

# Alvord High School

3606 Pierce Street  
Riverside, California 92503  
(951) 358-1715

## STUDENT/PARENT HANDBOOK 2023-2024



**Luis Medina**  
**Principal**

*By no means is this handbook all-inclusive. The school retains the right to alter or vary the application of these rules. The handbook is intended to assist parents, students, and school personnel as they work together. Many guiding statements are included in this document, but it does not cover every situation. As new policies or regulations are developed by the school district, the state, or federal statutes, additions and/or deletions will be made. Every effort will be made by the school personnel to help students understand what is expected of them.*

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# 2023-24 Alvord High School Bell Schedule

## Regular Program

Period 1 - Teacher Prep	7:27 – 8:27	(60 minutes)
Period 2	8:30 – 9:30	(60 minutes)
Period 3	9:33 – 10:33	(60 minutes)
Period 4	10:36 – 11:36	(60 minutes)
Students Lunch	11:36 – 12:02	(26 minutes)
Period 5	12:05 – 1:05	(60 minutes)
Period 6	1:08 – 2:08	(60 minutes)
Staff Lunch	2:12 – 2:47	(35 minutes)

✚ All students are assigned Periods 2-6

Teachers will be available for laptop pick-up at 8:30

## Assembly Schedule

Period 1 - Teacher Prep	7:27 – 8:27	(60 minutes)
Period 2	8:30 – 9:17	(47 minutes)
Period 3	9:20 – 10:07	(47 minutes)
Period 4	10:10 – 10:57	(47 minutes)
Assembly	11:00 – 11:39	(39 minutes)
Students Lunch	11:39 – 12:05	(26 minutes)
Period 5	12:08 – 12:55	(47 minutes)
Period 6	12:58 – 1:45	47 minutes
Staff Lunch	1:48 – 2:23	(35 minutes)

✚ All students are assigned Periods 2-6

Teachers will be available for laptop pick-up at 8:30

## \*Early Release Tuesday Program

Period 1 - Teacher Prep	7:27 – 8:27	(60 minutes)
Period 2	8:30 – 9:12	42 minutes
Period 3	9:15 – 9:57	42 minutes
Period 4	10:00 – 10:42	42 minutes
Students Lunch	10:42 – 11:08	26 minutes
Period 5/Advisory	11:11 – 12:11	60 minutes
Period 6	12:14 – 12:56	42 minutes
Staff Development/Meetings/PLCs	12:59 – 2:04	65 minutes
Staff Lunch	2:07 – 2:42	35 minutes

✚ All students are assigned Periods 2-6

Teachers will be available for laptop pick-up at 8:30

## Flex Program Schedule Regular Day

Period 4	10:36 – 11:36	(60 minutes)
Students Lunch	11:36 – 12:02	(26 minutes)
Period 5	12:05 – 1:05	(60 minutes)
Period 6	1:08 – 2:08	(60 minutes)

## \*Flex Program Early Release Schedule (Tuesday)

Period 4	10:00 – 10:42	42 minutes
Students Lunch	10:42 – 11:08	26 minutes
Period 5/Advisory	11:11 – 12:11	60 minutes
Period 6	12:14 – 12:56	42 minutes

## Independent Study Program:

8:30 – 2:35 pm \*Appointment Scheduled with the Independent Study Teacher

## WELCOME STUDENTS and PARENTS

My name is Mr. Medina and I am honored to be your new principal at Alvord High School (AHS). Previously to working here, I was an assistant principal at Norte Vista High School for 7 years. My background in working with high school students and at risk students have provided me with lots of experience in meeting your student's academic needs.

This past school year, we graduated 106 graduates, the most ever at AHS! One of the main reasons that we had these many graduates was because our students clearly understand that our alternative education program can provide a setting for students that need a second opportunity or a program that can help them recover credits and move on as quick as possible. Another important reason to the academic success of our students at AHS is that they clearly understand that the following practices must take place:

**Attendance:** Regular and punctual attendance.

- Attend school every day, Monday through Friday (*missed days must be made up*)
- Students must have 90% attendance in order to receive credits-percentage is based on number of days taken to complete a course.

**Academics:** Steady progress toward graduation and evidence of serious intent.

- Work daily in all classes
- Earn a minimum of 10 credits per month
- Make continuous and steady progress toward graduation

**Attitude:** Displays appropriate citizenship and behavior at all times on campus or school events.

- No behavior referrals
- No suspensions

These important practices encourage and hold students accountable for completing their required credits as soon as possible, which allows them to either graduate at AHS or return to their comprehensive high school.

I have an open door policy where parents and students are always welcome to meet with me in English or Spanish. I am here to serve you and your student's academics needs. Our school staff is caring, supportive, and ready to assist you and your student. It is our purpose to ensure that your student leaves our campus ready for his/her next level of higher learning. On behalf of the Alvord High School staff, we wish your student the very best for this coming 2023-2024 school year!

Sincerely,

Mr. Medina  
Principal of Alvord High School

## **STAFF INFORMATION and PHONE NUMBERS**

### **Main Office Hours**

Administration Office  
Teacher Message Line

**7:00 a.m. – 3:30 p.m.**

(951) 358-1715  
(951) 358-1715

### **Principal**

Mr. Medina

(951) 358-1715

### **Guidance Office Hours**

**Guidance Office/Counselor**

Mr. Nathan Mitchel

**7:30 a.m. – 3:00 p.m.**

(951) 358-1721

### **Other Departments**

**Attendance Office Hours**

Attendance Office/Absence Reporting

**7:00 a.m. – 3:30 p.m.**

(951) 358-1715

**School Resource Officer**

(951) 358-1715

## **Alvord High School MISSION STATEMENT**

Our mission is to provide a safe and supportive environment that encourages academic achievement and accountability, promotes self-worth and independence, and strives to help all students realize their unlimited potential. This will be accomplished through the development of courage, innovation, inclusiveness and integrity.

## **Alvord High School SCHOOL-WIDE LEARNER OUTCOMES (SLOs)**

Our **STAR** program develops courageous students who are: self-driven, technologically innovative, academic achievers, and responsible citizens.

**Self-Driven** students will demonstrate self-respect, develop personal integrity, build self-confidence, demonstrate responsibility in personal actions and apply tenacity when problem solving.

**Technologically innovative** students will demonstrate computer literacy, manage data efficiently, manipulate print and digital media to communicate ideas, examine web-based information for research purposes, utilize technology responsibly and ethically and access information that supports college and career readiness.

**Academic achievers** will demonstrate an understanding of the content of core academic areas and integrate and apply concepts successfully, develop the ability to set and achieve goals, acquire the skills and abilities to become life-long learners, illustrate scholastic competence through innovative expression and apply higher level thinking skills in order to solve problems and achieve goals.

**Responsible citizens** will demonstrate collaborative work habits, participate in community service, respect individuals and cultural diversity and manage time effectively by demonstrating punctuality and good attendance.

### **SCHOOL COLORS**

Red with Black and White

### **MASCOT**

Storm

# ATTENDANCE POLICIES

## Attendance Policies

California law clearly states that children age six to eighteen shall attend school on a regular daily basis. Parents are required to send school-aged children to school, or be in violation of the law. Parents who do not send their children to school may be brought before the District Attorney for prosecution. Children may also be referred to the juvenile court. Failure to send your child to school may also result in a fine.

The Alvord Continuation High School administration and staff firmly believe that class attendance is an integral and vital part of a successful learning experience. There is a direct correlation between attendance and achievement. ***It is a known fact that missing 10% of a school year in the early grades can leave students behind and struggling academically. By 6<sup>th</sup> grade, missing that much school is strongly linked to course failure and even to dropping out of high school. Student attendance is essential to academic success. We urge you to make sure your child comes to school every day. In short, successful students are seldom absent and make attending all classes a priority.***

**Chronic Absenteeism** (California Education Code 60901) **A student is considered a chronic absentee when he/she is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date.** Chronic absenteeism includes all absences – excused and unexcused – and is an important measure because excessive absences negatively impact academic achievement and student engagement.

**Duties and Responsibilities of Parents** (California Education Codes 48200, 48204, 46015, 48205) Parents are responsible under the law to compel the attendance at school of their students who are between the ages of 6 and 18 unless otherwise exempt. Serious illness, medical or dental services, or funerals for immediate family members are excused upon presentation of explanation and other requested evidence. In case of emergency the parents should obtain permission for the student's absence in advance. Reasons for all absences from school must be verified by school personnel, a medical doctor, a school nurse, or a member of the Child Welfare and Attendance department staff. Parents are responsible for explaining the reasons for a student absence and providing other such evidence as necessary for the verification of reasons for a student's absence from school. Failure to compel a student's attendance is an infraction of State law. Alvord Unified School District urges parents to make sure their children attend school regularly and to make every attempt to schedule medical and other appointments after school or during school holidays. The District also asks that vacation or other absences be avoided during the time school is in session. The higher the District's daily attendance rate, the more students learn and the greater amount of funding that the District will receive from the State for classroom instruction and academic programs. The school calendar is designed to minimize problems for families planning vacations around traditional holiday periods, and thereby minimize student absences. When students who have been absent return to school, they shall present satisfactory documentation/explanation verifying the reason for the absence (i.e. written note or conversation in person or by telephone to their school office). Doctor and dental appointments are considered excused absences with proper documentation. Absences without proper documentation/explanation will be recorded as unexcused.



## **Tardiness**

Students are expected to be at school on time. Under State law, frequent tardies (greater than thirty minutes) without a valid excuse, may be considered truancy. **Tardiness may affect academic grades** as students miss class activities at the beginning of each period. Student should be in their seats ready to begin class before the tardy bell rings. Excessive tardiness will result in the student being removed from Alford Continuation High School and returned to their home school and/or referred to outside programs.

All late arrivals and early dismissals will be posted on the student's permanent attendance record. Multiple tardies will result in a referral to the School Attendance Review Board.

Students, who have been detained in the office or by a teacher, must ask for a pass from the person **who detained them** before going to the next class.

### **\*NOTE: 18 Year Old Students**

***Excessive tardiness or absences may result in the student being dropped from Alford High School and referred to outside programs such as Adult Education.***

**Truancy Definitions** (California Education Codes 48260, 48261, 48262.6 and 48263.6) Any student, subject to full time education, who is absent from school without a valid excuse three full days in one school year or tardy more than 30 minutes during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is truant and shall be reported to the attendance supervisor or to the superintendent or designee of the school district. After a student has been reported as truant three or more times in a school year and the district has made a conscientious effort to meet with the family, the student is considered an habitual truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered chronic truant. Chronic absenteeism includes all absences – excused and unexcused – and is an important measure because excessive absences negatively impact academic achievement and student engagement. Unexcused absences are all absences that do not fall within Education Code 48205. A student who is a habitual truant may be referred to the School Attendance Review Board (SARB).

## **Attendance Reporting**

It is the student and parent's responsibility to clear an absence when one occurs. All absences should be cleared the first day the student returns to school.

When writing a note to clear a student's absence, please include the following information:

- *First and last name of student*
- *Reason(s) for absence(s)*
- *Date of absence(s)*
- *Grade level of student*
- *Parent contact number*

Attempts to forge, falsify or alter school attendance forms, and/or falsifying phone calls and notes to clear an absence may result in a disciplinary consequence. **Phone calls will not be accepted as a means of clearing a student's tardy.**

**Excused Absence** (California Education Codes 46014, 48205, 48980, 449701)

(a) Notwithstanding Section 48200, a student shall be excused from school when the absence is:

- (1) Due to his or her illness
- (2) Due to quarantine under the direction of a county or city health officer
- (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California; and, not more than three days if the service is conducted outside California
- (5) For the purpose of jury duty in the manner provided for by law
- (6) Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the student's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code

(b) A student absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a student is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester and the student shall attend at least the minimum school day.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother sister, or any relative living in the student's immediate household.

Absences which do not qualify as excused under the guidelines of the California Education Code are oversleeping, unverified illness, missing the bus, car did not start, rain or other inclement weather, visiting friends, lack of clothing, baby-sitting, etc. Students who are absent for these or other similar reasons listed in this paragraph will receive an unexcused absence.

The teacher of any class from which a pupil has an excused absence shall determine how the assignments will be made up by the pupil and in what period of time the pupil shall complete such assignments. Tests and assignments may be the same as those missed or shall be reasonably equivalent to them as set forth in the California Education Code 48205. Alvord Continuation High School believes that excessive absences in a class are sufficient reason for a failing grade in that class, after a reasonable

time has been permitted for the student or the student's parents/guardian to present explanation for the absences. A physician's or dentist's note must be submitted to the office to verify medical appointments. Absences for more than three days will require doctor's verification to clear.

If a student becomes ill during the school day, he/she must report to the Attendance Office. If it is determined that he/she should go home, the necessary arrangements will be made by the office staff.

***Students not following this check-out process will be recorded as truant.***

### **Student Early Release**

***No student may leave campus at any time during the school day without first checking out at the Attendance Office and obtaining a permit to leave.*** Early release requests must be done in person in the Attendance Office. Parents, guardians, and emergency contact persons must show proper identification (California Driver's License or California Identification Card) before a student will be released from school into their custody. ***Students will not be released to anyone who is not listed on the student's emergency card.*** Phone calls and faxed notes are not accepted.

### **Prearranged Absences**

Excused prearranged absences for non-school activities are granted only for reasons specifically allowed by the California Education Code. Parents and guardians are encouraged to schedule their child's trips, vacations, and other activities during weekends or calendared vacation days. It is important not to jeopardize your child's academic standing and attendance record. The absence of a student for the purpose of obtaining confidential medical services may be excused by school administration without the consent of parents (California Education Code 46010.1). Students will be required to meet with their counselor or administrator before leaving campus. A verification of their appointment and attendance will be confirmed by a phone call and doctor's note.

### **School Attendance Review Board (SARB)**

The purpose of the School Attendance Review Board is to divert students with school attendance or school behavior problems from the Juvenile Justice System by providing guidance and coordinated community services to meet their special needs. The Board attempts to help the student and the parent/guardian to solve problems by using community resources. If this Board is unable to solve the problems at their level, the student and parent/guardian may be issued a citation and will be required to appear in court. (California Education Code 48263)

## **SCHOOL HEALTH POLICIES**

### **Medical and Hospital Services**

The medical cost of students' accidents is normally the responsibility of their parents.

### **Medications at School**

In compliance with California Education Code section 49423, no medications will be accepted or administered at school without meeting the following requirements:

- *All medications with appropriate forms must be turned in to the school's health office/main office where a designated school employee will administer prescribed medication during school hours only upon written request of both the physician and parents of the student.*
- *Physician and parent request forms must be filled out completely, including both physician and parent's signatures. No medication will be administered without detailed physician instructions.*
- *Prescribed medication taken at school must be furnished in its pharmacy labeled bottle or in an original pharmacy labeled medication kit.*
- *Non-prescription medication, such as Tylenol, will not be administered at school, even at a parent's request.*
- *Parents have the right to bring medication to school and administer it. Students are not to keep medication on their person or in lockers, backpacks, purses, etc.*

### **Self-Administered Emergency Epinephrine and Inhalers**

In order for your child to carry a self-administered emergency medication on his/her person, the appropriate form must be completed by the physician, parent, and student. The completed form must be turned in to the school's main office. In addition, the medication must be properly labeled with the student's name.

### **Illness and Injuries**

According to law, the school will administer basic first aid in case of injury and illness. ***It is the parent's responsibility to pick up the child from school if he/she becomes ill or requires more than basic first aid.*** Illness must be verified by doctor's note required by law or parent note. Students leaving during the school day are required by law to check out through the main office.

All students are required by law to have an emergency card on file. The card lists emergency contact names and provides other useful information in case of emergency. Changes to the emergency card are the responsibility of the parent.

## **GUIDANCE AND COUNSELING SERVICES**

### **Counseling Services**

Counselors are specially trained to assist students with personal, academic, social, and career development. Matters that are discussed with the counselor are confidential. Students may make appointments for a specific date/time to see their counselor by coming to the guidance office. Passes are issued to students for scheduled appointments.

# High School Graduation Requirements

To graduate, a student must earn a minimum of 180 credits in grades nine through twelve and successfully complete the following coursework in order to earn a high school diploma from Alvord Continuation High School and the state of California:

## Subject Requirements

English I, II, III, IV	40 credits
Math (Algebra/Integrated Math is required)	20 credits
Life Science	10 credits
Physical Science	10 credits
Modern World History	10 credits
U.S. History	10 credits
Economics	05 credits
American Government	05 credits
Physical Education	20 credits
Foreign Language or Visual/Performing Arts	10 credits
Freshman Seminar (Health)	05 credits
Electives	35 credits

## Students are classified according to credits earned:

0 – 55 credits	Grade 9	Freshman
55 – 109 credits	Grade 10	Sophomore
110 – 164 credits	Grade 11	Junior
165 – 180 credits	Grade 12	Senior

## Alternative Means of Earning Credit

Credit may be earned outside the regular classroom in a number of ways. These include Work Experience (off site), Career Technical Education Courses (CTE also off site), Community Service, Odysseyware Credit Recovery and Adult Education classes. See your counselor for a complete explanation of opportunities and restrictions.

## Progress Reports/Report Cards

Progress/Report cards are issued and mailed home at the end of the semester. Credits are earned throughout the school year. You may also review grades and attendance through the Aeries Portal online.

## AERIES Portal Online

The school and home must work cooperatively to ensure the best possible education for our students. Secretaries, teachers, counselors, and administrators are available to provide you with information and assistance in attaining the goal of a quality education for your child.

Being informed and involved parents improves the quality of education and learning for our students. *StudentLink* is a secure and private online resource that provides access to your child's attendance, class assignments and grades, teacher's email address, and other useful educational data. Please visit [www.alvordschools.org](http://www.alvordschools.org) and click on "[Parent Portal](#)" and then click on "[Create New Account](#)". You will need to have the following information available when you log on: Student Name, Grade, Student's Permanent ID Number (which can be found on your child's class schedule), Verification Code, and Home Telephone Number. Please contact your child's counselor for your verification code.

**Note: You must have a valid email address to use this website.**

## **Transcripts**

Duplicating transcripts require a 48 hour notice and all charges must be cleared before transcripts are made.

## **Career Center/Work Experience**

Work Experience education is an elective program whose purpose is to help students select and prepare for a career. The job site is the class setting and the supervisor is the teacher. Credit is awarded for learning on the job, not just for having a job. Additional job related information is presented to students in a weekly Work Experience class which deals with the essential skills of getting a job, keeping a job, leaving a job and economic awareness. The program has an open-entry, open-exit format which allows students to enter and exit anytime during the semester. Variable credit may be awarded under these circumstances. For more information, please contact La Sierra High School at (951) 358-1733 or Norte Vista High School at (951) 358-1748.

## **Withdrawal from School**

A withdrawal from school is only granted through parent/guardian notification, through the guidance office. A check-out sheet with instructions will then be given to the student to present to each of his/her teachers during the normal course of the student's last day. The check-out sheet is to be returned to the guidance office for final clearance and issuance of an official school transfer. Before the transfer slip is issued or records can be forwarded to the new school, all textbooks must be returned and all fees paid.

# **GRADING and INSTRUCTION – ACADEMIC DISHONESTY**

Alvord High School strives to instill students with a sense of academic responsibility and success. Cheating is an activity that interferes with this goal and will not be tolerated in any form.

## **Cheating Offenses - Including, But Not Limited To:**

- *Copying course work/allowing your work to be copied*
- *Cheat sheets/notes*
- *Communication of any type during exams or quizzes including electronic devices*
- *Plagiarism*
- *Stealing, copying or photographing exams, exam answer keys*

- *Selling exams/Receiving stolen exams*
- *Forgery of any type*
- *Altering teacher's grades in any way*
- *Taking or transpiring to have someone else take an exam that is not their own*
- *Having or hiring someone else to do a project or paper*
- *Turning someone else's work in as their own*
- *Using bribery or blackmail in pursuit of a better grade*
- *Using threat or intimidation for a better grade*
- *Any behavior construed as cheating*

## **Consequences**

### **First Offense (Depending on Severity)**

- *F" or "0" on the assignment*
- *Phone call home from teacher notifying parent*
- *Referral to the Principal*
- *Copy of cheating report placed in cumulative file*

### **Second Offense (Regardless of Severity of Offense)**

- *Phone call home from teacher notifying parent*
- *Suspension from school or class from 1 - 5 days*
- *Dropped from course with an "F"*
- *Possible return to home school*

## **STUDENT DRESS CODE**

It is not the intent of the administration to override the prerogatives of parents in determining what appropriate dress is and grooming. The purpose of the student dress code is to insure personal safety, to create a positive learning environment, and to discourage classroom disruptions or distractions. Learning is a serious endeavor that must be undertaken without undue distractions. Outward appearances that are radical, unusual and draw specific attention to an individual are disruptive to the learning process and present a disruptive influence to the social interaction between students. Hair styles and clothing that depict recognition of specific groups or activities that represent an affiliation with anti-authoritarian, racial, ethnic, or religious biases and other inappropriate behaviors will not be allowed on campus or during any Alvord Continuation High School activity. Modesty should be maintained by both genders at all times. It is at the administration's discretion to determine what is appropriate.

### **Students are expected to wear or display the following:**

1. Clothing that is hemmed and free from tears, rips, and holes.
2. Clothing that covers undergarments, the back and the entire midriff.  
*(bras and underwear are not to be showing at ANY time)*
3. School/personal property that is free of graffiti *(i.e. notebooks, folders, backpacks, etc.)*
4. Clothing and accessories worn in the manner in which they were designed to be worn.
5. Appropriate shoes at all times *(slippers/house shoes are not acceptable)*

## **Students may NOT wear, display or be in possession of:**

1. Spiked or studded jewelry of any kind including ankle bands, bracelets, chokers, rings, gloves, belts or bandannas.
2. Wallet, choker, or any other form of chain.
3. Overly brief or tight garments such as halter, tube tops or muscle shirts, strapless, off the shoulder, or fish net see through garments. Bib overalls with straps unbuckled are not acceptable. Oversized, sagged or baggy pants, and belt buckles numbered are not permitted. Oversized belts hanging from under apparel shall not be worn.
4. Clothing that is unsafe, lewd, indecent, vulgar, obscene or gang related not shall the clothing disrupt the educational process or the orderly operation of the school. Student dress shall not display emblems, lettering or pictures pertaining to gangs, drugs, tobacco, alcohol, sex, death, mutilation, violence or gang's "silent code." Any clothing considered by the administration/law enforcement agencies to be gang related is not to be worn.
5. No team jerseys allowed
6. **No HATS are allowed**
7. Undergarments must be covered by clothing at all times. For females, a jacket or cover-up worn to conceal brief clothing that reveals bras or bare midriffs is **NOT acceptable**. Dresses, skirts, shorts must be long enough to cover buttocks and upper thigh when walking, sitting, bending, or reaching.

## **Definitions of Student Dress Code**

The Alvord High School administration will determine the nature of gang dress and paraphernalia in continued consultation with the Riverside Police Department and district office personnel. The Alvord Unified School District Board of Education may set further specifics for rules relative to the dress and appearance of students which will be strictly enforced.

The term "sagging pants" means: The waistline of the pants is to be located at the hip bone of the student. With the pants correctly worn, the crotch of the pants will not hang below the body. Properly fitted pants worn incorrectly below the hip bone is "sagging pants."

Apparel, hats, jewelry, bandannas, insignias, colors, or paraphernalia that indicate an affiliation with a group or gang which may provoke others to act violently or be intimidated may not be possessed or worn on campus or at school activities. Clothing, apparel, and paraphernalia which denote gang affiliation and are not appropriate for school will vary and may change year to year.

## **Consequences**

Violation of student dress code will result in parent contact by school personnel, confiscation of article, student held in office or sent home to change clothes/correct the violation or parent will be asked to bring a change of clothes. Repeated offenses will result in disciplinary action.

Confiscated items will be held in the office for parent pick-up. Confiscated items will **NOT** be returned to students. All confiscated items will be given to charity if not claimed from the office by parent/guardian at the end of the school year. Alvord Continuation High School and Alvord Unified School District will not assume liability for confiscated items.



Students and parents should continue to use good judgment when choosing their school clothing. We request and encourage all parents to show an active interest in their student's education by supporting the standards and policies of the Alvord Unified School District and Alvord Continuation High School. (California Education Code 35183, P.C. 186.22)

## **ALVORD HIGH SCHOOL DISCIPLINE CODE**

***All rules apply during school hours, school events, and during travel (walking, car, or bus) to and from school.*** Students' right of due process will be adhered to and respected and students shall know the reason for disciplinary actions. Students are subject to search if the administration has information about the student that indicates a search is necessary.

California state law requires every teacher in the public schools to hold students to a strict account for their conduct on the way to and from school, on the playgrounds or during recess (California Education Code 44807, 48900(s))

The prevailing philosophy at Alvord High School is that students who conduct themselves according to rules of courtesy and common sense need few stated rules to guide this conduct. It is the responsibility of all staff at Alvord High School to help students develop acceptable behavior patterns by creating a social climate within the school which is conducive to proper individual and group behavior. The school views the teaching of discipline as an essential part of the educational goal of the school. (California Education Codes 35291, 35291.5, 35291.7, 48900.2, 48900.3, 48900.4, 48902, 48904, 48915, 48980. P.C. 242, 245, 626.9, 626.10. Title 5; Section 300, H&S Code 11375b and 11375e)

### **Major Rule Infractions**

The following rule infractions will lead to an ***automatic suspension and recommendation for expulsion and may be cited by the Riverside Police Department***

- Possessing, selling, or otherwise furnishing a firearm
- Brandishing a knife at another person
- Unlawfully selling a controlled substance
- Committing or attempting to commit a sexual assault or committing a sexual battery
- Possession of an explosive

### **Serious Rule Infractions**

Any of the following offenses will, at the discretion of the administrative staff, result in suspension or a recommendation for expulsion per California Education Code section 48900. Students may also be cited by the Riverside Police Department.

- **Fighting:** Caused, attempted to cause, or threatened to cause physical injury to another person.
- **Assault:** Willfully used force or violence upon the person of another, except in self-defense.
- **Dangerous Weapons/Objects:** Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object, including pepper spray, lighters, and sling shots.

- **Alcohol/Controlled Substance (Possession, Use, or Sale):** Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- **Sale of Alcohol/Controlled Substance:** Unlawfully offered, arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind.
- **Robbery or Extortion:** Committed or attempted to commit robbery or extortion (to get something from someone by violence or threats).

### **Serious Rule Infractions** (cont'd)

- **Damage to Property (Including Vandalism and Arson):** Caused or attempted to cause damage to school or private property.
- **Theft:** Stolen or attempted to steal school property or private property.
- **Tobacco:** Possessed or used any tobacco, or any product containing tobacco or nicotine products, including, but not limited to, clove cigarettes, snuff, and smokeless tobacco.
- **Obscenity or Profanity:** Committed an obscene act or engaged in habitual profanity.
- **Drug Paraphernalia:** Unlawfully possessed, offered, arranged or negotiated to sell any drug paraphernalia. This includes, but is not limited to, electronic cigarettes/hookahs and other vapor-emitting devices with or without nicotine content.
- **Disruption of School Activities:** Disrupted school activities.
- **Defiance:** Defied school personnel by not following directions.
- **Receiving Stolen Property:** Knowingly received stolen school property.
- **Imitation Firearm:** Possessed an imitation firearm or look-alike weapon.
- **Sexual Assault or Battery:** Committed or attempted to commit a sexual assault or battery.
- **Harassment/Intimidation:** Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding.
- **Prescription Drug SOMA:** Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA.
- **Hazing:** Engaged or attempted to engage in hazing
- **Bullying:** Engaged in the act of bullying, including but not limited to, bullying by means of an electronic act directed specifically toward a pupil or school personnel.
- **Infliction of Physical Injury:** Aid or abet the infliction or attempted infliction of physical injury.
- **Sexual Harassment:** Committed sexual harassment in verbal form or by gesture.
- **Hate Violence:** Caused, attempted to cause, or participated in an act of hate violence.
- **Creating a Hostile Educational Environment:** Created an intimidating or hostile educational environment by intentionally engaging in harassment, threats or intimidation against a pupil or group of pupils.
- **Terrorist Threats:** Terrorist threats against school officials or school property, or both.

### **Campus-Wide Rules**

***The following is not permitted and/or items may be confiscated:***

- **Unsafe acts**, such as fighting, hazing, initiation, rough or play fighting, or birthday swats
- **Inciting others to violence or disobedience**, which includes encouraging others to fight
- **Discriminatory acts**, which include verbal or written acts toward a person that promote negative stereotyping, degrades, or flagrantly demeans any individual

- **Disorderly conduct**, which includes engaging in violent, abusive, indecent, profane, obscene, vulgar, boisterous, unreasonably loud, or other conduct, which tends to cause or provoke a disturbance
- **Disrespect**, which includes insulting or derogatory names, inappropriate gestures, and actions toward staff members

### **Campus-Wide Rules** (cont'd)

***The following is not permitted and/or items may be confiscated:***

- **Inappropriate display of affection** (including kissing and hugging)  
Public displays of affection are not allow other than spontaneous and non-sustaining acts of affection
- **Gang type writing**, signing, tagging or doodling on books, notebooks, backpacks, clothing or on desks
- **Profanity** or insulting language
- **Forgery**, the act of falsely using, in writing, the name of another person or falsifying time, dates, grades, addresses or other data on school forms
- **The sale** of unauthorized items
- **Signaling a false alarm**
- **Gambling**
- **Possession of pornographic**, obscene, or vulgar pictures, objects or other materials
- **Gum** on campus
- **Outside drink containers on to campus**, outside drink containers must be thrown away before entering campus. *Unopened water bottles, containing only water, are allowed on campus and may be opened once on campus. No other beverages may be brought onto campus.*
- **Possession of permanent markers**, paint, White Out, and Dust Off/Canned Air
- **Littering**
- **Bicycle riding or skateboarding** on campus
- **Radios, laser pointers, or toys**
- **iPods, MP3 players, other music devices, earbuds and earphones** are not to be out or on while in class.

### **Possible Consequences/Interventions**

Due to the severity and frequency of an offense, each administrator may use professional discretion in determining the appropriate disciplinary step.

- Warning
- Parent conference
- Referral to counselor
- Suspension from school
- Police report and/or citation
- Alternative placement
- Recommendation for expulsion

Students who have gone through each step of a classroom discipline plan, or whose behavior is such that it warrants immediate removal from the classroom, will be escorted/sent to the office with a referral. Students may be referred for such offenses as disrupting class, defying the teacher, using improper language, exhibiting inappropriate attitudes or infractions deemed inappropriate by the teacher.

Students who repeatedly misbehave, and therefore; disrupt the learning process may ultimately be given an alternative educational placement.

### **School Jurisdiction**

Students may be suspended or expelled for acts enumerated above (pages 16-17) which occur at any time, if the act is related to school activity or school attendance including but not limited to, any of the following: (1) while on school grounds, (2) while going to or from school, (3) during the lunch period whether on or off the campus, (4) during or while going to or coming from a school sponsored activity (California Education Code 48900(s))

### **Search and Seizure**

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 rules of the district or the school. (AUSD Board Policy 5131.2)

### **Physical Control and Corporal Punishment**

An educator may exercise physical control over a pupil and shall not be subject to criminal prosecution when it is reasonably necessary to maintain order, protect property, or protect the health and safety of pupils. In no event should the amount of physical control be greater than necessary for intended purposes (California Education Code 44807). Corporal punishment is prohibited in all public schools in California (California Education Code 49001).

### **Bullying/Cyberbullying**

“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 as defined in California Education Code 48900(r), 48900.2, 48900.3, or 48900.4 and AUSD Board Policy 5131, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one of more of the following:

- (A) Placing a reasonable pupil or pupil in fear or harm to that pupil’s or those pupils’ person or property
- (B) Causing a reasonable pupil to experience a substantial detrimental effect on his 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 by a school

“Electronic Act” means the transmission of communication, including but not limited to, a message, text, sound, or image, or a post on a social network internet site, by means of an electronic device, including but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

“Reasonable Pupil” means a pupil, including but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person for his or her age with his or her exceptional needs.

Any student or employee who is found guilty of bullying shall be subject to disciplinary action. Students and staff are encouraged to immediately report incidents of bullying to the principal or assistant principal(s).

### **Harassment, Threats, Intimidation, or Hazing**

Harassing, making threats, bullying, or intimidating any student or group of students is a suspendable offense. Students conspiring to engage in or causing a disruption, disorder, hazing and/or invading the rights of a student or group of students, will be subject to disciplinary action. (California Education Code 32051, 48900.4)

### **Sexual Harassment**

The sexual harassment of any student by any other student or any district employee shall not be tolerated. Sexual harassment is a suspendable offense. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when this conduct meets specific criteria.

The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the student’s academic performance or to create an intimidating, hostile or offensive academic environment.

Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action. Students and staff are encouraged to immediately report incidents of sexual harassment to the principal or assistant principals. (California Education Codes 212.5 and AUSD Board Policy 5191)

## **SCHOOL PROGRAMS and POLICIES**

### **School ID Cards**

All students are required to have a current Alvord Continuation High School ID card with them at all times.

ID cards will be provided free of charge to students during registration. Lost, stolen, or damaged ID cards can be replaced for a \$10.00 processing fee. **Students must present their ID card to any staff member upon request.** Failure to comply is defiance and disciplinary action will be taken.

### **Computers/Laptops**

Students are not permitted to change anything on any computer at school. Each time a computer is used, the user’s name will be entered into an official log. All computer activity can be traced. Changing anything on a computer will result in a disciplinary consequence. Students are not allowed to use computers at school without a signed Telecommunication and Use of Internet form on file for the current school year.

## **Textbooks**

All students will be issued textbooks. The textbook number is indicated inside the front cover of each book. The students are to be held responsible for the textbook he/she checked out when he/she enrolled. If a textbook is damaged, charges will be made according to the original condition of the textbook when checked out less reasonable use as determined by the teacher, librarian, or principal.

If the textbook is lost, completely damaged, or damaged with graffiti, replacement costs will be charged and the student will be issued another textbook after the damaged book is paid for or arrangements have been made with the school librarian. Money collected will be credited to the school's textbook account. The receipt issued will give the student's name, book title, book number and amount charged.

When a student checks out of school, he/she must turn their textbooks in to the library. If a textbook has been lost or damaged, charges will be assessed and collected by the library staff. Charges will carry over from grade to grade within a school and high school students will be subject to delayed registration if charges are not paid.

## **Outstanding Charges Owed**

Students who owe money will not receive additional textbooks, library books, transcripts, diplomas, and/or yearbooks until the obligations are cleared. All money must be paid at the main office.

## **Homework Requests**

When a student is out of school for more than three days, parents need to request homework by calling the guidance office before 8:00 a.m. It takes 24-48 hours for teachers to prepare requested students homework.

## **Personal Messages and Deliveries**

Classes will not be interrupted to deliver messages, lunches, homework, etc. to students. Non-school items will not be delivered to students (i.e. flowers, balloons, birthday cards, etc.) It is the student's responsibility to check the office to see if items have been dropped off for them.

## **Public Display of Affection**

Public displays of affection are not allowed other than spontaneous and non-sustaining acts of affection.

## **Parent Responsibility Damage/Money Due**

Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district or private school authorized to make the demand, may, after affording the pupil his/her due process rights, withhold grades, diploma and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto, as provided in subdivision (a) E.C. 48904.

## **Visitors**

Alvord High School is a closed campus to all but enrolled students, staff and approved visitors. Students may not bring relatives or friends to school as visitors. This includes small children and babies. (P.C. 626.8 & .6)

Parents and guardians of the students are always welcome and are encouraged to visit the school. They must, however, check in through the office to pick up a visitor's pass before visiting the classroom. This pass must be returned to the office before exiting. We also request a 24-hour notice if a parent plans on attending classes with his/her child. This allows for prior arrangements for seating. Student visitors will not be permitted during the school day. Loitering on or near a school campus could result in arrest. **Former students wishing to visit teachers after school must receive permission from the office before going to the classrooms and likewise need a visitor's pass.**

## **Gambling**

Gambling is illegal on campus. Violators are subject to disciplinary action. Playing cards, dice, or any gambling item or game of chance will be confiscated. (California Education Code 48900)

## **Loitering**

Students are not to gather on private or public property or on any of the city streets surrounding our campus during or after the school day. Students are not to stay on campus after school. Appropriate disciplinary action will be taken for those students who choose to violate this policy.

## **Selling Non-School Items**

Students may not sell items at school unless they are participating in a school approved fundraiser. Violators will be subject to disciplinary action.

## **Permanent Markers, White-Out, Etching Tools, Spray Paint, Shoe Polish, Etc.**

These items are not allowed at school and will be confiscated. Students bringing these items on campus are subject to disciplinary action, including suspension from school. Parents will be held liable for any damage committed by their child. (California Education Codes 48904, 48980)

## **City of Riverside Noise Ordinance**

Riverside Municipal Code, Chapter 7.35

It is important for Alvord Continuation High School to be a good neighbor to those in our community by observing our city's laws regarding sound and noise. The city of Riverside prohibits, "Using, or operating, or permitting to be used or operated, for any purpose, any loud speaker, loudspeaker system, or similar device between the hours of 10:00 p.m. and 7:00 a.m. such that the sound therefore creates a noise disturbance across a residential property line."

That same ordinance also states that, "The provisions of this Title shall not apply to those reasonable sounds emanating from authorized school bands, school athletic and school entertainment events and occasional public and private outdoor or indoor gatherings, public dances, shows, bands, sporting and entertainment events conducted between the hours of seven a.m. and ten p.m."

## **Automobiles, Motorcycles, and Student Parking**

Students who drive automobiles or motorcycles to school may park only in designated marked stalls in the student parking lot. Parking permits must be affixed to the lower left-hand driver's front window and must be visible to campus supervisors. Parking stickers can be obtained during registration or from the office for \$10.00. There is limited parking availability; permits will be issued on a first come, first served basis. Replacement stickers are \$10.00.

Motor Vehicle Code V.C. 21113-C and all posted vehicle codes will be strictly enforced. Vehicles without parking permits issued by Alvord Continuation High School., as well as those vehicles that are improperly parked are subject to Riverside Police Department citation.

Students must possess a valid California Drivers License, current California Vehicle Registration, and proof of insurance when applying for a student-parking permit. Only vehicles that are “street legal” and have a valid California registration for operation on the highways may be parked on campus. The parking lot has limited supervision. Parking is done at the student’s own risk. Students should keep vehicles locked. Alvord Unified School District accepts no responsibility for damage to any vehicle or its contents. Students may not park in the staff designated parking areas.

### ***SPEED LIMIT IN THE PARKING LOT IS 5 M.P.H.***

The student parking lot is out-of-bounds to students, except during lunch and after school. Administrative approval must be received before going to the parking lot at any other time. Violators will be subject to disciplinary action. Cars are not to be used as lockers. Students may not access cars during class periods or passing periods. Any vehicle entering school-parking facilities may be subject to search by school administration, trained dogs or police officers. Search may include the passenger compartment, engine compartment, trunk, and all containers, locked or unlocked in or upon the vehicle.

Student parking passes are a privilege, not a right. Irresponsible or reckless driving on the part of any student or failure to comply with any of the above requirements will result in the suspension of parking and/or off campus privileges. Inappropriate student conduct, and/or violation of school rules, regulations, and procedures can result in the revocation of student parking passes for the remainder of the semester and/or school year, in addition to other corrective actions related to the offense.

## **RULES REGARDING STUDENT PROPERTY**

### **Cell Phone and Personal Electronics Policy**

High school students are permitted to have cell phones at school which may or may not be capable to transmitting digital photos. Such devices shall remain deactivated (turned off) and put away in the student’s backpack, purse, pocket, etc. Use of any cell phone is strictly prohibited during any instructional time.

The district recognizes that inappropriate use of telecommunication devices capable of taking and/or transmitting digital photos can result in an invasion of privacy and cause unwarranted disruption. Consequently, students must turn off and/or not use the “camera feature” on any cellular telephone or other electronic signaling device at any time on campus during school hours including school sponsored activities.

If the cell phone or electronic device is being used as a camera, it can be confiscated and held for parent pick-up. In addition, consequences may be issued. **Students carry these devices at their own risk. School administration recommends that students not bring these items to school. Instructional minutes will not be used to search for lost or stolen devices. The district does not assume liability if such devices are damaged, lost or stolen.** (AUSD Administrative Regulation 5131)



**iPods, MP3 players, other music devices, earbuds and earphones are not to be out or on while in class.** Failure to comply with rules may result in the item(s) being confiscated and help for parent pick-up. In addition, consequences may be issued. **Students carry these devices at their own risk. School administration recommends that students not bring these items to school. Instructional minutes will not be used to search for lost or stolen devices. The district does not assume liability if such devices are damaged, lost or stolen.**

**\*Note: The school does not assume liability for confiscated items.**

## **Skateboards, Roller Blades/Skates, Bicycles and Motorized Vehicles**

Skateboards, roller blades, scooters, bicycles and other similar contrivance must be locked in the bike cage. Students must bring their own lock and bike chain to secure their item. Skateboards, roller blades, scooters, bicycles and other similar contrivance may not ridden on campus both during the school day and during non-school hours. Students and others whose conduct is in violation of this regulation may be subject to disciplinary action, and/or notification will be made to the appropriate law enforcement agency. All persons under the age of 18 must wear a helmet when operating a bicycle. (V.C. 21212) No motorized vehicles, motorcycles, or motorbikes may be brought on campus, except to be parked in designated student parking lots. Alvord Unified School District accepts no responsibility for damage to any of the aforementioned modes of transportation.

## **Valuables**

Students are encouraged not to wear valuable jewelry or bring large quantities of money to school. Except for special circumstances, students should not have money on them except to purchase lunch/snacks.

# **SAFETY PROCEDURES**

## **Closed Campus**

In order to keep students in a supervised, safe and orderly environment, the Alvord Unified School District Board of Education has established a closed campus at all district schools.

Students shall not leave the school grounds at any time during the school day without written permission of their parents/guardians and school officials. Students who leave without authorization shall be classified as truant and subject to disciplinary action (AUSD Board Policy 5112.5)

## **Canine Detection Program**

The Alvord Unified School District strongly believes that we have safe campuses and that the vast majority of our students are behaving in a responsible manner. The purpose of the canine program is to serve as a deterrent to students who might bring harmful items on to campus and to provide all students and staff with a safe environment for learning and teaching. The canines will only be used to sniff lockers, common areas, and the school grounds. Interquest and Alvord Unified School District's policy prohibits the use of the detection canines to "sniff" individuals under any circumstances. School administrators may conduct random searches at any time. Personal items such as backpacks, purses, and cars are subject to search by a school administrator who has reasonable grounds or suspicion.

(California Education Code 35294, 49050, 49051, 49330-49334; P.C. 626.9 and 626.10; AUSD Board Policy 5145.12)

### **Child Abuse and Neglect Reporting**

The Alvord Unified School District is committed to protecting all students in its care. All employees of the District are mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred. District employees may not investigate to confirm a suspicion.

All complaints must be filed through a formal report, over the telephone, in person, or in writing, with an appropriate local law enforcement agency (i.e. Police or Sheriff's Department, County Probation Department, or County Welfare Department/County Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies.

Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; you may also notify the District of an incident by contacting Instructional Support Services. Child abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:

1. To stop a disturbance threatening physical injury to people or damage to property;
2. For purposes of self-defense;
3. To obtain possession of weapons or other dangerous objects within control of a student;
4. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning. (Penal Code 11164 et seq.)

### **Fire and Disaster Drills**

Students are responsible to their teacher in case of an emergency. Students should listen carefully to all directions from teachers and administrators in the event of a fire or earthquake. Fire Drill - Repeated short bursts from the bell system indicate a fire/drill. Earthquakes - Students are to "duck and cover" immediately upon direction. Students will only leave the classroom when directed to do so. If a drill or disaster occurs between classes, break, or lunch, all students are to report to their previous teacher's room/designated area.

## **NON-DISCRIMINATION POLICIES**

### **Non-Discrimination Notice**

The Alvord Unified School District does not discriminate on the basis of ethnic group, classification, ancestry, religion, age, sex, handicap or physical or mental disability. This applies to all students regarding admission and participation in programs and activities in the district's schools. Vocational programs and opportunities are open to all students. Lack of English language skills shall not prevent participation.

Questions or concerns should be directed to the school principal. A grievance procedure and forms are available.

## **PARENT GUIDE TO STUDENT SUCCESS**

The school and home must work cooperatively to ensure the best possible education for our students. Secretaries, teachers, counselors, and administrators are available to provide you with information and assistance in attaining the goal of a quality education for your child. Being informed and involved parents improves the quality of education and learning for our students.

### **Organization**

Some students learn to become organized by watching and imitating others. But, some do not figure out what it takes to be organized on their own. Being successful in school can often be linked to organizational skills. So, what can you do to help your child to learn to become organized?

- Have a space at home strictly for homework/study sessions
- Make sure the space is well lit and stocked with paper, pens, ruler, dictionary, etc.
- Make sure the space is not too comfortable- you don't want them to fall asleep!
- Have your child use a desk or another flat surface rather than studying on the floor or sprawled across a bed
- Remind your child to file all assignments, papers, returned tests, etc., in a binder so they can be found easily as needed
- Encourage your child to use a student planner to write down assignments and upcoming tests
- In the evening, talk with your child about the next day's commitments and prioritize them

### **Partners in Education**

Being informed and involved parents improves the quality of education and learning of our students. Additional ideas on how to be a partner in your child's education:

- Meet with personnel involved with your child's education: teachers, counselor, principal
- Request a conference with your child's teachers and/or counselor
- Know the school rules and regulations and discuss these with your child
- Become a member for the Alvord Continuation High School's School Site Council
- Require your child to study and complete school work at home during a specific time each day

As parents you must insist that your child earn credits and has positive attendance. The staff is here to assist you. Please call (951) 358-1715 for assistance from your child's teacher(s) or counselor.

### **Your Child's Attendance**

Did your child attend all of his/her classes today, this week, or the past month and on time? If you are not sure of their attendance and would like a quick accurate check, call the office at (951) 358-1715. Office staff will check teachers' records and will keep you up to date.

### **Classroom Visits**

Is your son/daughter having problems in being successful at school? Spend the day with them and see if we can work together in helping them be more successful. Our classrooms are open to you -

please call first so that we can let teachers know you are coming. Stop by the office, sign in, and the staff will give you your child's schedule.

## **Tutoring**

Students may check with their counselor for more information about tutoring.

## **StudentLink also known as AERIES Parent Portal**

The school and home must work cooperatively to ensure the best possible education for our students. Secretaries, teachers, counselors, and administrators are available to provide you with information and assistance in attaining the goal of a quality education for your child.

Being informed and involved parents improves the quality of education and learning for our students. *StudentLink* is a secure and private online resource that provides access to your child's attendance, class assignments and grades, teacher's email address, and other useful educational data. Please visit [www.alvordschools.org](http://www.alvordschools.org) and click on "Parent Portal" and then click on "Create New Account". You will need to have the following information available when you log on: Student Name, Grade, Student's Permanent ID Number (which can be found on your child's class schedule), Verification Code, and Home Telephone Number. Please contact your child's counselor for your verification code.

**Note:** *You must have a valid email address to use this website.*

# **PARENT INVOLVEMENT**

## **School Site Council**

Parent advisory committees meet regularly to provide input to the school administration. Through participation in School Site Council, parents are actively involved in decision-making. For more information, contact the office at (951) 358-1715.

## **English Learner Advisory Committee**

ELAC is a parent committee concerned with the needs of students whose primary language is not English. This group focuses on the needs and support system to make non-English speaking students successful at Alvord Continuation High School. For more information, contact the office at (951) 358-1715.

3606 Pierce Street

