

**2024-2025 Alameda High School Rules and Policies:**

**History and Traditions**

Alameda High School tradition began in 1874 with completion of the first Alameda High School on Santa Clara Avenue near Chestnut Street. In 1903, construction began on what is now called “Historic Alameda High School.” This site was officially dedicated in 1926. The present Alameda High School was dedicated in 1978, and now over 1,800 students share the growth and tradition that is Alameda High School.

SCHOOL MOTTO: “Always High Standards”  
SCHOOL MASCOT: Hornet  
SCHOOL COLORS: Gold and White

SCHOOL YEARBOOK: The Acorn  
SCHOOL NEWSPAPER: The Oak Leaf  
SCHOOL RULES: Be Prepared, Be Respectful, Be Inclusive, Be Dedicated & Be Engaged

**EXPECTED SCHOOLWIDE LEARNING RESULTS & EXEMPLARS (AHS ESLRs)**

**I. We demonstrate positive personal qualities, work habits and attitudes of motivated learners and informed citizens.**

- A. We embody integrity and honesty, respect diversity and treat all people with dignity.
- B. We are punctual, diligent and responsible for our own actions.
- C. We apply organizational skills to our work and daily life.
- D. We participate in and contribute to our community.

**II. We demonstrate knowledge and skills reflecting The Common Core State and other academic standards.**

- A. We read, write and speak effectively.
- B. We are aware of historical, social, economic, and global issues.
- C. We value and embody physical fitness and health.
- D. We participate in the visual and performing arts as artists and spectators.
- E. We seek cross-cultural understanding through study of world cultures and languages.
- F. We understand and apply mathematical and scientific principles.

**III. We demonstrate the skills to think and reason effectively and solve problems creatively.**

- A. We analyze, evaluate, and synthesize information.
- B. We think critically and engage in creative problem solving.
- C. We work effectively and collaborate with colleagues.

**IV. We apply technology effectively to academic, vocational, and everyday needs.**

**Vision Statement**

We envision a learning community which promotes intellectual growth and encourages social responsibility. We commit ourselves to creating a place wherein all learners can demonstrate positive work habits and attitudes, think critically, and acquire knowledge and skills necessary to be effective citizens.

**STAFF PHONE TREE**

|   |                               |                           |
|---|-------------------------------|---------------------------|
| Principal   | Angela Barrett                | 337-7022                  |
| Office Manager  | Terry Dominguez               | 337-7022, extension 22755 |
| School Office Assistant   | Lori Bustos                   | 337-7022, extension 22751 |
| Assistant Principal   | Michael Lee                   | 337-7022                  |
| Assistant Principal   | Allison Krasnow               | 337-7022                  |
| Dean, Student Support Services  | Jacqueline Gerosolimo-Snowden | 337-7022                  |
| Office Specialist (A-L)   | Brandi Castillo               | 337-7022, extension 22764 |
| Office Specialist (M-Z)   | Gina Harmon                   | 337-7022, extension 22763 |
| Attendance Specialist (A-L)   | Patricia Derieg               | 337-7022, extension 22757 |
| Attendance Specialist (M-Z)   | Cynthia Rosenthal             | 337-7022, extension 22756 |
| Counselor, 9-10 <sup>th</sup> A-B; 11 <sup>th</sup> A-F; 12 <sup>th</sup> A-C     | Janice Loy                    | 337-7022, extension 22778 |
| Counselor, 9-10 <sup>th</sup> C-J; 11 <sup>th</sup> G-Hu; 12 <sup>th</sup> D-F    | Izelle Poole                  | 337-7022, extension 22776 |
| Counselor, 9-10 <sup>th</sup> K-Ph; 11 <sup>th</sup> Hua-Le; 12 <sup>th</sup> G-J | Kristen Jurkovich             | 337-7022, extension 22779 |
| Counselor, 9-10 <sup>th</sup> Pi-S; 11 <sup>th</sup> Lea-Sa; 12 <sup>th</sup> K-O | Sayalee Patil                 | 337-7022, extension 22777 |
| Counselor, 9-10 <sup>th</sup> T-Z; 11 <sup>th</sup> Sch-Z; 12 <sup>th</sup> P-Z   | Monica Payumo                 | 337-7022, extension 22769 |
| Office Manager  | Kat Mendoza                   | 337-7022, extension 22775 |
| College & Career Specialist   | Gwen Meyer                    | 337-7022, extension 22781 |
| Health Office Assistant   | Liz Sabadlab                  | 337-7022, extension 22752 |
| Textbook Technician   | Ahna Ramirez                  | 337-7022, extension 22146 |
| Treasurer   | Fayleen Allen                 | 337-7022, extension 22796 |

Teachers and staff can be reached by sending email to their first initial followed by last name@alamedaunified.org (e.g., jsmith@alamedaunified.org)

## AHS BUILDING CODES

A Industrial Arts Building  
B West Wing  
C Historic Alameda High School

D Science Wing  
E Encinal Avenue Building  
G Gyms

## ACADEMICS

### 1. Graduation Requirements:

- a. Each student must complete a total of 220 credits including:
- |   |  |
|---|--|
| 40 credits in English                     | 60 credits in Electives                            |
| 20 credits in Math                        | 10 credits in 2 out of 3 areas (20 Credits Total): |
| 20 credits in Laboratory Science          | • World Language                                   |
| <i>10 Biological/10 Physical</i>          | • Career Technical Education/ROP                   |
| 20 credits in Physical Education          | • Visual and Performing Art                        |
| 30 credits in History/Social Science      | 5 credits in Adulting (grades 10-11-12)/           |
| <i>10 MW Hist/10 US Hist/10 Govt/Econ</i> | Navigating Life (grade 9)                          |
|   | 5 credits in Ethnic Studies                        |
- b. Each student must attain a cumulative Grade Point Average (GPA) of not less than 1.75 to graduate.
- c. Each student shall complete a total of **20 hours of volunteer community service work** prior to graduation, **preferably at a non-profit, community-based, organization. Any hours not completed at a non-profit will be subject to administrator approval.**
- d. **UC/CSU Admission “A-G” Requirements: Grades of C or higher required**
- |  |  |
|--|--|
| A. History: 2 years Required                                     | E. Foreign Language: 2 years Required*   |
| B. English: 4 years Required                                     | *3 Recommended   |
| C. Math: 3 years Required (Algebra 1,<br>Geometry, Algebra 2)*   | F. Visual/Performing Art: 1 year Required  |
| *4 years Recommended   | G. College Prep Elective: 1 year Required  |
| D. Lab Science: 2 years Required (1 Biological<br>& 1 Physical)* | <b>UC Minimum Academic 10<sup>th</sup> and 11<sup>th</sup> grade GPA for<br/>    Admissions = 3.0</b>  |
| *3 years Recommended   | <b>CSU Minimum Academic 10<sup>th</sup> and 11<sup>th</sup><br/>    grade GPA for Admissions = 2.0</b> |

### 2. Academic Integrity:

- a. AHS students will demonstrate academic integrity by completing their own work and being evaluated based upon that work, inclusive of: tests, essays, homework, projects, group projects, etc.
- b. Plagiarism is copying another person's words, artistic expressions or ideas and presenting them as your own.
- c. Cheating is a form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that the student has not obtained. This includes copying another person's work or letting someone copy from you, using unauthorized materials or tools, collaborating on a test or assignment without authorization, or **using any AI content generator**. A student who helps another student cheat is equally guilty.
- d. Other academic misconduct includes acts which attempt to gain unfair advantages over other students including changing or altering grades, obtaining advance copies of tests or other materials, and submitting the same work for more than one class without disclosure and approval.
- e. The **consequences for cheating and plagiarism** at AHS are as follows:
- Academic integrity violations will be tabulated across all classes in a student's schedule. For example, an offense in English would be a 1st offense and another offense in a different class would constitute the 2nd offense.
  - **First Offense:** The student who cheats or plagiarizes for the first offense will not receive credit for the assignment with no opportunity to make it up.
  - **Second Offense:** The student who commits a second offense, in addition to the above consequences, will have an in-person meeting with the administration, their parent/guardian, and the teacher of the class where the offense occurred. The student will also be suspended from any extracurricular activities and participation in interscholastic sports for a 3-month period following the incident.
  - **Third Offense:** The student who commits a third offense, in addition to the above consequences, will be suspended from any extracurricular activities such as field trips, participation in theater productions or other school sanctioned events, senior privileges and senior events, and participation in interscholastic sports for an additional 3-month period following the incident, or for the remainder of the year.
  - Students who cheat or plagiarize may lose the opportunity of having a teacher write a letter of recommendation for college or career at teacher's discretion.

3. **Senior Code of Conduct:** All Alameda Unified School District students are held to a high standard of behavior. Seniors are also privileged to participate in many positive school-sanctioned senior activities. These include; AUSD Graduation Ceremony, Senior Prom/Ball, Senior Banquet and Senior Picnic. Note: Student participation in any non-sanctioned activities (e.g. senior cut day or any senior prank) may result in disciplinary consequences, including but not limited to suspension, and may include loss of the privilege of participating in the graduation ceremony.
- Any senior's first suspension will result in the denial of participation in one of the above senior privileges at the discretion of the school site administrator.
  - Any senior's second suspension will result in loss of all remaining senior privileges during that semester and may include the privilege of participating in the graduation ceremony.
  - Each semester, seniors who have more than one truancy notice and/or are not passing all of their classes with a D or higher during that semester will be ineligible to participate in senior activities that semester.
  - Any senior with more than 10 unexcused period absences across their schedule without a valid medical excuse may be denied participating in one of the above senior privileges at the discretion of the school site administrator.
  - Any senior whose attendance falls below 90% in any of their classes will lose the privilege to participate in (the next senior activity that semester) one senior activity that semester. Any student whose attendance is below 85% in any of their classes will lose all the opportunity to participate in all senior activities that semester.

## ATTENDANCE

### 4. Attendance:

#### Excused and Unexcused Absences:

**Excused Absences:** Excused absences can be verified by a parent calling the attendance office or sending a note which includes the student's name, AHS ID#, reason for absence, date and time of absence, and the signature of the parent. When a student has an excused absence they are not allowed to be on campus or in the media center.

- CA Education Code states that any absence beyond 14 absences will be considered an unexcused absence unless a doctor's note is submitted for that absence. Each absence beyond the 14th day requires its own doctor's note.
- Students who are truant, with excessive unexcused absences in any of their classes may be denied participation in extracurricular events, including sports and senior privileges.

**Chronic absenteeism, is when a student has more than 14 excused absences and may be factored in when considering the attendance percentages to participate in extracurricular activities, including athletics and proms.**

- **Unexcused Absences:** When a student has an unexcused absence from school, the parents will be notified via email, text or phone depending on your preferences in our communications system. In addition, unexcused absences may lead to discipline by both the school and the district. These disciplines can include detentions and/or truancy letters and exclusion from school activities.
- **Clearing Absences:** All absences must be cleared within three (3) days of a student returning to school by the parent. This can be done either by telephone, sending a note, or emailing the Attendance Office. The Attendance Office is open between the hours of 8:00 a.m. and 4:00 p.m. Students will only be assisted in the Attendance Office for an absence clearing purpose in the morning from 8:00 a.m. to 9:00 a.m. during break time, and lunchtime. Teachers are not to send any student out of class during class time to the Attendance Office to clear any absence.

#### Truancy:

A student is considered *truant* if they are absent **three class periods** without a valid excuse in one school year, and/or are tardy for more than 30- minutes at the beginning of the period, or any combination thereof. Once your student reaches any combination of 3 missing class periods or 30 minute tardies, the attendance office will generate a truancy letter that will be sent home to the parent/guardian. After multiple truancy letters, a truant student may be subject to prosecution and/or suspension/revocation of his/her driving privilege (Vehicle Code 13202.7). Moreover, a truant student is also subject to suspension/revocation of any work permit acquired at the high school.

*If you have any attendance concerns, please call or email our attendance staff, according to your student's last name.*

- If your student's Last Name begins with the letter A - L, please call Ms. Dering at 1-510-337-7022, extension 22757, or email: [pderieg@alamedaunified.org](mailto:pderieg@alamedaunified.org).
- If your student's Last Name begins with the letter M - Z, please call Ms. Rosenthal at 1-510-337-7022, extension 22756, or email: [crosenthal@alamedaunified.org](mailto:crosenthal@alamedaunified.org).

#### Absence, Tardies, and the Exclusion List:

Attendance and tardies are both calculated for a student to be able to participate in extracurricular activities such as athletic teams, dances, plays, etc. We are monitoring three "seasons"-Fall, Winter and Spring:

- In order to be eligible for extracurricular activities, including sports, plays, and all dances, including Junior/Senior Prom, Senior Banquet and Senior Picnic, a student must not exceed 10 tardies during the Fall season, or 13 tardies during the Winter or Spring seasons.

FALL Attendance Period-September 16, 2024-November 4, 2024 (7 weeks):

No Student Can Exceed Ten Tardies between 9/16/2024-11/4/2024.

- If a student has 11 or more tardies in this time-period, they may not be eligible for: Fall sports or the Senior Banquet on October 26, 2024.
- If a Senior has more than 6 unexcused period absences in any class, between 9/16/24-11/4/24, they will not be eligible to attend the Senior Banquet on October 26, 2024.

WINTER Attendance Period-November 5, 2024-February 10, 2025 (11 week):

No Student Can Exceed Thirteen Tardies between 11/5/2024-2/10/2025.

- If a student has 14 or more tardies in this time-period, they may not be eligible for: Winter sports the Fall Play on November 8, 2024.
- If a student has more than 2 unexcused period absences, between 11/5/2024-2/10/2025, they will not be eligible to participate in the Fall Play which takes place from November 8, 2024-November 16, 2024.

SPRING Attendance Period-February 11, 2025-May 17, 2025 (12 weeks):

No Student Can Exceed Thirteen Tardies between 2/11/2025-5/17/2025.

- If a student has 14 or more tardies in this time-period, they may not be eligible for: Spring sports, Junior/Senior Prom on May 17, 2025, or Senior Picnic on May 30, 2025.
- If a student has more than 4 unexcused period absences, between 2/11/2025-5/17/2025 they will not be eligible to participate in the Spring Play which takes place from March 28, 2025- April 5, 2025.
- If a student has more than 12 unexcused period absences, between 2/11/2025-5/17/2025 they will not be eligible to participate in the Junior/Senior Ball which takes place on May 17, 2025.
- If a student has more than 14 unexcused period absences, between 2/11/2025-5/17/2025 they will not be eligible to participate in the Senior Picnic which takes place on May 30, 2025

A student is officially tardy if they enter the classroom after the tardy bell has finished ringing to begin the class period. *If a student drops off their belongings but leaves the classroom and returns after the tardy bell, they will be considered tardy.*

#### **Detentions:**

If a student receives a detention, the office will send written notification that they must attend detention in the cafeteria that same day during the lunch hour. **Lunch will be available for students from the cafeteria, and free lunch is available to all students.** A campus supervisor or school administrator will monitor detention.

- For all detentions, students must arrive within 5 minutes after the start of the lunch bell rings.

**Tardy Detentions to the First Class of the Day or the Period Directly After Lunch:**

Students will be assigned lunchtime detention each day for tardiness to the first class of the day or to the class directly after lunch. Each day the attendance office will run a list of students with unexcused tardies to the first period, 30 minutes into the school day. If a student is on this list, the office will send written notification that they must attend detention in the cafeteria that same day during the lunch hour, or if tardy after lunch, the next day during the lunch hour. Free lunch will be available for students from the cafeteria. A campus supervisor or school administrator will monitor detention.

**More About Tardies and Detentions:**

- Teachers may have individual tardy policies and may hold their own detentions and consequences for tardiness to their classes, which can include classroom cleanup duties. Students who are tardy to classes besides the first class of the day and after lunch, may be assigned a detention by their teacher or be referred to the office for further discipline at the discretion of the Administration.
- Students exceeding the allotted number of tardies in any of the three seasons, across their schedule, will be ineligible for extracurricular activities including athletics, school plays, dances and Junior/Senior events.
- Persistent tardiness may result in the student being put on the exclusion list and lose the privilege of participating in the following school sponsored extra-curricular activities, including but not limited to Athletic Teams, Drama, Band, Choir, Leadership (e.g., student body officers and representatives), School Assemblies, Sports Games and Dances (including Winter Ball, Junior Prom, and Senior Ball) for that Season.

**The Exclusion List:**

The Exclusion List will follow the “three Fall, Winter and Spring seasons.” Should a student have unserved detentions in any of the three seasons, they will be ineligible for all extracurricular activities including athletics, school plays, dances and Junior/Senior events for that season.

**Truancy:**

A student is considered *truant* if they are absent **three class periods** without a valid excuse in one school year, and/or are tardy for more than 30- minutes at the beginning of the period, or any combination thereof. Once your student reaches any combination of 3 missing class periods or 30 minute tardies, the attendance office will generate a truancy letter that will be sent home to the parent/guardian. After multiple truancy letters, a truant student may be subject to prosecution and/or suspension/revocation of his/her driving privilege (Vehicle Code 13202.7). Moreover, a truant student is also subject to suspension/revocation of any work permit acquired at the high school.

**Visitors:**

All visitors must report to the welcome office before going to any other location on the campus. We do not authorize student visitors on campus. Any and all non-students with no apparent business to be on campus will be asked to leave campus immediately. All non-students without official business are notified that they are trespassing on school grounds. Returning to campus will result in Alameda Police being contacted for removal from campus.

**5. HOMEWORK POLICY**

**A. Purpose of Homework**

When assigned, homework must include a clear articulation of the following: The purpose(s) and expected outcome(s) shall be clearly articulated in advance. There are four general types of homework that may be optionally assigned, each having a different intended purpose. The purpose of any assigned homework must be aligned with the course curriculum and be grade level appropriate. If homework is assigned, students shall be provided adequate direction and understanding of the assignment as a precedent for assigning homework. Where appropriate, classroom instructional time shall be given at the onset to assist students in effectively understanding and starting the assignment. Instruction shall include opportunities for development of organizational and study skills. Teachers will be able to articulate, How the assignment is related to prior and/or future classroom instruction? Why is it being assigned? How will it be used?

**B. The Four Types of Homework Defined**

1. Practice: Work to review or reinforce skills and concepts taught in class.
2. Incomplete classwork: Work assigned during the class period that was not completed in class.
3. Review: Work that prepares students for upcoming lessons, assessments and or units of study.
4. Make up Work: Defined in accordance with educational code.

No student shall lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. A reasonable period of time shall be defined as at least two school days per day of excused absence. Excused absences include field trips and school-sponsored sports and other activities.

Upon timely request, students shall be given the opportunity to complete all assignments and tests for full credit. As determined by the teacher, the assignments and tests can be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence.

The teacher of any class from which a student is suspended shall give and may require, in accordance with Ed Code, the student to complete any assignments and tests missed during the suspension. (Education Code 48913)  
Co-curricular performances/contests/events are considered instructional time. Rehearsals and practices are considered homework.

If a conflict arises between two school-related/school-sponsored activities, the parent and teacher can create a resolution that does not have an adverse effect on the student or the class grade. This may also apply to a student activity which has a significant impact on post high school planning.

### **C. Maximum Amount of Homework Time**

In designing and assigning homework teachers shall take into account the need for students to lead balanced lives and engage in activities beyond schoolwork. This shall include consideration of the total length of time it takes to complete a given assignment as well as the time allotted for a student to work on the assignment prior to the due date. Further, this shall also include consideration of any requirement that students collaborate with each other to achieve the stated purpose and outcomes.

Homework may be assigned four nights per week, Monday through Thursday. The time limits stated below are the maximum time for any one night. (See Weekend and Holidays.) Whenever possible, teachers are encouraged to provide assignments in advance to allow flexible time management opportunities to students and their families.

When a student does not complete an assignment during the class time, s/he may be assigned the in-class work to complete in addition to the homework.

When a student takes a course which is generally offered above his/her grade level, that student can expect to spend the amount of time doing homework specified for the course level. (AP, Honors, advanced placement classes)

Although art may be a part of an assigned project in a non-art class, the evaluation of the project shall not penalize students who lack strengths in using art as a medium of expression.

Loss of recess/breaks or lunch break shall not be a consequence for lack of homework completion. While teachers may occasionally keep a student for a momentary check for understanding, recess/breaks or lunch break should otherwise not be denied.

### **Please use the following as a guide for the maximum time Homework should take or be assigned by grade level per day:**

**Ninth-Twelfth Grade** - English and mathematics classes may each assign **thirty** minutes per day. Other academic classes, including foreign language, music or science, that do not carry the designation Honors or AP may assign **twenty** minutes per day.

For a schedule with English, Mathematics, and three other academic classes, this would result in two hours of homework per day. High school Honors and Advanced Placement (AP) classes may require more.

The remainder of this policy applies to all grades and all classes, including Honors and AP.

### **A. Weekend and Holiday Assignments**

Weekend and holiday homework shall not be assigned with the expectation that it be completed during those times. For example, a one-day assignment made on Friday would not be due until Tuesday; a two-day assignment would be due on Wednesday, and so on.

### **B. Long-Term Homework Assignments**

Long-term homework assignments, i.e. those assigned over more than five school days, shall provide a proportionate learning benefit relative to the time required to complete the assignment. The time needed to accomplish long-term assignments should be integrated into the total time needed for all homework assignments, short and long term.

Teachers shall provide clear, written directions for assignments. These directions to students should include all relevant information, such as the due date, the required length (if any), any required format specifics, planned checkpoints, and penalties for late or non-completion of work. Classroom instructional time should be given at the onset of projects to assist students in understanding and starting the project satisfactorily.

Some checkpoints or scaffolding should be provided during class time with adequate feedback from the teacher with respect to student progress.

No summer homework may be assigned with the exception of Advanced Placement if required or recommended by the College Board.

### **C. Notification**

At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians. Homework guidelines also shall be included in student and/or parent handbooks. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children.

Throughout the school year parents/guardians shall be provided access to the following information:

- a. What homework has been assigned and whether it will be included in a student's grade
- b. The date of assignment and due date

This shall be done in a manner that allows parents/guardians to access the above information outside of school hours.

If a student repeatedly fails to complete his/her homework, the teacher shall notify the student's parents/guardians as soon as possible so that corrective action can be taken prior to the release of any final grades or report cards.

Although it is the student's responsibility to undertake assignments independently, parents/guardians may serve as a resource and are encouraged to ensure that their child's homework assignments are completed. When a student repeatedly fails to complete their homework, the teacher shall notify the student's parents/guardians as soon as possible so that corrective action can be taken prior to the release of any final grades or report cards.

### **Students are responsible for:**

1. Ensuring understanding of the homework and asking for clarification or help when needed.
2. Regularly completing assigned homework in a timely manner.
3. Planning for long-term assignments, when developmentally appropriate.
4. Recording assignments in their planner or using another means of recording homework.

5. Putting forth their best effort to produce quality work.
6. Communicating to parents and teachers when homework assignments become overwhelming or if they are not consistently able to do the homework within the time guidelines, or if challenges or questions arise.

**Teachers are responsible for:**

1. Know and comply with the homework policy as it applies to their classes.
2. Encourage a partnership with family and students that promotes timely, regular communication and supports families in the homework process.
3. Provide multiple ways for students and parents to access homework assignments and due dates. For example, web sites, classroom postings, weekly assignment handouts, and use of planners/calendars can all be effective.
4. Communicate the objective of the homework task or explain how it helps learning and share expectations for homework with students and parents, including when it is appropriate for the student to cease working on the day's home work (e.g. it is taking too much time or the student is unable to complete the assignment independently).
5. Ensure any homework assigned is necessary, directly related to classroom instruction, and consists of clear and purposeful activities.
6. Provide feedback in a timely and clear manner so the student may incorporate that feedback into subsequent related class/course work.
7. Whenever possible, homework should take into consideration individual student needs and abilities through various forms of differentiation. Homework assigned should be appropriate to the student's age and developmental level with regard to length of assignment and time available for completion. Accommodations or modifications specified in IEP/504 plans shall take precedence over any of the requirements/guidance stated in this policy.

**Parents/Guardians/Caregivers are encouraged to:**

(NOTE: More student independence is emphasized as students progress through high school)

1. Encourage reading at all grade levels.
2. Make their best effort to provide an appropriate environment for homework to be done.
3. Provide a healthy balance between homework, extra and co-curricular activities, and family commitments.
4. Support their student in following-up with their teacher before, during, and/or after an absence. If an absence is planned in advance, parents/guardians/caregivers are encouraged to follow-up with their student's teacher prior to the date(s) of absence.
5. When able, check student homework to assess if the student is completing correct tasks.
6. Support students to set aside time for nightly homework and outline plans for longer term assignments.

**Principals and Site Administrators are responsible for:**

1. Ensuring compliance with the homework policy.
2. Coordinating school-wide resources and practices that support homework, e.g. use of planners, library facilities, academic support programs, ensuring effective communication between teachers so that homework assignments are balanced across content areas and courses.
3. Ensuring this policy is easily accessible (and translated as needed) on the school's website or upon request.
4. Supporting and facilitating teacher collaboration and professional dialogue about homework and balancing the overall load of assignments across multiple teachers.
5. Introducing parents/guardians to the homework policy within the first month of school (at minimum this should be done on Back to School Night).

## EXPECTED BEHAVIOR AND DISCIPLINE

Alameda High School operates by 5 school rules which are in line with our positive behavioral intervention support program. Our five rules are known as Hornet PRIDE: Be Prepared, Be Respectful, Be Inclusive, Be Dedicated and Be Engaged.

**6. Discipline:**

- a. Referral Process for Violating Classroom or School Rules: If a staff member writes a referral to the Dean after making attempts to work with a student and family on disruptive behavior, the Dean will work with the student, teacher and family on appropriate interventions. Subsequent interventions may include, but are not limited to:
  - i. Parent/guardian accompanies student to school and attends classes with him/her
  - ii. Administrative Detention
  - iii. Teacher Suspension from class for up to two days
  - iv. On Campus Suspension
  - v. Suspension and/or recommendation for expulsion from school
  - vi. Referral to Counseling services (if deemed appropriate)
  - vii. Community Service with an approved agency or group
  - viii. Other Restorative Consequences
- b. **Detention:** Detention occurs every day at lunch in the cafeteria and on Wednesday afternoons. During Administrative Detention, students are required to come prepared with school assignments and/or reading material and stay for the entire period. Use of phones is not permitted. Any student with missed detentions will be ineligible to participate in school sports and activities until they are served.
- c. **Teacher Initiated Suspension:** A teacher may suspend any pupil from class, for any of the acts enumerated in California Education Code (Section 48910) for the day of the suspension and the day following. The teacher must contact the parent/guardian and hold a conference meeting the day of the teacher suspension. During the suspension, the student must be provided assignments for the classes missed.
- d. **Bicycles, Scooters, Skateboards and Other Alternate Forms of Transportation** are not to be utilized on campus during normal school hours or during extended school hours (games, activities, weekend campus activities, etc.). If used for transportation to/from school, students must store and secure them in the bicycle storage area or in a classroom at their own risk. Failure to do so will result in appropriate disciplinary action. AHS is not responsible for the loss or theft of any of these items.
- e. **Alameda Unified School District's full progressive discipline policy can be found in the student handbook located at** <https://resources.finalsite.net/images/v1690242530/alamedak12caus/wN5ia23etcutqlmp7ej/AUSDPositiveBehaviorExpectationsandDisciplineMatrix.pdf>

7. **Closed Campus:** Alameda High School *is a closed campus during instructional time, breaks and passing periods*. Students **may not** leave campus for any reason unless they have an off-campus pass (exception: lunch period). Students who are caught off campus (except during lunch period) will receive lunch time detention.

8. **Hall Passes:** Students remain in classrooms or instructional areas until dismissed by the teacher. Physical education students must remain in the gym area with the teacher until the passing bell rings. Each time a student (including all Student Office Aides) is given permission to leave the classroom for any reason, a signed pass must be issued by the permitting adult. Any student found loitering and/or wandering in the hallways will be directed back to class. Students outside of class during class time without a pass may be given disciplinary consequences including detention or exclusion from extracurricular activities. Students are required to turn their phone into their teacher before leaving the classroom and sign-out with

their name and time they left and returned when leaving the room with a pass. They should be gone for no longer than 5 minutes unless they are called to a counselor, intervention specialist, SBHC or administration. Only one student is allowed out of a classroom at a time.

9. **Lockers:** Lockers are issued in the main office. If you do not want your locker, please notify the office specialist so it can be reassigned. Trading/sharing lockers is prohibited. Ninth grade students have priority for available lockers.

10. **Student Dress Code:**

**Basic Principles:**

- All students are encouraged to dress in a manner that is comfortable and conducive to an active school day.
- Students should be able to wear clothing without fear of or actual unnecessary discipline or body shaming.
- The student dress code should serve to support all students to develop a body-positive self-image. All items listed in the “must wear” and “may wear” categories below must meet these basic principles.

**Students MUST Wear:**

- Top
- Bottom
- Shoes
- Clothing that covers specific body parts (genitals, buttocks, and areolae/nipples) with opaque material

Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress but should not focus on covering students’ bodies or promoting culturally-specific attire. Activity specific shoe requirements are permitted (Examples include but are not limited to physical education and shop class)

**Students MAY Choose to Wear:**

- Hats, including religious headwear
- Hoodie sweatshirts (over head is allowed)
- Fitted pants, including leggings, yoga pants and “skinny jeans”
- Sweatpants, shorts, skirts, dresses, pants
- Midriff baring shirts
- Pajamas
- Ripped jeans, as long as underwear is not exposed
- Tank tops, including spaghetti straps, halter tops, and “tube” (strapless) tops
- Athletic attire
- Clothing with commercial or athletic logos provided they do not violate the guidelines in the ‘CANNOT Wear’ section below
- Sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

**Students CANNOT Wear:**

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same
- Hate speech, profanity, pornography
- Images or language that create a hostile or intimidating environment based on any protected class
- Visible underwear or bathing suits of similar design - Visible waistbands or straps on undergarments worn under other clothing are not a violation
- Headgear that obscures the face (except as a religious observance)

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

11. **Electronic Device Policy:**

Cell phones, and other electronic devices distract from the learning environment and are **not to be used or visible during classes, assemblies, presentations, or while students are waiting outside any office**. This includes earpieces and phone devices worn around the neck. If a student brings these items for use during non-class time, they must be powered off and out of sight during class time. Because these items are prohibited, AHS **will not** investigate and assumes no responsibility for loss/theft.

| Offense                        | Consequence   |
|--------------------------------|---|
| 1st & every subsequent offense | <ul style="list-style-type: none"> <li>• The classroom is the teacher’s domain. How they choose to discipline students for using cell phones is up to them and they may assign consequences as appropriate. If a student fails to follow a teacher’s policies, the device may be confiscated and given to an administrator. Once a phone is handed over to an administrator, it will <b>only</b> be returned to a parent/guardian after the final bell has rung for that school day.</li> </ul> |

In the event of a violation of the Electronic Device Policy, failure of a student to hand over their cell phone when requested by a staff member will result in consequences which may include the loss of participation in school activities, detentions, community service, and/or suspension.

12. **Theft:** The theft of any item should be reported to the teacher in charge, Dean or Assistant Principal. **The theft of unauthorized items (such as cell phones, electronic devices, etc.) will not be investigated.** We advise and strongly encourage students to leave expensive, personal property, large sums of money, etc. at home. **AHS shall not and cannot be responsible for lost and/or stolen property.**

13. **Extracurricular Activities:**

**Students who have a GPA of 1.75 or below, attendance below 90%, unserved detentions, and/or more than one truancy letter, and/or have been suspended from school will not be allowed to attend extracurricular activities, including dances.** If a student is ineligible for participating in extracurricular activities, they may, on rare occasions, enter into an academic/behavior contract with the Dean of Students and necessary teachers in order to participate. Students who have been disciplined for alcohol, drugs, acts of hate, multiple academic integrity offenses and/or fighting, will also be denied extracurricular privileges, but may enter into a probation contract with the Dean of Students in order to attend extracurricular activities at the discretion of administration. Probation contracts may only be granted once during a students’ high school career. Academic/ behavior and probation contracts are granted at the discretion of the AHS administration.

14. **Dances and Guest Passes**

**Guests must be 20 years old or younger and must be in grades 10 or higher. Bringing a guest to a school dance is a school privilege.** A Dance Agreement must be signed by the AHS student and parent/guardian. Dances are for AHS students only. For some dances students are permitted to bring one guest with prior permission and a signed guest pass. All guests must be approved by the Administration. The privilege to bring a guest to an AHS dance can be revoked by an AHS Admin. Guest tickets must be paid for in cash. Deliberate misinformation on the guest pass form will be handled as a disciplinary issue. Students will not be admitted to any AHS dance without a current AHS Student Body ID Card. Guest must also have a valid student body card from school or a valid California ID. Freshmen are not permitted as a guest to Junior Prom and/or Senior Ball. Dancing must be appropriate for a school activity. Inappropriate dancing will not be allowed. Dances at AHS are a privilege, not a right. (Please refer to the guest pass form for the most current updates). Board Policy 5145.12 and Education Code 49050-49051.

## 15. Field Trips

Students going on field trips must obtain a form from a sponsoring teacher that is signed by the teacher and the student's parents. No student may go on a field trip without the completed form. Students may be denied attending field trips if they are suspended from school.

## SCHOOL SAFETY

16. **Accidents:** All accidents and/or injuries must be reported immediately to the teacher in charge, Health Office Assistant or Principal's office manager in the Admin Office. If necessary, the Health Office Assistant or other adult calls home for parental assistance. Do not leave campus without permission, even in the event of an injury or emergency.
17. **Emergencies:** In the case of a campus emergency, students shall follow all directions of school personnel. Once the emergency is over, students will be released by officials to the appropriate site. For parents/ guardians wishing to have their children picked up, no student can be released from the site to adults who are not on the approved enrollment form. Please ensure you have all family/guardian contact information updated.
- Earthquake:** During an earthquake or earthquake drill, students and teachers should position themselves under desks and away from windows. If outside, students and faculty should get away from buildings and power lines.
  - Fire:** During a fire or fire drill students and teachers should evacuate the building to their assigned area. Drills, regularly held to comply with the rules of the Alameda Fire Department, are conducted in silence and with regulated speed under the direction of the classroom teacher according to the posted information in the classroom.
  - Lock Down:** "Lock Down" is the procedure used to protect the campus in the case of attack on campus. Students and staff are to move away from the doors and windows. The classroom doors and windows are locked and closed until any potential for personal harm is determined to be minimized. Phones should be put away and not used as it can hinder the effectiveness of the emergency response teams.
18. **Evacuation Locations:** The three evacuation locations in case of contingent emergency situations will be:
- Softball field (between the E Building and tennis courts on Encinal Avenue)
  - Former Alameda Naval Air Station
  - Thompson Field (at Clement and Walnut Street)

## OTHER RESOURCES

19. **Free or Reduced Price Lunch:** Applications for the free or reduced price lunch program are available online in the AUSD website. Once the application is approved from District Food Services, the student can proceed to the cafeteria to get lunch. Student must show their AHS ID card.
20. **Alameda Family Services School-Based Health Center:** Alameda Family Services School-Based Health Center offers basic medical care and counseling services to any student of Alameda High School. The Health Center provides resources and support groups regarding adolescent issues (i.e., chemical dependency, depression, etc.). Sports physicals and immunizations are also available. Students self-refer at any time during normal school hours. A signed parent permission form is required for services. Consent forms are available at the center, or call (510) 337-7006 to request copies by mail.
21. **Work Permits:** Any student who is employed and is under the age of 18 must possess a Work Permit for each individual job site. Work Permit applications are available in the College & Career Center. Birth Certificates and the student's original social security card are required when applying for the work permit. Students must have satisfactory attendance, citizenship and maintain a minimum academic grade point average of 2.0 in order to apply for and retain a work permit. Failure to maintain the qualifications will result in probationary status and then revocation if there is no significant improvement. Work permits are renewed annually each September.
22. **Student Government:** Alameda High School encourages each grade level to have an active class government. Two Leadership classes are offered to help students develop their leadership potential and to learn about the responsibilities of government.

To run for office, a student must: • have no F's in the last quarter • be currently passing all classes with a minimum GPA of 2.5 • have no more than three unexcused and ten excused absences in the current semester • maintain minimum progress toward meeting high school graduation requirements • be a junior or a senior for student body offices

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege. (Board Policies 6145, 6164)

## ATHLETICS

### Goals

Alameda High School subscribes to and supports the ideals and standards of the California Inter-scholastic Federation (CIF) and its North Coast Section (NCS). As a member of the Western Alameda County Conference (WACC), AHS believes that interscholastic athletics are an important part of the total school program, and we promote and encourage student participation in such programs.

- We aim to be competitive in relation to the talents of students seeking to play at any given level.
- We aim to field teams that challenge the players to perform to the very best of their ability.
- We aim to invoke the spirit of fair play and sportsmanship among teammates and opponents.

We feel the following athletic programs are outstanding, offering a wide variety of sports for all students.

### Athlete's Contract

Please refer to <https://www.familyid.com/organizations/alameda-high-school> for the Athletic Participation Packet which includes the Student Athletic Handbook and Contract.

### Athletic Eligibility

In compliance with CIF rules, to participate in any of the above sports students are required to have:

- An annual physical exam by a doctor dated after 7/1/23.
- An emergency medical authorization from parents.
- Permission of parent(s) or legal guardian for early sports dismissal. *Alameda High School athletes are excused early for some athletic events. Students are responsible for missed assignments and class work.*
- Permission of parent(s) or legal guardian for transportation. Students are transported to these events on buses and school vans, utilizing approved parent drivers in some cases.
- Transferring from one school to another school may affect a student's athletic eligibility under North Coast Section and/or CIF rules. It is the student's responsibility to see the Athletic Director for specific rules/regulations.
- A student on a high school team becomes ineligible if he/she plays on an "outside" team in the same sport during the student's high school season of sport. (NCS: Article 6, Sec. 600)

In addition, Alameda High School requires: · Medical insurance, · A 2.0 grade point average for each grading period, · Maintenance of minimum progress towards meeting high school graduation requirements, · Alameda High School Athlete's Contract.

### Athletic Probation

If a student is ineligible academically to participate, he/she may request probationary status. Probation is granted for one quarter. A student may apply for and use probation only one time during his/her high school career.

## ALAMEDA UNIFIED SCHOOL DISTRICT - REPORTING SEXUAL HARASSMENT

"Sexual Harassment" is unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature and is a violation of the CA Ed Code, Section 212.6 and 48900.2, as well as Federal Law. Sexual Harassment includes, but is not limited to:

### What is Sexual Harassment ?

- Questioning one's sexual behavior
- Sexually oriented jokes, pictures, graffiti, or objects
- Graphic verbal comments about someone's body or overly personal conversation
- Making sexually explicit demands of someone
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Touching, massaging, grabbing, fondling, stroking, kissing, brushing the body, or purposely bumping
- Displaying sexually suggestive objects
- Sexual assault, sexual battery, or sexual coercion

### What to do if you witness or experience sexual harassment

#### Actions

- Tell the harasser their words and/or actions are offensive and to STOP.
- Contact and report the incident to staff IMMEDIATELY.
- Avoid being alone with the harasser.
- Record the incident in writing – what, where, when it happened. Save any notes or pictures you receive from the harasser.
- Ask any witnesses to write down what they heard/saw without any help from you or anyone else.

#### Reporting Harassment

*School Site Contact:* Jacqueline Gerosolimo-Snowden, Room C123

Phone: 510-337-7022, ext. 22760 | Email: [jgerosolimo@alamedaunified.org](mailto:jgerosolimo@alamedaunified.org)

*District Contact:* Kirsten Zazo, Assistant Superintendent of Educational Services

Phone: 510-337-7095 | Email: [kzazo@alamedaunified.org](mailto:kzazo@alamedaunified.org)

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 – Uniform Complaint Procedures. Principals are responsible for notifying students and parent/guardians that complaints of sexual harassment can be found under AR 1312.3 and where to obtain a copy of the procedures.

AB-543, January 2020

### Nondiscrimination Statement

The Alameda Unified School District (AUSD) is committed to ensuring equal, fair, and meaningful access to employment and education services. The AUSD does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or any other basis prohibited by California state and federal nondiscrimination laws respectively.

7/17/23