discussions, demonstrations or laboratory exercises for any reason is detrimental to the learning process. Students are expected to arrive at each class on time. Students are TARDY if they enter class **after the bell**. If a student is over **30 minutes** late without a valid excuse, it is considered a **cut**. (Ed. Code 48260).

TRUANCY

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse **three full days** in one school year or tardy or absent for more than any 15 minute period during the school day combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district. (**Education Code 48260** Article 5).

Student Attendance Review Team (SART). Once students are declared truants, they will be referred to the site SART. The SART meeting will consist of the student, parent and Assistant Principal and may include the counselor.

In addition to the SART contract, students declared truant may be placed on Loss of Privileges (LOP) and denied access to any school extracurricular function during the grading period they are declared truant.

School Attendance Review Board (SARB): SARB is required by State Law and is "an arm" of the District Attorney. If truancy continues subsequent to the SART meeting, the student will be recommended to the district SARB panel for review of contract violations and will propose additional supports and/or consequences.

ATTENDANCE VIOLATION CONSEQUENCES / LOSS OF PRIVILEGES (LOP)

The LOP policy may be revisited by the administration and amended prior to the beginning of the second semester. Changes can be found on our web page. **Teachers can continue to have in-class consequences for tardiness in addition to the school wide policy.**

Students are expected to maintain 95% or better “on time” attendance.

Students will receive consequences for the following attendance violations by semester:

Cumulative Tardies from all classes:

10 Tardies	Warning by administration and parent notification
15 Tardies	1 hour detention, SART, and possible LOP
20 Tardies	1 hr. detention and LOP Contract
27 th Tardy and all subsequent Tardies	Suspension for defiance, LOP

Cuts:

5 Period Cuts	Warning & parent notification
10 Period Cuts	1 hour detention
15 Period Cuts	LOP for next event/LOP Contract for future events, SART Contract and 1 hour detention
16 th Cut	Referral to SARB and possible suspension for defiance
All Day Cut	*2 1 hour detentions and LOP Contract

***Detention** can be rescheduled **once** for a valid reason if the assistant principal is notified by the parent/guardian 24 hours prior.

Suspensions: Any suspension places a student on LOP (LOP can be appealed to Administration two weeks prior to event).

VISITOR POLICY No student visitors are permitted on campus. If a student brings a visiting student to school the visitor will be asked to leave and a parent will be called to pick the visitor up. All other adult visitors must report to the main office. AHS students cannot be on other school campuses during school hours without permission from school officials. Students reported to be on other school campuses will be suspended.

SPORTS ELIGIBILITY

In order to encourage and promote academic excellence, all students planning to participate in athletics at AHS shall:

1. Demonstrate satisfactory minimum progress in meeting the requirements for graduation by undertaking the prescribed course of study (6 classes minimum) and meeting the standards of proficiency established by the district.
2. Have a valid physician's statement, proof of insurance, and parent consent form on file with the Athletic Director.
3. Complete and return North Coast Section (NCS) ejection policy form, AHS drug and alcohol policy form and sports fee to Student Body Accounts.
4. Recommended sports donations are \$150 per sport with a maximum of \$300 per year regardless of the number of sports.
5. All sports equipment must be turned in and the student cleared before participation in a new sport. Students are responsible for cost of replacement of lost or damaged equipment.
6. To be eligible, a student must have at least a 2.0 GPA each trimester and be enrolled in and passing at least 20 semester periods (4 classes) of work. The final semester grades will determine eligibility at the end of the fall and spring semesters. **A student may go on probation only once during the academic school year.** To go on probation, a student's grades must be between a 1.67 and a 1.99 GPA. Students on probation may continue to practice and play with the approval of both the coach and parent. Students who are ineligible may continue to practice with approval of both the coach and parent, but may not be on the sidelines of any game or scrimmage and will not be allowed to attend any team functions other than practice. Ineligible athletes and athletes on probation must attain a 2.0 the next trimester to become eligible. **Grades earned in summer school will be averaged into the spring semester grades to determine eligibility for fall sports.**
7. A student's total credits must be in line to graduate with their class. No student with more than three failing grades on his/her transcript will be eligible to participate regardless of GPA.
8. Loss of eligibility means the student will turn in all equipment and uniform(s) and forfeit any awards, including a letter.
9. **Students must attend all classes they are scheduled in on the day of any practice or game to be eligible to participate.** Medical, legal appointments, and other situations may be the exception to the rule if clearance is granted by the school administration.
10. All athletes must meet and follow all league, NCS and CIF (California Interscholastic Federation) rules and regulations.
11. If a student is cut from a team after the beginning of league games **or** chooses to quit a team during the season, the student may not try out or participate for any other school team until the next sports season begins.
12. Students are expected to ride on school transportation to and from any athletic event. A note from parent/guardian to excuse their student from school sponsored transportation will be granted if approved by school administration. Any student driving to an athletic event will be suspended from that event and the following one.

MISCELLANEOUS

ATHLETICS/LEADERSHIP/IWE CONTRACTS

Students involved in athletics, performances, leadership activities and inside work experience (IWE) at AHS are required to sign a contract. As student leaders and representatives of AHS, they are expected to have acceptable behavior and maintain appropriate grades. Violations of the contract may result in disciplinary action and/or loss of position.

ELECTRONIC EQUIPMENT/CELL PHONES

Cell phones and all personal electronic devices are permitted during brunch and lunch **ONLY (NOT during any class period)** to allow students the opportunity to check messages. **Parents who need to contact their students should not call during class time.** If an emergency arises, please call the Main Office at 313-0440.

- **When classes are in session, ALL electronic devices must be turned off and NOT visible at all** (i.e. electronic devices must be in purses or backpacks and not seen on the body).
- **Use of a cell phone for sending sexually inappropriate messages or images violates harassment and privacy policy. SEE DISCIPLINE LADDER FOR CONSEQUENCES.**
- **AHS is not responsible for items lost or stolen from lockers, locker rooms, or items left unattended.**

NETWORK SERVICES

Every AHS student who wants to use the network must sign a Network Use Form before access is given to any electronic highway system. More information can be found on the Electronic Highway Access - Responsibility Contract signed at Walk Through Registration. Please note that network violations will result in disciplinary action.

MEDICATIONS

Any student who is required to take prescribed or over-the-counter medication, medical tests, or treatments during the regular school day, may be assisted by school personnel (Sect. 49423 of CA Education Code). Before a student receives assistance with the administration of prescription or over-the-counter medication, medical monitoring or medical test the Martinez Unified School District's policy requires:

- A written statement from a parent or guardian that requests and authorizes the district to assist the student with the administration of medication, medical tests or treatments;
- For prescription medications, medical tests or treatments, a written statement from a physician that specifies the dosage, name of the prescribing physician, method of administration and the time schedule for the administration of the medication, and
- For over-the-counter medications, a written statement from the parent or guardian that specifies the dosage, method of administration and time schedule for the administration of the medication.
- Prescription medications, medical tests, or treatment containers must be labeled by a California pharmacist. The label must indicate the student's name, name of the prescribing physician, time of administration, the circumstance in which the medication is to be administered, dosage, expiration date and the name and telephone number of the pharmacy.
- Over-the-counter medications shall be provided to school personnel in the original container and packaging. The parent or guardian should personally deliver medication, medication utensil, medical test or treatment equipment or supplies to school or send the medication, utensils, equipment or supplies with a designated adult.
- While at school, students who need emergency medication, such as an asthma inhaler, insulin pump or severe allergic reaction injection, may carry medication and may self-administer such medication or perform medical monitoring or tests under the supervision of school personnel, provided that the following conditions are met:
 1. The student is physically, mentally and behaviorally capable, in the written opinion of the parent, attending physician and district nurse, to assume these responsibilities, and has been adequately instructed at home to implement the necessary procedures;
 2. The medication test or treatment is necessary to maintain the student's health and must be taken or administered during school hours, and the student has successfully demonstrated the self-administration of medication, or self monitoring or testing procedure to the district nurse. **The approval for the self-administration of medication, medical test or treatment may be withdrawn at any time, if the student demonstrates unsafe practices, procedures or fails to observe universal precautions.**
 3. At the conclusion of the school year a parent, guardian or designated adult should take all remaining medication home. All medication not returned home will be disposed of.

WORK PERMITS

Forms are available in the Assistant Principals' office. Student, parent and employer fill out the form. Student returns form to Mrs. Billecci, and picks up completed form within 48 hours.

EMERGENCY PROCEDURES

Drills will be held throughout the school year. Evacuation maps are posted in each classroom. Students must remain with and follow all teacher instructions. The primary evacuation areas are the football and softball fields. If we are not evacuating, students and staff must remain inside locked rooms until evacuated by school, police, fire, or other emergency personnel.

DRESS CODE

Students who fail to maintain the following standards may be withheld from instruction and shall be required to correct the condition found to be hazardous to safety or health or disruptive to teaching or learning. (See the Discipline Ladder p. 20.) **Continued violations of the dress code will result in disciplinary action.**

- No logos promoting or displaying:
 - Derogatory, racial, ethnic phrases or pictures
 - Illegal groups or gangs and their insignias
 - Illegal substances/items including drugs, alcohol, tobacco, weapons or violence
 - Sexual connotations and/or innuendoes.
- No cleavage showing
- No buttocks showing
- Pants **MUST** be attached at the waist/hip(**no sagging**) (CCR Title 5, Sec 302) NO pajamas
- Shoes **must** be worn at all times. (**NO** slippers)
- No "see-through" or bare midriff clothes, tube tops, halter tops or tops with spaghetti straps. There must be a strap on each shoulder
- No tank tops with extended armholes, no "wife beaters" (ribbed, cotton tank tops traditionally worn as undershirts)
- Shorts and skirts shorter than **mid-thigh** are prohibited
- Clothing accessories (spiked neck or waist bands, pointed rings, large medallions, heavy or long chains or other hazardous objects) that could create a danger are not allowed on campus or at school events. Hoods and hats cannot conceal the face.
- Dark glasses, goggles and non-prescription eyewear are not allowed inside buildings. All clothing shall conform to standards of decency and shall be sufficient to conceal undergarments at all times

ID CARDS

Students are expected to have ID cards with them at all times, including extracurricular activities. There will be a \$5.00 charge for lost ID cards. The Student Body Accounts Office will process all requests for replacement cards.

LOCKERS: HALLS AND P. E.

Hall lockers are assigned at the beginning of the school year at Walk Through Registration. Students are not guaranteed use of a locker as the number of available lockers is limited. After registration, new students must report to the Assistant Principals' Office for a locker assignment. All P.E. students are issued a lock and locker.

Students are responsible at all times for the contents of the locker, including school property such as textbooks. The school and the district assume no liability for any items stored in lockers that are lost, stolen, or vandalized. There is a \$10.00 replacement fee for any lost lock.

PARKING

All vehicles parked in AHS lots without a permit are subject to ticketing and/or towing.

Assigned Location Parking Permits are \$25.

A parking permit is the property of the school and is issued to the student. A student does not have the right to sell or lend his/her permit to another student. Students who give, sell, or obtain a parking permit for another student will face disciplinary action and may lose all parking privileges at AHS. Students must return the parking permit to the assistant principals' office in the event of an early graduation or school transfer. Students must park in his/her assigned numbered space

- Students must park straight in their **assigned** space (within the designated lines).
- Parking tag must be visible in the front of the car. Parking rules will be enforced from 7 a.m. to 5 p.m., Monday-Friday.
- All vehicles parked on or about the school campus are subject to search by the administration or a designee.
- Lost or stolen car permits may be replaced for a fee of \$20. Students are responsible for proper display and safeguard of the permit.
- Students who misuse their parking permit or do not drive safely within the lot may have their permit revoked for the remainder of the school year.

Students who continue to park illegally or without a valid parking permit will be ticketed and fined, or the car will be towed at the owner's expense of approximately \$200.

SKATEBOARDS/ROLLERBLADES/BICYCLES/SCOOTERS

Skateboarding is not a crime; however, for student safety, skateboards, roller blades, bicycles, and scooters cannot be ridden on campus at anytime. They will be confiscated if this rule is violated. The school is not responsible for the vandalism or theft of any of these items.

DISCIPLINE

OUR PHILOSOPHY

We believe the goal of discipline is to develop a mature, self-disciplined individual who is a responsible, contributing member of a democratic society. Good discipline exists in a school and in a classroom when a positive, constructive learning environment is apparent, and when misbehavior of a small minority of students is not allowed to interfere with, or adversely affect, the learning process of the vast majority of students. We further feel that good discipline in a school is the result of a group endeavor. Discipline is a process that enables students to make appropriate choices toward self-management when presented with clearly defined school rules and classroom limits.

STUDENT BEHAVIOR CODE

We are committed to a safe and orderly environment, which allows for the nurturing of human dignity. We believe in fostering student maturity enabling one to act appropriately and to make responsible and considerate decisions. Inappropriate behaviors or irresponsible decisions result in the need for discipline. The behavior code acts as a guide for students to make appropriate choices toward responsible self-management.

STUDENT BILL OF RIGHTS- Approved by the MUSD Board of Education on 06/12/96

The Student Bill of Rights was created for the purpose of describing but not limiting, the rights of students. Students concerned about a possible "Student Bill of Rights" violation may raise that concern through the student Grievance Procedure. Forms may be picked up in the main office or in the Doghouse. It is fully understood that anything contained within the "Student Bill of Rights" enumerated below is subject to applicable federal and state laws and is interpreted in accordance herewith.

ALL STUDENTS HAVE THE RIGHTS LISTED BELOW AS LONG AS WHEN EXERCISING THESE RIGHTS THEY DO NOT INTERFERE WITH THE RIGHTS OF OTHERS:

- Students have the right to free exercise of symbolic speech through buttons, armbands, and other displays on their person provided that the material does not contain libel, obscenity, hate speech or unless it can be shown to be disruptive to the educational process.
- Students have the right to distribute literature, newspapers, or other printed matter on their own campus as long as it does not contain libel, obscenity, hate speech or unless it can be shown to be disruptive to the educational process.
- Students have the right to determine their own appearance, clothing and hairstyle, within the confines of the school dress code.
- Students have the right to freedom of association and thus may form political or social organizations as long as these organizations do not infringe on the rights of others, are not secret in nature, can not be shown to be disruptive to the educational process or inconsistent with school policies governing student club activities.
- Students have the right to organize and create student government. They have the right to freely elect or appoint their peers to student government position in accordance with student government charter and by-laws.
- Students have the right to recruit members for political or social organizations as long as the activity can not be shown to be disruptive to the education process.
- Students have the right to gather peacefully on school grounds in order to publicize their grievances regarding school policies or other issues, provided such activity can not be shown to be disruptive to the education process.
- When presenting petitions, complaints or grievances to school authorities, students have the right to a prompt response.
- Students who have attained the age of 16 years, or completed the tenth grade, have the right to supervised viewing of their educational records. Students who have attained the age of 18 may challenge the content of their records in accordance with district policy and state and federal law. The disclosure of any information contained in a student's record is prohibited except as authorized by law and district policy.
- Students have the right to consultation with anyone involved in the educational process in the district.
- Students have the right to participate in any student activity, provided that they meet the reasonable qualification of the organization. Students may not be discriminated against on any other basis.
- Students have the right to a reasonable expectancy of physical safety and protection of personal property on school grounds during normal school hours and during school-sponsored activities.
- Students have the right to be free of arbitrary searches of their person or their carried belongings. Reasonable suspicion is required for such searches. However, students do not enjoy the same freedom from search of their lockers.
- Students have the right to due process, including reasonable advance notification of and reasonable access to policies and regulations.
- Students who are pregnant have the right to attend classes and have the same privileges and educational opportunities as other students. This includes the right to participate in extracurricular activities.
- Students have the right to the same respect from school personnel that they are asked to show school personnel.
- Students have the right to an education, which is purposeful, significant and comprehensive as judged by prevailing contemporary educational standards for public schools.

WRITTEN EXPRESSION AND CIRCULATION OF PETITIONS

In addition to rights mentioned above, there should be no intentional distortion or reckless disregard of facts. All flyers **must** be school related and have administrator approval prior to posting. Flyers are limited to ten (10) per event and must be removed with 48 hours of the event.

DUE PROCESS

Students facing major disciplinary action are entitled to fair procedures to determine if they are at fault. Students are entitled to:

- a. oral or written notice of the charges
- b. an explanation of the evidence
- c. an opportunity to present his/her side of the story

Students are entitled to appeal decisions resulting in major disciplinary action such as suspension, expulsion, exclusion or transfer to another school.

STUDENT GRIEVANCE PROCEDURE AR5145.5 (a)

The Martinez Unified School District defines a grievance as a claim allegedly caused by a misrepresentation, violation or inequitable application of student's rights, including sex, race or handicap discrimination. Cases where a teacher's professional judgment is involved may not be grieved provided the judgment does not violate a student's rights.

MUSD UNIFORM COMPLAINT PROCEDURE

The governing Board of the Martinez Unified School District recognizes its responsibility for insuring that the district fully complies with applicable state and federal laws and regulations governing educational programs. The district shall follow the Uniform Complaint Procedures (UCP) when addressing complaints alleging unlawful discrimination or failure to comply with state and federal law. Additionally, the Board recognizes that any type of retaliation for filing such a complaint is prohibited.

The following programs are covered by the Martinez Unified School District's Uniform Complaint Procedure: Adult Education, Career/Vocational Education, Consolidated Categorical Aid Programs such as School Improvement, English Language Learner, and Title I, Title III, Special Education, and allegations of unlawful discrimination (sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability). Complaints regarding allegations of unlawful discrimination must be filed no later than six months from the alleged occurrence or when knowledge was first obtained.

Formal Complaint Procedure:

The complainant submits a written complaint to the Director of Student Services. An investigation will take place; the investigation shall include an opportunity for the complainant and/or representative to present evidence regarding the complaint. Each complaint investigation shall be completed within sixty days of the written complaint.

Resolution of the Complaint:

A written report in English, and if appropriate, in the language of the complainant, will be provided to the complainant. The complainant has the right to appeal the decision to the California Department of Education within 15 days of receipt of the findings.

Civil Law Remedies:

Nothing in this policy precludes a complainant from pursuing civil law remedies outside of the district's Uniform Complaint Procedure. For discrimination complaints, however, a complainant must wait until sixty days from the filing of an appeal with the California Department of Education before pursuing civil law remedies.

ACADEMIC HONESTY

AHS has an Academic Honesty Policy. All students will complete their academic work without cheating. The following policy outlines the consequences of various forms of Academic Cheating:

- Gradebook/Rollbook/Attendance Roll Tampering: Suspension, parent conference, possible expulsion
- Stealing Test/Answer Keys: Suspension, parent conference, possible expulsion
- Cheating on a test/academic assignment: First offense: Zero points on assignments, teacher/parent conference; Second offense: Teacher/parent conference, zero points on assignment, suspension for defiance
- Plagiarizing on academic work: First offense: zero points on assignment, parent contact by teacher, notify administration; Second offense: zero points on assignment, parent contact and suspension.
- **(SEE PAGE 21 FOR SPECIFIC STRATEGIES TO AVOID PLAGIRISM.)**

DRUG AND ALCOHOL ABUSE PREVENTION

The Martinez School District has specific board policy to address drug and alcohol issues at AHS. Part of the policy deals with disciplinary action for violations, while the other areas of the policy address education and prevention practices for the school. Students who attend AHS extracurricular activities (i.e. dances, prom, etc.) may be asked to use a breathalyzer if there is reasonable suspicion that the student may be under the influence of alcohol. In addition, parents will be contacted for any student believed to be under the influence of alcohol or other drugs. Students found to be under the influence will face disciplinary action.

ZERO TOLERANCE POLICY

The **Zero Tolerance Policy** applies to any student who is caught providing drugs, alcohol, or any other intoxicant while on campus or during a school activity.

The **Zero Tolerance Program** is also an agreement among participating Contra Costa Schools, law enforcement agencies, the juvenile justice system, parents, guardians, and students that guns and other weapons will not be tolerated on school grounds. When a student is found to be in possession of a weapon on school grounds, at school activities, or when coming to or going home from school the following will occur:

1. The school administrator will immediately remove the student from school activities and notify police and parents.
2. The student will be suspended for the maximum allowable days.
3. The administration will initiate expulsion proceedings to remove the student from all Martinez Unified School District programs and services.

HATE CRIMES

It is the policy of Alhambra High School to maintain a learning environment that is free from harassment and violence. Alhambra High School prohibits any form of harassment based on race, color, national origin, sex, religion or sexual orientation.

The **display of any symbols** which may be determined to be "hate" symbols or to be disruptive to the educational process at Alhambra High School on clothing or personal belongings or graffiti written anywhere on the AHS campus is forbidden and will be met with a specific process which includes but is not limited to a warning, suspension or expulsion. Inappropriate symbols include but are not limited to: swastikas and other Nazi symbols; confederate flags; symbols which advocate racial supremacy in any form including but not limited to letters, drawings or number symbols. In a similar manner **hate speech** which is given in order to provoke, insult or isolate individuals or groups is strictly forbidden. In addition, use of a cell phone or any electronic transmission of sending sexually inappropriate messages or images to another individual ("sexting") violates harassment and privacy policy. (*i.e. Facebook, Twitter, etc.*)

Students have the right to free exercise of symbolic speech through buttons, armbands and other displays of their person provided that the material does not contain libel, obscenity, hate speech, or if it can be shown to be disruptive to the educational process.

SEXUAL HARASSMENT

Ed Code 48900.2: Sexual Harassment is unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical contact of a sexual nature made by someone from or in the work or educational setting. School Board policy applies to the conduct of students and employees. The policy states it is unlawful and a violation of policy for anyone who is authorized to recommend or make personnel or educational decisions affecting an employee or student to engage in sexual harassment.

Allegations of sexual harassment shall be thoroughly investigated in accordance with the district's sexual harassment administrative regulations. Rules and procedures for reporting charges or sexual harassment and pursuing available remedies may be obtained from the principal of each school site or the District Title IX Officer. Any student or employee who has a sexual harassment complaint needs to report their complaint to a staff member or administrator who shall report the complaint to the principal. Those filing a formal, written complaint are to complete the Sexual Harassment Complaint Form No. 42. Forms may be obtained from the principal's office or the school district office at 921 Susana Street, Martinez, CA. All student complaints will be handled through informal resolution and/or written complaints. Upon investigation, disciplinary action may be taken.

DISCIPLINARY ACTIONS AND APPEALS

EXTRACURRICULAR ACTIVITIES AND LOSS OF PRIVILEGES

Participation in extracurricular activities is a **privilege**. Students who have been declared truant, excessively tardy, suspended, or pending expulsion may not be allowed to participate in activities such as dances, Prom or Senior trips. Participation in athletics, drama and musical productions may also be affected by LOP.

Extracurricular activities may be cancelled by the school and/or district administration at anytime. Reasons for the cancellation may include, but are not limited to: student safety issues, financial concerns, vandalism, lack of adequate supervision, or anticipated low attendance at the event.

CLASSROOM SUSPENSION

Classroom suspension is the temporary removal of a student from his/her regular classroom by a teacher. In the event of a teacher suspension from class, the student will remain on campus and report directly to the Assistant Principals' office during the period from which he/she is suspended. Teacher suspensions may be for the day of the incident and the day following. **Parents will be contacted by the teacher in the event of a classroom suspension. Teachers may request a parent conference prior to the student's return to the classroom.**

DETENTION

All detentions must be served whether they are assigned by a teacher or an administrator. Detentions are normally served in one (1) hour increments after school. Failure to attend assigned detention results in further disciplinary action.

SUSPENSION

Suspension is the temporary removal of a student from the regular educational program. The length of suspension will vary according to the infraction. While on suspension, a student is not allowed to be at any school-sponsored activities. Whether suspension is to be served in-house or out of school will be determined by the administration.

SUSPENSION AND/OR EXPULSION

Ca. Ed Code states that the following incidents are cause for suspension and may also be cause for expulsion if they are severe in nature, continue chronically, or create an unsafe campus:

- Fighting
- Possession of a dangerous object, including but not limited to pepper spray, weapons, etc.
- Possession / sale / furnishing of any controlled substance, including alcohol and tobacco
- Attempted robbery or extortion
- Vandalism
- Obscenity, vulgarity, or obscene act
- Possession of drug paraphernalia
- Disruption of school activities / defiance
- Receipt of stolen property
- Possession of an imitation firearm
- Sexual harassment or battery
- Harass, threaten, or intimidate a student to prevent or retaliate for being a witness
- Participate or contribute to an act of hate violence
- Engaging in harassment, threats, or intimidation that creates a hostile educational environment

CA Ed. Code states that the following activities must result in mandatory suspension and recommendation for expulsion (with principal's exception):

- Causing serious intentional physical injury to another person
- Possession of a knife
- Possession of drugs beyond alcohol or tobacco
- Robbery or extortion
- Assault or battery on any school employee

In addition, the following activities must result in mandatory suspension and recommendation for expulsion without exception:

- Possession of a firearm
- Brandishing a knife
- Sale of drugs
- Sexual battery

The Martinez Unified School District reserves the right to pursue expulsion against any student deemed dangerous or habitually disruptive to the school.

SEARCH AND SEIZURE

A legal search shall be conducted where there is reasonable suspicion involving controlled substances, drug paraphernalia, weapons or other objects that are prohibited or constitute a threat to the health, safety or welfare of the occupants of the school building, or when there is reason to believe that a person or group of persons are in possession of stolen articles and/or money. This search may involve persons, possessions and lockers. The student shall be reported and the evidence turned over to the proper legal authorities when the search uncovers illegal, unauthorized, or contraband materials. (BP 5146.12)

APPEALS PROCESS

Any student and/or parent have the right to appeal any decisions related to violations of school rules to the school site administrator. Within forty-eight (48) hours of the appeal the parent or guardian will receive a reply. The purpose of the appeals process is to review the facts of the specific incident.

PROGRESSIVE DISCIPLINARY ACTION CHART

The following chart indicates types of disciplinary action that may apply to each behavior. Corrective action taken by the administration shall take place after progressive discipline interventions by the teacher fail to bring about proper conduct. These corrective measures are intended to assist in maintaining consistent student discipline. The administration shall determine whether a specific infraction warrants the corrective action described on the chart. The chart is based both on Ed Code and Board Policy which may be subject to review during the school year.

BEHAVIOR	1ST CONSEQUENCE	2ND CONSEQUENCE	3RD CONSEQUENCE
Academic Dishonesty	Zero on assignment Parent contact by teacher Notify administration	Zero on assignment Parent contact Suspension	Suspension Expulsion Alternative Placement
Arson	Suspension Expulsion Police Contact	Expulsion Police Contact	
Assault/Battery on Student	Suspension Expulsion Police Contact	Expulsion Police Contact Alternative Placement	
Battery on School Staff	Suspension Expulsion Police Contact	Expulsion Police Contact Alternative Placement	
Bullying / Harassment / Hate Crimes/ Inappropriate Sexual Messages or Images sent electronically	Parent Contact Harassment Contract Detention Suspension Police Contact Expulsion Alternative Placement	Parent Contact Suspension Police Contact Expulsion Alternative Placement	Police Contact Suspension Expulsion Alternative Placement
Dangerous Object/Weapon	Suspension Expulsion Police Contact	Expulsion Police Contact Alternative Placement	
Destruction of Property	Suspension Parent Conference Restitution Police Contact Expulsion	Suspension Parent Conference Restitution Police Contact Expulsion	Suspension Parent Conference Restitution Police Contact Expulsion
Defiance	Verbal Warning Parent Contact Detention	Parent Contact Detention Suspension	Suspension Parent Conference Expulsion Alternative Placement

BEHAVIOR	1ST CONSEQUENCE	2ND CONSEQUENCE	3RD CONSEQUENCE
Cell Phones, iPods, MP3 Players, Video games, & Other Electronics	Confiscated & returned at end of day Warning	Confiscated—Parent MUST pick up Parent Conference	Confiscated—Parent Conference Student loses right to carry electronics at school Suspension
Disruption	Verbal Warning Parent Contact Detention Suspension	Detention Parent Contact Suspension	Suspension Expulsion Alternative Placement
Dress Code Violations	Sent to VP office to change, parent contact and warning on record	Detention Parent contact, and change or sent home to change	Detention Suspension Parent Conference
Drugs / Alcohol: Use and/or Possession	Suspension (3-5 days) Parent Contact Police Contact Referral to Drug-Diversion Program 30-Day Restriction LOP from School Activities	Expulsion Alternative Placement	
Drug Paraphernalia	Suspension Parent Contact Police Contact Referral to Drug-Diversion Program 30-Day Restriction from School Activities	Expulsion Alternative Placement	
Drug Sales (providing)	Suspension Parent Contact Police Contact Expulsion Alternative Placement		
Explosives	Suspension Expulsion Police Contact		
Fighting (mutual combat)	Suspension Parent Contact Expulsion Alternative Placement	Suspension Parent Contact Expulsion Alternative Placement	Expulsion Alternative Placement
Forgery	Parent Contact Detention Suspension	Parent Contact Suspension	Suspension Expulsion
Gambling	Parent Contact Detention	Suspension	Suspension Expulsion
Network Violation	Parent Contact Loss of Network Use Suspension	Parent Contact Loss of Network Use Detention Suspension	Parent Contact Loss of Network Use Detention Suspension
Off Campus or in Unauthorized Area	Warning Parent Contact Detention Suspension	Detention Parent Contact Suspension	3 rd and subsequent Suspension

BEHAVIOR	1 ST CONSEQUENCE	2 ND CONSEQUENCE	3 RD CONSEQUENCE
Profanity (verbal abuse)	Conference Parent Contact Detention Suspension	Parent Contact Detention Suspension	Suspension Expulsion Alternative Placement
Robbery/Extortion	Suspension Expulsion Police Contact	Suspension Expulsion Police Contact	Expulsion Police Contact Alternative Placement
Sexual Harassment	Parent Contact Harassment Contract Detention Expulsion Alternative Placement	Suspension Expulsion Alternative Placement	Expulsion Alternative Placement
Theft	Suspension Parent Contact Suspension Restitution Police Contact	Suspension Expulsion Alternative Placement Restitution	Expulsion Alternative Placement
Tobacco (possession/use)	Parent Contact Referral to Cessation Program Detention Suspension	Suspension	Suspension Expulsion Alternative Placement
Truancy	Conference Detention SART Contract SARB Referral	Conference Detention SART Contract SARB Referral	Conference Detention SART Contract SARB Referral
Verbal Altercation	Conference Detention Parent Contact Suspension	Conference Detention Suspension	Suspension Expulsion Alternative Placement

SUSPENSIONS AND LOSS OF PRIVILEGES (L.O.P.)

Any suspension places a student on Loss of Privileges. LOP can be appealed (depending on the severity of the infraction) to Administration two weeks prior to the event.

Students may be placed on L.O.P. for the following school rules violations, including but not limited to: excessive tardiness and absences, truancy, suspension, expulsion or behavioral issues.

Activity	Eligibility Period	Time Period
SENIOR BOAT CRUISE October 22, 2010	1. No suspensions 2. 95% on time and present (total cuts and tardies)	August 24 – October 21, 2011
HOMEcomings October 29, 2011	1. No suspensions 2. 95% on time and present (total cuts and tardies)	August 24 - October 21, 2011
PROM May 12, 2012	1. 95% on time and present (total cuts and tardies) 2. No suspensions (appeal possible) 3. No F's as of 4/20/2012 Grading Period Progress Report; if "F", then... 4. Individual Progress Reports to show No F's on 5/4	January 26 – May 4 , 2012 First LOP list posted on March 16, 2011. LOP contracts for improvement possible <u>only</u> if attendance is 90% or higher.
DISNEYLAND TRIP May TBA, 2012	1. 95% on time and present (total cuts and tardies) 2. No suspensions (appeal possible) 3. No F's or "in danger of failing" as of 5/11, 2012(no appeal)	January 26 – May 11, 2012 LOP list posted on 3/16. LOP contracts for improvement possible <u>only</u> if attendance is 90% or higher.

EXTRACURRICULAR ACTIVITIES CODE OF CONDUCT

At School and School Activities

Activities are for student enjoyment, and therefore, are to be considered a privilege and not a right. Rules that apply during school hours will apply at all school activities, both on and off campus. Behavior that is disruptive or offensive, or that creates an unsafe situation, will not be tolerated. The consequences for such behavior may be ejection from the event and a detention, Saturday School, or suspension.

- In order to participate in extracurricular events, both students and parent or guardian will be required to sign a Code of Conduct for all activities indicating that they have read, understand and will follow the rules for the activities, and that they also understand the student will be sent home if he or she does not follow the rules.

At all AHS activities and events

- All school rules apply for Alhambra students and their guests.
- AHS students and their guests are required to present a photo ID for entry.
- There are no "in and out" privileges at dances. Once a student exits the activity, he/she will not be readmitted.
- *Students may be screened for illegal substances and are subject to search.* Possession or being under the influence of any controlled substance (such as drugs, alcohol, or tobacco products) is prohibited. Such behavior will be dealt with in accordance with the school's discipline code and reported to the police.

Athletic Events

Students are to behave according to the athletic league guidelines at all athletic events. The following kinds of actions will **not** be tolerated: (1) obscenities or vulgarities, (2) provocative signs or gestures, (3) abuse of officials, (4) unauthorized noise makers at indoor events, (5) continuous taunting of opposing players, or (6) inappropriate chanting. Actions by fans should be of a positive nature rather than negative or distracting. Failure to follow guidelines or failure to make an appropriate adjustment in behavior when called for by an administrator or other school official may result in ejection from the event, followed by disciplinary action.

Additional Dance Event Rules

- All dance events require a search of coats and possessions at the door.
- No tickets will be sold for guests without an approved pass on file. **No guests 21 or older are permitted**
- No tickets will be sold to ineligible students (on LOP).
- There will be a breathalyzer on site at all dance events. All students and guests will be breathalyzed as they enter and leave the event. If they refuse or fail the test, parents will be contacted to transport them home and disciplinary action will be taken which will include suspension. (Ed Code 48900(c):Under the influence of a controlled substance)
- Students are not allowed to leave earlier than half an hour prior to the end of the dance without parent contact by phone by an administrator.
- Inappropriate and sexually explicit dancing will not be tolerated. Rules for inappropriate dancing include, but are not limited to:
 - No straddling legs of your partner
 - No lap dancing
 - No grinding of body parts
 - Both feet on the floor
 - No hands on inappropriate places, or pulling partner towards oneself from behind
 - No hands on the floor/bending over
 - No group freak dancing

Students will be reminded of the dance rules as they come into the dance, and a general announcement will be made at the dance. **Following a second warning, parents will be contacted and students will be sent home.**

COURSE MATERIAL DONATIONS, PURCHASES AND FINES

Certain classes and events have recommended donations associated with material costs. In addition, students are responsible for the replacement cost of damaged or lost school property.

The AHS Web Store at (<http://alhambrahs.rectrak.net/tek9.asp>) is the preferred, most convenient and efficient way to pay any recommended donations, purchases or replacement fees by debit or credit card. Your student account will receive immediate credit. The student's 4 OR 5 digit ID number is required to place an order. All items and events sponsored by the AHS Student Body are available on the Web Store for purchase. Items and class contributions may also be paid for by cash, money order, cashier's check, and personal checks.

Please be aware that we can not accept personal checks after May 1, 2012, or for payment on previously returned checks.

All student body forms and permission slips may be found online by going to the AHS Web Page: www1.martinez.k12.ca.us/schools/ahs. Click on school links - click on ASB Accounts – select form.

IMPORTANT DEADLINES TO REMEMBER

Event/Item	Cost	Event Date	Payment Deadline
Parking Permits	\$25.00		
PSAT fee	\$30.00	October 15	October 3
Senior Costume Cruise	\$100.00	October 22	October 7
Yearbook orders due	\$75.00	Books delivered in June	November 10
AP Tests	\$90.00 per test	May 7-15	March 16
Order cap & gowns	TBA	June, 2012	January 2012 TBA
Prom	TBA	May 12	May 4
Disneyland	\$110.00 deposit: Total Cost TBA	May TBA	February 3 Non-refundable deposit
Disney balance	TBA Balance Due	TBA	April 6

REFUNDS

Contact Deborah Dawson for refunds. **Please be aware that we can not offer refunds for PSAT, Senior Cruise, AP Tests, Prom and Disneyland deposits** once we have ordered tests, secured buses, and given our numbers to our event planners. **This includes students placed on LOP.** Occasionally we may be able to offer a refund if we are able to fill your spot.

How to avoid Plagiarism and Academic Dishonesty

It does not matter whether using another’s work is intentional or unintentional. If you do so without giving credit, you are committing plagiarism.

Plagiarism is use of another person’s work or ideas without acknowledging the author, whether the work is published or unpublished, professional or amateur, graphic or digital. It is presenting someone else’s work as your own. If you take words, ideas, images, data, or information from a source and put them in your paper or presentation without citing them properly, you are guilty of plagiarism. You are still guilty of plagiarism even if you do it unintentionally. It is a serious offense because it is considered “theft of intellectual property” (Bankhead, Nichols, Vaughn 19).

Avoid accusations of plagiarism by double-checking proper documentation of:

1. **Words copied “word for word.”**
2. **Unusual and pertinent information**
3. **Unique ideas**

Solution? Cite your Sources!

A well cited paper or presentation makes it easy for the reader to distinguish which words or information is your own, which comes from other sources, and what sources each quote or particular bit of information come from.

When do you need to cite? When in doubt you should always cite your source!

You need to cite whenever you are using someone else's words or ideas. This includes direct **quotations, paraphrases or summaries**. The following excerpts from the MLA and AHS Research Manual will demonstrate the different from these three different forms of citations of materials from other sources.

Quotations must be identical to the author's original wording, using a narrow portion of the source. Wording must match the source precisely word for word and must be attributed to the original author.

- Use note cards to write down the exact words for later reference. See MLA Citation Guide or the AHS Research Manual for format.
- Copy down the words exactly as they appear and enclose in quotation marks.
- Use quotations only when needed, but use those from experts that lend authority to your arguments.
- If you shorten a quotation, do not change the meaning of the original. Use an ellipsis (...) to show where you have cut out words, phrases or sentences.

Examples:

The fox was "peculiarly interested in the rotting log," and wanted what was inside as a dinner treat (Pinkerton 115).
Or

According to ancient wisdom, "you shouldn't bite the hand that feeds you" (Hutchins 30), or you will find that you get no dinner.

Block quote—four lines or more

The 1994 film *The Ref* offers a fairly recent example of this reversal and of the cynicism it both grows out of and feeds into. As a review on the ABC News Web site *Mr. Showbiz* notes:

Judy Davis and Kevin Spacey are a married couple who for the life of them can't stop bickering. Denis Leary is the burglar who's taken them hostage on Christmas Eve. Writers Marie Weiss and Richard LaGravanes have built a... platform...from which Leary can freely launch himself into his monologues. (Lafferty 42)

A closer look at this film tells us more. It is Christmas Eve yet the married couple is very bitter. Even though it should be the happiest time of the year these two people cannot stop criticizing each other.

Paraphrase involves putting a passage from a source into your own words in the same order as presented in the original source. Paraphrase takes a somewhat broader portion of the text and condenses it slightly, and is generally shorter than the original passage. Remember to

- include all the points from the original passage
- communicate the ideas in other words – for example, to make them clearer than the original
- leave out your own opinions and comments and cite the source

Summaries are significantly shorter than the original text and involve putting the main idea(s) into your own words, including only the main point(s). Remember to still cite your source.

- Read the source all the way through and make sure you understand it
- Identify the main idea and rewrite it in your own words

Example of Paraphrase/Summary:

The theorist claims that people tend to pick purebred dogs that look like them, while people who choose non-purebreds have no physical relation at all (Mullowney 325).

Sample Parenthetical Citation for Citing Sources

Use **Parenthetical Citations** throughout the text of your paper to acknowledge the source of the information gathered. Be sure each quotation and bit of information is cited parenthetically, and that each parenthetical citation refers clearly to an entry in your Works Cited page.

Examples

Author

Some critics have said that Ellison "created stories about the power of the imagination" (Tong 22).

No Author—Electronic Source

Beauvoir "sees Marxists as believing in subjectivity as much as existentialists do" (Historychannel.com).