

Alhambra High School

150 E. Street, Martinez, CA 94553

925-313-0440



2012-2013 Student Handbook

Name: _____

Address: _____

Email: _____ Student ID# _____

Alhambra High School and the Martinez Unified School District do not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sexual orientation, parental or marital status, or any other basis protected by federal, state, or local law, ordinance or regulation, in its educational program(s) or employment.

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2012-2013 AHS Associated Student Body Officers

ASB President: Christian Bumala
ASB Vice-President: Daniel Yoeono
ASB Secretary: Anna Taylor
ASB Treasurer: Chris Bull

Senior Class Officers

President: Carly Pola
Vice-President: Cailin Ferrel
Secretary/Treasurer: Dakota Smythe

Junior Class Officers

President: Calvin Roth
Vice-President: Chanell Drucker
Secretary/Treasurer: Marena Yarnell

Sophomore Class Officers

President: Grace Brown
Co Vice-Presidents: Mia Dirito
Secretary/Treasurer: Olivia Mendoza

Freshman Class Officers

President: Blake Johnson
Vice-President: Ahmiya Tyehimba
Secretary/Treasurer: Joey Miller

Principal’s Welcome

Welcome to Alhambra High School, Home of the Bulldogs. Our school has a long tradition of excellence in education and you are an integral part of that tradition. Our school was established in 1897 and we are currently celebrating our 115th year of education the Martinez community.

Alhambra High School has a rich history of preparing our students for the rigors of life after high school. We offer a wide variety of courses that range from extensive ROP (Regional Occupation Program) courses, CTE (Career Technical Education) course, to Honors and AP curriculum. Not only does AHS have something for every academic endeavor, we also offer 50 or more clubs and co-curricular activities for our students.

We encourage all AHS students to become involved with the high school community through co-curricular activities, athletic programs, academic competitions, student clubs or leadership. This involvement fosters a sense of community and school pride.

Our comprehensive high school has an excellent staff of support personnel, teachers, counselors and administrators who are dedicated to helping you be successful in achieving your goals. We have an open door policy and are here to help you have a positive high school experience.

Nermin Kamel
Principal

Alhambra High School's Mission

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

School Mascot: Bulldogs

School Colors: Blue & Gold

Expected Schoolwide Learning Results

- **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.



standardTM response protocol

Student Safety

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

Lockout - "Secure the Perimeter"

Lockdown - "Locks, Lights, Out of Sight"

Evacuate - "To the Announced Location"

Shelter - "Using Announced Type and Method"

Training

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>



Lockout Secure the Perimeter

Lockout is called when there is a threat or hazard outside of the school building.

Students:

- Return to inside of building
- Do business as usual

Teachers

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



Lockdown Locks, Lights, Out of Sight

Lockdown is called when there is a threat or hazard inside the school building.

Students:

- Move away from sight
- Maintain silence

Teachers:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



Evacuate To the Announced Location

Evacuate is called to move students and staff from one location to another.

Students:

- Leave stuff behind
- Form a single file line
- Take the hands of person in front and behind
- Be prepared for alternatives during response.

Teachers:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



Shelter Using the Announced Type and Method

Shelter is called when the need for personal protection is necessary.

Types:

- For Tornado
- For Bomb
- For Hazmat

Methods:

- Drop, Cover and Hold
- And Seal
- In Silence

Students:

- Use Appropriate Method

Teachers:

- Use Appropriate Method
- Take roll, account for students



Important School Phone Numbers

When dealing with problems or concerns with teachers, a parent should always contact the teacher first. If the issue is not resolved at that level, please contact a counselor or administrator. Administrative intervention is only appropriate after a meeting or phone call with the teacher does not meet all of the students' needs.

<u>If you need help:</u>	<u>Contact</u>	<u>Phone number</u>	<u>Staff Name</u>
504 Coordinators	Assistant Principals	See list below	
Absences (all day)	Attendance	ext 1	Jill Scott
Absences (Part day/early release)	Attendance	ext 2000	Jill Scott
Athletics	Athletic Director	ext 2006	Pat Ertola
Care Team Coordinators	Counseling Office	See list below	
College/Career	Counseling Office	See counselor list below	
Facilities	Asst. Principal	ext 2009	Kathie Dell'Aquila
Free/Reduced Lunches	Office Manager	ext 2002	Karin Sloper
Home Teaching	Asst. Principal	ext 2009	Kathie Dell'Aquila
Independent P.E.	PE Dept. Chair	ext 2093	Alan Hern
Independent Study Contracts	Attendance	ext 2000	Jill Scott
Locker Problems	Asst Principals' Secretary	ext 2011	Christen Billecci
Lost and Found	Office Manager	ext 2002	Karin Sloper
Parent Organizations	see "Parent Support Groups"		
Parking Permits	Attendance	ext 2000	Jill Scott
Physical Forms (Sports)	Athletic Director	ext 2006	Pat Ertola
Schedule Changes	Counseling Office	see counselor list below	
Scholarship Information	Counseling Office	see counselor list below	
School Psychologist	School Psychologist	ext 2006	Dr. Ruth Vogt
Student Body Accounts/ I.D. Cards	Activities Office	ext 2010	Debora Dawson
Student Activities	Student Activities	ext 2088/2010	Marianne Griffin
Technology	Technology Center	ext 2057	Martha Morin
Textbooks	Library	ext 2037 or 2018	Mary Rittenhouse Barbara Crowder
Transcripts/ Records	Registrar	ext 2043	Maureen French
Visitors	Office Manager	ext 2002	Karin Sloper
Work Experience	Counseling Office	see counselor list below	
Work Permits	Asst Principal's	ext 2011	Christen Billecci

Administrators

Nermin Kamel	Ext 2002	Principal	nkamel@martinezusd.net
Kathie Dell'Aquila	Ext 2011	Asst Principal A-L	kdellaquila@martinezusd.net
Tom Doppe	Ext 2011	Asst Principal M-Z	tdoppe@martinezusd.net

Counselors

Ellen Coleman	Ext 2128	Counselor A-D	ecoleman@martinezusd.net
Melissa Scakett	Ext 2041	Head Counselor E-M	msackett@martinezusd.net
Martha Hummel	Ext 2042	Counselor N-Z	mhummel@martinezusd.net

Please note all staff members can be contacted via email as well.

Staff emails are first initial last name@martinezusd.net.

For example, Tom Smith would be TSmith@martinezusd.net.

Important School Dates

August 17	9 th grade/new student orientation 10-12:00
Aug 21	First Day of School
Aug 30	Leadership Lock-In
Aug 31	Non-Student/Non-Work Day – NO SCHOOL
September 3	Labor Day – NO SCHOOL
Sept 6	Club luncheon/meeting
Sept 11	Club Fair
Sept 13	Back to School Night
Sept 14	MINIMUM DAY
Sept 21	MINIMUM DAY/Staff Development
Sept 27	College/Career Night for Seniors - 6:30 - 7:30 in PAB
Sept 28	Lose the Shoes/Leadership event
Oct 2, 9 & 16	PSAT Prep, Ames – 7-9
Oct 14	Blood Drive (LMC)
Oct 17	Sophomore Advisement Night - 6:30 – 8:00 in PAB
Oct 19	Homecoming Parade 3:00/Game (Minimum Day)
Oct 20	PSAT/Homecoming Dance 7-11 PM
Oct 26	Minimum Day
Oct 27	Senior Costume Boat Cruise
November 6 & 7	CAHSEE (11 th and 12 th only)
Nov 12	Veterans' Day – NO SCHOOL
Nov 19 - 23	Thanksgiving Break
Nov 30	MINIMUM DAY
December 12	Financial Aid Night – 6:30-7:30 in LMC
Dec TBA	Holiday Dance 7-10:30
Dec 19	Winter Concert
Dec 20	Secrets Assembly
Dec 21	MINIMUM DAY
Dec 24 – 1/4/2013	Winter Break
Jan 14 - 18	Finals/End of 1 st Semester
Jan 21	Martin Luther King Jr. Day – NO SCHOOL
Jan 22	Non-Student Day/Teacher Work Day
February 1	Minimum Day
February 5 & 6	CAHSEE 10 th and 12 th
Feb 15	Non-Work Day – NO SCHOOL
Feb 18	Presidents' Holiday – NO SCHOOL
Feb 22	Blood drive – 8-2
Feb 27	9-11 th grade Advisement
March	EAP Writing Exam 11 th grade only
	Class Olympics 18 th - 29 th
March 1	Minimum Day / MJHS-8 th grade @ AHS
March 11	Online Registration Starts
March 12 & 13	CAHSEE 11 th and 12 th
March 15	Notes and Noodles 3-8:30
March 29	MINIMUM DAY
April 1-5	Spring Break
April 29 – May 3	STAR Testing
May 6 – 17	AP Testing
May 11	Prom
May 17	Minimum Day
May 23-24	Senior Trip
May 27	Memorial Day – NO SCHOOL
May 29	Senior Award Night
June 7	Last Day of School/Grading period ends/Graduation

Monthly Meetings:

Athletic Boosters	1 st Monday @ 7 p.m.
Grad Night	2 nd Tuesday
PTSA	1 st Wednesday @ 6:30 p.m.
School Board	2 nd and 4 th Monday @ 7 p.m.
Site Council	3 rd Wednesday @ 2:30 p.m.

Date	Sport	Level	Opponent	Location	
8/6/2012	Football Starts				
8/13/2012	Fall Sports Start				
9/11/2012	Girl's Tennis	Varsity	Las Lomas	Alhambra	3:30
9/11/2012	Girl's Volleyball	All	Las Lomas	Alhambra	4:00
9/18/2012	Girl's Tennis	Varsity	Dougherty Valley	Dougherty Valley	3:30
9/19/2012	Cross Country	All	DFAL Center Meet	Newhall Park	3:30
9/20/2012	Girl's Tennis	Varsity	Dublin	Alhambra	3:30
9/20/2012	Football	Frosh	Las Lomas	Alhambra	5:00
9/21/2012	Football	JV	Las Lomas	Las Lomas	4:30
9/21/2012	Football	Varsity	Las Lomas	Las Lomas	7:00
9/24/2012	Cross Country	All	DFAL Center Meet	Shadow Cliffs	3:30
9/25/2012	Girl's Volleyball	All	Dougherty Valley	Dougherty Valley	4:00
9/25/2012	Girl's Tennis	Varsity	Campolindo	Campolindo	3:30
9/26/2012	Water-Polo	All	Las Lomas	Las Lomas	4:00
9/27/2012	Girl's Volleyball	All	Dublin	Alhambra	4:00
9/27/2012	Girl's Tennis	Varsity	Acalanes	Acalanes	3:30
10/2/2012	Girl's Volleyball	All	Campolindo	Campolindo	4:00
10/2/2012	Girl's Tennis	Varsity	Miramonte	Alhambra	3:30
10/3/2012	Water-Polo	All	Acalanes	Alhambra	4:00
10/4/2012	Girl's Volleyball	All	Acalanes	Acalanes	4:00
10/4/2012	Football	Frosh	Dougherty Valley	Dougherty Valley	5:00
10/4/2012	Girl's Tennis	Varsity	Las Lomas	Las Lomas	3:30
10/5/2012	Football	JV	Dougherty Valley	Alhambra	4:30
10/5/2012	Football	Varsity	Dougherty Valley	Alhambra	7:00
10/9/2012	Girl's Volleyball	All	Miramonte	Alhambra	4:00
10/10/2012	Water-Polo	All	Campolindo	Alhambra	4:00
10/11/2012	Girl's Volleyball	All	Las Lomas	Las Lomas	4:00
10/11/2012	Girl's Tennis	Varsity	Dougherty Valley	Alhambra	3:00
10/11/2012	Football	Frosh	Dublin	Alhambra	5:00
10/12/2012	Football	JV	Dublin	Dublin	5:00
10/12/2012	Football	Varsity	Dublin	Dublin	7:00
10/16/2012	Girl's Tennis	Varsity	Dublin	Dublin	3:00
10/17/2012	Water-Polo	All	Miramonte	Miramonte	4:00
10/18/2012	Girl's Volleyball	All	Dougherty Valley	Alhambra	4:00
10/18/2012	Girl's Tennis	Varsity	Campolindo	Alhambra	3:00
10/18/2012	Football	Frosh	Campolindo	Campolindo	5:00
10/18/2012	Football	JV	Campolindo	Alhambra	4:30
10/18/2012	Football	Varsity	Campolindo	Alhambra	7:00
10/23/2012	Girl's Volleyball	All	Dublin	Dublin	4:00
10/23/2012	Girl's Tennis	Varsity	Acalanes	Alhambra	3:00
10/24/2012	Water-Polo	All	Dougherty Valley	Alhambra	4:00
10/25/2012	Girl's Volleyball	All	Campolindo	Alhambra	4:00
10/25/2012	Girl's Tennis	Varsity	Miramonte	Miramonte	3:00
10/25/2012	Football	Frosh	Acalanes	Acalanes	5:00
10/26/2012	Football	JV	Acalanes	Alhambra	4:30
10/26/2012	Football	Varsity	Acalanes	Alhambra	7:00
10/30/2012	Girl's Volleyball	All	Acalanes	Alhambra	4:00

Date	Sport	Level	Opponent	Location	
11/1/2012	Girl's Volleyball	All	Miramonte	Miramonte	4:00
11/1/2012	Football	Frosh	Miramonte	Miramonte	5:00
11/1/2/3/2012	Girl's Tennis	Varsity	DFAL League Tourney	TBA	TBA
11/2/2012	Football	JV	Miramonte	Alhambra	4:30
11/2/2012	Football	Varsity	Miramonte	Alhambra	7:00
11/3/2012	Cross Country	All	DFAL Championship	Hidden Valley Park	1:00
11/5/2012	Winter Sports Start				
11/9 or 10/2012	Football	Varsity	First Round NCS	TBA	TBA
11/16 or 17/2012	Football	Varsity	Second Round NCS	TBA	TBA
11/17/2012	Cross Country	Varsity	NCS Championships	TBA	TBA
11/24/2012	Cross Country	Varsity	CIF Championships	TBA	TBA
11/23 or 24/2012	Football	Varsity	Semifinal NCS	TBA	TBA
11/30 or 12/1/2012	Football	Varsity	Championship NCS	TBA	TBA
12/5/2012	Boys Soccer	JV	Las Lomas	Alhambra	4:15
12/5/2012	Boys Soccer	Varsity	Las Lomas	Alhambra	6:15
12/5/2012	Girl's Soccer	JV	Las Lomas	Las Lomas	4:15
12/5/2012	Girl's Soccer	Varsity	Las Lomas	Las Lomas	6:15
12/12/2012	Boys Soccer	JV	Dougherty Valley	Dougherty Valley	4:15
12/12/2012	Boys Soccer	Varsity	Dougherty Valley	Dougherty Valley	6:15
12/12/2012	Girl's Soccer	JV	Dougherty Valley	Alhambra	4:15
12/12/2012	Girl's Soccer	Varsity	Dougherty Valley	Alhambra	6:15
12/13/2013	Wrestling	All	Miramonte	Miramonte	6:00
12/14/2012	Boys Soccer	JV	Dublin	Alhambra	4:15
12/14/2012	Boys Soccer	Varsity	Dublin	Alhambra	6:15
12/14/2012	Girl's Soccer	JV	Dublin	Dublin	4:15
12/14/2012	Girl's Soccer	Varsity	Dublin	Dublin	6:15
12/19/2012	Boys Soccer	JV	Campolindo	Campolindo	4:15
12/19/2012	Boys Soccer	Varsity	Campolindo	Campolindo	6:15
12/19/2012	Girl's Soccer	JV	Campolindo	Alhambra	4:15
12/19/2012	Girl's Soccer	Varsity	Campolindo	Alhambra	6:15
12/20/2013	Wrestling	All	Dougherty Valley	Alhambra	6:00
12/21/2012	Boys Soccer	JV	Acalanes	Acalanes	4:15
12/21/2012	Boys Soccer	Varsity	Acalanes	Acalanes	6:15
12/21/2012	Girl's Soccer	JV	Acalanes	Alhambra	4:15
12/21/2012	Girl's Soccer	Varsity	Acalanes	Alhambra	6:15
1/9/2013	Boys Soccer	JV	Miramonte	Alhambra	4:15
1/9/2013	Boys Soccer	Varsity	Miramonte	Alhambra	6:15
1/9/2013	Girl's Soccer	JV	Miramonte	Miramonte	4:15
1/9/2013	Girl's Soccer	Varsity	Miramonte	Miramonte	6:15
1/10/2013	Wrestling	All	Las Lomas	Las Lomas	6:00
1/11/2013	Boys Soccer	JV	Las Lomas	Las Lomas	4:15
1/11/2013	Boys Soccer	Varsity	Las Lomas	Las Lomas	6:15
1/11/2013	Girl's Soccer	JV	Las Lomas	Alhambra	4:15
1/11/2013	Girl's Soccer	Varsity	Las Lomas	Alhambra	6:15
1/17/2013	Wrestling	All	Acalanes	Alhambra	6:00
1/24/2013	Wrestling	All	Campolindo	Campolindo	6:00
1/25/2013	Boys Soccer	JV	Dougherty Valley	Alhambra	4:15

Date	Sport	Level	Opponent	Location	
1/25/2013	Boys Soccer	Varsity	Dougherty Valley	Alhambra	6:15
1/25/2013	Girl's Soccer	JV	Dougherty Valley	Dougherty Valley	4:15
1/25/2013	Girl's Soccer	Varsity	Dougherty Valley	Dougherty Valley	6:15
1/7/2013	Girls Basketball	JV	Dougherty Valley	Dougherty Valley	4:00
1/7/2013	Boy's Basketball	JV	Dougherty Valley	Alhambra	4:00
1/7/2013	Girl's Basketball	Varsity	Dougherty Valley	Dougherty Valley	5:30
1/7/2013	Boy's Basketball	Frosh	Dougherty Valley	Alhambra	5:30
1/7/2013	Boy's Basketball	Varsity	Dougherty Valley	Dougherty Valley	7:00
1/11/2013	Girls Basketball	JV	Dublin	Alhambra	4:00
1/11/2013	Boy's Basketball	JV	Dublin	Dublin	4:00
1/11/2013	Girls Basketball	Varsity	Dublin	Alhambra	5:30
1/11/2013	Boy's Basketball	Frosh	Dublin	Dublin	5:30
1/11/2013	Boy's Basketball	Varsity	Dublin	Alhambra	7:00
1/18/2013	Girls Basketball	JV	Miramonte	Miramonte	4:00
1/18/2013	Boy's Basketball	JV	Miramonte	Alhambra	4:00
1/18/2013	Girls Basketball	Varsity	Miramonte	Miramonte	5:30
1/18/2013	Boy's Basketball	Frosh	Miramonte	Alhambra	5:30
1/18/2013	Boy's Basketball	Varsity	Miramonte	Miramonte	7:00
1/22/2013	Girls Basketball	JV	Las Lomas	Las Lomas	4:00
1/22/2013	Boy's Basketball	JV	Las Lomas	Alhambra	4:00
1/22/2013	Girls Basketball	Varsity	Las Lomas	Las Lomas	5:30
1/22/2013	Boy's Basketball	Frosh	Las Lomas	Alhambra	5:30
1/22/2013	Boy's Basketball	Varsity	Las Lomas	Las Lomas	7:00
1/25/2013	Girls Basketball	JV	Acalanes	Alhambra	4:00
1/25/2013	Boy's Basketball	JV	Acalanes	Acalanes	4:00
1/25/2013	Girls Basketball	Varsity	Acalanes	Alhambra	5:30
1/25/2013	Boy's Basketball	Frosh	Acalanes	Acalanes	5:30
1/25/2013	Boy's Basketball	Varsity	Acalanes	Alhambra	7:00
1/28/2013	Girls Basketball	JV	Campolindo	Alhambra	4:00
1/28/2013	Boy's Basketball	JV	Campolindo	Campolindo	4:00
1/28/2013	Girls Basketball	Varsity	Campolindo	Alhambra	5:30
1/28/2013	Boy's Basketball	Frosh	Campolindo	Campolindo	5:30
1/28/2013	Boy's Basketball	Varsity	Campolindo	Alhambra	7:00
1/30/2013	Boys Soccer	JV	Dublin	Dublin	4:15
1/30/2013	Boy's Soccer	Varsity	Dublin	Dublin	6:15
1/30/2013	Girl's Soccer	JV	Dublin	Alhambra	4:15
1/30/2013	Girls Basketball	JV	Dougherty Valley	Dougherty Valley	4:00
1/30/2013	Boy's Basketball	JV	Dougherty Valley	Alhambra	4:00
1/30/2013	Boy's Basketball	Varsity	Dougherty Valley	Alhambra	5:30
1/30/2013	Boy's Basketball	Frosh	Dougherty Valley	Dougherty Valley	5:30
1/30/2013	Girl's Basketball	Varsity	Dougherty Valley	Alhambra	7:00
1/30/2013	Girl's Soccer	Varsity	Dublin	Alhambra	6:15
1/31/2013	Wrestling	All	Dublin	Alhambra	6:00
2/1/2013	Boy's Soccer	JV	Campolindo	Alhambra	4:15
2/1/2013	Boy's Soccer	Varsity	Campolindo	Alhambra	6:15
2/1/2013	Girl's Soccer	JV	Campolindo	Campolindo	4:15
2/1/2013	Girl's Soccer	Varsity	Campolindo	Campolindo	6:15

Date	Sport	Level	Opponent	Location	
2/4/2013	Spring Sports Start				
2/4/2013	Girl's Basketball	JV	Dublin	Dublin	4:00
2/4/2013	Boy's Basketball	JV	Dublin	Alhambra	4:00
2/4/2013	Boy's Basketball	Varsity	Dublin	Dublin	5:30
2/4/2013	Boy's Basketball	Frosh	Dublin	Alhambra	5:30
2/4/2013	Girl's Basketball	Varsity	Dublin	Dublin	7:00
2/6/2013	Girl's Basketball	JV	Miramonte	Alhambra	4:00
2/6/2013	Boy's Basketball	JV	Miramonte	Miramonte	4:00
2/6/2013	Boy's Basketball	Varsity	Miramonte	Alhambra	5:30
2/6/2013	Boy's Basketball	Frosh	Miramonte	Miramonte	5:30
2/6/2013	Girl's Basketball	Varsity	Miramonte	Alhambra	7:00
2/6/2013	Boy's Soccer	JV	Dublin	Alhambra	4:15
2/6/2013	Boy's Soccer	Varsity	Acalanes	Alhambra	6:15
2/6/2013	Girl's Soccer	JV	Acalanes	Acalanes	4:15
2/6/2013	Girl's Soccer	Varsity	Acalanes	Acalanes	6:15
2/8/2013	Boy's Soccer	JV	Miramonte	Miramonte	4:15
2/8/2013	Boy's Soccer	Varsity	Miramonte	Miramonte	6:15
2/8/2013	Girl's Soccer	JV	Miramonte	Alhambra	4:15
2/8/2013	Girl's Basketball	JV	Acalanes	Acalanes	4:00
2/8/2013	Boy's Basketball	JV	Acalanes	Alhambra	4:00
2/8/2013	Boy's Basketball	Varsity	Acalanes	Acalanes	5:30
2/8/2013	Boy's Basketball	Frosh	Acalanes	Alhambra	5:30
2/8/2013	Girl's Basketball	Varsity	Acalanes	Acalanes	7:00
2/8/2013	Girl's Soccer	Varsity	Miramonte	Alhambra	6:15
2/12/2013	Girl's Basketball	JV	Las Lomas	Alhambra	4:00
2/12/2013	Girl's Basketball	JV	Las Lomas	Las Lomas	4:00
2/12/2013	Boy's Basketball	Varsity	Las Lomas	Alhambra	5:30
2/12/2013	Boy's Basketball	Frosh	Las Lomas	Las Lomas	5:30
2/12/2013	Girl's Basketball	Varsity	Las Lomas	Alhambra	7:00
2/14/2013	Girl's Basketball	JV	Campolindo	Campolindo	4:00
2/14/2013	Boy's Basketball	JV	Campolindo	Alhambra	4:00
2/14/2013	Boy's Basketball	Varsity	Campolindo	Campolindo	5:30
2/14/2013	Boy's Basketball	Frosh	Campolindo	Alhambra	5:30
2/14/2013	Girl's Basketball	Varsity	Campolindo	Campolindo	7:00
2/16/2013	Wrestling	Varsity	DFAL League Tourny	Miramonte	7:00AM
2/22/23/2013	Wrestling	Varsity	NCS Championships	TBA	TBA
2/28/2013	Boy's Tennis	Varsity	Las Lomas	Alhambra	3:30
3/8/2013	Swimming	All	Las Lomas	Las Lomas	3:45
3/15/2013	Swimming	All	Acalanes	Alhambra	3:45
3/19/2013	Baseball	Varsity	Las Lomas	Alhambra	4:00
3/19/2013	Baseball	JV	Las Lomas	Las Lomas	4:00
3/19/2013	Softball	JV	Las Lomas	Las Lomas	4:00
3/19/2013	Softball	Varsity	Las Lomas	Alhambra	4:00
3/22/2013	Swimming	All	Campolindo	Campolindo	3:45
3/29/2013	Swimming	All	Miramonte	Miramonte	3:45
3/7/2013	Boy's Tennis	Varsity	Dougherty Valley	Dougherty Valley	3:30
3/12/2013	Boy's Tennis	Varsity	Dublin	Alhambra	3:30

Date	Sport	Level	Opponent	Location	
3/12/2013	Boy's Lacrosse	Varsity	Las Lomas	Alhambra	7:00
3/12/2013	Girl's Lacrosse	Varsity	Las Lomas	Las Lomas	7:00
3/13/2013	Track and Field	All	Las Lomas/ Dougherty	Dougherty Valley	3:30
3/14/2013	Boy's Tennis	Varsity	Campolindo	Campolindo	3:30
3/19/2013	Boy's Tennis	Varsity	Acalanes	Acalanes	3:30
3/19/2013	Boy's Lacrosse	Varsity	Acalanes	Acalanes	7:00
3/19/2013	Girl's Lacrosse	Varsity	Acalanes	Alhambra	7:00
3/20/2013	Track and Field	All	LL/Dub/Campo	Campolindo	3:30
3/21/2013	Boy's Tennis	Varsity	Miramonte	Alhambra	3:30
3/21/2013	Boy's Lacrosse	Varsity	Dublin	Alhambra	7:00
3/21/2013	Girl's Lacrosse	Varsity	Dublin	Dublin	7:00
3/26/2013	Boy's Tennis	Varsity	Las Lomas	Las Lomas	3:30
3/27/2013	Track and Field	All	Miramonte/LL	Las Lomas	3:30
4/9/2013	Boy's Tennis	Varsity	Dougherty Valley	Alhambra	3:30
4/9/2013	Baseball	Varsity	Dougherty Valley	Dougherty Valley	4:00
4/9/2013	Baseball	JV	Dougherty Valley	Alhambra	4:00
4/9/2013	Softball	JV	Dougherty Valley	Alhambra	4:00
4/9/2013	Softball	Varsity	Dougherty Valley	Dougherty Valley	4:00
4/9/2013	Boy's Lacrosse	Varsity	Campolindo	Campolindo	7:00
4/10/2013	Boy's Volleyball	JV	Las Lomas	Las Lomas	5:00
4/10/2013	Boy's Volleyball	Varsity	Las Lomas	Las Lomas	6:00
4/9/2013	Girl's Lacrosse	Varsity	Campolindo	Alhambra	7:00
4/11/2013	Boy's Tennis	Varsity	Dublin	Dublin	3:30
4/11/2013	Baseball	Varsity	Dublin	Alhambra	4:00
4/11/2013	Baseball	JV	Dublin	Dublin	4:00
4/11/2013	Softball	JV	Dublin	Dublin	4:00
4/11/2013	Softball	Varsity	Dublin	Alhambra	4:00
4/11/2013	Boy's Lacrosse	Varsity	Dougherty Valley	Dougherty Valley	7:00
4/11/2013	Girl's Lacrosse	Varsity	Dougherty Valley	Alhambra	7:00
4/12/2013	Swimming	All	Dublin	Alhambra	3:45
4/12/2013	Boy's Volleyball	JV	Acalanes	Alhambra	5:00
4/12/2013	Boy's Volleyball	Varsity	Acalanes	Alhambra	6:00
4/16/2013	Boy's Tennis	All	Campolindo	Alhambra	3:30
4/16/2013	Baseball	Varsity	Campolindo	Campolindo	4:00
4/16/2013	Baseball	JV	Campolindo	Alhambra	4:00
4/16/2013	Softball	JV	Campolindo	Alhambra	4:00
4/16/2013	Softball	Varsity	Campolindo	Campolindo	4:00
4/16/2013	Boy's Lacrosse	Varsity	Miramonte	Alhambra	7:00
4/16/2013	Girl's Lacrosse	Varsity	Miramonte	Miramonte	7:00
4/17/2013	Track and Field	All	Acalanes/Las lomas	Las Lomas	3:30
4/17/2013	Boy's Volleyball	JV	Campolindo	Alhambra	5:00
4/17/2013	Boy's Volleyball	Varsity	Campolindo	Alhambra	6:00
4/18/2013	Boy's Tennis	Varsity	Acalanes	Acalanes	3:30
4/18/2013	Baseball	Varsity	Acalanes	Acalanes	4:00
4/18/2013	Baseball	JV	Acalanes	Alhambra	4:00
4/18/2013	Softball	JV	Acalanes	Alhambra	4:00
4/18/2013	Softball	Varsity	Acalanes	Acalanes	4:00

Date	Sport	Level	Opponent	Location	
4/18/2013	Boy's Lacrosse	Varsity	Las Lomas	Las Lomas	7:00
4/18/2013	Girl's Lacrosse	Varsity	Las Lomas	Alhambra	7:00
4/19/2013	Swimming	All	Dougherty Valley	Alhambra	3:45
4/23/2013	Baseball	Varsity	Miramonte	Alhambra	4:00
4/23/2013	Boy's Tennis	Varsity	Miramonte	Miramonte	3:30
4/23/2013	Baseball	JV	Miramonte	Miramonte	4:00
4/23/2013	Softball	JV	Miramonte	Miramonte	4:00
4/23/2013	Softball	Varsity	Miramonte	Alhambra	4:00
4/25/26/27/13	Boy's Tennis	Varsity	DFAL League Tourney	TBD	TBD
4/24/2013	Boy's Volleyball	JV	Dougherty Valley	Alhambra	5:00
4/24/2013	Boy's Volleyball	Varsity	Dougherty Valley	Alhambra	6:00
4/25/2013	Baseball	Varsity	Las Lomas	Las Lomas	4:00
4/25/2013	Baseball	Varsity	Las Lomas	Alhambra	4:00
4/25/2013	Softball	Varsity	Las Lomas	Alhambra	4:00
4/25/2013	Softball	Varsity	Las Lomas	Las Lomas	4:00
4/25/2013	Boy's Lacrosse	Varsity	Acalanes	Alhambra	7:00
4/25/2013	Girl's Lacrosse	Varsity	Acalanes	Acalanes	7:00
4/26/2013	Boy's Volleyball	JV	Las Lomas	Alhambra	5:00
4/26/2013	Boy's Volleyball	Varsity	Las Lomas	Alhambra	6:00
4/30/2013	Boy's Lacrosse	Varsity	Dublin	Dublin	7:00
4/30/2013	Girl's Lacrosse	Varsity	Dublin	Alhambra	7:00
5/1/2013	Boy's Volleyball	JV	Acalanes	Acalanes	5:00
5/1/2013	Boy's Volleyball	Varsity	Acalanes	Acalanes	6:00
5/2/2013	Baseball	Varsity	Dougherty Valley	Alhambra	4:00
5/2/2013	Baseball	JV	Dougherty Valley	Dougherty Valley	4:00
5/2/2013	Softball	JV	Dougherty Valley	Dougherty Valley	4:00
5/2/2013	Softball	Varsity	Dougherty Valley	Alhambra	4:00
5/2/2013	Boy's Lacrosse	Varsity	Campolindo	Alhambra	7:00
5/2/2013	Girl's Lacrosse	Varsity	Campolindo	Campolindo	7:00
5/3/2013	Boy's Volleyball	JV	Campolindo	Campolindo	5:00
5/3/2013	Boy's Volleyball	Varsity	Campolindo	Campolindo	6:00
5/7/2013	Baseball	Varsity	Dublin	Dublin	4:00
5/7/2013	Baseball	JV	Dublin	Alhambra	4:00
5/7/2013	Softball	JV	Dublin	Alhambra	4:00
5/7/2013	Softball	Varsity	Dublin	Dublin	4:00
5/7/2013	Track and Field	F/S	League meet	TBD	TBD
5/7/2013	Boy's Lacrosse	Varsity	Dougherty Valley	Alhambra	7:00
5/7/2013	Girl's Lacrosse	Varsity	Dougherty Valley	Dougherty Valley	7:00
5/8/2013	Track and Field	Varsity	DFAL Trials	Campolindo	TBD
5/8/2013	Boy's Volleyball	JV	Miramonte	Alhambra	5:00
5/8/2013	Boy's Volleyball	Varsity	Miramonte	Alhambra	6:00
5/9/2013	Baseball	Varsity	Campolindo	Alhambra	4:00
5/9/2013	Softball	Varsity	Campolindo	Alhambra	4:00
5/9/2013	Baseball	JV	Campolindo	Campolindo	4:00
5/9/2013	Softball	JV	Campolindo	Campolindo	4:00
5/9/2013	Swimming	All	Trials	Campolindo	2:15
5/9/2013	Boy's Lacrosse	Varsity	Miramonte	Miramonte	7:00

Date	Sport	Level	Opponent	Location	
5/9/2013	Girl's Lacrosse	Varsity	Miramonte	Alhambra	7:00
5/10/2013	Track and Field	Varsity	Finals	Campolindo	TBD
5/10/2013	Boy's Volleyball	JV	Dougherty Valley	Dougherty Valley	5:00
5/10/2013	Boy's Volleyball	Varsity	Dougherty Valley	Dougherty Valley	6:00
5/11/2013	Swimming	All	Finals	Campolindo	2:30
5/14/2013	Baseball	Varsity	Acalanes	Alhambra	4:00
5/14/2013	Baseball	JV	Acalanes	Acalanes	4:00
5/14/2013	Softball	JV	Acalanes	Acalanes	4:00
5/14/2013	Softball	Varsity	Acalanes	Alhambra	4:00
5/16/2013	Baseball	Varsity	Miramonte	Miramonte	4:00
5/16/2013	Baseball	JV	Miramonte	Alhambra	4:00
5/16/2013	Softball	Varsity	Miramonte	Miramonte	4:00
5/16/2013	Softball	JV	Miramonte	Alhambra	4:00
5/17/2013	Swimming	All	NCS Trials	TBD	TBD
5/18/2013	Swimming	All	NCS Finals	TBD	TBD
5/18/2013	Track and Field	Varsity	Tri Valley	TBD	TBD
5/24/2013	Track and Field	Varsity	NCS Meet of Champion	TBD	TBD
5/25/2013	Track and Field	Varsity	NCS Meet of Champion	TBD	TBD
5/31/2013	Track and Field	Varsity	CIF Championships	TBD	TBD
5/31/2013	Track and Field	Varsity	CIF Championships	TBD	TBD

Attendance

Absences and tardies are detrimental to a student's learning and increase the possibility of failure. The following policies and procedures are designed to prevent these occurrences and increase every student's chances for success. All parents can check their student's attendance by viewing it through their ABI online access. Visit the Alhambra High School website and click on the ABI Link.

FULL DAY ABSENCES (925) 313-0440 Ext 1

1. Full day absences must be reported by the parent/ guardian in writing, by email (AHSattend@martinezusd.net) or by calling the Attendance Recorder 313-0440 Ext 1, (24 hours a day, 7 days a week).
2. All absences **must be cleared within 72 hours.**
3. Identify yourself. Your name and relation to the student. (Caller must be on parent/guardian approved list)
4. Give the **date(s)** of absence.
5. Spell the student's **last name**. Give the **first name**.
6. Give **reason** for absence.
7. Calls made after 1pm may not be recorded until the following day.

ARRIVING LATE (925) 313-0440 Ext 2000

1. When arriving late the absence must be cleared within 72 hours by the parent/guardian by calling 925-313-0440 Ext 1, writing a note or emailing AHSattend@martinezusd.net
2. Students need to sign-in at the attendance office.

LEAVING DURING SCHOOL DAY (925) 313-0440 Ext 2000

1. Whenever possible, appointments should be made outside of school hours.
2. The student must obtain a permit to leave campus **PRIOR TO LEAVING.**
3. In order to obtain a permit, call the Attendance Office 12-24 hours prior to the appointment, but no later than 1 hour prior to the dismissal time: **925-313-0440 Ext 2000**
4. Students may not leave class to obtain a permit and must do so **before school, during long passing or lunch.**
5. The student must present the permit to the classroom teacher in order to leave during class. Students will not be excused without a permit to leave campus. **Students must then sign out in the Attendance Office.**
6. **The Attendance Office cannot call the classroom if a student needs to be dismissed.** In the event of a family emergency, an administrator will coordinate the student's dismissal.
7. Anyone reporting an absence after the fact will be issued an "Illegal Absence" (CUT), regardless of the reason. **No exceptions.**
8. When returning to campus the same day, return to Attendance for a permit to re-enter class.

Please Be Aware...

1. Many calls and notes neglect to include the information needed to clear absences.
2. Cell phones frequently cut out on the recorder. Speaking softly may also result in the call being disconnected.
3. Students often forget to turn in notes within the 72 hour period; please call or email if you receive notification from the auto-dialer.
4. Parents and students can check online to see whether absences have been cleared via the ABI parent portal.

General Information Regarding Absences

1. Absences may **ONLY** be cleared by the parent, guardian, or person listed on the emergency card. Calls, notes or emails made by the student or other unauthorized persons violate rules for attendance clears and will result in student disciplinary action as determined by an administrator.
2. Student requests for checking attendance records should be done **before** school, **after** school, at **brunch** or at **lunch**. **Students/parents may also check attendance via the online parent portal.**
3. If a student's appointment lasts longer than the original excused time period, a parent must notify the attendance office by phone, note or email to clear the additional periods within 72 hours.
4. If a student feels ill at any time during the school day, he/she must come to the Attendance Office and get permission to leave. Students must be issued a permit to leave campus and must sign out.
5. **AHS is a closed campus. Students may not leave campus without permission from a parent/guardian and a pass from attendance.** This includes students involved in leadership, yearbook or other activity groups. Failure to comply will result in disciplinary action including removal from activity groups.

<p>Legal Absences _____</p> <ol style="list-style-type: none"> 1. Illness or injury of student 2. Medical appointments 3. Funeral Services (<i>immediate family</i>) (Ed code: 1 day in state or 3 days out of state) 4. Approved School-Related Activities 5. Court Appearances or jury duty 6. Observation of Religious Holidays 7. Employment Conference (<i>requested by parents</i>) 8. Family Emergency 9. Pre-informed Absences (<i>independent study contract needed</i>) 10. Suspension 	<p>Illegal Absences (CUTS) _____</p> <ol style="list-style-type: none"> 1. Leaving without prior permission from parent/guardian 2. Illegal phone call or forged note 3. Failure to clear an absence within 48 hours of returning to school 4. Failure to obtain permit to leave early 5. Failure to sign out in Attendance Office 6. Failure to return from off campus lunch on time. <p>Unexcused Absences _____</p> <ol style="list-style-type: none"> 1. Personal reasons (car trouble, overslept, etc.) 2. Failure to complete Independent Study contract
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**** Students must make arrangements with teachers to make up work due to legal absences. Make up policies may vary from teacher to teacher. Teachers are NOT required to provide make-up work for unexcused absences or suspensions. 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 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)**

Illegal Absences–Consequences _____

1. Illegal absences (cuts) in a course will result in the following consequences:
 - 1st illegal absence: One hour detention. Parent notified.*
 - 2nd illegal absence: Saturday School.*
 - 3rd illegal absence: Saturday School. Meeting with parents, teacher, administrator. Student Attendance Review Board, (SART) process begins.*
 - 4th illegal absence: Saturday School. Referral to the Student Attendance Review Board (SARB) and possible revocation of the privilege to participate in extracurricular activities (LOP).*
2. **Students may not make up work for Illegal Absences.**

Chronic Illness – Doctor’s note required _____

Students absent for any reason without a doctor’s note for 10% or more of the school year will be required to present a doctor’s note for all future absences prior to those absences being cleared.

Administrative "Clear" _____

The administration will allow **one (1) procedural clearance per year** (to cover one consecutive absence only). Parents must please put the request in writing via email to the appropriate assistant principal for consideration within 10 days of the absence. Clears are not guaranteed.

TRUANCY _____

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse **3 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. SARB has the authority to revoke student work permits and student drivers' licenses, and impose fines on parents or guardians of truant students.

Pre-Informed Absences _____

WHENEVER POSSIBLE, VACATIONS SHOULD BE PLANNED DURING SCHOOL BREAKS. For trips, college visits, or other anticipated absences a parent may request a pre-informed (independent study) contract. Independent study contracts must be requested by phone or in person 5 days prior to the absence. Contracts are available for a minimum of 5 days of absence but are not to exceed 10 days of absence. The contract must be picked up a minimum of 3 days prior to the absence. The contract must be signed by the parent and teachers and returned to the attendance office before leaving school the day before the absence begins. The rules of the contract must be followed or no credit will be given and the days absent will be unexcused.

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.

Tardies _____

1. Tardies interrupt the classroom environment and interfere with the learning of other students.
2. Students who are not in the classroom when the bell rings are considered tardy.
3. Tardies that are the result of arriving to school late may be excused in the attendance office only if the absence is legal and properly cleared by the parent/ guardian. Tardies and absences due to car troubles, over-sleeping, and other personal reasons are not considered legal and will not be excused.
4. Students who arrive to school more than 15 min. late **must** sign in at the attendance office before going to class.
5. Three or more tardies to any one class may be considered equivalent to one illegal absence and could result in teacher referral for administrative action. See "Illegal Absences– Consequences" on page 8.

Change of Residency

Per MUSD board policy, all students must provide proper proof-of-residency when enrolling. This information must also be provided when students move within the district, even within the same school attendance boundary. If you are moving or have moved, in order for your records to be updated and to insure that you receive school mailings, please supply the registrar's office with a copy of escrow papers, a property tax bill, a rental agreement or a current mortgage statement and a current utility bill along with a resident verification form that you can pick up from the counseling office. If you have any questions, please contact Maureen French 925-313-0440 ext 2043.

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.

Graduation Requirements

A minimum of 230 credits are required for graduation. These credits are composed of a combination of required and elective courses. A student must be enrolled in a minimum of 6 classes (60 credits) per year.

Subject	AHS Graduation Requirements	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
World Language/ Fine Arts	1 year each: 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, World Lang.
Physical Education	2 years: Must begin in 9 th grade	<i>Not required</i>

All students must pass both the California High School Exit Exam (English Language Arts and Math) to graduate.

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.

ACADEMIC PROGRESS

Progress Reports are given to students in class approximately 1 week after the end of each Grading period. **Semester Report Cards** are mailed home one week after semester finals

ALTERNATIVE EDUCATION

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 or 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.

Academic & Counseling Information

Counseling Department and Care Team Contacts

Ellen Coleman	Ext 2128	Counselor A-D	ecoleman@martinezusd.net
Melissa Scakett	Ext 2041	Head Counselor E-M	msackett@martinezusd.net
Martha Hummel	Ext 2042	Counselor N-Z	mhummel@martinezusd.net
Maureen French	Ext 2043	Registrar	mfrench@martinezusd.net

Additional Counseling Resources: Hotlines and Support

Our online Counseling resources tab on the AHS website has an extensive list of parent and student support information contacts and hotlines covering topics such as health information, counseling, abuse, Planned Parenthood, etc. Go to the Alhambra High School website, click on Counseling, and click on the link to Health Resources.

504 Plans

A 504 plan is a legally binding document that falls under the provisions of the Rehabilitation Act of 1973. In terms of educational purpose, it is designed to plan an instructional program to assist students with special needs who are attending their school's regular education program. The 504 plan should not be confused with the Individual Education Program (IEP), but in some cases students transitioning from special education to regular class placement may qualify under the conditions of 504. The student must be identified as disabled as outlined under Section 504. Does the individual have a physical or mental impairment which substantially limits one or more of such person's major life activities; or have a record of such an impairment; or is regarded (perceived) as having such an impairment? If the answer is "yes" to one or more of the above statements, the individual may qualify for the provisions under Section 504. Parents of AHS students with prior 504 Plans will be contacted every fall to see if the Plan needs updating. Parents of AHS students with Plans who are new to our district can contact the Administrator who will oversee their plan.

504 Contacts:

- Kathie Dell'Aquila (Students with last names ending in A-L) 313-0440, ext. 2009
- Tom Doppe (Students with last names ending in M-Z) 313-0440, ext. 2008

Special Education Contacts:

- Kathie Dell'Aquila, Administrator overseeing Special Education Dept, 313-0440, ext 2009

Alhambra Library and Media Center

Mary Rittenhouse, Librarian	(925) 313-0440 ext. 2037
Barbara Crowder, Library Media Assistant	(925) 313-0440 ext. 2018
Fax	(925) 313-0368

The Library Media Center is a clean, quiet area for students and staff to utilize library resources or 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.

LMC Online Resources: 24 hours a day -- 7 days a week Password: MART30421

Online resources include OPAC--books/media resources and Subscription Online Databases such as *Gale Student Resource Center – Gold, Health, US History, Opposing Viewpoints, Global Issues in Context, and the Virtual Reference Library*. There are many additional resources available online including the *AHS Research Manual – 2010*

To reach our online resources, please go to the Alhambra website and click the link for the LMC.

General Information

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.

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.

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. _____

Freshman hall lockers are assigned at the beginning of the school year at Walk-Through Registration. Continuing students will bring the lock from the prior year to use on their locker. Seniors must turn their locks in at the end of the year. There is a \$5.00 replacement charge for any lost lock. 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. DO NOT BRING VALUABLES TO SCHOOL. The school and the district assume no liability for any items stored in lockers that are lost, stolen, or vandalized.**

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.

Parking Rules and Responsibilities

1.	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 parking permit for another student will be suspended from school and may lose all parking privileges at AHS. You, the student, must return the parking permit to the attendance office in the event of an early graduation or school transfer.
2.	Student must park in his/her assigned numbered space and drive in designated student parking areas. Students must park straight in their assigned space (within designated lines). Students must park the vehicles so the parking placard is visible from the lot.
3.	Parking rules will be enforced from 7 a.m. to 5 p.m., Monday-Friday.
4.	All vehicles parked on or adjacent to the school campus are subject to search by the administration or a designee.
5.	The parking permit issued is for the vehicle listed on the registration portion of this application. Permits placed on any other vehicle will be void.
6.	If a student must use another vehicle that does not have the parking permit affixed (i.e. vehicle in the repair shop) a temporary parking permit will be provided in the attendance office. Temporary parking permits are for the assigned students only, for use in the assigned space. (No exceptions.)
7.	If a car is parked in your assigned space the student must park in a visitor space in the circle and report the offense to the attendance office and register in the parking booklet. Failure to do so may result in a \$35.00 parking ticket.
8.	Lost, stolen car permits may be replaced per administrator's approval. Students are responsible for proper display and safeguard of the permit.
9.	Students who misuse their parking permit or do not drive safely within the parking lot may have their permit revoked or face other consequences.
10.	The speed limit on campus is 5 MPH.
11.	Students, who continue to park illegally or without a valid permit, will be ticketed, towed or face other disciplinary actions.

Bullying

Alhambra High School does not tolerate any behavior by students that willfully and repeatedly demeans or harasses a person or persons through verbal, physical, or electronic means (using information or devices such as texting/instant messaging, site postings, photos, or video).

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account & sending vicious/embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing
- Sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.

As new technologies emerge, they too may be included with the above forms of electronic communication. Examples of this behavior include but are not limited to:

- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexually explicit, graphic, or disruptive nature on any device is prohibited on a school campus.
- If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students or school staff to be secure, school administration may impose consequences. The Administration may also report the Cyber Bullying or Harassment to the police

CONSEQUENCES: Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of the student's and staff member's right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to consequences, including possible expulsion.

- Sexually explicit material that is transmitted electronically may result in parents or police being notified, and that material may be reported as suspected child abuse or neglect.
- All students involved in the transmission and/ or possession of such images or text may be disciplined under California Education Code 48900 (i): Committed an obscene act or engaged in habitual profanity or vulgarity.
- If reasonable suspicion exists that a student has been involved in possessing or transmitting such material, the electronic device involved may be confiscated and searched by school officials.
- The transmission of such material involving another student may be punished under California Education Code 48900 (r): Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- Additionally, Education Code 48900 (k) states that any disruption of school activities or otherwise willful defiance of the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties can also lead to suspension

ACTION STEPS TO RESPOND TO BULLYING OR HARASSMENT

1. Inform a school official immediately.
2. Save the evidence. Print the online harassing text if possible.
3. Identify the Bully.
4. Clearly tell the Bully to stop.
5. Ignore the bully by leaving the online environment and/or blocking communications.
6. File a complaint with the Internet or Cell Phone Company.
7. Contact the Bully's parents.
8. Contact the police.

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.

Hate Crimes

It is the policy of Alhambra High School to maintain a learning environment that is free from harassment and violence. AHS 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 on clothing or personal belongings or graffiti written anywhere on campus is forbidden and will be met with consequences up to and including 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 & privacy policy. (*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.

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.

Student Grievance Procedure

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. **AR5145.5 (a) Athletics**

Athletics

In order to participate in athletics at AHS the following requirements must be met:

- 1) A physical card, athletic code, emergency card, and district liability waiver, in addition to other required forms, must be completed and turned in to the school athletics office before the first practice. These forms and the dates they are due may be located on the school website.
- 2) All athletes and their parents must sign and follow the district athletic code of conduct.
- 3) *A voluntary participation contribution is requested.* Recommended donation is \$150 per sports.
- 4) 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.
- 5) 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.**
- 6) 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.
- 7) Loss of eligibility means the student will turn in all equipment and uniform(s) and forfeit any awards, including a letter.
- 8) **Students must attend all classes they are scheduled in on the day of any practice or game to be eligible to participate.** Medical and legal appointments and other situations may be the exception to the rule if clearance is granted by the school administration.
- 9) All athletes must meet and follow all league, NCS and CIF (California Interscholastic Federation) rules and regulations.
- 10) 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.
- 11) 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.

Extra Curricular and Co-Curricular Activities

Extracurricular & Co-curricular Activities

In order to participate in extra/co-curricular activities at AHS the following requirements must be met:

- 1) All students must maintain a G.P.A. of 2.0. If a student earns less than a 2.0 GPA then a waiver must be submitted to the assistant principal to be reviewed by the waiver committee.
- 2) An Extracurricular/ Co-curricular Code of Conduct must be signed and followed.
- 3) Eligibility to participate can be withdrawn at administrators discretion for inappropriate behavior, poor grades or excessive tardies/absences.

Student Behavior Guidelines

At School and School Activities

Students are responsible for their own behavior, and their actions do have consequences. Alhambra High School strives to maintain an atmosphere where everyone feels safe and each person respects others, school property, and personal property.

Behavior that is disruptive or offensive, or that creates an unsafe situation, will not be tolerated. The consequences for such behavior may be a detention, Saturday School, or suspension.

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. The school does not assume responsibility for students who choose to leave dances or school related activities prior to the end.

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.

In order to participate in athletics or 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 and may be removed from the team..

Dances and other school activities

Dances are held at various times throughout the school year and are meant to be an enjoyable social event for students. Dance rules include:

1. *Students will be screened (breathalyzed) for illegal substances and 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.
2. Doors will be closed 1 hour after the start of each dance. Students may be admitted after this time only with the permission of the administrator in charge. 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.
3. There are no "in and out" privileges at dances. Once a student exits the dance, he/she will not be readmitted.
4. As a school activity, school rules apply to dances. Students must dance in a safe and appropriate manner. *Demeaning or sexually explicit dancing, groping, fondling, freak dancing, bending over, lap dancing, floor break dancing, and moshing are not acceptable. Students must remain upright at all times and no student may pull his partner towards him/herself from behind.*
5. Upon entry, all students will receive a wristband. If a chaperone determines that students are behaving inappropriately, a warning may be issued with a mark placed on the wristband. If a second offense occurs, administrators will remove the wristband and may dismiss the student and inform the parent/guardian.
6. No tickets will be sold to ineligible students (on LOP).
7. No backpacks or large bags are allowed in the dance. All bags and pockets will be searched.
8. The school dress code is in effect for all dances. Students should dress appropriately. Students not in dress code will be asked to leave the dance and will not be issued a refund. Below are a few guidelines:
 - All undergarments must be covered at all times
 - Tank tops must fit snugly on the sides and top
 - No plunging necklines or bare backs
 - Midriffs may not show when arms are raised
 - Shorts/skirts must be mid-thigh
 - No swim suits may be worn
 - Spandex may only be worn underneath other garments
 - See-through or sheer material may not be worn
 - Shirts that are torn or torn and then tied together are prohibited

Guests will be allowed Prom (under 21 only) and only with a completed/approved guest pass and photo ID. Passes are obtained prior to the dance and must be approved by an AHS administrator.

Discipline Policy

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 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, cannot 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 cannot 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 cannot 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 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.

Cheating Policy _____

Cheating is a serious offense which undermines the integrity of the educational process and, therefore, will not be tolerated. Cheating is deemed to have occurred when a teacher has sufficient evidence that a student (1) copied someone else's work, (2) provided his/her own work to be copied by another student, (3) plagiarized, or (4) exhibited any inappropriate behavior during a test.

Students found guilty of cheating/ plagiarism or dishonest representation of work **will not receive credit for the assignment or test and the parent will be notified and may receive a Saturday school or suspension. On the second offense, the student may be denied credit in the class in which the second cheating occurrence took place, with a semester "F" and loss of credit.**

Vandalism _____

Individuals (or classes) are financially responsible for any damages done to school or personal property and the additional custodial time needed to correct the problem. Interpretation of the guidelines presented above, by school administrators will take into account frequency, severity, grade level, and prior disciplinary problems. Repeated infractions may result in expulsion. Any of the above may be referred to a law enforcement agency.

Personal electronic devices _____

Possession of iPods, mp3 players, cell phones, and other electronic devices by students at school is a **privilege**, which may be forfeited by any student who fails to abide by the pertinent district and school rules that pertain to the possession/use of such devices. **iPods, mp3 players, cell phones, and other electronic devices are not to be used, heard, or be visible in or during class, instructional time, or school activities as defined by the school. Use is permitted ONLY at brunch and lunch.** The district/school shall not be responsible for the loss or damage to any electronic device brought onto campus. If a student does not comply with school and district guidelines, the device may be confiscated. Violations will result in the following consequence:

1st Offense: Device confiscated, returned at end of day.

2nd Offense: Device confiscated, returned at end of day. Student will serve Detention.

3rd Offense: Device confiscated, student serves Saturday School, device returned only to parent/ guardian.

4th Offense: Phone is confiscated by administrator for two weeks.

Electronic Misuse

Any student using an electronic device to take pictures of staff or students without their knowledge and express permission will be subject to disciplinary action. Posting such images or video online or disseminating these images to anyone else will result in more severe consequences, including suspension and possible recommendation for expulsion.

Search of Student Electronic Devices:

Any electronic devices brought on campus are subject to a reasonable search if suspicion arises that the device contains evidence of a violation of school policy or the law.

Dress Code

The dress code regulations specify standards that promote a positive and safe learning environment. All students are expected to be suitably groomed and to wear clothing that is neat, clean and appropriate at school and evening events. If at any time a student's dress or grooming is considered disruptive or inappropriate to the educational program, teachers and/or administration, students will be asked to change into school appropriate attire or be sent home with parent permission to change. Repeated violations may 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) NO ripped t-shirts.
- 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

NOTE: While hats are not expressly forbidden at AHS, students are required to respect the requests of individual teachers regarding the wearing of hats in their classroom.

Students in violation of the dress code will be required to make a change of clothes and the parents will be contacted. If clothes are unavailable at school, the parent will be contacted and/or the student will be sent home to change. Dress code violations will result in the following:

1st offense: Warning, change of clothing.

2nd offense: Parent contacted, Detention, change of clothes.

3rd offense: Parent contacted, Saturday School, change of clothes,

Controlled Substances

- Students found to be under the influence or in the possession of alcohol or drugs at school or school activities will be suspended from school and reported to the police. On the second offense, student will be recommended for expulsion. Possession with the intent to sell or sale of drugs/alcohol will result in a recommendation for expulsion.
- Possession or use of tobacco is prohibited on campus. The use or possession of any tobacco product or related paraphernalia during the school day, on campus or any school-sponsored activity, shall be considered a violation. Smoking or chewing tobacco at school activities, in cars, or in the vicinity of the school is not allowed. First time offenders will be assigned a 4 hour Saturday School and may be cited by the police. On the second offense, student will receive a 1 day suspension and be cited by police.

** Consequences may be adjusted at the discretion of the administration.

	1st Offense	2nd Offense	3rd Offense
Cell phones, iPods, mp3 player during class, instructional time, or school activities.	Warning & confiscation	Detention, confiscation	Saturday School, confiscation (returned to parent)
Bikes, skateboards, scooters, rollerblades ridden on campus	Warning & confiscation	Detention, confiscation	Saturday School, confiscation (returned to parent)
Dress Code Violation	Warning, Student changes clothes	Detention Student changes clothes	Saturday School Student changes clothes
Forgery or falsification of notes/phone messages	Saturday School	In House Suspension	1 day Suspension
No show for teacher detention	Detention	Saturday School	In House Suspension
No show for Detention	Saturday School	In House Suspension	1 day Suspension
Scuffling, mutual shoving, grabbing, bumping	Saturday School	In House Suspension	1 day Suspension
Using profanity, vulgar language in class	Saturday School	Class Suspension	In House Suspension
Pranks or throwing objects that may present a danger	Saturday School	In House Suspension	1 day Suspension
Cheating, plagiarizing, or academic dishonesty	Parent Contacted, "F" on assign. Possible suspension/SS	Student may be denied credit in the course and issued an "F"	
Littering	Detention	Sat School	In House Susp
Off Campus/Out of Bounds Area	Saturday School	In House Suspension	1 day Suspension
Violation of Technology Acceptable Use Policy	Suspension May be denied credit with a semester "F", loss of campus computer privileges		
Food/drink in classroom	Warning	Detention	Saturday School
Illegal Parking	\$35 Ticket	Detention \$35 Ticket	Saturday School \$35 Ticket or Tow

Detention

Detention shall be limited to one hour on school days and four hours on non-school days. A parent/guardian of the student to be detained must be notified at least twenty-four hours prior to the beginning of the detention. Saturday School attendance for discipline is at the election of the student or, in the case of a minor, the parent/guardian (E.C. 37223)

Detention: Students may be assigned a detention before or after school. Students who fail to serve detention will be assigned a four-hour Saturday School. In the event the student fails to show up for Saturday School, the student will be suspended for one day.

Saturday School: Saturday School is offered in lieu of suspension. A student who is considered truant as defined under E.C. Section 48260 may be required to attend Saturday School. Students arriving late to Saturday School will not be admitted. Failure to serve SS will result in a one day suspension.

Classroom Suspensions

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.**

Grounds for Suspension and Expulsion

Disciplinary action by the school administration will take into account frequency, severity, and grade level at which behavior problems occur. Disciplinary consequences for violation of Education Code 48900 may range from detention or suspension to a maximum penalty of expulsion.

Suspension: Suspension is a disciplinary action which means removal of a student from ongoing instruction for a period of time not to exceed five (5) consecutive school days. Suspension by an administrator shall be preceded by an informal conference between the administrator and the student unless an emergency situation to be determined by the principal or designee exists. A student's parent/guardian shall be notified in writing of the suspension. Although the district is not required to hold a conference with the parent/guardian, the parent/guardian is required to attend such a conference when so requested by the district. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following; 1) While on school grounds; 2) While going to or coming from school; 3) During the lunch period, whether on or off the campus; 4) During, or while going to or coming from, a school sponsored activity (E.C. 48900 s). At the discretion of the school administration, a student may receive "in-house" suspension, serving the term of suspension on campus under the supervision of school staff. *Teachers will provide make-up work to be completed by the student while suspended from class/school. Students who are suspended from school will lose 1 week of eligibility to participate in school activities/sports for each day of suspension.*

Expulsion: Expulsion means the removal of a student from enrollment in a school or the district as ordered by the Board of Education. Expulsion may be ordered for any of the acts listed under Grounds for Suspension and Expulsion when other means of correction have failed to bring about proper conduct, or when a student's presence causes continuing danger to other students. As defined in Ed Code 48915 (c), possessing, selling, or otherwise furnishing a firearm, brandishing a knife at another person, unlawfully selling a controlled substance, committing or attempting to commit a sexual assault or committing a sexual battery, or possession of any explosives, requires the principal to recommend expulsion. The length of expulsion for any of these offenses shall be one year. Parents of an expelled student are required to notify the receiving district that the student has been expelled. (E.C. 48915.1)

Zero Tolerance Program

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 or when a student is found to have provided drugs, alcohol, or any other intoxicant while on campus or during a school activity the following will occur:

1. The 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 MUSD.

OFFENSE (Education Code 4900)

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- a. (2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco, or products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- r. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- t. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

Additional grounds:

Sexual harassment (*Ed Code 48900.2*)

Committed an act of hate violence (*Ed Code 48900.3*)

Harassment, threats, or intimidation creating an intimidating or hostile educational environment (*Ed Code 48900.4*)

Terrorist threat against school official or school property (*Ed Code 48900.7*)

Any of the above may be referred to a law enforcement agency.

✓ The principal or designee must notify law enforcement personnel of these offenses.

AHS Academic Vocabulary List

Word	Definition	In ELA/Social Sciences	In Math/Sciences	
According to	(Prep): as reported by	According to Walt Whitman, America belongs to both no one and everyone.	The magnitude of an earthquake was 3.5 according to the Richter scale.	Q1
Address	(V): to direct to the attention; to discuss	The narrator addresses the audience with a tone of dread.	Address the purpose of hemoglobin in the blood.	Grade 9
Assert				
Assess				
Assume				
Cite				
Concise				
Confirm				
Consequence				
Defend				
Develop	(v): to explain in detail; to cause to grow or expand	In a paragraph, describe how the conflict in the novel develops .	Develop the equation for finding the area of a triangle.	Q2
Devise	(v): to form a plan	The Spanish devised a plan to civilize the natives.	Devise an observation involving stars that provides evidence that the Earth is round.	Grade 9
Evaluate				
Exaggerate				
Excerpt				
Illustrate				
Inclined				
Indicate				
Infer				
Inquire				



2012-2013 Alhambra High School

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

MINIUM DAY BELL SCHEDULE

Period 1	7:45	8:20
Period 2	8:26	9:04
Period 3	9:10	9:45
Period 4	9:51	10:26
Long		
Passing	10:26	10:36
Period 5	10:42	11:17
Period 6	11:23	11:58
Period 7	12:04	12:39

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

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

- AHS Mission Statement, 2008