STUDENT & PARENT HANDBOOK



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Our Business is Education. Our Mission is Learning, and Our Goal is Achievement

Alpaugh Unified School District Mission Statement

The mission of Alpaugh Unified School District is to meet the educational needs of each student.

In carrying out our mission, we believe and promote the following.

- The Board of Trustees and the entire Alpaugh Unified School District has the responsibility to represent the interest of all our constituents in the community and set standards for student achievement.
- All aspects of our school operation will function on a values foundation consisting of honesty, trust, strong work ethic, personal accountability, and respect for others.
- Each student of every level will:
    - Encounter relevant and engaging curriculum aligned with state content standards and the Common Core Standards, which reflect the demands, expectations, and rigor of the real world.
    - Read, write, and compute consistently with the developmental characteristics of their skill level.
    - Experience a variety of instructional strategies thoughtfully designed to accommodate different learning styles and special needs to enhance individual learning.
    - Encounter regular opportunities to build confidence and a positive self-concept through success in personal achievement.

- Receive and work to attain a common core of knowledge and the life skills necessary to make the transition to the next level of education, training and/or a career.

- Participate in a school climate that is encouraging and nurturing and places student safety and achievement as its highest priorities.

- Cooperation between home and school is critical to student success.

- The community at large has a responsibility for the success for all students attending school.

- Parents have a direct responsibility for the success of their student in school and must be committed to participate fully in their child's education both in and out of school.

- When the school, parents, and community share in the responsibility of education, it is essential to collaborate with each other to maximize time, money, and human resources.

LOCAL CONTROL ACCOUNTABILITY PLAN
GOALS

Goal 1: Alpaugh students will engage in a broad course of study in grades Pre-school -12 that provides multiple opportunities for student success, course access for all students and all subgroups, and meets State Board of Education (SBE) adopted standards and expectations.

Goal 2: All students, including sub-groups, will achieve at a level that meets or exceeds the State Board of Education (SBE) standards and expectations and closes achievement gaps.

Goal 3: Develop and implement a strong parent involvement program in which parents have opportunities to experience positive interaction with the school program, extra-curricular activities, and school/district decision-making. Build positive relationships, school attendance, school safety and a sense of connectedness.

GENERAL RULES

1. **Students should arrive at school no sooner than 7:30 A.M. Students are to be off campus after 3:30 P.M.** unless they are participating in the, after-school sponsored activity, academic reinforcement, or participating in sports. Students from other school districts are never to be on campus unless accompanied by staff or parents or have a written pass indicating their name, date and time of permission and reason for their presence.

2. At sporting events, all staff has the authority and responsibility to correct inappropriate behavior.

3. All students **must** have a hall pass when outside of class during instructional time.

4. Students may ride bicycles to and from school but not on campus. Students may park bicycles at the rack outside the gym lobby. **Skateboards and scooter like devices are not allowed on campus.**

GENERAL PLAYGROUND RULES AND EXPECTATIONS

Before & After School
Playground supervision at Alpaugh begins at 7:30 a.m. Students should not arrive on campus before that time. At the end of the school day, students are expected to leave the school grounds immediately unless they are attending CHOICES or afterschool sports. CHOICES students are expected to follow AUSD playground rules & expectations.

General Rules

·Respect school property and private property.
·Use equipment appropriately and safely.
·Leave all toys, games, and personal items at home.
·Use appropriate language at all times.
·Hitting, kicking, wrestling, rough-housing and play fighting and unsafe play are not allowed.
·Students play within their designated area.
·Students must have a pass to be in the building or any classroom during recess or lunch periods.
·Students are allowed to make positive comments to peers **(no put-downs)**.
·Saving places in line is not permitted.
·Disputes are resolved by a vote of all participating players.
·Students are expected to walk on the blacktop.
·No playing behind the buildings or bushes. Do not climb on fences or trees.
·Do not hit balls against buildings or classrooms.
·Students remain at the lunch tables until they are dismissed.

Bars/Jungle Gym Guidelines

·No jumping off bars or jungle gym.
·No tag games on jungle gym.
·Keep at least one hand on the bar at all times.
·No sitting, or standing on top of jungle gym
·Go down the slides facing forward on your bottom only.
-One person at a time on the slide and monkey bars.

Swing Guidelines

·One person at a time allowed on a swing.
·No count backs. You must go to a different swing after counted on.
·No twisting, jumping from, running under, or standing on swings.
·Swing on your bottom only facing the playground.
·Wait away from the front of the swings.

Soccer/Football Field Guidelines

·No tackling, slide tackling, or tripping other players - “flag” only – NO touching players. Tackling will result in immediate loss of playtime privileges and disciplinary actions will

follow.
·No climbing or hanging on nets or poles.
·No using hands (except by goalie or for throw-ins) while playing soccer.
·Stop play if someone is injured – resume play with a throw in.

Tetherball Guidelines

·Players choose which half of the court is theirs
·Players may only stay within their boundaries, or they are out.
·No touching rope or pushing up rope on the pole at any time.
·Do a clean hit only – no holding the ball after serve or rope throws.
·No volleyball taps or setting the ball up to yourself.
·No hanging or sitting on tetherball, or climbing pole.

Basketball Guidelines

·In order to play full court, you need a minimum of 10 players, and a maximum of 16 players.
·If less than 10 players are participating, you must share half court.
·If foul occurs while shot is being made, two free shots for foul. All other fouls, the opposite team takes the ball out of bounds. Charging is a foul.
·No traveling or double dribbles.
·Offense calls fouls. If the ball is in the air moving towards the basket when the bell rings, it counts.
·Deliberate pushing results in immediate loss of play.
·**Game ends at bell.**

SCHOOL TRANSPORTATION

The trustees of The Alpaugh Unified School District furnish bus transportation for the school children of the district as a **PRIVILEGE, NOT A RIGHT**. In order that your children may use the bus safely, certain rules are established.

1. It is the responsibility of the parents to ensure that a responsible adult is present when the child arrives home.
2. Pupils transported in a school bus shall be under the authority of and directly responsible to the driver of the bus.
3. No animals shall be transported in a school bus unless they are exempt by law or have been given special consideration by the superintendent or designee.
4. Continued disorderly conduct or persistent refusal to submit to the authority of the bus driver shall be sufficient reason to deny transportation on a school bus.
5. Parents or guardians will be notified **24 HOURS IN ADVANCE** when a child is denied the privilege of riding the bus. A conference with the school administration may be necessary before the child is allowed to use the bus again
6. The final decision as to the length of time a child the district denies the use of the bus is at the discretion of the superintendent/designee. In

the event of permanent denial of the bus privilege, the Board of Trustees may review the decision.

7. Prior parent permission is required to alter either pick-up or drop-off locations. This should be communicated through the school office.

STUDENT CONDUCT ON BUSES

Because school bus passengers' behavior can directly affect their safety and the safety of others, all bus riders shall comply with Student Discipline Rules and Regulations (AR 5131.1) and the following specific regulations while riding a school bus to and from school or to school activities:

1. Riders shall follow the instructions and directions of the bus driver at all times, be courteous to the driver, and fellow passengers.
2. Riders shall arrive at the bus stop five minutes ahead of scheduled stop time, stand in a safe place to wait quietly for the bus, and stay off private property.
3. Riders shall enter the bus in an orderly manner, go directly to their seats, and remain seated while the bus is in motion.
4. Riders shall not obstruct the aisle with their legs, feet, or other objects.
5. Riders shall refrain from behavior that distracts the driver such as loud talking, laughing, yelling, singing, whistling, scuffling, and throwing objects, standing, or changing seats.
6. Riders shall not put hands, arms, head or any part of their body out of the bus window, nor throw any objects from the bus.
7. Riders shall not litter the interior of the bus, tamper with bus equipment, damage or deface the bus, nor damage any property near or at bus stops.
8. Riders shall not bring glass, animals, birds, reptiles, or insects on the bus.
9. Riders shall not chew gum, eat, or drink while on the bus.

BUS DISCIPLINE PROCEDURES

Alpaugh Unified will provide students with every opportunity to improve their bus behavior before they move through the bus discipline process. Once students have been warned regarding their behavior and the driver determines that the behavior is a threat to the overall safety of the bus, the following process will take place.

1. Infracting student will be issued a bus referral, which will include parent contact and administrative involvement. If the incident is severe, home suspension is possible. It is possible that parents will be asked to ride the bus with the student at this step.

2. On the second referral, the student will be suspended from the bus for a minimum of 5 days, and a parent conference will be held with the administration outlining the consequences of further misbehavior. Parents will be asked to ride the bus at this point as a condition of restoring bus privileges.

3. On the third referral, the infracting bus rider will be suspended from utilizing the home to school transportation for the rest of the year.

STUDENT CONDUCT AREAS OF RESPONSIBILITY

1. **Governing Board** – The governing board holds personnel responsible for the proper conduct and control of students while legally under the supervision and jurisdiction of the school. The school shall take steps to ensure that the administration communicates all rules pertaining to the discipline of pupils at the beginning of each school year, and to inform transfer students at the time of their enrollment in the school.

2. **Superintendent/Designees** – The superintendent and or designee may implement necessary procedures, rules, and regulations to render effective the policies of the governing board relating to standards of student behavior. The superintendent and or the designee may involve representatives of all areas of school personnel, pupils, parents, and citizens of the community.
3. **Teachers** – Teachers shall be responsible for the instruction of their pupils in rules and regulations of proper conduct, as well as to be responsible for proper and adequate control of all students. This includes the enforcement of all school rules and procedures in a consistent and fair manner.

4. **Parents** – Parents shall be expected to cooperate with school authorities regarding the behavior of their children. Parents are responsible for the willful misbehavior of their children. Parents are encouraged to participate in meetings, trainings, and special events.

LEARNING/TEACHING ENVIRONMENT

The staff of Alpaugh Unified shall be responsible for the following:

1. Create and maintain a school environment which insures each child's right to work and play in peace, safety, and good health. (EC 44807, BP5131 and 5140)

2. Create and maintain a learning environment in which each child will have the opportunity to achieve his or her full potential. (EC 44807)

3. Expect that every student do the best work he or she is capable of doing. (CAC Title V. Sec.300)
4. Assign work that is within the child's capabilities, have high expectations, and demand high achievement.

5. Be fair and impartial in administering and enforcing rules and regulations. (EC44805)

6. Be aware of the child's home environment and take it into consideration when preparing the child's learning plan.

7. Involve the parents in solving both behavioral and/or learning problems early utilizing parent conferences, notes, phone calls, home visits, etc.

8. Respect and treat all parents, visitors, staff and students courteous and kind.

ATTENDANCE

Attendance is a critical component for your child to be successful. For this reason, it is important that children be in school every day unless they are truly ill. We **Please make doctor and dentist appointments for after school so your child does not have to leave school early or miss a day of school.**

State law and Board Policy require all students to attend school daily without fail, and to be on time when arriving to school and to their classes. **Habitual tardiness and absenteeism** is subject to disciplinary action or recommendation to the local SARB, which includes possible legal action in court of law. All unexcused tardiness will warrant detention given by the teacher in the class in which the student arrived late. At 3-4 instances of tardiness, the student will receive counseling by the principal. At 5-6 instances of tardiness, parents will be notified by the school office, and at 7 or more instances of tardiness, students will be referred to the SARB board.

Parents may sign their student in if they are late because of illness, a death in the family, court subpoena or doctor's appointment.

The instructional day is as follows:

Regular Day

Kindergarten – 3rd grade	8:00 A.M. – 2:30 P.M.
Grades 4th-5th	8:00 A.M. - 3:00 P.M.
Grades 6th-8th	8:00 A.M. – 3:05 P.M.
Grades 9 – 12th	8:00 A.M. – 3:15 P.M.

Minimum Day

TKindergarten – 3rd grade	8:00 A.M. – 1:05 P.M.
Grades 4th-5th	8:00 A.M. – 1:05 P.M.
Grades 6th – 12th	8:00 A.M. – 1:15 P.M.

Extended Absence Procedure

School attendance is critical for optimal learning. Students are encouraged to attend school on a regular basis to maximize their learning experience.

Extended Illness

Students are responsible for completing all make up assignments within ten days of returning to school after an extended illness. The student must submit a completed work before the end of the grading period to receive credit.

Extended Holiday/Vacation
Students:
Upon their return to school, students have 2 weeks (10 school days) to complete missing assignments and assessments. If the extended leave falls during the end of a trimester, quarter, or semester, the student must submit a completed work before the end of the grading period to receive credit. Students will receive and "I" incomplete until the work is entered into the grading system.
Teachers:
Teachers will collect work assigned to all students during the week the student is absent. Teachers will give assigned work to students upon their return. Teachers will complete a 'change grade' request form and submit it to the administrator. At that time, the grade will be changed from an "I" to the letter grade(s) earned. Student whose absence is coded as unexcused forfeit acknowledgement of achievement awards such as superintendent/principal/honor roll.

CLOSED CAMPUS

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

LUNCH

Alpaugh Unified is a Community Eligibility Provision (CEP) school. This allows the district to provide free meals to all students without collecting applications. Therefore, student lunches are available to all enrolled students at no cost to the family.

1. Students may eat at home provided they meet one of these guidelines:

    a. The parent/guardian picks up the student from the front office and signs them back in before lunch period ends.

    b. Dietary restrictions prove difficult to accommodate in the cafeteria.

2. **The National School Lunch Guidelines prohibits hot or cold food from commercial establishments in the school at any time.** Students may bring a sack lunch from home and take it to the cafeteria with them. Teachers may take their school lunch to the classroom. Students may eat in the classroom with a teacher (if that teacher so desires) as long as the students pick up and carry their own lunch on an occasional basis.

3. In accordance with Federal law and the U.S. Department of Agriculture Policy, prohibits this institution from discriminating on the bases of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write the USDA, Director, Office of

Civil Rights, 1400 Independence Avenue SW, Washington D.C. 29250-9410. The USDA is an equal opportunity employer.

SCHOOL VISITATION

1. Parents/guardians are encouraged to visit the school, especially the students classroom.

2. For safety and security reasons, all visitors must first check in at the office to secure a visitor's pass before entering any classroom.

GYM LOCKERS

1. Students are not to keep personal valuables in their gym lockers.

2. Students are responsible for any school property stolen from gym lockers.

3. The office assigns all locker combinations. Please do not share your combination or your gym locker with anyone else.

4. School administration, according to law and governing board policy, may have access to student's gym lockers when evidence suggests that the welfare and safety of students and personnel are threatened or that illegal materials are present.

5. Access to gym lockers is limited to PE class only. Students are not to be in their gym locker area during class time. **Teachers are not to release students to go to their gym lockers after class begins.**

6. The district will remove private locks immediately!

MEDICATION

School personnel may issue medication to a student under the following criteria.

1. Medication for use by a student must be in the original container. The student must have a permission slip from the doctor on file in the office, and the medication kept in the school office with the exception of inhalers prescribed by doctor.

2. School personnel will not administer medication except as prescribed by a doctor with the written permission of the parent/guardian.

3. Upon enrollment or after a change in medical condition, parents must notify the school regarding the proper care and needs of that student.

EMERGENCY CARDS

Parents/guardians are required to fill out and sign an emergency card for each of their son(s)/daughter(s) enrolled in school. Parents/guardians must advise the school office when there is a change of information listed on the emergency card.

All emergency cards must contain at least two emergency contacts with working phone numbers.

It is imperative that emergency cards be kept up to date to maintain effective communication with the parents. Please report any changes to the office.

SPECIAL EDUCATION

The Tulare County Office of Education assigns a Special Education teacher and other special needs teachers to provide special services to Alpaugh students who qualify for Special Education.

EMERGENCY DRILLS

For the safety and welfare of the students, fire drills are conducted on a monthly basis. Students will participate and follow all teacher directions. Other disaster drills are conducted periodically during the school year.

In the event of a major disaster, children will be sent home according to the procedures established in the Emergency Disaster Plan. If parents are unavailable, the students will remain at school until it is possible to send them home. Parents/guardians may come to school and the staff will release the students to their parents/guardians. Proper identification may be required.

USE OF THE TELEPHONE

Student access to the telephone during school hours is restricted except in case of extreme necessity or an emergency. The staff will deliver necessary messages to the classroom with all due haste. Students may only use the telephone before/after school and during lunch break with permission of school staff. Students who come to the office feeling ill may call their parents and report their condition. Students will be called out of school through the office using the district phone. This helps the office keep track of visitors on campus.

READY FOR CLASS

To reap the full benefit of their education at Alpaugh Unified School District, students need to be prepared by becoming familiar with the Teacher Class Syllabus, by arriving to class on time, having the appropriate materials such as pencil(s), pen(s), paper, and books.

REPORT CARDS

The education of your son/daughter is a cooperative effort by the home, school, and community. The report card informs the parents/guardians of the achievement and effort of their son/daughter.

The grade assigned to each student shall be the grade earned by the student based on work, effort put forth to meet established criteria, and by their achievement on the standards-based benchmark assessments, testing, and finals.

PROGRESS REPORTS

The school mails the progress reports home to advise the parents of the growth their son/daughter is making in their class (es). Parents/guardians of students receiving less than a

satisfactory grade should contact the teacher(s) to work out a plan to assist the student in bringing up their grade to satisfactory. The school working together with the parent will develop a plan to help the student find success. Progress reports will contain contact information for the parents to make an appointment with the teacher and/or the administration.

GRADING/BENCHMARKS

The district integrates the school benchmarks into the total grade received by the student. All teachers are required to follow the established grading criteria without fail. Students failing to pass the benchmark tests are at risk of failure. Please consult the syllabus for each class. Classroom performance, homework, class tests, and benchmark assessments determine the elementary school grade.

PARENT/TEACHER CONFERENCES

The elementary school holds conferences at the end of the first and second trimesters for the parents/guardians to confer with the teacher(s) on the progress of their child and any other area of interest or concern.

The Jr. and Sr. High School will hold parent meetings every first and third quarter of the year and as driven by student performance.

At the end of all other grading periods, conferences are scheduled only on the request of parents/guardians or teacher(s). Conferences between the parent, teacher and the administration are available whenever the need arises. Teachers will be making periodic calls to the home with positive comments about student progress.

RETENTION AND PLACEMENT

The district makes every effort to ensure the success of each student. However, there are times when traditional intervention proves unsuccessful and parent meetings are crucial in helping the students find success. The district will make every effort to contact the parents at quarterly intervals when students prove at risk of failure. In this case, the sooner parents and teachers can start working together, the better the chance to help students return to grade level work. This is a team process, and parents play a critical role in the education process.

HOMEWORK

To master any subject area requires substantial time and practice regardless of ability and reflects the lessons presented that will help the student be successful. The teacher will assign homework to reinforce a concept or skill and as outlined in the Class Syllabus. Homework expectations by grade are:

Kindergarten	15-20 minutes per evening
Grades 1-3	30-45 minutes per evening
Grades 4-8	1-1.5 hours per evening
Grades 9-12	1-2 hours per evening

Parents! If your child does not have homework, please call the school. They should have homework every night with the exception of Friday. If in doubt, ask!

ASSEMBLIES

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

SPORTING EVENTS

All students are encouraged to attend sporting events and support the team through the wholesome demonstration of Buffalo Pride. Students may attend the games and be part of the stampede! Elementary students (K-6) may not attend games without the direct supervision of their parents who must also attend. Students must remain in the building during the activity and avoid roaming the campus before and after the event. Any student may have their sporting event privileges suspended due to poor behavior, suspension during that week, and disruption at the event. The administration/designee will have the discretion to remove and suspend students from sporting events. All district students may attend sporting events as long as they are in good standing. Students must be mindful of these rules and model good behavior on the road and at home. It is the Buffalo way!

STUDENTS RIGHTS

"We are what we repeatedly do. Excellence, then, is not an act, but a habit"

We ask that students be aware of their rights and responsibilities and adhere to school policy and rules.

In major discipline problems including detentions, suspensions, or expulsion, a student's parent(s) or guardian will receive prompt notification as swiftly as possible, and receive the opportunity for a school conference.

Students, parents and guardians have the right to appeal disciplinary decisions. In the case of suspensions, they may appeal to the Administration and then the Superintendent. All students have the right of due process.

PLEASE NOTE: It is difficult to cover all policies and rules in a handbook such as this; therefore, if you have any questions, please ask a staff member for advice/direction.

STUDENT DUTIES AND RESPONSIBILITIES

1. Students should pursue the required course of study in a diligent manner, that is:

    a. Listen attentively to teachers and to other students
    b. Complete assigned work on time
    c. Be regular and punctual in attendance
    d. Show willingness to work towards constant self-improvement
    e. Learn to criticize fairly and accept criticism
    f. Pass all benchmark assessments to demonstrate proficiency in the subject matter.

2. Respect the property of others, including the school at all times
3. Acknowledge respectfully the authority of school personnel
4. Display proper conduct to and from school, on the school grounds, on school buses and at school-related activities
5. Comply with the rules and regulations of the district.

STUDENT DISCIPLINE

All students have the right to attend schools that are safe, peaceful, and free from disruption. The school will provide students with student discipline rules and regulations at the beginning of each school year or at the time of their enrollment. Parents shall have the right to obtain or have access to a complete set of the district's Board Policies and Administrative Regulations governing student discipline.
A pupil may be suspended from school or expelled for acts in violation of Education Code 48900 or Education Code 48915 if the act occurs at school or is related to a school activity that occurs at any time. This includes but is not limited to: 1) while on school grounds; 2) while going to or coming from school; 3) during the lunch period, or 4) during, or while going to or coming from a school-sponsored activity.
The following violations listed under Level A, Level B, Level C-1 and Level C-2 contains brief descriptions of acts in violation of Education Code 48900 and Education Code 48915. For complete details of the Education Code pertaining to student discipline and due process, you may contact the Superintendent's Office.
During the school year, we will be emphasizing the following rules:

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

CLASSROOM VIOLATIONS

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

- Willful disobedience
- Disruptive behavior
- Rough play
- Lying, cheating, profanity
- Cutting class/Leaving school grounds

- Disrupting Classroom Environment
- Neglect of Student Duties
- Excessive Talking

LEVEL B VIOLATIONS
(May require police intervention and/or Home Suspension)

- Possessed an unsafe object
- Possessed or used tobacco, Vaporized Pens or Electronic Cigarettes, etc. seq.
- Defiance of authority/disruption of school activities
- Attempted or threatened to cause physical injury to another student
- Attempted to cause damage to school property or private property
- Committed sexual harassment
- Committed or participated in an act of hate violence
- Intentionally engaged in harassment, threats of intimidation against pupils
- Harassed, threatened or intimidated a witness.

LEVEL C-1 VIOLATIONS:
(Will require police intervention, home suspension, and possible expulsion recommendation)

- Damaged school property or private property
- Robbery or extortion
- Committed an obscene act or vulgarity
- Willfully used force/violence against another person
- Caused physical injury to another student
- Attempted or threatened to cause physical injury to a school official/adult
- Caused physical injury to a school official/adult
- Possessed, used, furnished, sold or under the influence of a controlled substance, alcoholic beverage or intoxicant
- Possessed, offered, arranged or negotiated to sell any drug paraphernalia
- Stole or attempted to steal school property or private property
- Knowingly received stolen school property or private property
- Offered, arranged, or negotiated to sell a liquid or look-a-like substance representing a controlled substance, alcoholic beverage or intoxicant
- Possessed an imitation firearm or knife
- Attempted to commit extortion or robbery
- Made a terrorist threat against school officials or school property
- Sexual Harassment of a Staff Member
- Caused serious physical injury to another person
- Committed assault or battery against a school official *Section 11053*

LEVEL C-2 VIOLATIONS:
(will require police intervention and mandatory expulsion recommendation)

- Possessed a knife as defined by Ed. Code, explosive, or other dangerous object
- Possessed a firearm
- Brandished a knife at another person

- Committed sexual assault or battery
- Unlawful sale of any controlled substance listed in *Health and Safety Code*

SEXUAL HARASSMENT POLICY

Sexual harassment of or by any student in any form is prohibited.

1. "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting. Sexual harassment by or against any student is subject to disciplinary action up to and including termination if the individual who engaged in the harassment is an employee of the District, and up to and including expulsion if he/she is a student of the district. Examples of sexual harassment include, but are not limited to, any of the following conduct or actions:

    a. Unwelcome leering, sexual flirtations, or propositions.
    b. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
    c. Graphic verbal comments about another individual's body, or overly personal conversation.
    d. Sexual jokes, stories, drawings, pictures, or gestures.
    e. Spreading sexual rumors.
    f. Assault; touching; impeding, or blocking movement in a sexual manner.
    g. Continuing to express sexual interest after being informed that the interest is unwelcome.
    h. Making reprisals, threats of reprisal, or implied threats of reprisal following a report of harassment.
    i. Displaying sexually suggestive objects in the educational environment.

2. Sexual harassment of students shall be reported.

    a. The student believed to be the subject of sexual harassment by another student along with her/his parent/legal guardian shall meet with the student's teacher to report the incident(s).
    b. Any student believed to be the subject of sexual harassment by a teacher or other adult in the Alpaugh Unified School District, along with his/her parent/legal guardian or any witness thereto, shall meet with the superintendent to report the incident(s).
    c. All cases of sexual harassment may involve law enforcement depending on the severity of the incident, to be determined by the administration.

SEARCH AND SEIZURE

AUSD recognizes that incidents may occur which jeopardize the health, safety and welfare of students and staff and which necessitate the search and seizure of students, their property, or their lockers by school officials. School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school.

ALCOHOL AND OTHER DRUGS – ENFORCEMENT AND DISCIPLINE

The Superintendent or his/her designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students.

1. **Possession or use of alcohol or illegal drugs.** When any student uses or possesses illegal drugs at school or while under school jurisdiction; the procedure will be as follows:

    a. Law enforcement will be called, and charges filed.
    b. Parent/guardian contact,
    c. Three to Five days suspension and possible recommendation for expulsion,
    d. Restriction from school activities.

2. **Selling or providing alcohol or illegal drugs.** When any student sells or provides alcohol or other drugs or while under school jurisdiction, the following shall result:

a. Law enforcement contact and charges filed.
b. Parent or guardian contact,
c. Suspension and mandatory expulsion.

POSSESSION OF CELLULAR PHONES AND OTHER ELECTRONIC SIGNALING DEVICES

Students may carry cell phones and other electronic communication devices while on school grounds and at school activities, but these devices are not to be seen, heard, or cause a disruption during instructional time or during activities where a request has been made to turn off the device, i.e. concerts, plays, speakers, performances. Any use of and/or disruption caused by electronic communication devices during instructional time (e.g. Incoming/outgoing calls, paging, text messaging, electronic games) will be considered a violation of this policy will result in disciplinary action, which may include referrals, confiscation and other appropriate actions.

During instructional time earbuds/headphones must be removed and put away off during instructional time. Students are not to leave class to take or make a call. If a voicemail or text is left, the student may answer during break, lunch or after school.

If students are found using their devices during class without permission from the teacher these consequences will take place,

First Incident- Warning

Second Incident- Item taken and parent must pick up from the office

Third Incident- Item not allowed at school or must be checked into the office before school and can be picked up after school (for the rest of the school year).

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

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

CYBER BULLYING

Cellular phones, or any other electronic devices through voice, social media, internet, or text shall not be used to intimidate, threaten, and interfere with the education process of another student. This will result in a suspension of cell phone privileges, possible confiscation, or possible law enforcement intervention.
No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which are limited to health-related purposes. (Education Code 48901.5)

VIDEO SURVEILLANCE

Alpaugh Unified utilizes modern video surveillance technology as a means to assist in the supervision of students, and serves as a deterrent of illegal crime and misbehavior. By law, cameras cannot be placed in areas where students have a reasonable expectation of privacy.

However, the camera can be used in places where students do not have the reasonable expectation of privacy. The current cameras are placed in corridors, play yards, classrooms, and various other places throughout the district. These recordings can be used as evidence for school discipline and when a crime has been committed. These recordings are deemed private and not shareable with other parents unless permission is granted. Access to these recordings is limited to the administration and to law enforcement personnel only. Please be aware that video surveillance is a part of the effective supervision of our students, and that it is used on a daily basis in the district.

ZERO TOLERANCE POLICY

Zero tolerance means that the Alpaugh Unified School District will not tolerate violence or threats of violence or destruction of property. We also insist on drug and alcohol free school.

Students who do not adhere to the zero tolerance policy will be held accountable by measures up to and including expulsion and legal prosecution.

ATTENDANCE

What is truancy? In California, the law requires that children between the ages of six (6) and eighteen (18) attend school or classes full-time. Students are expected to attend school regularly and be on time. It also mandates that parents or guardians send the child to school.

An initial truancy is defined as three (3) unexcused absences from a full-time or continuation school within a single school year or tardy for more than a 30-minute period without excuse or any combination thereof. (Education Code 48260)

A School Attendance and Review Board (SARB) team will explore with the parents the available ways of improving attendance and behavior by reviewing all the efforts made by the school. Conditions outside of school are questioned in order to establish a complete picture of the situation. After reviewing all information, the SARB team will make recommendations to help with the student's school attendance difficulty by completing a contract with the student and parent. The contract may include provisions such as child bedtimes, agreements about homework, agreement for the parent to attend a parenting program, and agreements by the parents to improve the child's attendance or face legal consequences.

A complaint can be filed against the parent or guardian with the district attorney's office if the student and parent/guardian do not follow the recommendations, the student violates the terms of the contract, or the student and parent fails to cooperate with the local student study team recommendations. (Education Code 48291)

Additionally, if parents or guardians are receiving cash aid from the Tulare County Human Services Agency, the aid may be stopped or lowered until the student's attendance improves.

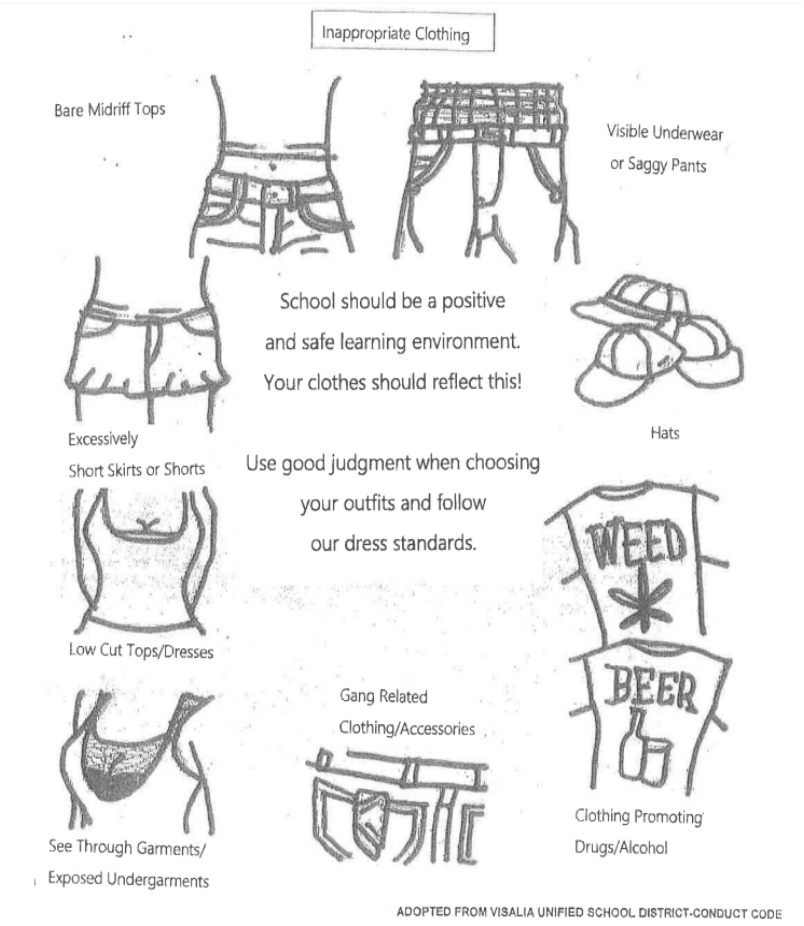
The parent and student can prevent truancy prosecution by attending school regularly and on time, do assigned homework and turn it in on time, cooperate with school staff in resolving attendance problems, and attend all meetings requested by the school and/or student study team.

The members of student study team are interested in helping the parents/guardians and students resolve any problems before the situation is beyond assistance. The major goal of

the student study team is to keep children in school by attempting to encourage, assist, and provide direction in whatever manner is necessary to achieve this goal. Parents/guardians must be active participants in these efforts or the chances for the child to succeed in school are greatly reduced.

Alpaugh Unified School District

Dress Code Regulations



ALPAUGH UNIFIED DRESS CODE
Grades 4-12

Alpaugh Unified School District believes that all students should wear clothing to school that fits well, reflects pride in oneself and the school, is conducive to the learning process, and demonstrates respect for school and others. We also believe that school is a transitional time for students to prepare for the world of work. Therefore, Alpaugh Unified has adopted the following dress code for the students.

I. Attire that protects the health and safety of the students must be worn.

   A. Attire that can be used as a weapon is not allowed. This includes but is not limited to chains, wallet chains, and items with spikes or rods.

II. Attire shall not interfere with the educational process and shall reflect appropriate dress for the workplace.

   A. Students shall not wear clothing that is distracting to the classroom or school.

   B. Girls may not wear tube tops, halter-tops, strapless garments, backless garments, excessively short shorts, dresses, or skirts. (Shorts, skirts, and dresses must be mid-thigh or fingertip length.) No bare midriff and no see through blouses. Tank tops must have a 2-inch strap in grades 5th-12th. Under

no circumstance should cleavage be openly displayed or undergarment straps visible.

C. Boys may not wear tank tops, mesh tops, bare midriff, or sleeveless shirts. Tank tops/sleeves (basketball jersey style with scooped front/back and armholes) are allowed if worn with a T-shirt. Underwear should not be visible. Tank top underwear is not allowed except as actual underwear.

D. Shoes that are appropriate for school activities must be worn at all times. Appropriate footwear includes tennis shoes and hard sole shoes, and sandals with back support. All students must wear the appropriate footwear for Physical Education classes. Bedroom slippers, footsies, or moccasins are not permitted.

E. Undergarments, with the exception of t-shirts, shall be covered at all times. Continued intentional exposure of underwear will be viewed as creating a distracting and a potentially hostile learning environment. This includes single or multiple spaghetti straps, underwear of any type, and brassieres. Pajamas or pajama bottoms are not acceptable as school wear.

F. Hats, caps, or any headgear may display a sports team logo or agriculture related theme and will follow the same criteria as the clothing dress code. Students are encouraged to use approved sun wear and sunscreen during lunch and PE. **All caps must be worn with the bill forward. All headwear must be removed when indoors.**

G. Attire that can be attributed to or denotes gang membership or affiliation will not be permitted. Attire shall not advocate, advertise, denote, or be recognized as racist and be free of crude or vulgar printing, slogans, symbols, designs or pictures depicting drugs, alcoholic beverages, tobacco, violence, graffiti, sexual suggestions or unlawful activity. The administration reserves the right to modify the policy by adding additional items as needed.

H. All pants, shorts or coveralls must be fitted and worn at the waist no skin visible and undergarments covered at all times. Sizes are to be no more than one size greater than the students measured waist size. Waist is defined as the area at or above the top of the hips. No sagging permitted.

I. Belts are expected to be the correct length and not hang down.

J. Belts denoting gang affiliation are not permitted.

K. Grooming which by nature of its color (i.e. solid red or dark/navy blue), arrangement, trademark or any other attribute denoting membership in gangs is prohibited.

L. The administration and/or his/her designee shall have the discretion to prohibit any student from wearing any attire that is disruptive or distracting to the classroom, school, or the safety of the students (Education Code 3529.5).

M. Students in violation may be asked to wear alternative clothing provided

by the school. Such clothing is to be used on a loan basis. If the shirt is lost or not turned in, the student will be charged for the shirt.

N. The dress code is in effect during any school day, after school activity, any off campus school activity, or when representing the school by participation and/or attendance, i.e. Sports events, dances, carnivals, concerts, Science Fair, History Day, Field Trips etc. This applies to weekends and the regular school schedule including dances, proms, graduation, and senior trips.

III. Dress code violations will result in the following actions:

First Incident:

Parent(s) or guardian will be notified; student will change into acceptable attire if immediately available or be provided with temporary attire until the end of the school day. If parent brings a change of clothing, the student will be allowed to change at break or at lunch. Parent(s) and student will be reminded of dress code policy in writing. Parent signature will be required.

Second Incident

Parent(s) or guardian will be notified; student will change into acceptable attire if immediately available or be provided with temporary attire until the end of the school day. If a parent brings a change of clothing, the student may change during a break or at lunch. Parent(s) and student will be reminded of dress code policy and be assigned one hour of detention.

Third Incident:

Parent(s) or guardian will be notified; student will change into acceptable attire if immediately available or be provided with temporary attire until the end of the school day. If a parent brings a change of clothing, the student may change during a break or at lunch.

*** For an incident such as a T-shirt violation, the student may be asked to turn the T-shirt inside out in place of changing the T-shirt, if that will correct the violation.

ALPAUGH UNIFIED PRIMARY DRESS CODE
Grades TK-3

The Alpaugh Unified School District recognizes that younger students have different levels of appropriateness in terms of acceptability when compared to older students and adults. The dress code for the primary students will follow the dress code of the older students in terms of health and safety concerns. However, students may wear young children's clothes that fit correctly and are appropriate for that age group and are not excessive in their fit and performance.

BULLYING

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils designed to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying among children encompasses a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying can take three forms:
physical (hitting, kicking, spitting, pushing, taking personal belongings); verbal (taunting, malicious teasing, name calling, making threats); and psychological (spreading rumors, manipulating social relationships, or engaging in social exclusion,
extortion, cyber-bullying, or intimidation). Each of these categories prevents a student from realizing the full benefit of their education due to an inherent fear for their safety and is prohibited by school policy, the education code, and state laws AB 394 and SB 777. These policies and laws protect the students from all forms of discrimination and reinforce the rights of the students to receive their education in a safe and healthy environment free of threats and discrimination. Alpaugh Unified believes in the following:

1. The Alpaugh Unified School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

2. The Alpaugh Unified School District will not tolerate behavior that infringes on the safety of any student. A student shall not discriminate, intimidate, or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; cyber-bullying; and social isolation or manipulation.

3. The Alpaugh Unified School District expects students and/or staff to report immediately all incidents of bullying to the administration. Staff will immediately intervene when they see a bullying incident occur, and each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

4. To ensure bullying does not occur on school campuses, the Alpaugh Unified School District will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Teachers should discuss these beliefs with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion. The Student Code of Conduct includes, but is not limited to the following:

- Any student who engages in bullying is subject to disciplinary action up to and including expulsion.
- Students will immediately report incidents of bullying to the administration or designee.
- Staff will promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint is unachievable, the student or the parent of the student should contact the administration.
- The public school system and state law prohibits retaliatory behavior against any complainant or any participant in the complaint process.

ADDITIONAL NOTES FOR PARENTS AND GUARDIANS

Did you know that?

1. We are frequently unable to contact parents because their work and/or home phone have changed and the emergency card is out of date. **Please help us protect your child** by notifying our attendance office of any changes to the emergency card.

2. The District Office will only release students to those persons whose names are on their emergency card. Please submit all names to the office to avoid inconvenience.

3. Extended absences are unexcused absences unless supported by a doctor's note. Please contact the office in the event of a family emergency.

4. The note you write to excuse your student is a legal document is on file for four years, and is confidential. Please be specific about the reason for the absence (i.e., "What kind of appointment").

5. If your student needs to leave campus before the end of the school day, YOU must personally sign him/her out. We cannot take a phone request to let your student leave school early.
6. If your student becomes ill during the school day, he/she must come to the attendance office and be properly signed out before he/she can leave the campus.

ALPAUGH UNIFIED SCHOOL

Jr. High & High School

Alpaugh High School Vision Statement

Alpaugh Unified School District will provide a challenging, sequential, real life based educational program centered on our students in a celebration of learning. Instruction will be interesting, encourage family involvement, address all learning styles, and enable students to realize their highest potential. Assessment will be varied and authentic, and tied to curricular standards. We will create a rich multicultural environment in which the staff

and community motivate students. We will encourage a learning community through a partnership between staff, parents and Alpaugh community by sharing resources and ideas.

Expected School Wide Learning Results (ESLRs)

Alpaugh High School graduates will:

1. Exhibit proficient knowledge in the core curriculum based on California State Standards and California Common Core Standards.
    - Read, Comprehend and respond to a variety of grade level appropriate printed material.
    - Produce effective and well-grounded writing for a range of purposes and audiences.
    - Comprehend and evaluate complex texts across a range of types and disciplines including fundamental concepts and processes of math, science and social sciences.
2. Demonstrate complex thinking skills:
    - Make complex choices and decisions that exercise sound reasoning and deep understanding.
    - Use critical thinking and research skills to find the best possible solutions to problems.
    - Demonstrate an ability to apply curricular learning in real-world situations.
    - Identify and ask significant questions that display complex level thinking and lead to new conclusions.
3. Demonstrate an ability to communicate effectively:
    - Display effective communication in verbal, non-verbal, artistic, and written forms.
    - Express reached conclusions with supportive reasoning and deduction.
    - Contribute and function in various group roles.
    - Foster, develop and maintain relations within diverse settings while establishing and accomplishing significant goals.
    - Promote mutual respect, compassion, appreciation and acceptance of people from different backgrounds, cultures, and abilities.
4. Display self-directed learning:
    - Establish and adhere to standards of behavior that will aid in personal development while demonstrating pride and respect in themselves, their school, and community.
    - Utilize time efficiently and effectively in managing a workload.
    - Take responsibility for their education; being a self-starter while seeking out guidance when necessary.
    - Display punctuality, reliability, diligence, and positive work ethic.

ALPAUGH Jr. & Sr. HIGH SCHOOL-- STUDENT GOVERNMENT

The Alpaugh High School student government is a Student Council. The Student Council is composed of student body officers, the president of each class and club, and one representative from each advisory class.

The class or club they represent elects the Student Council representative(s). The main goal of the student Council is to build pride and spirit by involving the students in activities that promote school pride.

The Student Council meets on the designated day and time the ASB advisor plans. Failure to attend two (2) or more meetings without a valid reason may result in removal from the student council.

CLASS SYLLABUS
(Grades 6-12)

At the beginning of each school year and/or course, the teacher will issue a Class Syllabus that clearly and specifically explain course and classroom expectations. The Class Syllabus shall include, but is not limited to,the following information:

1. Description of the course or class
2. Homework policy
3. Grading policy
4. Classroom discipline policy
5. Make up assignments for illness, suspension, and excused absence

Because teachers have their own unique ways of working with students, it is important that parents and students be familiar with each teacher's Class Syllabus.

ASSEMBLIES

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

RALLIES

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

EXTRA-CURRICULAR ACTIVITIES

Participation in extracurricular activities (clubs, athletics, student government, and school activities) is a privilege and requires that students maintain progress in their education. "Students on home suspensions are not eligible to participate in any extra-curricular activities for the **remainder of the week.** The administration and their designees will have the discretion to remove and suspend students from sporting events and club activities. All district students may attend sporting events and participate in clubs as long as they are in good standing. Students must be mindful of these rules and model good behavior at all times.

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

Students participating in any Saturday Activity must be present a full day on the Friday before the activity. Early departure on a Friday will make the student ineligible for the Saturday activity. Doctor appointments, court cases, immigration appointments, or other critical appointments deemed acceptable by the superintendent must have a verifying note submitted before the event commences.

Student Council and all organizations must present an annual calendar and budget to the superintendent and/or his designee after the second meeting and before the fifth meeting of the student council. (No later than October 15)

Advisor and class and/or club putting on activity are responsible for decorating and cleanup. Clean up will take place immediately after the activity.

The school holds all dances on campus with the possible exception of the prom, requiring advance administrative approval. Students cannot leave the dance and return. The board of trustees may grant exceptions based on special events or conditions.

Only full time students attending Alpaugh High School and their pre-approved guests may attend dances. Alpaugh High School students inviting guests must submit a request a minimum of three days prior to the dance.

Dances must end by 10:00 P.M. (with exclusion of the Prom end at 11:00 P.M.)

Students who are absent without a valid and verified excuse or are considered truant for any part of a school day will not participate, attend the activity, or be in the vicinity.

All students are encouraged to participate in extracurricular activities. A partial list of extra-curricular activities includes: Student Council, Volleyball, Basketball, Softball, Baseball, Football, Field Trips, Dances, and Prom.

The Student Council is responsible for organizing the carnival for fund-raising.

ATHLETIC ELIGIBILITY
Central Valley Small Schools League

The Alpaugh Buffalos are in the Central Sierra League and the California Interscholastic Federation (CIF) directs and controls the athletics of the high schools of the state. The California State Constitution provides for this organization in Article II, Section 3, by stating: "All high school pupils, public and private under jurisdiction of the Federation, will be subject to the rules of eligibility of the Federated Council.

All Alpaugh students who wish to participate in interscholastic athletics must obtain clearance from the director of athletics. This approval will require parents' written consent, physical examination by a doctor, insurance, scholastic, and citizenship clearance. Coaches will supply verification of compliance by their player to the athletic director before the athlete may participate in any organized practice. To compete in interscholastic athletics, a student must:

1. A student must maintain a "C" (2.0) average and maintain minimum progress toward meeting the high school graduation requirements. If a student fails to meet the 2.0 GPA requirements, there shall be a probationary period of one quarter in length. If at the end of the probationary quarter, the student fails to maintain a 2.0 GPA, placement on the ineligible list will occur, thus excluding a student from participation in extracurricular sporting activities. The previous grading period is the determinant as to whether a student is eligible to participate in extracurricular activities. Quarter grades will determine the GPA at the end of each quarter. Students

may practice with satisfactory performance at Progress Report, but cannot play in games until satisfactory quarter or semester GPA requirements are met.

All incoming first year freshmen will enter Alpaugh High School with a clean record, with all students placed on the eligible list. If a student fails to maintain a 2.0 grade point average at the end of the first quarter, they move to the probationary list for the second quarter. At the end of the second quarter, if a freshman fails to maintain a 2.0 grade point average, placement on the ineligible list for the third quarter will occur. All other students, the last quarter grades roll over to determine eligibility.

2. Have passed twenty (20) units of credit the previous semester, five (5) of which may be physical education but not study center, or teacher's aide.

3. Maintain a minimum of 90% school attendance in the previous and current quarter. This is a school district expectation. In some extenuating situations, administration and/or AUSD Board of Trustees may allow student to bypass this requirement.

4. Not be in violation of rules and regulations for acceptable attendance and/or discipline.

C.I.F. ATHLETIC CODE

1. **ATTENDANCE**: A student must attend the day of the game to be eligible to participate. The student must also be in attendance for the whole period in all classes until dismissal to participate in the given athletic contest scheduled that day. If a student has a medical/dental appointment, the student must present written verification from the doctor before returning to class. The doctor's note must approve participation on that day.

2. **PARTICIPATION**: Participate in all practices unless cleared by a written excuse from a physician or parent verifying illness, physical inability or injury such that he/she could not participate, or a family tragedy/necessity. Failure to practice may lead to diminished playing time.

3. **TRAINING RULES:** Drinking and/or smoking are grounds for removal from the team. Students caught drinking by a reliable source (teacher, superintendent, highway patrol, etc.) face suspension from that sport. Students caught smoking by a reliable source anywhere (on or off campus) or carrying tobacco on campus or at school function will be suspended from that sport for two weeks and will miss all games during that period.

4. **SUSPENSION**: Suspension from school will make the student ineligible for interscholastic competition during the course of that period. Trouble with civil authorities will suspend the student for one game, after they return to school.

5. **GAME PROCEDURES:** Players must occupy the bench when the game is in progress. If anyone leaves the bench to dress or to sit with spectators, the coach may suspend or dismiss the player from the team for this infraction.

6. **ABSENCE FROM GAMES:** Dismissal from the team will result if anyone misses three games in a sport season. Players missing practice or games for illness, injury, or seeing a doctor are exempt from this requirement.

7. **TRANSPORTATION TO GAMES:** Students must travel to all games on school provided transportation to be able to play in the games. Permission to travel home from games is permissible upon written notification from the athlete's parents. The parent/guardian must submit a request in advance of the event for athletes to travel with other adults. Coaches and/or teachers will accompany students on the bus to and from the event for safety and security.

8. **ROAD GAME DRESS:** Players and participants in athletic contests will be required to be dressed in a neat manner and adhere to dress code rules.

9. **CITIZENSHIP:** A student must be a good citizen in order to represent his school in interscholastic athletic competition. This pertains to classroom activities as well as general school and civil citizenship.

   Any athlete, who exhibits poor citizenship (one who habitually disobeys school rules), will face suspension for one game for the first offense: two games for the second offense, and the remainder of the year for the third offense.

   The coach has the right and obligation to bench or remove from the team any athlete who does not exhibit good sportsmanship during practice and games.

* The above is not all inclusive of all the rules and regulations. If a student has any questions, he/she should contact a coach for clarification.

ACADEMIC INTEGRITY POLICY

Alpaugh Jr. and Senior High School Academic Integrity Policy

Philosophy

It is expected that all Alpaugh Jr. and Senior High School students will demonstrate honesty and integrity, which in turn will support intellectual growth and create a fair learning environment. In an environment of honesty and integrity all students are able to thrive to their highest potential.

Definitions

Honesty-a value that holds each person to tell the truth and to defend the truth

Integrity- is the practice of adhering to our values even when the presence of others is absent.

Cheating is defined as the unauthorized use of materials to deceive the evaluator in regards to an assignment, project, or test in order to obtain credit that a student has not earned.

Examples include:

- Copying of other's work in either written or electronic form.
- Plagiarism or presenting other's work as your own without the use of a proper citation.
- Presenting work more than once in order to obtain a grade for multiple assignments.
- Having someone else do your work
- Altering grades that include electronic or paper assigned by the teacher

- Allowing other students to copy work you completed

Student, Teacher, Parent, and Administrator Responsibilities

Student
- Read, sign and know the school's Academic Integrity Policy
- Read, sign and know individual teacher's policies as stated in their syllabus
- Conduct yourself appropriately on independent work (no talking, cover your assignment, no unauthorized materials, no sharing work)

Teacher
- Clearly state expectations and consequences in the syllabus
- Specify clearly when collaboration is acceptable or unacceptable
- Report violations of the Academic Integrity Policy that occurred to administration on the date of the offense
- Be available for parent conference for students that have violated that policy

Parent
- Read, sign and know the Academic Integrity Policy as well as the teacher's policies stated in their syllabus
- Require students to do their own work at home
- Support the Academic Integrity Policy and communicate to your student the importance of complying to the policy
- Be available and attend scheduled parent, teacher, and administration conferences

Administration
- Administer fair and consistent consequences for violations
- Contact parents and facilitate conference with the teachers, parents and students that have violated the Academic Integrity Policy
- Maintain records of violations
- Make the schools' Academic Integrity Policy available to all students, teachers, and parents

Procedures and Consequences
This is to notify students and parents of Alpaugh Jr. and Senior High School's Academic Integrity Policy and the procedures and consequences within that policy. The numbers of offenses are per student not per teacher, which will start over at the beginning of each semester. These consequences apply to the student that has violated the policy by cheating or plagiarizing and to the student that allowed their work to be used for these purposes; providing the student had knowledge their work was used for the purpose of cheating or plagiarizing.

1st offense: Parent contact, possible parent conference

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

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

<u>WORK PERMITS</u>

California law requires a student to obtain a work permit if he/she plans to work and is under eighteen years of age. Students applying for a work permit must maintain a GPA of 2.0. Applications for work permits are obtainable in the school office.

CREDIT RECOVERY

Alpaugh High School students (9-12) who are in need of additional credits have the option to participate in the credit recovery program. Students failing to meet this minimum requirement will be reassigned to a regular classroom to continue their education process. However, they will have the option to attend a credit recovery class if they wish to continue the recovery process. The work must be completed in a scholarly fashion with students submitting work that demonstrates their competency at the level as the regular high school level, and in accordance with the common core standards.

CLOSED CAMPUS

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

HIGH SCHOOL REQUIREMENTS
Graduation classes 2020-21 and beyond

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

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

Subject	Alpaugh	U.C. and CSU Requirements
English	**30 Credits**	**40 Credits**

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

SENIOR REQUIREMENTS FOR GRADUATION

Seniors are required to complete several projects that enriches their academic experience and provides an opportunity to reflect on their experiences and what the plan to do after graduation. These activities include:

1. All seniors are required to complete an academic portfolio that demonstrates their preparation to enter the academic or work world. This extensive preparation serves to focus the students and develop a meaningful reflection on what they have learned to date and what they plan to do with the knowledge they have acquired. The seniors are automatically enrolled in a portfolio class that includes guest speakers, college visits, and career exploration opportunities.

2. Seniors are also required to perform 20 hours of community service. This activity stresses the concept of giving something back to their community with the hope of making conditions better. This activity may include working with local public entities to assist in the delivery of service, or working with any community development/improvement projects taken. The requirement may include working with children in the pre-school or primary grades outside of normal school hours. All seniors will receive approval from the administration to ensure that activity is appropriate before starting their community service task.

3. Earn 220/220 credits of required core and elective courses.

4. Students transferring from schools with six periods instead of seven periods will have their credits adjusted to reflect the new requirements through the credit equalization formula.

SENIOR TRIP

The Alpaugh Unified School Board of Trustees grants each senior class trip approved by the Board. To participate in the Senior Trip, each senior must meet the following Board established criteria before the expenditure of any deposit or fees for the trip. A student qualifying for commencement exercises qualifies for the senior trip unless:

1. A student shall not have been suspended more than a **three-day home suspension** during his/her senior year of high school.
2. A student shall be eligible for graduation with passing grades. If a student's grades fall to failing after submitting fees or deposits, the student will forfeit the trip. If seniors are participating in the credit recovery program, students must have a passing grade in that class one week prior to the trip.

3. Seniors shall meet all graduation requirements.

4. A student shall not be guilty of destroying school property at any time during their high school career. If restitution is paid and good conduct demonstrated, the student may appeal to the superintendent.

5. Any senior trip participant shall be a full-time student at the time of the senior trip. *This requirement can be bypassed at the discretion of administration and/or the Alpaugh USD Board of Trustees, so long as the student has met all other requirements and is in good standing.

6. All seniors and their parents must attend a meeting with administration prior to the trip to go over expectations and receive instructions.

7. The seniors must pay all senior trip expenses for themselves, class sponsors, chaperones, and bus driver. The class may provide money for food to all seniors participating on the trip.

Seniors going on the trip will:

1. Respectfully obey the chaperones and the sponsors at all times.

2. Obey all school rules, state laws, and the rules of the place(s) visited.

3. Refrain from damaging or stealing property.

If any rules are broken, the sponsor shall notify the school and the senior's parents/guardians shall come to the area selected to take their son/daughter home.

If any money remains in the senior class account at the end of their final year, students may donate said funds to the ASB or provide a gift to improve the school. If severe disciplinary problems occur during the senior trip, student cannot participate in graduation ceremony.

EIGHTH GRADE PROMOTION REQUIREMENTS

Students will earn a passing grade each semester in all required subjects.

Students must pass:

1. Constitution final, must pass with 60%
2. Research paper on an approved topic utilizing 8th grade Common Core Standards. Must pass with 60% accuracy.
3. Both semesters of Language Arts and Math.
4. Maintain a 90% attendance rate.

Students will pass 11 out of 14 semester classes to promote. This includes six classes in the areas of Social Studies, Language Arts, Math, and Science. Student will also pass both 8th grade semesters in language arts and math. Students will fulfill all class requirements in order to promote.

Differentiated standards are optional for Special Education students according to their Individual Learning Plan.

EIGHTH GRADE TRIP

The Alpaugh Board of Trustees may grant the eighth grade class a one-day trip. The class is responsible for all expenses incurred. The class will provide money only for those students who have worked to earn money for their class.

To participate in the eighth grade trip, each eighth grader must meet the following Board approved criteria; and will occur prior to promotion, if possible.

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

The eighth grade participating in the trip will:

1. Respectfully obey the chaperone and the bus driver at all times.
2. Obey all school rules, state law, and the rules of the place(s) visited.
3. Refrain from damaging or stealing property.

If any of the students breaks the rules, the sponsor shall notify the school and the parents/guardians shall be required to come to the area selected to take the student home. If disciplinary problem occurs during 8th grade trip, students may not participate in promotion ceremony.

SEVENTH GRADE REQUIREMENTS

For 7th grade promotion to the 8th grade, students must pass 11 out of 14 semester classes. Six classes must be in the areas of Social Studies, Language Arts, Math and Science.

Uniform Complaint Procedures (UCP) Annual Notice 2024–25

California Department of Education
March 2024

Alpaugh Unified School District

The *Alpaugh Unified School District* annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of our Uniform Complaint Procedures (UCP) process. The UCP Annual Notice is available on our website.

We are primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under California *Education Code* (*EC*) sections 200 and 220 and *Government Code* Section 11135, including any actual or perceived characteristic as set forth in *Penal Code* Section 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational

institution, as defined in *EC* Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.

- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.
- Every Student Succeeds Act (ESSA)
- Instructional Materials and Curriculum Diversity
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

Filing a UCP Complaint

A UCP complaint shall be filed no later than one year from the date the alleged violation occurred.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Contact Information

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints: *[LEA staff to complete the next section with the person at the LEA in which UCP complaints are filed and investigated. Use same information as on current UCP Policies and Procedures document.]*

Mr. Troy Hayes
Superintendent
Alpaugh Unified School District
5313 Rd. 39 – PO Box 9, Alpaugh CA 93201
559-949-8413
thayes@alpaugh.k12.ca.us

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in *Alpaugh Unified School District.*

Responsibilities of the *Alpaugh Unified School District*

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.

We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the California Department of Education (CDE).

We advise complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our UCP procedures shall be available free of charge.

For UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California *Health and Safety Code* (*HSC*)

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California *Health and Safety Code* (*HSC*) a notice shall be posted in each California state preschool program classroom in each school in our agency.

The notice is in addition to this UCP annual notice and addresses parents, guardians, pupils, and teachers of (1) the health and safety requirements under *California Code of Regulations*, Title 5 (5 *CCR*) that apply to California state preschool programs pursuant to *HSC* Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

Procedimientos Uniformes de Quejas (UCP
Aviso Anual
2024–25

Departamento de Educación de California
Marzo 2024

Distrito Escolar Unificado de Alpaugh

El *Distrito Escolar Unificado de Alpaugh* notifica anualmente a nuestros estudiantes, empleados, padres o tutores de sus estudiantes, al comité asesor del distrito, a los comités asesores escolares, a los funcionarios de escuelas privadas correspondientes y a otras partes interesadas de nuestro proceso de Procedimientos Uniformes de Quejas (UCP). El Aviso Anual de UCP está disponible en nuestro sitio web.

Somos los principales responsables del cumplimiento de las leyes y regulaciones federales y estatales, incluidas las relacionadas con la discriminación ilegal, el acoso, la intimidación o el acoso contra cualquier grupo protegido, y todos los programas y actividades que están sujetos al UCP.

Programas y actividades sujetos a las UCP

- Adaptaciones para alumnas embarazadas y madres
- Educación de adultos
- Educación y seguridad después de la escuela
- Educación Técnica Profesional Agropecuaria
- Carrera Técnica y Educación Técnica y Programas de Formación Técnica y Técnica
- Programas de Cuidado y Desarrollo Infantil
- Educación Compensatoria
- Programas de Ayuda Categórica Consolidados
- Períodos de curso sin contenido educativo
- Discriminación, acoso, intimidación o acoso escolar contra cualquier grupo protegido según se identifique en *las secciones 200 y 220* del Código de Educación *de California* (EC) y la *sección 11135 del Código de Gobierno, incluida cualquier característica real o percibida según lo establecido en* la sección 422.55 del *Código Penal*, o sobre la base de la asociación de una persona con una persona o grupo con una o más de estas características reales

o percibidas, en cualquier programa o actividad llevada a cabo por una institución educativa, según se define en *la Sección 210.3 de la CE, que esté financiada directamente por, o que reciba o se beneficie de, cualquier asistencia financiera estatal.*

- Requisitos educativos y de graduación para los alumnos en hogares de acogida, los alumnos sin hogar, los alumnos de familias militares, los alumnos que anteriormente estaban en el Tribunal de Menores y ahora están matriculados en un distrito escolar, los alumnos que son migrantes y los alumnos que participan en un programa para recién llegados.
- Ley Cada Estudiante Triunfa (ESSA)
- Materiales didácticos y diversidad curricular
- Planes Locales de Control y Rendición de Cuentas (LCAP)
- Educación Migrante
- Actas de Instrucción de Educación Física
- Tasas de matrícula
- Adaptaciones razonables para un alumno lactante
- Centros y Programas Ocupacionales Regionales
- Planes Escolares para el Logro Estudiantil
- Consejos Escolares
- Preescolar Estatal
- Problemas de salud y seguridad preescolar estatal en LEA exentas de licencia
- Y cualquier otro programa educativo estatal o federal que el Superintendente Estatal de Instrucción Pública (SSPI) o la persona designada considere apropiado.

Presentación de una queja de UCP

Una queja de UCP se presentará a más tardar un año a partir de la fecha en que ocurrió la presunta violación.

Para las quejas relacionadas con los Planes de Control Local y Rendición de Cuentas (LCAP), la fecha de la supuesta violación es la fecha en que la autoridad revisora aprueba el LCAP o la actualización anual que fue adoptada por nuestra agencia.

Un alumno matriculado en cualquiera de nuestras escuelas públicas no estará obligado a pagar una cuota de alumno por participar en una actividad educativa.

Se puede presentar una queja sobre la cuota de los alumnos ante el director de una escuela o nuestro superintendente o su designado.

Una queja de cuota estudiantil o LCAP se puede presentar de forma anónima, es decir, sin una firma de identificación, si el demandante proporciona evidencia o información que conduzca a evidencia para respaldar una acusación de incumplimiento.

Información de contacto

Las quejas dentro del alcance de las UCP deben presentarse ante la persona responsable de procesar las quejas: *[El personal de la LEA debe completar la siguiente sección con la persona de la LEA en la que se presentan e investigan las quejas de UCP. Utilice la misma información que en el documento actual de Políticas y Procedimientos de UCP.]*

Sr. Troy Hayes
Superintendente
Distrito Escolar Unificado de Alpaugh
5313 Rd. 39 – PO Box 9, Alpaugh CA 93201
559-949-8413
thayes@alpaugh.k12.ca.us

El contacto anterior está bien informado sobre las leyes y programas que se les asignó investigar en el *Distrito Escolar Unificado de Alpaugh.*

Responsabilidades del *Distrito Escolar Unificado de Alpaugh*

Publicaremos un aviso estandarizado, además de este aviso, con los requisitos educativos y de graduación para los alumnos en cuidado de crianza, los alumnos sin hogar, los alumnos de familias militares, los alumnos que anteriormente estaban en el Tribunal de Menores ahora inscritos en un distrito escolar, los alumnos que son migrantes y los alumnos que participan en un programa de recién llegados.

Informamos a los demandantes de la oportunidad de apelar un Informe de Investigación de quejas relacionadas con programas dentro del alcance del UCP ante el Departamento de Educación de California (CDE).

Asesoramos a los demandantes sobre recursos de derecho civil, incluidos mandamientos judiciales, órdenes de restricción u otros recursos u órdenes que puedan estar disponibles en virtud de las leyes estatales o federales de discriminación, acoso, intimidación o acoso, si corresponde.

Copias de nuestros procedimientos de UCP estarán disponibles de forma gratuita.

Para quejas de UCP con respecto a problemas de salud y seguridad preescolar estatal de conformidad con la sección 1596.7925 del *Código de Salud y Seguridad* de California (*HSC*)

Con el fin de identificar los temas apropiados de los problemas de salud y seguridad preescolar del estado de conformidad con la Sección 1596.7925 del Código de *Salud y Seguridad de California* (*HSC*), se publicará un aviso en cada aula del programa preescolar del estado de California en cada escuela de nuestra agencia.

El aviso es adicional a este aviso anual de UCP y se dirige a los padres, tutores, alumnos y maestros de (1) los requisitos de salud y seguridad bajo el *Código de Regulaciones de California*, Título 5 (5 *CCR*) que se aplican a los programas preescolares del estado de California de conformidad con *la Sección 1596.7925 de HSC, y (2) el lugar en el que obtener un formulario para presentar una queja.*

Title I, Part A School-Parent Compact for Alpaugh USD

The Alpaugh Unified School District and the parents of the students participating in activities, services and programs funded by Title I, Part A, agree that the School-Parent Compact outlines how the parents, the entire school staff, and the students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State high academic standards (Every Student Succeeds Act [ESSA] Section 1116[d]).

It is the responsibility of Alpaugh Unified School District to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I, Part A to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; and participating, as appropriate, in decisions relating to the education of their children and positive use of extra-curricular time (ESSA Section 1116[d][1]):

School and Parent response

It is critical to have consistent and effective communication between teachers and parents on an ongoing basis through the following ways (ESSA sections 1116[d][2][A-D]):

(A) parent-teacher conferences will take place at Alpaugh Elementary in the Fall for all students and in the Spring as needed, during which the compact shall be discussed at the compact relates to the individual child's achievement;

(B) frequent reports will be provided by Alpaugh Elementary teachers to parents on their children's progress;

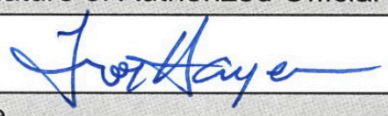
(C) reasonable access will be provided to staff, there will be opportunities to volunteer and participate in their child's class, and observation of classroom activities; and

(D) Alpaugh Elementary will ensure regular two-way, meaningful communication between family members and school staff, and to the extent practicable, in a language that the family members can understand.

Describe School and Parent response here.

This Compact was established by Alpaugh Elementary on May 28, 2024 and will be in effect for the 2024-25 School Year. The school will distribute the Compact annually to all parents and family members of students participating in the Title I, Part A program on, or before the first day of school.

Signature Page

Name and Title of Authorized Official
Troy Hayes, Superintendent
Signature of Authorized Official

Date

California Department of Education
April 2020

Regulation 6020: Parent Involvement

Status: ADOPTED

Original Adopted Date: 02/11/2016 | **Last Reviewed Date: 9/13/23**

District Strategies for Title I Schools

To ensure that parents/guardians of students participating in Title I programs are provided with opportunities to be involved in their children's education, the Superintendent or designee shall:

1. Involve parents/guardians of participating students in the joint development of the Title I local educational agency (LEA) plan pursuant to 20 USC 6312 and the process of school review and improvement pursuant to 20 USC 6316 (20 USC 6318)

   The Superintendent or designee may:

   a. Establish a district-level committee including parent/guardian representatives from each school site to review and comment on the LEA plan in accordance with the review schedule established by the Governing Board

   b. Invite input on the LEA plan from other district committees and school site councils

   c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the LEA plan and the opportunity to provide input

   d. Provide copies of working drafts of the LEA plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand

   e. Ensure that there is an opportunity at a public Board meeting for public comment on the LEA plan prior to the Board's approval of the plan or revisions to the plan

   f. Ensure that school-level policies on parent involvement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans

2. Provide coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance (20 USC 6318)

   The Superintendent or designee may:

   a. Assign person(s) in the district office to serve as a liaison to the schools regarding Title I parent involvement issues

   b. Provide training for the principal or designee of each participating school regarding Title I requirements for parent involvement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of parent involvement activities

c. Provide ongoing district-level workshops to assist school site staff and parents/guardians in planning and implementing improvement strategies, and seek input from parents/guardians in developing the workshops

d. Provide information to schools about the indicators and assessment tools that will be used to monitor progress

3. Build the capacity of schools and parents/guardians for strong parent involvement (20 USC 6318)

The Superintendent or designee shall: (20 USC 6318)

a. Assist parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

b. Provide materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement

c. Educate teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools

d. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Save the Children, public preschool, and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in more fully participating in their children's education

e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand

f. Provide other such reasonable support for parent involvement activities as parents/guardians may request

g. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students

In addition, the Superintendent or designee may:

a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training

b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training

c. Train parents/guardians to enhance the involvement of other parents/guardians

d. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students

e. Adopt and implement model approaches to improving parent involvement

f. Establish a districtwide parent advisory council to provide advice on all matters related to parent involvement in Title I programs

g. Develop appropriate roles for community-based organizations and businesses in parent involvement activities

h. Make referrals to community agencies and organizations that offer literacy training, parent education programs, and/or other services that help to improve the conditions of parents/guardians and families

i. Provide a master calendar of district activities and district meetings

j. Provide information about opportunities for parent involvement through the district newsletter, web site, or other written or electronic means

k. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions

l. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians as needed

m. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions

n. Regularly evaluate the effectiveness of staff development activities related to parent involvement

4. Coordinate and integrate Title I parent involvement strategies with Save the Children, public preschool, and other programs (20 USC 6318)

   The Superintendent or designee may:

   a. Identify overlapping or similar program requirements

   b. Involve district and school site representatives from other programs to assist in identifying specific population needs

   c. Schedule joint meetings with representatives from related programs and share data and information across programs

   d. Develop a cohesive, coordinated plan focused on student needs and shared goals

5. The Superintendent or designee shall:

   a. Ensure that the evaluation include the identification of barriers to greater participation in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited

English proficiency, have limited literacy, or are of any racial or ethnic minority background (20 USC 6318)

b. Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the parent involvement policy (20 USC 6318)

c. Assess the district's progress in meeting annual objectives for the parent involvement program, notify parents/guardians of this review and assessment through regular school communications mechanisms, and provide a copy to parents/guardians upon their request (Education Code 11503)

The Superintendent or designee may:

a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications

b. Gather and monitor data regarding the number of parents/guardians participating in district activities and the types of activities in which they are engaged

c. Recommend to the Board measures to evaluate the impact of the district's parent involvement efforts on student achievement

6. Involve parents/guardians in the activities of schools served by Title I (20 USC 6318)

The Superintendent or designee may:

a. Include information about school activities in district communications to parents/guardians

b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians with special needs

c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

The district's Board policy and administrative regulation containing parent involvement strategies shall be incorporated into the LEA plan and distributed to parents/guardians of students participating in Title I programs. (20 USC 6318)

School-Level Policies for Title I Schools

At each school receiving Title I funds, a written policy on parent involvement shall be developed jointly with and agreed upon by parents/guardians of participating students. Such policy shall describe the means by which the school will: (20 USC 6318)

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved

2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate

to parent involvement

3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent involvement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

   The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:

   a. Timely information about Title I programs

   b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet

   c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians

5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district

6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

   This compact shall address:

   a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards

   b. Ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, technology, and television viewing; volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

   c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:

      i. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement

      ii. Frequent reports to parents/guardians on their children's progress

iii. Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities

7. Build the capacity of the school and parents/guardians for strong parent involvement by implementing the activities described in items #3a-f in the section "District Strategies for Title I Schools" above

8. To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

Each school's parent involvement policy shall be made available to the local community and distributed to parents/guardians of participating students in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent involvement policy. Such evaluation may be conducted during the process of reviewing the school's single plan for student achievement in accordance with Education Code 64001.

The principal or designee, jointly with parents/guardians of participating students, shall periodically update the school's policy to meet the changing needs of parents/guardians and the school. (20 USC 6318)

Reglamento 6020: Participación de los padres

Fecha de adopción original: 11/02/2016 | Fecha de última revisión: 13/9/23

Estrategias distritales para escuelas de Título I

Para garantizar que los padres/tutores de los estudiantes que participan en programas de Título I tengan oportunidades de participar en la educación de sus hijos, el Superintendente o su designado deberá:

1. Involucrar a los padres/tutores de los estudiantes participantes en el desarrollo conjunto del plan de la agencia educativa local (LEA) Título I de conformidad con 20 USC 6312 y el proceso de revisión y mejora escolar de conformidad con 20 USC 6316 (20 USC 6318)

El Superintendente o su designado podrá:

a. Establecer un comité a nivel de distrito que incluya representantes de padres/tutores de cada sitio escolar para revisar y comentar sobre el plan LEA de acuerdo con el cronograma de revisión establecido por la Junta Directiva.

b. Invitar a otros comités distritales y consejos escolares a realizar aportaciones sobre el plan LEA.

c. Comunicarse con los padres/tutores a través del boletín informativo del distrito, el sitio web u otros métodos con respecto al plan LEA y la oportunidad de brindar comentarios.

d. Proporcionar copias de los borradores de trabajo del plan LEA a los padres/tutores en un formato comprensible y uniforme y, en la medida de lo posible, en un idioma que los padres/tutores puedan entender.

e. Garantizar que haya una oportunidad en una reunión pública de la Junta para realizar comentarios públicos sobre el plan LEA antes de que la Junta apruebe el plan o revise el plan.

F. Garantizar que las políticas a nivel escolar sobre la participación de los padres aborden el papel de los consejos escolares y otros padres/tutores según corresponda en el desarrollo y revisión de los planes escolares.

2. Proporcionar coordinación, asistencia técnica y otro apoyo necesario para ayudar a las escuelas de Título I a planificar e implementar actividades efectivas de participación de los padres para mejorar el rendimiento académico de los estudiantes y el rendimiento escolar (20 USC 6318).

El Superintendente o su designado podrá:

a. Asignar persona(s) en la oficina del distrito para que sirva como enlace con las escuelas con respecto a cuestiones de participación de los padres del Título I.

b. Proporcionar capacitación al director o persona designada de cada escuela participante sobre los requisitos del Título I para la participación de los padres, estrategias de liderazgo y habilidades de comunicación para ayudarlo a facilitar la planificación e implementación de actividades de participación de los padres.

c. Proporcionar talleres continuos a nivel del distrito para ayudar al personal del sitio escolar y a los padres/tutores en la planificación e implementación de estrategias de mejora, y buscar aportes de los padres/tutores en el desarrollo de los talleres.

d. Proporcionar información a las escuelas sobre los indicadores y herramientas de evaluación que se utilizarán para monitorear el progreso.

3. Desarrollar la capacidad de las escuelas y de los padres/tutores para una fuerte participación de los padres (20 USC 6318)

El Superintendente o su designado deberá: (20 USC 6318)

a. Ayudar a los padres/tutores a comprender temas tales como los estándares de contenido académico y los estándares de rendimiento académico del estado, las evaluaciones académicas estatales y locales, los requisitos del Título I y cómo monitorear el progreso de un niño y trabajar con los educadores para mejorar el rendimiento de sus hijos.

b. Proporcionar materiales y capacitación para ayudar a los padres/tutores a trabajar con sus hijos para mejorar sus logros, como capacitación en alfabetización y uso de tecnología, según corresponda, para fomentar la participación de los padres.

c. Educar a los maestros, personal de servicios estudiantiles, directores y otro personal, con la ayuda de los padres/tutores, sobre el valor y la utilidad de las contribuciones de los padres/tutores y sobre cómo comunicarse con los padres/tutores, y trabajar con ellos como iguales. socios, implementar y coordinar programas para padres/tutores y construir vínculos entre los padres/tutores y las escuelas

d. En la medida de lo posible y apropiado, coordinar e integrar programas y actividades de participación de los padres con Save the Children, programas preescolares públicos y otros programas, y realizar otras actividades, como centros de recursos para padres, que alienten y apoyen a los padres/tutores a participar más plenamente en la educación de sus hijos

e. Garantizar que la información relacionada con la escuela y los programas, reuniones y otras actividades de los padres/tutores se envíe a los padres/tutores de los estudiantes participantes en un formato y, en la medida de lo posible, en un idioma que los padres/tutores puedan entender.

F. Proporcionar otro apoyo razonable para las actividades de participación de los padres que los padres/tutores puedan solicitar.

gramo.Informar a los padres/tutores y organizaciones de padres sobre la existencia y el propósito de los centros de recursos e información para padres en el estado que brindan capacitación, información y apoyo a los padres/tutores de los estudiantes participantes.

Además, el Superintendente o su designado podrá:

a. Involucrar a los padres/tutores en el desarrollo de capacitación para maestros, directores y otros educadores para mejorar la efectividad de dicha capacitación.

b. Proporcionar la capacitación en alfabetización necesaria, utilizando fondos del Título I si el distrito ha agotado todas las demás fuentes de financiamiento razonablemente disponibles para dicha capacitación.

c. Capacitar a los padres/tutores para mejorar la participación de otros padres/tutores

d. Organizar reuniones escolares en distintos horarios o, cuando los padres/tutores no puedan asistir a dichas conferencias, realizar conferencias en casa entre los padres/tutores y los maestros u otros educadores que trabajan directamente con los estudiantes participantes.

e. Adoptar e implementar enfoques modelo para mejorar la participación de los padres.

F. Establecer un consejo asesor de padres en todo el distrito para brindar asesoramiento sobre todos los asuntos relacionados con la participación de los padres en los programas del Título I. gramo. Desarrollar roles apropiados para organizaciones y empresas comunitarias en actividades de participación de padres.

h. Hacer referencias a agencias y organizaciones comunitarias que ofrecen capacitación en alfabetización, programas de educación para padres y/u otros servicios que ayuden a mejorar las condiciones de los padres/tutores y las familias.

i. Proporcionar un calendario maestro de actividades y reuniones del distrito.

j. Proporcionar información sobre oportunidades para la participación de los padres a través del boletín informativo del distrito, el sitio web u otros medios escritos o electrónicos.

k. Involucrar a las organizaciones de padres y maestros para buscar e involucrar activamente a los padres/tutores a través de actualizaciones periódicas de comunicación y sesiones informativas.

l. En la medida de lo posible, proporcionar servicios de traducción en las escuelas y en reuniones que involucren a padres/tutores según sea necesario.

m. Proporcionar capacitación e información a los miembros de los consejos y comités asesores del distrito y del sitio escolar para ayudarlos a cumplir con sus funciones. norte. Evaluar periódicamente la eficacia de las actividades de desarrollo del personal relacionadas con la participación de los padres.

4. Coordinar e integrar estrategias de participación de padres de Título I con Save the Children, preescolar público y otros programas (20 USC 6318)

El Superintendente o su designado podrá:

a. Identificar requisitos de programas superpuestos o similares.

b. Involucrar a representantes del distrito y del sitio escolar de otros programas para ayudar a identificar las necesidades específicas de la población.

c. Programe reuniones conjuntas con representantes de programas relacionados y comparta datos e información entre programas.

d. Desarrollar un plan cohesivo y coordinado centrado en las necesidades de los estudiantes y objetivos compartidos.

5. El Superintendente o su designado deberá:

a. Asegúrese de que la evaluación incluya la identificación de barreras para una mayor participación en actividades de participación de los padres, con especial atención a los padres/tutores que están en desventaja económica, están discapacitados, tienen un dominio limitado del inglés, tienen un alfabetismo limitado o pertenecen a cualquier origen racial o étnico minoritario. (20 USC 6318)

b. Utilice los resultados de la evaluación para diseñar estrategias para una participación más efectiva de los padres y, si es necesario, recomendar cambios en la política de participación de los padres (20 USC 6318)

c. Evaluar el progreso del distrito en el cumplimiento de los objetivos anuales para el programa de participación de padres, notificar a los padres/tutores sobre esta revisión y evaluación a través de mecanismos regulares de comunicación escolar y proporcionar una copia a los padres/tutores cuando lo soliciten (Código de Educación 11503).

El Superintendente o su designado podrá:

a. Usar una variedad de métodos, como grupos focales, encuestas y talleres, para evaluar la satisfacción de los padres/tutores y el personal con la calidad y frecuencia de las comunicaciones del distrito.

b. Recopilar y monitorear datos sobre la cantidad de padres/tutores que participan en las actividades del distrito y los tipos de actividades en las que participan.

c. Recomendar a la Junta medidas para evaluar el impacto de los esfuerzos de participación de los padres del distrito en el rendimiento estudiantil.

6. Desarrollar conjuntamente con los padres/tutores de los estudiantes participantes un pacto entre la escuela y los padres que describa cómo los padres/tutores, todo el personal de la escuela y los estudiantes compartirán la responsabilidad de mejorar el rendimiento académico de los estudiantes y los medios por los cuales la escuela y los padres/tutores construirá una asociación para ayudar a los estudiantes a alcanzar los estándares estatales

Este pacto abordará:

a. La responsabilidad de la escuela de proporcionar un plan de estudios e instrucción de alta calidad en un entorno de aprendizaje efectivo y de apoyo que permita a los estudiantes participantes alcanzar los estándares de rendimiento académico estudiantil del estado.

b. Formas en que los padres/tutores serán responsables de apoyar el aprendizaje de sus hijos, como monitorear la asistencia, completar las tareas, la tecnología y ver televisión; voluntariado en el aula; y participar, según corresponda, en las decisiones relacionadas con la educación de sus hijos y el uso positivo del tiempo extracurricular

c. La importancia de la comunicación entre maestros y padres/tutores de forma continua a través, como mínimo:

i. Conferencias de padres y maestros en escuelas primarias, al menos anualmente, durante las cuales se discutirá el pacto en relación con el rendimiento del estudiante.

ii. Informes frecuentes a los padres/tutores sobre el progreso de sus hijos.

III. Acceso razonable al personal, oportunidades para ser voluntario y participar en el salón de clases de sus hijos y observación de las actividades del salón de clases.

7. Desarrollar la capacidad de la escuela y de los padres/tutores para una fuerte participación de los padres mediante la implementación de las actividades descritas en los puntos #3a-f en la sección "Estrategias del distrito para las escuelas de Título I" anterior.

8. En la medida de lo posible, brindar oportunidades completas para la participación de padres/tutores con dominio limitado del inglés, padres/tutores con discapacidades y padres/tutores de niños migrantes, incluido el suministro de información e informes escolares requeridos según 20 USC 6311(h). en un formato y lenguaje que los padres/tutores puedan entender

Si la escuela tiene una política de participación de los padres que se aplica a todos los padres/tutores, puede modificar esa política para cumplir con los requisitos anteriores. (20 USC 6318)

La política de participación de los padres de cada escuela se pondrá a disposición de la comunidad local y se distribuirá a los padres/tutores de los estudiantes participantes en un formato comprensible y uniforme y, en la medida de lo posible, se proporcionará en un idioma que los padres/tutores puedan entender. (20 USC 6318)

Cada escuela que reciba fondos del Título I deberá evaluar anualmente la efectividad de su política de participación de los padres. Dicha evaluación puede realizarse durante el proceso de revisión del plan único de la escuela para el rendimiento estudiantil de acuerdo con el Código de Educación 64001.

El director o su designado, junto con los padres/tutores de los estudiantes participantes, actualizarán periódicamente la política de la escuela para satisfacer las necesidades cambiantes de los padres/tutores y de la escuela. (20 USC 6318)

STUDENT & PARENT HANDBOOK Verification form 2025-26

Please sign and return this page to school.

Student Name: _____

Parents/Guardian:

I have read and discussed the Alpaugh Unified School District Student & Parent Handbook with the student listed above.

_____

Parent/Guardian Signature Date

Student

I have read and discussed the Alpaugh Unified School District Student & Parent Handbook with my parents/guardians.

_____

Student(s) Signature