

# Azusa High School



## Student-Parent Handbook

**Azusa High School**

240 N. Cerritos, Azusa, CA 91702

626-815-3400

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# INTRODUCTION

*This Student & Parent Handbook provides important information to our school community. Please read it carefully to learn about what Azusa High School has to offer its students. Notice that the school rules and procedures are carefully stated. As part of our school registration procedures, all students and parents are asked to sign the Student Handbook Agreement form online. We hope that you will also find important resources in it as well.*

*Azusa High School is committed to providing a 21<sup>st</sup> century, global education that emphasizes critical thinking, effective communication, and respect for diversity. In order to create successful citizens that are college prepared and career ready, we provide a safe and positive environment that is supported by collaborative community involvement.*

*If you have any suggestions for additions to the Handbook or corrections, please notify the Principal's Office.*

*Working together, we can continue to build a great school with a great history. Let's bring out that Azusa Pride!*

# **AZUSA HIGH SCHOOL**

**Home of the Aztecs**

# **VISION**

**Every Student College and Career Ready**

# **MISSION**

**Our mission is to provide a 21<sup>st</sup> century education that emphasizes critical thinking, effective communication, and respect for diversity and creativity in a safe and positive environment that is supported by collaborative community involvement in order to develop successful citizens that are college and career ready.**

# General Information

## Important Phone Numbers

### Administration

Principal, Gabriel Fernandez	815-3404
A.P. Guidance Office, Robert Velasco	815-3419
A.P. Activities and Attendance, Edith Galvan	815-3421
A.P. Curriculum, Kara Duros	815-6600

### Main Office

Attendance, Guille Kukurelo and Veronica Olivas	815-3403 /3402
Principal's Secretary, Jo Gomez	815-3404
Receptionist, Susanna Chavez	815-3400

### Activities and Athletics Office

ASB Director, Jessica Carrillo	815-3562
ASB Clerk, Maria Dominguez Rocha	815-3427
Athletic Director, Albert Sanchez	815-
Activities Secretary, Hilda Quinonez	815-3421

### Guidance Office

Counselor, Christy Calderon	815-3425
Counselor, Jackie Hoke	815-3417
Counselor, Crystal Mejia	815-3410
Counselor, Laura Ortiz	815-3416
Counselor, Ana Sanchez	815-3415
Counselor East and ECP, Joyce de Leon	815-6686
Registrar and Data Clerk, Laura Navarro	815-3418
College and Career Tech, Lori Madden	815-3465
Guidance Secretary, Andrea Carlos	815-3419
Librarian, Sarah Alvarado	815-3461
Community Liaison, Letty Enriquez	815-3521

### East Campus Office

Secretary, Lourdes Carbajal	815-6685
Clerk, Xochil Castillo	815-6682

# Azusa Unified School District Graduation Requirements

A student meets graduation requirements for the Azusa Unified School District if the student:

- Completes Integrated Math 1 and 2 (per state requirements)
- Earns 220 credits including the following:

English I, II, III, ERWC, Ethnic Studies Lit	40 credits
Mathematics	30 credits
Life Science	10 credits
Physical Science	10 credits
World History	10 credits
U.S. History / Race and Gender in US History	10 credits
Government	5 credits
Economics	5 credits
Fine Arts	10 credits
World Language	10 credits
Physical Education	20 credits
Career Tech Education (CTE)	10 credits
<u>Electives</u>	<u>50 credits</u>
Total	<b>220 credits</b>

## a-g College Admission Requirements – UC & CSU

In order to qualify for admission to the University of California and California State University system universities, a student must complete all of the following requirements, having primarily A & B grades, and have no grade lower than a “C.”

- a. US History, World History - 2 years required.
- b. English (College Preparatory) – 4 years required.
- c. Mathematics – 3 years required, 4 years recommended for UC; including Integrated Math 1, Integrated Math 2, and Integrated Math 3.
- d. Laboratory Science – 2 years required, 3 years recommended for UC (one must be biological science and one must be physical science.)
- e. Languages other than English – 2 years required, 3 years recommended for UC (All years must be of the same language.)
- f. Visual and Performing Arts – 1 year required (Specific classes only, consult Counselor.)
- g. College Prep Electives – 1 year required.

# ACADEMICS, CAREER, and SUPPORT PROGRAMS

## Advanced Placement (AP) Program

Advanced Placement courses provide opportunities for students to challenge themselves with rigorous curriculum and pursue subject matter concepts to a deeper level. Students who are interested in enrolling in AP courses have the opportunity to apply during registration. To learn more about AP courses, students may contact their Guidance Counselor. Students who score 3 or higher on the AP exam in May, are eligible to receive college credit for the course at some colleges and universities.

There is no fee to take an AP course; however, all AP students are strongly encouraged to take the examination. AP exam fees must be paid by established deadlines for a test to be ordered. Fee waivers exist for those in need.

These are the AP courses currently offered at Azusa High School:

- AP English Literature (Grade 12)
- AP English Language (Grade 11)
- AP Statistics
- AP Calculus AB (BC upon request)
- AP Computer Science Principles (NAF Program)
- AP Physics
- AP Biology
- AP Human Geography
- AP World History
- AP U. S. History
- AP Government
- AP Psychology
- AP Spanish Language
- AP Spanish Literature
- AP French Language
- AP Studio Art

## APEX

Students will have the opportunity to make up courses on the online platform, APEX. All APEX courses must be completed by June 6, 2024. After June 6, 2024, students will not be permitted to complete any classes on APEX. If any APEX course which is required for graduation is not completed by May 31, 2024, the student will not participate in the commencement ceremony.

## AVID

AVID courses feature tutors and college students, who lead discussions and analysis of the academic subjects, in which the students are enrolled. Students enrolled in the class are required to complete weekly timed writing and analytical discourse in all subjects. In addition, students are required to make oral presentations to the class



on topics related to career research, college entrance, contemporary issues, and social concerns, all the while focusing on a culminating senior paper, portfolio, and/or project.

AVID (Advancement via Individual Determination) is a program dedicated to closing the achievement gap by preparing all students for college and postsecondary opportunities. AVID courses utilize research-based strategies to develop students' critical thinking, literacy, and math skills.

AVID Objectives:

- To provide students with academic instruction and other support, in preparation for eligibility to a four-year college or university.
- To develop students' college level entry skills.
- To motivate AVID students to seek a college education.
- To increase the students' levels of career awareness.
- To increase school-wide learning and performance

Participants are students who belong to a group typically underrepresented at universities who:

- Have a Grade Point Average (GPA) between 2.0 and 3.5
- Have satisfactory citizenship grades.
- Have a good attendance record.
- Have good work habits.
- Are willing to commit to a minimum of two hours of homework each night.

## **Azusa Pacific University Upward Bound**

Upward Bound (UB) is a federally funded program through the Department of Education that supports 60 students each year in their preparation for college admission. At Azusa Pacific University, UB provides holistic programming to potential first-generation to college students from Azusa High School who demonstrate academic potential. UB Scholars receive services that help them identify their strengths, explore their purpose, and thrive in academic and social settings. Further, UB Scholars graduate high school with the ability to navigate postsecondary institutions and persevere through adversity. As a result, UB Scholars will be empowered to advocate for themselves and achieve their educational goals.

## **Early College Program 9, 11-12**

There are two options for the Early College Program at Azusa HS. AUSD partners with Citrus College to provide dual credit opportunities to students during the school day as part of students' regular class schedule. Ninth graders have the opportunity to take 4 years of dual credit community college courses that will grant an associate's degree and a high school diploma upon graduation. The second option is the 11<sup>th</sup>-12<sup>th</sup> grade ECP program where students complete a year of transferable college credit in addition to regular coursework during their junior and senior year. Please contact ECP coordinator, Joyce de Leon for more information.

## **English Language Development (ELD)**

English Language Development courses are offered to all students who are beginning to develop their English fluency. Levels 1-3 are to be completed prior to enrolling in a grade level English course. The instructional framework for English Learners includes Integrated and Designated English Language Development with an emphasis on providing access to grade level content while developing academic language. Teachers engage in research based professional development to strengthen their implementation of the instructional framework.

## **GATE**

Azusa High School serves Gifted & Talented Education (GATE). Our school has a GATE Coordinator who ensures that GATE students are identified and receive a differentiated core curriculum enriched with other learning opportunities. The district Director of College & Career Pathways helps schools provide the best opportunities for GATE students.

## **IB (International Baccalaureate)**

The International Baccalaureate Diploma Programme (IBDP) is a two-year educational programme primarily aimed at 16 to 18-year-old students. The programme provides an internationally accepted qualification for entry into higher education and is recognized by many universities worldwide. Contact the IB Program Coordinator, Mr. Bob Colera for further information.

## **Career Technical Education / AHS NAF Academies**

Azusa High School provides a variety of career pathway classes to prepare students with knowledge and skills to succeed in the world of work. AUSD requires all students to complete at least 1 year of career technical education classes and recommends that students complete at least two years of a career technical education pathway to be fulfill one of the requirements for college and career preparation in the state of California.

Azusa offers 4 National Academy Foundation (NAF) career academies in the following pathways: Computer Science, Digital Media/ Graphic Arts, Engineering, and Health Sciences (Medical Academy). Beyond these 4 NAF academies, Azusa High offers students courses in automotive and fire/emergency medical tech pathways as well. Please see your student's counselor with further questions about CTE pathways or requirements.

## **Visual and Performing Arts (VAPA)**

Band, Choir, Drama and Visual Arts are visible arts on campus. The arts refers to the theory and physical expression of creativity found in human societies and cultures. Major constituents of the arts include literature (including drama, poetry, and prose), performing arts (among them dance, music, and theatre), and visual arts (including drawing, painting, filmmaking, architecture, ceramics, sculpting, and photography). Some art forms combine a visual element with performance (e.g., cinematography) or artwork with the written word (e.g., comics).

## Grades / Grading Policy / Progress Reports / Report Cards

Letter Grades. Students receive one of seven marks in their classes:

- **A** = superior achievement
- **B** = above average achievement
- **C** = average achievement
- **D** = in danger of failing
- **F** = indicates failure to meet minimum standards for the course. When a student receives an F in a class, no units apply towards graduation. In addition, if it is a required-for-graduation class, the student must repeat the class to meet the graduation requirements. Any time a student receives a D or an F, parents are encouraged to schedule an appointment with the teacher and/or counselor.
- **CR** = indicates that the student is passing the class.

**I** = An incomplete grade is issued at the end of a semester when the student fails to complete the work in a course due to circumstances beyond his/her control, such as an extended illness. Semester incompletes must be made up by the last day of the first Triad of the following semester. Make-up work is the responsibility of the individual student. The grade for all work not made up automatically becomes an "F". When these assignments are averaged into the student's overall grade, it may result in a lower or failing grade for the course.

- **WP = Withdraw Pass.** The student was passing at the time of withdrawing from the class.
- **WF = Withdraw Fail.** The student was failing at the time of withdrawing from the class.

### Grading Periods 2023/2024

First Semester			Second Semester		
Triad 1	Triad 2	Semester 1	Triad 4	Triad 5	Semester 2
<b>8/17 - 9/22</b>	<b>9/25 - 11/3</b>	<b>11/6 - 12/21</b>	<b>1/10 - 2/16</b>	<b>2/20 - 3/29</b>	<b>4/8 - 6/6</b>
Progress Report after 9/27	Progress Report after 11/8	Semester Grade After 1/20/24	Progress Report after 2/21/24	Progress Report after 4/10/24	Semester Grade after 6/6/24

Semester grades are reported at the end of the fall and spring semesters and become part of a student's permanent record. The first semester ends December 21 and the second semester ends June 6. Each semester is broken into three segments called triads. The grades received at the end of Triads 1,2,4, and 5 are considered progress reports and do not become part of the student's permanent record. However, students and parents are encouraged to pay close attention to triad grades because they are an indication of what grade the student may receive at the end of the semester.

Please mark your calendars so you can expect the above school mailings. If you do not receive the reports within a few days of the published date, please feel free to contact the counseling office at **815-3490**.

## Grade Points

As calculated for college entrance students receive the following points for the grade indicated:

- Regular Courses      **A**= 4 pts. **B** = 3 pts. **C** = 2 pts. **D** = 1 point **F** = 0 pts.
- Honors / AP Courses    **A**= 5 pts. **B** = 4 pts. **C** = 3 pts. **D** = 1 point **F** = 0 pts.

Grade points are computed using semester grades. Using the list of grade points above, the following formula will help you figure out your grade point average, or GPA.

<u>Period</u>	<u>Grade Points</u>
0	_____
1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____

Total grade points                      \_\_\_\_\_(add all classes)

Total grade points ÷ number of classes taken = GPA \_\_\_\_\_

## Repeating Classes

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. Both grades received shall be entered on the student's transcript, but the student shall receive credit only once for taking the course. The highest grade received shall be used in determining the student's overall grade point average (GPA). Students and families should be aware that all classes and grades are reported to colleges on the transcript.

## Withdrawal from Classes

A student who drops a course during the first six weeks of the grading period may do so without any entry on his/her permanent record card. A student who drops a course after the first six weeks of the grading period shall receive an F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

## Effect of Absences on Grades

Teachers who choose to withhold class credit because of excessive unexcused absences shall inform students and parents/guardians of such a possibility at the beginning of the school year or semester. When a student reaches the number of unexcused absences defined as excessive in Board policy, the student and parent/guardian shall again be notified of the district's policy regarding excessive unexcused absences.

The student and parent/guardian shall have a reasonable opportunity to explain the absences. (E.C. 49067)

If a student receives a failing grade because of excessive unexcused absences, the student's record shall specify that the grade was assigned because of excessive unexcused absences. (E.C. 49067)

Grades for a student in foster care shall not be lowered if the student is absent for any reason specified in Education Code 49069.5.

## Homework

In all academic classes, homework may be assigned ranging from 30 minutes to 1 hour daily. Parents are encouraged to check the student agendas for each class at least once a week. Students are expected to keep up their agendas by utilizing the calendars in their three ring binders.

Homework will be provided so that students will have opportunities to:

- Review and practice skills taught in class
- Extend and apply knowledge gained in class
- Complete assignments missed due to absence
- Develop independent work habits and responsibility for learning

Although assignments will vary with the subject matter, the following types will generally be used:

- Reading and study
- Writing and composition
- Listening for information (speeches, educational TV)
- Research
- Practices and rehearsals
- Visitations (colleges, museums)
- Creative projects
- Community Service Activities

## Testing Programs

The following tests are administered at Azusa High. Below is a list of those testing programs. Check the school website for links to these resources.

Advanced Placement Tests (AP)

Armed Services Vocational Aptitude Battery (ASVAB)

General Education Development Test (GED)

Scholastic Aptitude Test (SAT)

California Science Test (CAST)

Smarter Balanced Assessments (SBAC ELA AND MATH)

American College Tests (ACT)

California High School Proficiency Exam (CHSPE)

Preliminary Scholastic Aptitude Test (PSAT)

English Language Proficiency Assessments for California (ELPAC)

Reading Inventory

## Guidance and academic services

### Academic Counseling Services

Comprehensive counseling services are provided to all students. Counselors assist students with academic planning including the Four-Year Plan, career, and personal/social development through classroom guidance as well as individual and group counseling. The goal of the AHS Guidance Department is to guide students towards successfully completing all the requirements to obtain a high school diploma and be college and career ready.

*Azusa High School partners with various outside agencies such as McKinley Children's Center and Foothill Family Services to provide individualized mental or emotional health support for students when parents or school faculty may notice student need for additional support. The referral process begins in the guidance office with a counselor appointment first. Parent / guardian approval is required for services to be provided to students on site. These therapy sessions are confidential and the content is not shared with the school.*

### College & Career Center

Many valuable services are available to students in the Azusa High School College & Career Center. It is open every day on a drop in basis. Some of the services that students can take advantage of in the College & Career Center include: Career and College information, FAFSA and scholarship assistance, Naviance support and Work permits (any working student under 18 years of age must have a work permit).

### Naviance

Naviance is an American "college and career readiness software provider" that partners with high schools and other K–12 institutions to provide students with college planning and career assessment tools. Counselors will provide students with grade level assignments each school year. Parents may log in to Naviance portal to learn more about college and career planning.

### Textbooks

Azusa High checks out textbooks to all students through the Library. Students must show their photo I. D. card with the bar coded student number and their schedule. The appropriate books will be checked out to the student. All students will have access to a textbook to take home for the core classes. If a textbook and/or library book is lost, damaged or stolen, the replacement must be made at the expense of the student to whom the book is issued. Some textbooks are available electronically, refer to individual teachers for course codes.

When returning textbooks, remember...

- **The number on the textbook turned in MUST match the number of the book checked out.** (Just because you are turning in a book does not mean that your debt is cleared. There have been cases where another student's book was stolen and turned in for credit. (This will not be permitted.)
- All textbooks from one school year must be turned in (or paid for) before books for the next year will be checked out.

## Transcripts

- A transcript is an official record of all credits earned toward high school graduation.
- A parent / guardian may request a transcript at any time in writing. Because of the time involved, we ask that requests be kept to a minimum.
- Students may request transcripts on their own behalf if they have completed Grade 10 OR are 16 years old.
- If a student believes that there is an error on the transcript, the student will explain in writing what he/she believes the error to be. That information will be given to the counselor so that they may consult with necessary staff for a response.
- **No transcripts will be released if the student has a debt to any school.**

## Tutoring

At Azusa High School we offer school-wide tutoring after school with the Think Together program. It is available from 3:30 to 5:30pm in the library.

## Work Permits

Students under the age of 18 MUST have a work permit in order to work in California. To get a work permit from our school district, do the following:

- Students may pick up a work permit application from the College & Career Center while looking for a job
- The student and parent complete their portions of the form
- The employer completes his/her section of the form
- Return the completed form to the Career Center technician who will issue the Work Permit if the student meets all eligibility requirements
- A Work Experience class is offered as an elective at Azusa High School, enrollment is limited
- If you have questions, please call 815-3465

FYI: You get the job first, and then the Work Permit is issued

## Student Recognition & Academic Awards Programs

### Renaissance

The ASB honors student achievement twice each year in a school wide assembly based on semester grade point averages. Gold, Silver and Bronze awards are given along with Most Improved GPA.

### Honor Roll

Students may be recognized for earning one of two levels of honor including:

Silver Honor Roll	GPA of 3.25 – 3.75 or
Principal's Gold Honor Roll	GPA of 3.76 and above

At the end of each semester, students automatically qualify for the honor roll based on their total GPA (grade



point average).

**National Honor Society (NHS).** The goal for many students is to be recognized for their academic achievement by wearing a white and blue cord at graduation signifying they are a life member of the National Honor Society. To obtain this goal, students must maintain a “B” average in a minimum of five subjects each semester for six semesters. No candidate may have a “D” or “F” grade during the semester that counts toward possible membership. Since membership is neither automatic nor compulsory, the student must update their initial application for membership showing their involvement in a school activities and the performance of a minimum of 25 hours of community service learning each semester.

**California Scholarship Federation (CSF).** CSF is a state-wide organization which exists to foster the highest standards of scholarship and citizenship at the high school level. While it is difficult to qualify for membership, those who meet the requirements receive a gold seal on their diploma along with special recognition at graduation. This distinction also entitles them to apply for CSF only scholarships offered by more than fifty colleges and universities throughout California.

Membership in CSF is neither automatic nor compulsory. Students do not receive credit for CSF merely by qualifying. They must meet all membership criteria to have a semester count which includes attending a minimum number of meetings and participation in service projects. Membership for the current semester is based on the student’s grades from the previous semester. An eligibility list is issued at the beginning of each new semester. Students are automatically disqualified if they have “D” or a “F” in any class. Applications for CSF are available in the Guidance Office. At graduation, there are three levels of recognition for active CSF members:

- *CSF Membership* signifies membership in CSF for three or more semesters with one semester in the senior year (gold tassel).
- *Life Membership* signifies membership during four of the last six semesters with one semester in the senior year (gold cord, *gold tassel*).
- *100% Members* are those who were a member for six out of the last six semesters (gold cowl, gold tassel).

### **Summa Cum Laude—Magna Cum Laude**

Summa Cum Laude	GPA of 4.0 or better	Silver Cord
Magna Cum Laude	GPA of 3.75-3.99	White Cord

### **State Seal of Biliteracy Award**

The Seal of Biliteracy is an award given by a school, school district, or state in recognition of students who have studied and attained proficiency in two or more languages by high school graduation. Azusa High School awards Seals of Biliteracy for the following world languages: Spanish, French, and American Sign Language. The Seal of Biliteracy encourages students to pursue biliteracy, honors the skills our students attain, and can be evidence of skills that are attractive to future employers and college admissions offices. Requirements include: English Language Arts 2.0 or higher, SBAC ELA Standard met or Standard Exceeded, demonstration of proficiency in a language other than English with a score of 3 or higher on a foreign language AP exam or IB examination with a 4 or higher.

### **Golden State Seal of Merit Diploma**

At the time of graduation, students must be eligible to receive a high school diploma. For English Language

Arts, Math, Science and US History students must earn a grade of B or better in grades 9 or 10 or 11 each semester and earn a B or better in two additional subject areas not previously counted to qualify.

### **Senior Awards Assembly**

This is an evening event to honor our senior class with academic achievements and to give various awards. Everyone is invited to attend. Awards include medallions, certificates, and plaques.

### **Senior Scholarship Night**

Scholarships are given to seniors at this very special event. Students are selected by the Scholarship Committee for excellence, outstanding improvement, and participation.

## Student Expectations

Azusa High School is committed to providing a 21 century, global education that emphasizes critical thinking, effective communication, and respect for diversity. In order to create successful citizens that are college prepared and career ready, we provide a safe and positive environment that is supported by collaborative community involvement.

### Positive Behavior Interventions and Support (PBIS)

Azusa High School prides itself on being a safe campus. The main goal of our discipline policy is to have procedures that provide a place that is conducive to student learning and achievement. All students are expected to behave and conduct themselves in a manner that is appropriate to facilitate the educational process. The students, faculty, and administration of Azusa High School strongly believe that discipline is vital to promote an atmosphere of student behavior necessary to achieve and maintain high academic and moral standards.

The listing of the minimum and maximum actions serves as a guideline to bring consistency of discipline and fairness to students of Azusa High School. A violation may warrant a minimum or maximum disciplinary action, dependent upon the situation, circumstances, and previous behavior of the student. Maintaining discipline on the Azusa High School campus is the responsibility of all students, faculty, staff, administration, and parents. **Even though an offense may not be listed in this handbook, students are expected to use common sense and good judgment. Reasonable consequences are determined by administration in all situations, published or not.**

### Academic Honesty Policy

Azusa High School values excellence in learning and respect for the intellectual property rights of others.

- **Cheating** is intentionally using dishonest methods for one's own gain.
- **Plagiarism** is copying another person's ideas and/or works without giving credit.

Examples of Cheating and Plagiarism include, but *are not limited* to the following:

1. Turning in any work that is not the student's own work
2. Copying another student's work or class assignments
3. Copying or presenting any portion of an author's work without proper citation (For example: internet sources, Cliff Notes, Spark Notes, etc.)
4. Copying or presenting any portion of a musician's, artist's, or public speaker's work without proper citation
5. Allowing another student to copy your work or class assignments
6. Putting your name on someone else's paper/project
7. Copying another student's answers on an individualized quiz/test
8. Giving another student help on an individualized quiz/test
9. Possession of or using a "cheat sheet" on a quiz/test
10. Tampering with a teacher's grade records
11. Stealing and/or selling quizzes/exams (Consequences for theft also apply.)

12. Possession of or using teacher manuals/solution manuals (Consequences for theft also apply.)
13. Using electronic devices/cell phones during quizzes/exams for any reason
14. Talking/communicating during a quiz/test
15. Providing a copy of a test or assignment to a student
16. Hacking into a computer database of tests and retrieving one to distribute (Consequences for theft in the electronic system will apply).

### **First Offense**

- Student receives a grade of zero on the assignment/test, etc.
- Teacher contacts parent
- Teacher counsels/conferences with students as needed
- Referral to administration

### **Second Offense**

- Student receive a grade of zero on the assignment/test, etc.
- Teacher contacts parent
- Referral to administration
- Student will receive one day of In-House suspension
- Administrator will contact parent to advise of In-House Suspension

### **Third Offense**

- Students receive a grade of zero on the assignment/test, etc.
- Teacher contacts parent
- Referral to administration
- Student will be suspended out of school for 3 days including a parent contact/conference
- **For the remainder of the school year, the Student may NOT participate in any activities, athletics, or organizations, including but not limited to: holding office, representing the school, honorary awards, etc.**
- Student will be removed from prom, Grad Night, etc.

## **Student Behavior**

1. A clean campus is to be maintained at all times.
2. All students shall remain on campus during school hours. No student may leave campus or the classroom without proper written authorization issued by a school office or staff. Students leaving without authorization will be considered truant.
3. Students shall not loiter or create disturbances.
4. Students must leave campus at the end of their school day, unless they are in a co-curricular activity.
5. Use or possession of cigarettes, alcohol, drugs, or any paraphernalia is prohibited.
  
6. No gambling is allowed on the campus.
7. Possession of marking pens, permanent markers, or other means of graffiti is prohibited.
8. Inappropriate public display of affection is prohibited on campus.

9. Students shall adhere to courtesies commonly observed in society.
10. Cheating is not to be condoned in any form.
11. Conduct at assemblies shall be courteous and attentive.
  - a. Applause is the accepted expression of approval. (Whistling, loud noises, booing or name calling are not acceptable.)
  - b. Looking at a cellphone and/or talking during a program is rude and disrespectful.
12. Other activities not appropriate are the use of roller blades, water pistols, super-soakers, water balloons, laser pointers and other devices that might disrupt school; Hazing or harassing of students, birthday bashing, gambling (such as flipping or pitching coins, rolling dice, etc.)
13. Reckless driving or riding on or about the school property in such a manner as to endanger persons or property is not acceptable; this includes cars, bicycles, and skateboards.
14. **Unauthorized Advertising:** No materials (flyers, advertisements) may be distributed on the school premises without prior school administration approval.
15. Students may sell items on campus during approved sales periods according to the ASB approved event form on file in the ASB office.

## Assemblies and rallies

Assemblies and rallies are held for the purposes of promoting school spirit and highlighting academic accomplishments. During these events, the following Assembly Code applies:

### *Assembly Code*

- Students will show respect for the flag and flag salute.
- Students will be a good audience.
- Students will show appreciation through applause and not through whistling and other noises including calling out peoples' names.
- Students will remain for the entire assembly.
- Students will not throw anything at anyone.
- Students will not make any rude noises or gestures and will refrain from all other inappropriate behavior.
- Students will protect furniture and other equipment in all facilities of the school.
- Students will not bring food or drink into the assembly.
- Students will not wear any head coverings in the assembly as per the Dress Code.
- Students will enter/exit the assembly in a safe and orderly manner.

Students may be removed from the assembly or suspended from future assemblies if they do not follow the behavior expectations.

## STUDENT DRESS

While attending Azusa HS students are expected to dress appropriately for school and follow these specific guidelines below:

### Dress Code

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Ed. Code 35183.5)

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of graffiti, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice or anything gang-related.
3. Only school approved Azusa Aztec hats, college hats, or black-blue-gray-white plain hats (no insignia, letters, pictures , etc.) will be permitted to be worn on campus. Hats, caps and other head coverings [including beanies] shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times.
5. Gym shorts may not be worn in classes other than physical education.

### Gang-Related Apparel

Gang-related apparel at school or school activities is prohibited. It is defined as any clothing which could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus (Ed Code 32282). Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed and updated whenever related information is received.

Note:

- At Azusa High, certain logos (**A13, 13, F, P, S, etc.**) are not permitted on any clothing, hats or belongings. Other items may be prohibited by the school administration for reasons stated above.
- Dress Code items that are confiscated may be picked up in the Guidance Office.

Consequences:	Minimum Action:	Warning/Counseling/Parent Conference
	Maximum Action:	Suspension/Expulsion

## P.E. Dress Requirements

The required physical education uniform is:

- TOP – Plain gray t-shirt with “AHS PE” and the student name listed on the front OR students may purchase an Aztec Logo P.E. shirt, Plain gray sweatshirts or students may purchase Azusa sweatshirts. The top must be a sleeved t-shirt. Shirts with the sleeves cut out are not permitted.
- BOTTOM - Black shorts or students may purchase black shorts from the school; White socks and tennis shoes, black sweatpants
- *Not Acceptable* - Cut-offs, hats, and logo shirts other than P.E.

Students are warned that theft may occur in the locker room. To prevent this from happening:

- Cover your lock when dialing the combination to prevent others from seeing the combination.
- When locking the lock, turn the dial at least twice to clear the combination.
- Be sure to lock your lock when going out to PE and when coming and going from the locker room. Many students have said that they locked their lock when staff has found it open.
- Do not share a PE locker.
- Do not keep valuables in your PE locker.

Students may provide their own PE clothes as listed above or purchase them in the locker room after the first day of school. All clothes should be clearly marked with the student's first and last name.

## Hat Wearing Policy

Only Azusa High School approved hats will be permitted to be worn on campus. Examples of approved hats are the Azusa High baseball, football and golf hats. Also permitted are college hats with a college name/logo. Finally, blank hats are permitted (colors-black, blue, white, gray) with no insignia of any kind. Hats that are not permitted are pro style hats from MLB, NFL, NHL, etc. Any hat affiliated with any type of gang affiliation will not be permitted to be worn on campus and confiscated. Hats will be available for purchase on campus.

# ITEMS SUBJECT TO CONFISCATION ON SCHOOL GROUNDS

## Electronic Devices

Unauthorized use of electronic devices used during instruction causes disruption. The District encourages students to leave personal items such as iPods, MP3 players, cell phones, recreational equipment, etc., at home. In any event, the District will not be held responsible for any personal items which are lost, stolen or damaged. In order to protect instructional time for all students, the following policy is in place:

1. Electronic music or video game devices should be left at home.
2. Cellular phones should be turned off (not vibration mode) during class periods.
3. Students may NOT use any electronic device, including cell phones, during class periods without the express permission of an administrator, teacher or another District employee.
4. School time will not be used to search for stolen or lost electronic devices. In the case of lost or stolen electronic devices, the school and the District shall NOT be deemed responsible for its replacement or damage.
5. No student shall use an electronic device (camera or cell phone) to record video or voice that would infringe on the privacy rights of others.
6. Electronic devices used during restricted times will be confiscated. They can be retrieved at the guidance office after school.

**1<sup>st</sup> Offense** (Warning): Student conference with individual teacher and confiscation. Students can pick up confiscated phones from the guidance office at the end of the school day.

**2<sup>nd</sup> Offense** (Confiscation): Parent to pick up from the guidance office.

**3<sup>rd</sup> Offense** (Confiscation and conference): Parents will need to meet with a school administrator before picking up the phone from the guidance office.

Students may not use a listening device or recording device in a classroom without the prior approval of the teacher and the principal. (Ed. Code 51512) This includes recording anybody or any activity in a classroom whether the class is held inside or outside. Consequences for this are determined by the administrator.

## Markers / Graffiti Tools

Permanent markers and other graffiti tools are not to be brought to school at any time. If you possess them:

- They will be confiscated
- You may be suspected of graffiti on campus which could lead to other consequences
- You may be assigned detention or campus beautification at lunch or after school
- Your belongings will be searched. (Possession of one banned item at school causes suspicion that you may have other banned items that could endanger safety or cause vandalism)
- You may be suspended or cited for possessing a graffiti implement

## Confiscated Items

All items taken away from students, other than electronic devices, are given to a site administrator. Those items will be given to the parent/guardian in person in the office or they can be picked up by the student on the last day of school provided that they are not an illegal item.



## Alternative Means of Correction

AHS will use a variety of strategies to correct student misbehavior to ensure students remain engaged in on-campus in-person learning as much as appropriately possible. These strategies include:

- **Discussion/Warning** – Any staff member informs or redirects a student when he/she has violated or is about to violate a school rule or regulation. The student may be warned through a written referral that the behavior is unacceptable.
- **Counseling** – The counselor/administrator provides a positive relationship by which reasons for misbehavior are analyzed and positive steps for correction will be recommended to the student, in addition to communication with parent and teacher. A student may be removed from the classroom for inappropriate behavior that disrupts the learning process.
- **Parent Conference** - Any staff member may request the presence of a parent/guardian to assist in the redirection of a student demonstrating the need for assistance with academic, social or emotional assistance.
- **Before School/Lunch/After School Detention** – Assigned by an administrator, counselor, or teacher to be served at school. Multiple detentions may be assigned as appropriate for behavior and/or attendance. This may include campus beautification.
- **In-House Suspension** – Students who commit a serious infraction of school rules may be placed on In-House Suspension. This is isolation from the total school program. School work is obtained from each of the student’s teachers to be completed during the school day.
- **SART / SARB** - School Attendance Review Team and School Attendance Review Board
- **Saturday Academy**- When other measures have failed to correct student behavior, an administrator may assign a student to Saturday Academy from 8:00 a.m. to 12:15 p.m.
- **Shadowing** – Parent is required to attend classes with the student. An administrator’s approval is required for this action.

## Western Justice Center / Restorative Practices

AHS partners with the Western Justice Center to train faculty and students on positive behavior support strategies to help correct behavior or resolve peer conflicts. Some sample restorative strategies in use at Azusa High School include: **conflict resolution** (in which verbal conflicts are mediated by adults before becoming physical), **peer mediation** (where students work with trained peer mediators to resolve interpersonal communication issues that may lead to further conflict), and support circles (in which students who may need help with self regulation or aggression may work with a small group of peers and an adult mentor to work on behavior).

## Formal Discipline Procedures

### Search and Seizure

In accordance with a United States Supreme Court ruling, administrators with “reasonable suspicion” may search students and/or their property may be searched for contraband by school personnel in an effort to maintain a safe and orderly school environment to promote learning. Searches will only be conducted in private under the supervision of a school administrator. Azusa staff will remain respectful to students during the process of searching a student or student belongings. Parents will be notified of searches.

### Suspensions and Expulsions

A student may be suspended from school for any of the following reasons:

- (a) Caused, attempted to cause or threatened to cause physical injury to another person.
    - a.1 Caused or attempted to cause physical injury to a school employee.
    - a.2 Two or more one-person or two groups of students fighting.
  - (b) Possessed any knife, explosive, or other dangerous object of no reasonable use to the pupil
  - (c) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance.
  - (d) Unlawfully offered, arranged, or negotiated to sell any substance represented as a controlled substance (look-alike).
  - (e) Committed, attempted to commit robbery or extortion
  - (f) Cause or attempted to cause damage to school property.
  - (g) Stolen or attempted to steal school property or private property.
  - (h) Possessed or used tobacco or any products containing nicotine.
  - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - (j) Had unlawful possession of or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
  - (l) Knowingly received stolen school property or private property
  - (m) Possessed an imitation firearm
  - (n) Committed or attempted to commit sexual assault
  - (o) Harassed, threatened, or intimidated a student witness
  - (p) Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription Soma
  - (r)** Aiding or abetting the infliction, attempted infliction or threatened infliction of physical injury
- 48900.2** Sexual harassment [includes spreading rumors, creating a hostile environment, verbal comments, body language, physical touching]
- 48900.3** Hate Violence [Racial slurs are minor acts of hate violence; symbols of hate]
- 48900.4** Intentionally engaged in harassment, threats or intimidation
- 48900.7** Made terrorist threats against school officials, property or both
- 48901.5** Use of an electronic signaling device during school hours [See the section on “Cell Phones and Pagers”]

## E.C. 48915. Recommending Expulsion

The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

**(1)** Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.

**(2)** Brandishing a knife at another person.

**(3)** Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

**(4)** Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

**(5)** Possession of an explosive.

As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3<sup>1</sup>/<sub>2</sub> inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

### Violation of Suspension

Violation of suspension includes being physically present on school grounds, in the vicinity of the Azusa High School campus, or at a school-sponsored activity. No suspended student may loiter at or near any school or public place where students normally attend or congregate. This includes the grass area in front of the school or any school parking lot.

#### **Students are responsible to the school for their behavior:**

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period.
4. During, going to, or coming from, a school-sponsored activity.

### Due Process

1. Violation(s) will be reviewed and the student will be informed of the reason for disciplinary action.
2. The student will be permitted to discuss the violation(s) and to present information on his/her own behalf.
3. In the event the infraction by the student results in suspension, expulsion, or involuntary transfer, the student/parent has a right to a conference/hearing within a specified time as prescribed by law.

## Campus Logistics

### Closed Campus

Azusa High School is a closed campus. Once a student arrives at school, you must remain on campus unless you have an office-approved permit to leave campus. **STUDENTS MAY NOT LEAVE CAMPUS WITHOUT PRIOR APPROVAL OR IT WILL BE CONSIDERED TRUANCY.** Students who are found off campus without permission or leave campus without permission have violated the California Education Code and city truancy laws. They will be returned to campus and given a citation to appear in court. Other consequences at the discretion of the administrator may be given. If you wish to have your student released early or contacted, please call 815-3491.

### Bicycles / Skateboards / Scooters

1. Do not ride or stand on bicycles, skateboards or scooters on campus. You must carry / walk them while on campus. Walk them from the sidewalk into the school.
2. Lock bicycles in the bike racks which are available in the student parking lot and near the main office. Lock up skateboards/scooters on the skateboard rack.
3. If you ride them on campus, they will be taken away and returned at the end of the school day.
4. Do not ask a staff member to hold these items for you.

### Deliveries During School Hours

**No deliveries will be made to classrooms.** Classroom deliveries interrupt the learning process by shifting the focus from the subject being learned to the gift being received. Therefore, parents may leave items for their students on the shelves in the Main Office. However, it is the student's responsibility to come to the Reception Office to pick it up. The office will not notify the student.

### Deliveries Made During Lunch

**The main office will accept food brought to school by parents or family members only.** No food delivery services (Uber, DoorDash, Grubhub, etc.) will be permitted to deliver to students during lunch time.

### Free Period

Some students may not be assigned a class during a period, usually periods 1 or 6. These students may be on campus in the library, conducting business in one of the offices, or at the blue lunch tables. They may **NOT** be anywhere else on campus during this time. Loitering on campus will **NOT** be allowed.

### I. D. Cards

- All students are issued one student I.D. card at the beginning of the year. Students who lose their I. D. card may purchase a replacement in the Activities Office.
- Students are to carry it every day to school.
- Students must show it to any staff member upon request.

The I.D. card is required to check out materials from the library, textbooks, to conduct business in the school offices, voting, and pick up confiscated items. It is also needed for identification for specific testing programs.

## Lockers

The student's locker and the P.E. locker are for the convenience of every student. Each student assumes all responsibility for personal and school-loaned equipment and books kept in the locker. **Students may not share lockers with other students for safety reasons.**

## Nutrition Food Services

Lunch is provided in the “speed line”, through the a la carte windows and in the cafeteria. In addition, we have three lunch kiosks on campus. We encourage students to apply for the free & reduced price lunches.

## Student Parking

Students may park their cars in the student parking lot or bikes, skateboards and scooters in the bicycle/skateboard racks. Students are not permitted to park in any staff parking lot. The District and school are not responsible for accidents, theft, or vandalism done to student automobiles or bikes.

## School Resource Officer (SRO)

Azusa High School has a full-time School Resource Officer from the Azusa Police Department on site and may be reached at 815-3420. The school works in collaboration with the SRO in order to maintain a safe learning environment. Students may seek career guidance and individual support as needed.

## Technology Enhanced Safety at AHS

A digital hall pass will be used at Azusa High School in order to ensure a safe and secure environment. The digital hall pass will help us manage the number of students out at one time and gives us the capability to monitor students' time outside of class.

In order to further enhance safety and security, Azusa High School exterior public areas are monitored by cameras 24 hours a day. Information from the campus surveillance system will help keep AHS safe and secure.

## Attendance / Student Support Services

### Attendance Policy

Attendance is vitally important to the success of the student in the classroom. Students are expected to attend all classes on time every day. Students should never be absent or tardy unless it is necessary because trancies and tardies affect achievement in classes and are carefully monitored. Tardy sweeps are done regularly and progressive discipline consequences are given for continuing tardies.

The student will receive an excused absence when a parent has contacted the attendance office with a note or phone call and identified the absence as:

1. Illness
2. Medical or dental appointment
3. Court Appearance
4. Funeral attendance
5. Religious holiday or ceremony observance
6. Care of an ill child when a student is custodial parent

All other absences are unexcused.

### Clearing Absences

A parent note or phone call (815-3491) is the only way an absence can be cleared. Absences must be cleared within 5 school days. Absences not cleared **within five school days** will be recorded as a truancy. Truant students will be assigned consequences.

### Tardy Policy

All students are to be in class before the tardy bell rings and the class begins. Tardiness will be monitored during the year and when tardiness becomes an issue with a student progress discipline including parent conferences, detentions, and other means of correction (not including suspension) will be used to encourage and correct tardy behavior. Due to the length of the walk for students between Azusa main campus and the Azusa East campus, students will not be marked tardy if walking between the two sites.

### Make-up Work / Long Term Absence / Home & Hospital

Students have the right to make up work and receive credit for makeup work due to qualified absences (eg: illness, medical appointments, school sponsored events, and funeral, etc.). It is the student's responsibility to meet with the teacher to get work missed during the absence. Students are encouraged to get assignments ahead of time, when possible. The teacher determines a reasonable amount of time to make up the work. Read and follow the teacher's syllabus and or announcement in the classroom. Teachers are not required to (but may choose to) give makeup work for unqualified absences (truancy, out of town, etc.).

If you know that you will be absent from school for a family emergency or personal illness for an extended period of time, contact the Guidance Office immediately at 815-3490. They can help you best plan how to get and complete your assignments so you don't fall behind. If a medical doctor writes an "off-school" order for 10 or more days, the student will be referred to Home & Hospital for a home teacher.

## Saturday Academy

Azusa High School has implemented an enrichment program for our students called Saturday Academy.

Saturday Academy provides make-up assignments and enrichment opportunities for all students while allowing students who have been absent to make up missed days of attendance. Missed days of school result in lost learning opportunities; through Saturday Academy students are able to make up missing work and recover learning.

All absences must be cleared through the attendance office within five days of the absence. In order to attend school activities, the student understands that he/she must attend the Aztec Saturday Academy if he/she incur any of the following:

1. One (1) or more unexcused all-day absence during the year. This will prevent the student from participating in all student activities. Parents/Guardians have 5 days to verify an absence with a phone call 626-815-3491 or valid note (e.g. medical professional) turned in to the attendance office. One (1) Aztec Saturday Academy will clear one (1) unexcused all-day absence.
2. Six (6) or more unexcused period absences (aka period truancies) during the year. Period absences/truancies are when a student has an unexcused absence to a class or is late more than thirty (30) minutes (Y) to a class.
3. Ten (10) or more tardies (T) during the year. A tardy occurs when a student is not sitting in their assigned seat when the bell rings. One (1) Aztec Saturday Academy will clear ten (10) tardies.
4. Aztec Saturday Academy sessions will last 4 hours and 15 minutes. Students must attend the entire 4 hours and 15 minutes in order to clear one (1) unverified all-day absence, or six (6) unverified period absences (aka period truancies), or ten (10) tardies. Students that are late or leave early from Aztec Saturday Academy will not receive credit.

## Truancy

### JUVENILE DAYTIME LOITERING/TRUANCY ORDINANCE

The Azusa Municipal Code (Section 46-128) which pertains to juvenile daytime loitering/truancy state

"It is unlawful for any minor, under the age of eighteen, who is subject compulsory education or to compulsory continuation education to loiter, idle, wander, or be in or upon the public streets, highways, roads, alleys, parks, playgrounds, or other public grounds, public places, public buildings, places of amusement and eating places, vacant lots or any unsupervised place during the hours of 8:30 a.m. and 1:30 p.m. on days when school is in session. The provisions of this section do not apply when the minor is on an emergency errand directed by his or her parent or guardian or other adult person having the care and custody of the minor or when the minor is going or coming directly from or to their place of gainful employment or to and from a medical appointment or students who have permission to leave campus for lunch or school-related activity and have in their possession a valid, school issued, off-campus permit. Each violation of the provisions of this section shall constitute a separate offense and shall be a misdemeanor."

## Principal's Perfect Attendance Award

1. Must be continuously enrolled since Day 1 of the semester
2. Must be present and on-time (no tardies) for all periods each day in the semester
3. Any absence (including illness, court, funeral, family business, personal, etc.) will disqualify a student for the Perfect Attendance Award

## Health Office

Students who need to see the school Health Aide must get a pass from the teacher. The Health Aide is available during selected school hours to provide general first aid, health counseling and guidance.

The Azusa Unified School District requires that all students who need medication during school hours must do the following:

1. Present a written statement from the student's physician detailing the method, amount and time schedules for the taking of the medication.
2. Present a written statement from the parent/guardian requesting the District to assist the student in taking the prescribed medication.
3. Bring the medication in the original bottle, properly labeled. Students may not possess, carry or use medication or keep it in their lockers (unless requested in writing by the physician – see form #357). Forms may be picked up in the Health Aide's Office.

## Emergency Records

In the event of an emergency, every attempt will be made to contact the parents if a student requires immediate medical attention. Each student must have an emergency record on file so that the school has the necessary information in order to make the proper contacts. We encourage all parents to keep the emergency information accurate and up-to-date.

In the event of an emergency and disciplinary action, only the person(s) listed on the emergency record will be allowed to take the student from campus. Only those listed as emergency contacts may arrange for students to leave campus, call students to the office to speak with them, and obtain information regarding students.



## Activities and Athletics

### Activity and Athletic Code

Azusa High School offers its students a variety of activities, clubs, and athletic teams to get involved in. Students must have a 2.0 GPA (grade point average) and have passed at least 20 credits in the most recent grading period (semester or quarter) in order to participate in any extracurricular events. This includes, but is not limited to, athletics, student activities, elections for ASB & court, after school field trips, clubs, dances, and performances, etc. If an event takes place during the student's school day, students are not required to have the 2.0 GPA. If the event occurs after the close of the student's scheduled day, the GPA requirement applies.

**Extracurricular activities are a privilege extended to students who adhere to the following code:**

- A student must pass four classes and maintain a 2.0 GPA at the last grading period to be eligible to participate on a team, in any activity, or in any organization.
- Students with a history of discipline or truancy problems will not be able to participate on a team, in an activity organization, or attend an activity. This will be an administrative decision, and can vary from temporary suspension for the activity to removal from the team or organization.

### Eligibility

Student success in academics is the first priority at Azusa High School. Students must have a 2.0 GPA (grade point average) and have passed at least five classes in the most recent grading period (semester or triad) in order to participate in any extracurricular events. This includes, but is not limited to, athletics, student activities, elections for ASB & court, after school field trips, clubs, dances, and performances, etc. See also the Activity and Athletic Code for more details.

### Participating in AHS Athletics

Azusa High School takes great pride in its Athletic Program. The following information can help you as you make plans to join the Aztec teams.

- All athletes must have a valid physical filed with the Athletic Director before they are eligible.
- Physicals are valid for one calendar year.
- All students must have medical and hospitalization insurance. This can be provided through family insurance plans, or through the school district provider.
- Students and families must complete athletic participation forms on Home Campus
- Varsity athletes are eligible to earn a Varsity Letter if they meet requirements and have paid for an ASB Card.
- Student athletes must maintain a 2.0 GPA to remain eligible to play. The Athletic Director will confirm this, with assistance from the coaches.
- When playing in an away game, all athletes must ride the Azusa High School bus to and from the site of play.
- Students with a history of discipline or truancy problems may not be able to participate on a team.

## Clubs / Organizations

Azusa High School is proud to offer a wide and diverse array of activities open to all students. Membership opportunities in various clubs are open all year round with a special Club Rush Day in the fall. Students must have a 2.0 GPA in the most recent grading period in order to participate. Students who wish to participate in student government (ASB office) must maintain a GPA of 2.5 or above.

ACADECA	Femineers	LINK
Art	FCA	Mecha
Athletic Council	French	MOCHA
Aztec Best Buddies	Games	National Honor Society (NHS)
AVID	Gay-Straight Alliance	Science
Band / Pageantry	International Baccalaureate	SES
California Scholarship	Interact	Spanish
Drama	Leadership	Turquoi (Yearbook)
Federation (CSF)	LEAP	

## Associated Student Body (ASB) Card

Students participating in athletics, band, choir and various clubs are strongly encouraged to purchase an ASB card. The funds generated from the sale of this card support the extra-curricular activities students are involved in. Event participation fees, officials and event workers are paid from these fees. Students purchasing these cards will be offered free incentives and discounts at school events or on school merchandise which will exceed the cost of the card. *Please make checks payable to: Azusa High School.* There is a \$25 fee for returned checks.

## Selling Items on Campus

Only ASB approved fundraisers and/or sales are allowed. Sales by outside groups are not permitted on campus. Candy sales are permitted after school only. If you have any questions, please talk to the Activities Director.

## Yearbooks

Yearbooks may be purchased at special prices as noted in the registration letter that was mailed home in August. For more information, visit or call the Activities Office.

## Picking up Students from School Related Events

Parents are expected to pick up their son/daughter from dances and events at the ending time of the event. If an event is scheduled to end at 10:00 PM, parents should arrange for the transportation to be waiting for the student at 10:00 PM.

## School Dance & Grad Night Regulations

1. For some dances (Homecoming, Sadie Hawkins and Prom) you may apply to bring one guest. All guest applications must be approved by the Assistant Principal – Activities prior to purchasing a ticket. Guest applications may be picked up in the Activities Office.
2. Dances require that tickets be bought before the day of the event. No tickets will be sold at the door. Refunds are available only until the day before the event, (Grad Night and Prom tickets are non-refundable).
3. Once you are inside the dance you are expected to remain inside until you decide to leave. Once you leave you will not be permitted to re-enter. This includes forgotten items in your car (camera, makeup, etc.)
4. Anyone under the influence or possession of a controlled substance at a school activity will be held accountable as per Student Discipline Guidelines and will be referred to local law enforcement.
5. Grad Night follows the same criteria as formal dances.
6. All school rules are in effect.
7. Students must meet eligibility requirements to attend.

## Graduation Caps & Gowns

Parents of seniors who will be purchasing caps & gowns should attend the Junior or Senior Parent Information meeting. Jostens will be in attendance and provide pricing for graduation materials. Jostens will be on campus during lunch on a few dates prior to graduation for purchasing graduation necessities. For more information, please call the ASB Office at 626-815-3421.

## Senior Scholarship Nights

Towards the end of the school year, Azusa High will celebrate its seniors with a scholarship night. Any student receiving a scholarship, along with his/her family, will be invited to this honorable event.

## Parent Athletic Pass

Parents, Guardians, and Adult family members are able to purchase a Parent Pass in the ASB Office which will allow the pass holder admission to ALL regular season HOME athletic contests. This does not include tournaments. Call 626-815-3421 for details. *Please make checks payable to: Azusa High School*

## Parents and Community

### AERIES Accounts for Parents and Students

All students and parents are encouraged to set up an AERIES account at the beginning of the school year to access attendance and student grade information. Instructions to set up an account are available on the home page of the school website. You can also set up automatic text messages and/or emails to alert you. This is the best way to get current information. It is a faster and more efficient way to communicate with teachers.

### AERIES Weekly Reports

AUSD sends out weekly progress reports to families

### Debts / Check Policy

- All debts must be cleared prior to the beginning of the next school year.
- No student or his/her date will be able to purchase tickets for special events unless all debts are cleared.
- Transcripts will not be released if a student has debts to the school.
- The Business Office accepts checks from August-May 10. Returned checks will include a bank service fee and is the responsibility of the writer of the check.
- **After May 1, only Cash or Money Orders are accepted.**

### Deliveries During School Hours

**No deliveries will be made to classrooms.** Classroom deliveries interrupt the learning process by shifting the focus from the subject being learned to the gift being received. Therefore, parents may leave items for their students on the shelves in the Main Office. However, it is the student's responsibility to come to the Reception Office to pick it up. The office will not notify the student.

### Deliveries Made During Lunch

**The main office will accept food brought to school by parents or family members only. No food delivery services (Uber, DoorDash, Grubhub, etc.) will be permitted to deliver to students during lunch time.**

### Email

Parents and students are encouraged to communicate via email with staff members' District email address. These addresses are given out by the teachers and offices upon request or you may find them on our website at [www.azusahighschool.net](http://www.azusahighschool.net)

### Emergency Card Update

If at any time the student's emergency card information changes, it is necessary to update his/her emergency card. Please contact the Guidance Office with any updated information.

## Parent Square (Parent & Community)

This is an automated phone calling, email and text message system that works in three ways:

1. Receive notification of student absences.
2. Notification of special events, school holidays, etc.
3. Information may also be sent from the individual teachers.

If a parent would like the messages to go to a phone number other than the home number, please call the Attendance Office 815-3491 to have the number changed.

## Visitors

Azusa High School welcomes community and parent visitors. We invite you to visit and get involved in the programs we offer to students. Campus safety, however, must be maintained. The following policies have been developed to make AHS a safe learning environment that remains open to parents and community:

- Parents and guardians are the primary visitors to the campus. All others must have prior approval of the Principal.
- **All visitors must sign in at the Main Office and obtain a visitor's badge.** The badge must be visible at all times or the visitor will be stopped by campus security and escorted to the office.
- **Student visitors are not allowed on campus during the school day.**

Any exceptions to the policy are made by the Principal or an Assistant Principal.

Parents who wish to confer with teachers may do so before or after school, or during their planning period. **It is always best to telephone or email ahead to be sure a conference time is reserved. A 24-hour notice for conferences is required.**

## Volunteers

Azusa High school is always looking for volunteers to assist with our students and activities. In order to become a volunteer with the school, you must submit a volunteer application through the district office.

## PARENT INVOLVEMENT

### Community Schools Grant

AHS is a Community Schools Grant recipient and has a wide range of services that can help support Azusa families during the year. Past supports have been a thrift store, assistance with acquiring community based resources with the City of Azusa or County of Los Angeles. The power of the community schools program is parent and community involvement and Azusa High School looks forward to building the future of this program together with students and families.

## **ELAC/DELAC**

ELAC is a meeting place that parents can use as a platform to express their concerns and ideas to both the school and the district, to inform the decisions of the School Site Council. Children benefit from ELAC as their parents' concerns are voiced to the School Site Council, resulting in an impact on decisions at both the school level and the district level. They will see the change in their parents, as the parents are empowered by the training they will receive, and as they develop the ability to speak out for their families. ELAC offers workshops that cover broad areas, such as legal issues involved in working with English Language Learner students, training in reading and homework techniques that can immediately help their children and training in dealing with different family problems. ELAC provides parents with a forum to express their thoughts and concerns about their children's education at the site and district level.

## **Parent Center**

Azusa High has a beautiful Parent Center on campus. Meetings, activities, trainings and much more are conducted in the Parent Center. Please contact our parent liaison for further information.

## **Café Azteca / Coffee with the Principal**

At least once a month, our school holds a special meeting called the Cafe Azteca in the Parent Center. We invite all families to participate in this informative meeting. Please check the school calendar for the meeting schedule.

## **Parent Education Courses**

Azusa High will offer a parent education program for our Aztec families. For those parents with first time high school students we offer a series of classes to better understand the transition to high school. In preparation for college we offer a series of classes for you to learn about how to prepare your child for college and get a better understanding of the expectations and lifestyles of college. Please check the calendar for the scheduled training dates.

## **Parent Information Nights (Back to School Night, Report Card Night, Aztec EXPO)**

Azusa High will offer multiple opportunities for parents and families to check on the progress of their child and to learn about the school programs. Please check the school calendar for these scheduled events.

## **School Site Council**

The School Site Council (SSC) is a group of teachers, parents, classified employees, and students that works with the principal to develop, review and evaluate school improvement programs and school budgets. The members of the site council are generally elected by their peers. The council will meet 3 to 5 times a year.

## Azusa HS Alma Mater

*Marching proudly ever forward  
To victory and to fame.  
Azusa High our Alma Mater  
Glorious is thy name.  
Through the years our hearts will cherish  
Times we spent with you.  
Memories will never perish.  
We're forever true.*

## LEGAL NOTICES

### **Non-Discrimination Notice**

It is the policy of the Azusa Unified School District not to discriminate on the basis of color, race, creed, religion, sex, national origin, sexual orientation, lack of English skills, handicapping condition, age or language in its admission of students to school programs, educational programs and activities, *or the recruitment and employment or personnel. Students, parents, employees, and community* members who feel that they have a grievance concerning discrimination should contact: Erin Kremer, Equal Opportunity Coordinator, Azusa Unified School District, 546 S. Citrus Avenue, Azusa, CA 91702 (626) 885-6184.

Additional required legal notices are found in the “Parent Handbook” as published by the Azusa Unified School District. They are also posted in all offices and classrooms at the school.