Alvarado Intermediate School
A School to Watch Award Winner
A National Blue Ribbon School
A California Distinguished School
“Performance Category”

1901 South Desire Avenue
Rowland Heights, California 91748
(626) 964-2358

PARENT-STUDENT HANDBOOK
2015-2016

School Motto:
Matadors Motivated by the Spirit of Excellence

Connect with us at
www.alvaradoschool.org
Twitter @aismatadors

The most updated version of this handbook can always be found at our school website
Revision: August 2015
<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Aug 2015</td>
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<td>Student Forums</td>
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<td>Jan 2016 Winter Break - no school</td>
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<td>PTSA Fall Fundraiser Assembly</td>
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<td>Perfect Attendance Bingo</td>
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<td>8th grade Honors Night, 6pm</td>
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ALVARADO VISION AND MISSION

VISION
Collaboratively, the Alvarado community will create a new generation of students who are socially responsible citizens, confident problem solvers, critical thinkers, innovative technology users who are academically prepared to meet the challenges of today’s world.

MISSION
We, the Alvarado students, staff, and community, are dedicated to a program of academic excellence. A staff of professional, caring educators provides the opportunity for all students to realize their full potential as well-rounded, capable, and productive members of society. Thoughtful classrooms and student-centered instruction place an emphasis on the cultivation of high self-esteem and self-discipline.

PRINCIPAL’S MESSAGE

Welcome to Alvarado Intermediate School! It is our commitment to our students and their parents that we will serve the very wide range of interests and ambitions among our students to the maximum advantage of each, and to assist each student by providing significant and rewarding educational opportunities.

This handbook has been prepared for the students and parents of students attending Alvarado Intermediate School. Its objective is to give you a ready reference to information you may wish to know about our school. Success in any endeavor is based upon access to the information that is available. Use of the handbook will put each student and parent in touch with the services provided by Alvarado.

We are known as the Matadors. The school’s colors are blue and gold. Our motto is “Matadors Motivated by the Spirit of Excellence.” We know you will be proud of being an Alvarado Matador. We also know you will show your pride by respecting the school, and obeying its rules. With your help, we can continue to have a nationally recognized “school of excellence”.

From time to time, students may have questions or problems that they need help in solving. We encourage them to speak to their teachers or to come to the Administration Office to see the counselor, the assistant principal, principal, team leaders, campus aide, or a guidance assistant. Students not only come to the Administration Office for disciplinary reasons, but the Student Service Center because they have a need to express a concern.

We welcome parent phone calls and emails to ask questions or make appointments to see specific personnel. Please remember that teachers are not able to come to the phone during the day, but will return your calls at their earliest convenience. Direct communication and collaboration is the quickest way to resolve problems. Therefore, should a problem or concern develop, it is imperative that parents communicate with the person(s) involved in order to reach mutual agreement in a timely fashion. You can quickly send an email to any of our staff members by going to our school website (www.alvaradoschool.org), click on “Staff”, then “Staff Directory.” You can also connect with us via Twitter @AISMatadors where we send out updates on what’s happening around campus.

Karen Magaña
Principal
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# BOARD OF EDUCATION

Judy Nieh, President  
Angelena M. Pride, Vice President  
Lynne Ebenkamp, Clerk  
Cary C. Chen, Member  
Heidi L. Gallegos, Member

# BOARD MEETINGS

Usually the second Tuesday of the month at 7pm  
For current calendar visit the RUSD website: www.rowlandschools.org

# BOARD VISION

The Rowland Unified School District promotes, expects, and accepts nothing short of excellence. We have a collective commitment to be the best school district in California.

# ADMINISTRATIVE CABINET

Superintendent of Schools: Julie Mitchell, Ed.D.  
Assistant Superintendent – Educational Services: Teresa M. Healy  
Assistant Superintendent – Human Resources Division: Dennis Bixler  
Assistant Superintendent – Administrative Services: Ryan Di Giulio, J.D.

# DISTRICT MISSION STATEMENT

The mission of the Rowland Unified School District, the progressive international community united in learning, is to empower students so that each actualizes his or her unique potential and responsibly contributes to a global society, through a system distinguished by rigorous academics, innovative use of technology, creative exploration, and nurturing learning experiences.

# DISTRICT CORE VALUES

- Integrity  
- Excellence  
- Respect  
- Safety  
- Student-Centered Focus  
- Responsibility with Accountability
ALVARADO SCHOOL STAFF

Principal: Karen Magaña
Assistant Principal: Scott Mooney
Counselors: Nistine Miramontes, Dominique Perez
Campus Aide: Caroline Garcia
School Office Manager: Marilyn Miller
Secretary: Norma Hauser
Office Assistants: Alma Cortez, Sandy Kwok, Hina Vyas, Marlo Moreno
Guidance Assistant: Marlo Moreno
Library Assistant: Kathy Gross
Senior Custodian: Jose Fernandez
Custodians: Calvin Freeman, James Kingston

Office Assistants: Alma Cortez, Sandy Kwok, Hina Vyas, Marlo Moreno
Guidance Assistant: Marlo Moreno
Library Assistant: Kathy Gross
Senior Custodian: Jose Fernandez
Custodians: Calvin Freeman, James Kingston

Team Leaders
Doreen Lucero
Ammarin Vacharaprusadee
Patti Kramer

English
Angie Bakken, Carolyn Abbott, Rosa Fuentes
Peggy Frank, Debbie Toran, Chris Ramirez

Math
Patti Kramer, Tina Phung, Ammarin Vacharaprusadee
Linda Kim, Cheryl Tattersall

Science
Judy Schmidt, Richard Schmidt, Katherine Rinker
Shawna Armstrong, Jamie Stanton

Social Studies
Matthew Grelling, Mark Youngerman
Marcella Schreiber, Claudia Villegas

Physical Education
Rebecca Busso, Jason Flick, Vacant

Special Education
Mary Lugo, Linda Munoz, Vacant
Elizabeth Garza, Alex Calderon

Electives
Doreen Lucero, Linda Delia, Vacant

Support Services
Nurse: Debbie Gatti
Health Clerks: Susan Ormonde, Azarana Stephano
Speech: Carrie Saechang
Psychologist: Norma Llerena

PTSA INFORMATION

Alvarado has a Parent-Teacher-Student-Association (PTSA) of hard-working volunteers who help support such activities as Honors Night, Perfect Attendance Bingo, 8th Grade Recognition Assembly, and other school events. Our PTSA is a working unit that has five unit meetings a year, plus additional meetings on an as-needed basis. Alvarado PTSA is made up of parent volunteers, teachers, administrators, and students in a service capacity. PTSA Board members meet on a monthly basis to do the major planning work needed to support the services they provide to our students. Please contact the school if you are interested in becoming more involved with this group.

Take the opportunity to become involved and it will mean more to your child while he/she is a student at our school. Membership is open to any adult in the community.
POSITIVE AND SAFE SCHOOL ENVIRONMENT

Alvarado Intermediate School is committed to providing a balanced curriculum that promotes students’ intellectual, emotional, and physical growth in a safe and orderly environment that maximizes the potential of each student.

PERSONAL CHARACTERISTICS OF STUDENTS AND STAFF

- We value and celebrate the strength which our diversity brings.
- We align our curriculum to the state’s standards and frameworks to provide equal access for all.
- We coordinate with state and community agencies to provide assistance and information to the members of our community.
- We make referrals to community health agencies to help prevent drug and alcohol abuse.
- We actively seek new ways to promote student success.

THE SCHOOL’S PHYSICAL ENVIRONMENT

- We participate in anti-truancy and anti-vandalism programs with law enforcement and community agencies.
- Our campus peace officers patrol the perimeter of the campus and the school grounds daily.
- We have a closed campus. School grounds are secured with signs indicating penalties for trespassing.
- All visitors are required to check-in at the office.
- We conduct regular safety and vandalism checks.
- Lighting is appropriate; classrooms are clean and maintained.

THE SCHOOL’S SOCIAL ENVIRONMENT

- Our administrative staff values the suggestions and concerns of students, staff, parents, and community members.
- We model respect for everyone and responsiveness to community needs.
- Our administrative staff is visible on campus, and their doors are always open to the community.
- We clearly define our expectations of students, staff, and parents in the Parent-Student Handbook and Code of Conduct.
- We cooperate closely with all law enforcement agencies and community agencies.
- We partner with outside agencies to provide a continuum of services in and out of school.
- Our campus is available to community groups and community athletic events.

PROMOTING A HEALTHY EDUCATIONAL ENVIRONMENT

- Our staff and students communicate with others regarding mutual concerns.
- Academic expectations, academic calendars, and report card dates are identified in the Parent-Student Handbook.
- Discipline procedures are clearly identified and consistently enforced.

As a parent or community member, you can help maintain a safe and positive learning environment on our campus, as well as in the community. Information can be made anonymously. Telephone hotline numbers are provided below for your use:

ANONYMOUS REPORTING HOTLINE

RUSD Safety Tip Line (626) 513-8958
Use for any concern.
This number is monitored by the RUSD School Police and Pupil Services
**BELL SCHEDULE**

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<thead>
<tr>
<th>Mon</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Minimum Day</th>
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<td>8:33 - 9:10</td>
<td>9:53 - 10:08</td>
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<td>11:07 - 12:02</td>
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<td>D</td>
<td>A</td>
<td>10:01 - 10:38</td>
<td>11:40 - 12:10</td>
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<td>12:05 - 1:00</td>
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<td>A</td>
<td>B</td>
<td>10:41 - 11:18</td>
<td>12:26 - 12:56</td>
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<td>1:00 - 1:30</td>
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<td>2nd Lunch</td>
<td>11:18 - 11:48</td>
<td>12:59 - 1:42</td>
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Alvarado follows a schedule that keeps 1st and 2nd period as the first two periods of the day, then rotates the remaining period each day. Teachers are assigned to a specific lunch (1st or 2nd) and students will have the same lunch as their teacher according to this schedule: C period on Mon/Tue/Fri, A period on Wed, and B period on Thu.

On a student’s printed schedule, the periods will be listed 1 through 6, however, periods 3 through 6 are assigned a letter as follows:

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<tr>
<th>Per on Printed Schedule</th>
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**REQUIRED SCHOOL SUPPLIES**

Being organized and prepared helps students achieve success; therefore, Alvarado’s staff is requesting each student to bring the following materials to school every day. Parents who are unable to purchase the required items should call the school counselor for assistance.

- 3-ring binder
- Pens: black, blue, red
- Pencils (no mechanical)
- Colored pencils
- Highlighter
- Calculator
- Plastic pouch for pens/pencils
- College-ruled paper
- Set of dividers
- Language Dictionary (if native language is not English)
- PE Clothes
  - can be purchased from PE department
- Combination lock
  - recommended to be purchased from PE department
- Student Planner
- Additional items as required by specific teachers/courses
**GRADING**

**REPORT CARDS AND GPA**

Students are assigned a grade by their teacher four times per year: 1st quarter, 1st semester, 3rd quarter, 2nd semester. Students receive an academic grade of A, B, C, D, or F and citizenship grade of Outstanding, Satisfactory, Needs Improvement, or Unacceptable. Academic grades are assigned points as follows: A = 4, B = 3, C = 2, D = 1, F = 0. All student grades “reset” at the end of the first semester. A student’s GPA is calculated at each report card by dividing the total number of points by the number of classes.

**PROGRESS REPORTS**

Progress reports are mailed four times per year in between report cards. Students will only receive a progress report grade if they are in danger of failing the class at the upcoming quarter report card. Generally progress reports are sent for grades of C- or lower.

**COURSE SELECTION**

All students have five required classes
- English
- Science
- Physical Education
- Math
- Social Studies

The sixth class is either an intervention, elective, or exploratory class
- Intervention Class: The sixth class will be a target intervention class, if the student is identified for additional support in math or English.
- Elective Class: Students must apply to be placed in these courses
  - Beginning Band
  - Advanced Band
  - Chorus
  - Spanish I (8th grade only)
  - Chinese 1
  - Chinese 2
  - Student Assistant (8th grade only)
  - Yearbook/Journalism
- Exploratory Class: When not placed in either an intervention or elective, a student will be randomly placed in an Applied/Practical Arts Course
  - Computers
  - Family & Consumer Sciences
  - Music Appreciation
## STUDENT RECOGNITION

There are many ways students receive special recognition. Our PTSA sponsors all of these awards and recognition events. Some of the awards are as follows:

### HONOR ROLL

Each semester students earn the right to be recognized for their academic success. Students who are eligible for Honor Roll recognition based on report card grades must fall in one of the categories below:

**Principal’s Honor Roll:**
- 3.5 GPA or higher
- No D’s or F’s on the report card.
- No U’s for citizenship.

**Honor Roll:**
- 3.0 GPA or higher
- No F’s on the report card.
- No U’s for citizenship.

### 8TH GRADE HONORS NIGHT

The PTSA sponsors an evening program near the end of the school year to honor 8th grade students. Eighth grade students who have been on the honor roll all semesters in 7th grade and 1st semester in 8th grade receive a special award. Students who qualify for the President’s Award for Academic Achievement or Academic Excellence, 4.0 GPA, and perfect attendance also receive special recognition. Kiwanis Awards are given to one eighth grade student in each of the categories of Leadership and Service. The awards are determined by teacher nomination and selection for outstanding achievement in these areas.

### MATADORS OF THE MONTH

Every month, each teacher selects a student, who exemplifies the Character Counts behavioral traits, to receive recognition as their “Matador of the Month”. The selected student is awarded a certificate and special reward prizes.

### BEARS OF THE MONTH

Every month, four teams of teachers nominate a student for Bear of the Month. These prestigious awards are granted on the basis of scholarship, service, leadership, and citizenship.

### BEAR OF THE YEAR

Two students from past Bears of the Month are chosen as the most Outstanding Students for the Year. These prestigious awards are granted on the basis of scholarship, service, leadership, and citizenship.

### PERFECT ATTENDANCE BINGO

Three times per year, students who have perfect attendance and no tardies during the previous trimester attend perfect attendance bingo where they are given a certificate and free pizza, then win prizes for bingo.

### PTSA FOUNDERS DAY SERVICE AND CITIZENSHIP AWARDS

At the Founder’s Day celebration in February, our PTSA recognizes students selected by teachers for service and citizenship awards. Service awards are given to students who have contributed exceptional service to the school and/or the individual classroom. Citizenship awards are presented to students who have exhibited excellent citizenship in the classroom.

### SUBJECT AREA AWARDS

During the 8th Grade “Recognition Assembly”, selected students from each department receive recognition for outstanding achievement.
STUDENT SERVICES AND PROGRAMS

COUNSELING SERVICES

Counseling service is available to all students. Our school counselor is available to help students with: academic guidance, personal and social counseling, minor behavior and discipline problems, attendance guidance, communication with parents and teachers, and to assist students in making a smooth and successful transition from the elementary school into the 7th grade and from the 8th grade to the high school. Our school counselors and the guidance assistant will be happy to assist students with any problem. Students may make arrangements to see the counselor by filling out an appointment slip at the Student Window in Room 5. Parents are invited to contact the counselor when they have questions or concerns related to their child’s education and/or social development and adjustment.

ENGLISH LANGUAGE DEVELOPMENT (ELD) PROGRAM

English Learner students constitute approximately 13% of the student enrollment, and come from many different countries. The California English Language Development Test (CELDT) is used to assess English language acquisition. Students scoring at Levels 1, 2 participate in a self-contained beginning English class with specialized services in math, social studies, and science. Students at Level 3 receive a supplemental ELD class in addition to a grade level English class. Students who achieve levels 4 and 5 are considered, “Transitional”, and participate in core classrooms where authorized teachers present curriculum, using Specially Designed Academic Instruction (SDAIE). All English Learner students are mainstreamed for PE and other electives. Student progress is monitored regularly.

GIFTED AND TALENTED EDUCATION (GATE)

Because GATE students are heterogeneously grouped at Alvarado, all teachers are trained as GATE teachers. Consequently, GATE students receive differentiated curriculum and instruction throughout the school day. Students participate in a program of challenging activities, explorations, and projects, and many are enrolled in the school’s enrichment opportunities, electives, and/or high-school level courses in algebra, geometry, earth science, and Spanish I. The Alvarado emphasis on active learning provides experiences that extend beyond the scope of the curriculum, and stress unusual depth and complexity within the regular classroom. Cooperative learning opportunities allow students to exercise leadership; moreover, GATE students are often clustered together for class assignments in order to challenge each other.

Elective courses such as Advanced Band, Spanish, Show Choir, and Yearbook provide excellent opportunities to work in depth in a particular area. Extra and co-curricular activities such as academic competitions, community service projects, Drill Team, Drum Line, and leadership opportunities such as Student Council also give students the opportunity to demonstrate and be recognized for special skills, talents, knowledge, and effort.

RESOURCE SPECIALIST PROGRAM (RSP)

The purpose of the RSP is to provide instructional support and supplementary remedial instruction for those students identified as needing special education. These students are enrolled in the regular education program for at least 50% of their school day so that they receive basic academic instruction in the regular classroom. It is the resource specialist’s role to monitor student progress, communicate regularly with teachers, and provide instructional assistance as needed for each student.

SPECIAL DAY CLASS (SDC)

The purpose of the SDC program is to provide remedial instruction for special education students who are placed in the regular education program for less than 50% of the school day. These students have identified learning disabilities which require specialized instruction in a self-contained classroom. A systematic instructional program is then developed based on each student’s individual needs. The student is further provided with the skills needed to interact in a positive manner outside of the classroom environment. In the SDC program, both social and academic learning is of prime importance.

HONORS

All Alvarado students are enrolled in a rigorous, standards-based program of study. Students may choose to further challenge themselves by participating in Alvarado’s Honors program in English 7, Science 7, History 7, Science 8, and History 8. In order for a student to be identified as Honors in one or more of these classes, they must meet additional requirements that vary by course. Often these requirements will include more challenging homework/projects, high test scores, additional test questions, and high citizenship grades.
ASB
Students should be involved in the operation of the school which they attend. Student government is very active in establishing and promoting student activities, and fund raising. Duly elected officers, chosen by their fellow students, lead the Associated Student Body. The President, Vice President, Secretary, Treasurer, and Commissioners are 8th graders elected before the end of their 7th grade year. Members-at-Large are 7th graders elected in the beginning of their 7th grade year. As leaders of the school, members of the ASB must maintain at least a 2.0 G.P.A, and behave in a manner that upholds Alvarado’s high standards of excellence and integrity.

LIBRARY
Alvarado’s library is often used by teacher for research purposes. Additionally, the library is often open during the morning break period and lunch time. Students may use the library for a quiet place to read or use the computer during these times.

HOMEWORK CLUB
Alvarado teachers are available after school for assistance with homework from 2:30-3:30. The number of locations depends on the number of students taking advantage of the opportunity. Homework club is not devoted to a particular subject, but students can use it as a quiet place to work and ask the supervising teacher for help.

COMMUNICATION
Below are some of the ways we communicate information to students and parents.

REPORT CARDS AND PROGRESS REPORTS
Alvarado mails report cards and progress reports as discussed in the section of this document titled “Grading”

PARENT LINK SYSTEM
Alvarado Intermediate School and RUSD use a home/school communication telephone system to aid teachers in keeping parents better informed as to their child’s academic and behavioral performance at school. Daily, teachers may have the Parent Link system call parents electronically with one of fourteen messages. These messages include information about a student’s grade, attitude in class, missing homework, lack of effort, or positive messages about a student’s school performance. Teachers and staff send announcements home through this system as well.

EMAIL
All teachers have access to email and for most teachers, email is the preferred method of contact. Please feel free to reach out to any staff member via email on our website at: www.alvaradoschool.org and click the link for “Staff Directory” under the “Staff” menu.

SCHOOL WEBSITE
General school news, our calendar, and other school information can be found on the main page of our website at www.alvaradoschool.org
Our website can be translated to many languages using the dropdown menu in the top right corner of the page

TWITTER
Alvarado is now on Twitter! Follow us @AISMatadors to get updates on current events or school news
PROCESSES AND PROCEDURES

DROPPING OFF ITEMS
Since it creates a disruption to the learning process, gifts (flowers, balloons, stuffed toys, etc.) will not be delivered to students and should not be brought to school.

Any items brought to school for delivery to students (PE clothes, lunches, class assignments, etc.) will be placed at the Student Window in Room 5. Students will not be called out of class to pick up these items. Students must come to the window on their own time (lunch, nutrition, etc.)

CELL PHONES
Cell phones are allowed at school, but not encouraged. The school is not responsible for lost, stolen, damaged, or misused cell phones. Students who bring cell phones to school do so at their own risk.

When brought on to campus, cell phones must be:
- Off at all times unless explicit permission is given from an adult
- Out of sight unless explicit permission is given from an adult
  - If it is in your pocket it must not be visible
  - If it is in your backpack, make sure to keep your backpack with you at all times

These rules also apply before school, at break, at lunch, and after school. Students may turn on and use cell phones once outside of the school gates after school.

Students who violate the cell phone policy will lose the privilege of having a cell phone at school.

BICYCLES
Students are permitted to ride a bicycle to school provided the following guidelines are followed:
- Students and parents assume responsibility for lost or stolen bicycles and any bike-related injuries
- Helmets must be worn when riding a bike to/from school
- Do not ride your bike on school grounds. It must be walked once you get to school.
- Bikes are to be locked in the bike rack during the day.
- Do not lock your bike to the skateboard racks
- Each bike must have its own lock

Consequences for not following these policies can include detention, confiscation of a bicycle, and revocation of permission to ride a bike to school.

SKATEBOARDS
Students are permitted to ride a skateboard to school provided the following guidelines are followed:
- Students and parents assume responsibility for lost or stolen skateboards and any injuries
- Helmets must be worn when riding a skateboard to/from school
- No skateboarding on school property. They may only be ridden while on the sidewalk off campus.
- Skateboards must be locked in the rack. They may not be carried into classes.
- Only one skateboard is permitted in each slot on the skateboard racks.
- Each skateboard must have its own lock

Consequences for not following these policies can include detention, confiscation of a skateboard, and revocation of permission to ride a skateboard to school.

BUS SERVICES
Arrangements for bus transportation should be handled through RUSD Transportation Department at (626) 965-5719

FOOD SERVICES
Breakfast costs $1.25 and is available 15 minutes before school starts or during the morning break. Breakfast is not served during break on minimum days. Lunch costs $1.90 and is available during both lunch periods.

Students may purchase food from the cafeteria or bring their own. During break and lunch, students must stay in the cafeteria or quad area. Food purchased on campus must not be taken home. Students who do not wish to eat their entire meal may leave food items on the “goodie table.” Any student may enter the cafeteria to eat items from the goodie table whether they purchased a meal or not.

Applications for free or reduced lunch are available in the front office.
MORNING ARRIVAL TO CAMPUS

Students should not arrive at school before 7:00am (8:30am on Tuesdays). Before this time, there is no supervision available.
If students arrive between 7:00am and 7:30am (other than Tuesdays) students should enter campus through the PE area where students can participate in sports or other activities.
If students arrive after 7:30 (8:30 on Tuesdays), they should enter the school through the front gate and either enter the cafeteria to eat breakfast or wait in the main quad area until the bell rings to go to class.

MORNING DROP OFF

The safety of Alvarado’s students is our primary concern. Please help us keep all students safe by following these guidelines. In the morning, please drop your students off in the front driveway of the school. Please drive forward as far as possible in the driveway before dropping off at the curb to minimize traffic on Desire Avenue. After dropping off, turn left out of the lot to return north on Desire Avenue. You may also exit the school by driving through the South Lot onto Honore Street.

AFTERNOON PICK-UP

All students should be picked up along the west side of Desire Avenue in front of the school, or in the south parking lot. Please note that the east side of Desire Avenue is a NO PARKING zone. It is vitally important that you not pick up your students for their own safety. Students are not allowed to cross Desire Avenue for pick-up, as this is extremely dangerous. Also note that U-Turns on Desire Avenue are illegal.

When exiting school in the afternoon, please use the south parking lot to turn around, or you may also exit through the south side onto Honore Street.

A third option for afternoon pick-up is to park on streets adjacent to school, and having your child walk to meet you. Streets that are appropriate for this purpose are: Jellick Avenue, Paso Real Avenue, Villa Clara, Los Padres Drive, and Sierra Leone Avenue.

TELEPHONE

The office telephone is for school business, and may be used by students only with the permission of the office staff. Telephone messages for students are disruptive to the educational program, and will be forwarded only in cases of emergency.

PARENTAL PHOTO AUTHORIZATION

Some of the learning experiences that students enjoy during the school year are photographed and videotaped. Occasionally, the photographs and tapes may be shown or displayed representing school or District activities. You will want to complete this form each year as a part of registration. It provides parent authorization for students to be or not to be photographed or videotaped for any reason during the school year of activities. Please come to the front office if you have questions or would like to change your selection.

CHANGE OF ADDRESS OR PHONE NUMBER

It is the student’s responsibility, together with parents, to notify the school of any changes in address or telephone number.
MOVING/TRANSFERS
A student transferring to another school must bring a note from the parent or guardian giving the last day of attendance at Alvarado, the new address, and if possible, the name of the new school of attendance. This note should be brought to the office on or (preferably) before the last day the student will be attending Alvarado. Before the school day begins, the student will be given a transfer slip. All textbooks and library books will be returned, and all outstanding fees must be paid.

LOST AND FOUND
Alvarado’s lost and found is located in Room 4. Please bring found items to that location as well as go there to look for items you have lost. Additionally, you may fill out a “Statement of Lost Item” if a lost item is not immediately in the lost and found.

Students must assume sole responsibility for loss or damage to any personal property left in a classroom or on campus. The school will endeavor to protect all personal properties, but is not responsible for lost or stolen articles. Students should write their names on all books and put identification marks on personal belongings. Large sums of money and articles of real or sentimental value should not be brought to school. When items of value must be brought to school, they should be taken to the office for safekeeping until they are needed.

HEALTH SERVICES
If a student becomes ill, or is injured, the student should notify a teacher or aide who will direct the student to the office with a pass. A school nurse is available for an emergency within minutes if need be. Minor accidents are taken care of by the health or attendance clerk. Medication (both prescription and over-the-counter) must be brought to the nurse’s office accompanied by a mediation form completed by a physician. Students are permitted to self-carry and administer medication only with written physician and parent permission. Aspirin will not be provided by the school.

Students must not leave school if they are ill, without proper authorization. Generally, students are not sent home unless they have a fever of 100 degrees F or higher and must stay home until the fever has been gone for 24 hours. All students entering Alvarado must show proof of having received a Tdap (whooping cough) booster in addition to their other school immunization requirements. The school district will exclude any student not properly immunized.

A student returning to school following a serious or prolonged illness, injury, surgery, or hospitalization (including psychiatric and drug alcohol inpatient treatment) must have a release from their licensed health care provider prior to return to school, including any restrictions and/or recommendations for physical activity.

A student attending school with sutures, splints, casts, crutches, brace(s), or a wheelchair must have a licensed health care provider’s written permission. The permission must state the date of student return and the need for the assistive device. See Administration of Medication Section of this handbook for a list of authorized providers. The student must comply with any safety procedures required by the school administration and health services personnel.

STUDENT SERVICE CENTER (ROOM 4)
At Alvarado we believe safe schools are caring schools that communicate high standards. Student learning and achievement can only be obtained if students feel they can come to school without threat of physical injury or psychological harm. At our SSC (Room 4) students will receive immediate assistance for a variety of concerns; clarification of school procedures, stolen or lost property, conflicts with other students (i.e., being teased, threatened, harassed, or bullied). Students may be counselled in the SSC or referred to the vice-principal or school counsellor. The SSC is staffed by a guidance assistant and our Campus Aide. The emphasis here is on problem solving, whether they are dress code violations, tardy to school, conflicts with peers, classroom/campus disruptions, or personal problems. The SSC provides classroom teachers with a place to send students with a formal referral. It is the goal of the SSC to work with parents to change inappropriate student behavior.

CHARACTER COUNTS
Character Counts is a K-12 Character Education program with cross-curricular applications in Social Studies, Language Arts, History, and Civics. Alvarado staff will work to inform and instruct student on the six pillars of character: respect, responsibility, caring, fairness, trustworthiness, and citizenship.

An Alvarado Matador of Character…
• Is a good person and someone to look up to and admire.
• Knows the difference between right and wrong and always tries to do what is right.
• Sets a good example for everyone.
• Demonstrates 6 character traits – respect, responsibility, caring, fairness, trustworthiness, and citizenship.
• Makes the world a better place.

Students who exemplify the Character Counts behavioral traits are recommended by their teachers as a Matador of the Month. Matadors of the Month are recognized at a special before school assembly where they are awarded a certificate of achievement and various other prizes.
“Character is doing the right thing, even when no one is watching!”

ATTENDANCE PROCEDURES
When a student is absent, parents should call the school as early as possible and relate the cause of the absence to the attendance clerk.
Daily attendance is essential in order for students to maximize their proficiencies in all areas. A 7th or 8th grader with poor attendance may find it impossible to meet the minimum academic standards, and thus be retained. There is a direct correlation between attendance and achievement. Students are expected to make-up work missed because of absence.

ATTENDANCE STANDARDS
Attend school regularly and punctually. Remain on school grounds for the duration of the school day. Excessive excused and unexcused absences, tardies, and habitual insubordinate or disorderly conduct at school will result in parents being required to attend a School Attendance Review Team (SART) meeting, and then, if necessary, it will be reported to the School Attendance Review Board (SARB).

ABSENCE VERIFICATIONS
If a valid parent call is received, the student does not have to bring a note to clear the absence. The school will make every effort to call as many parents of absent students as possible. However, if parents do not call the school, or are not contacted by the attendance office, and excuse, written by the parent or guardian, must be presented to the attendance office on the day the student returns to school following an absence. Students will have forty-eight (48) hours from the time they return to clear an absence. Absences that are not verified within that time will be listed as truancies, and after-school detention will be assigned. Excuses must be dated, state the exact reason, and be signed by the parent or guardian.

EXCUSED OR UNEXCUSED ABSENCES
Excused absences are, by state law, only issued for students who are absent because of illness, a doctor or dental appointment, or death in the immediate family. All other absences are considered unexcused.

TRUANCY
State law requires all students to be in school daily unless out with a valid excuse. An attendance supervisor or designee, peace officer, or school administrator or designee, may arrest or assume temporary custody, during school hours, of any minor student found away from his/her home, who is absent from school without a valid excuse. Any person so arresting or assuming temporary custody shall deliver the student to the school and make reports in accordance with Education Code, §§ 48265 and 48266. Upon receiving a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code, §§ 48200 – 48341, the Governing Board or attendance supervisor shall make a full and impartial investigation of all charges. If it appears upon investigation that the parent/guardian has violated these laws, the Superintendent or designee shall refer such parent/guardian to the School Attendance Review Board (SARB).

The following steps shall be implemented based on the number of truancies committed by the student:
1. Students shall be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Superintendent or designee.
2. The parent/guardian of a student classified as truant shall be notified of the following:
   a. The student is truant.
   b. The parent/guardian is obligated to compel the student to attend school.
   c. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law, and subject to prosecution pursuant to Education Code, §§48290 – 48296.
REQUEST FOR HOMEWORK, HOME TEACHERS, AND INDEPENDENT STUDY

- When it is anticipated that students will be absent four or more days, because of illness, they may call the school and request homework. Homework will be collected from academic teachers, and the work may be picked up after 2:45 p.m. on the day following the request.
- When it is anticipated that a student will be absent for more than five days, and up to a maximum of three weeks, or fifteen school days, an Independent Study Contract may be requested. Such an assignment represents a minimum academic program, and requires the signed mutual consent and agreement of the school, the parents, and the student. Please give the school office at least five days notice should you desire to explore this continued learning opportunity for your child.
- Should an illness require students to be out for an extended period of time, – three weeks or more – parents should contact the school and arrange for a home teacher.

TARDINESS

ON TIME means . . . in class BEFORE the bell rings!
Tardiness to class interferes with satisfactory class procedures as well as with individual progress, and must be avoided. Students who have unexcused tardies will be required to serve detention. The only legal, excused tardies are for illness, or for a doctor or dental appointment. Parents will be notified of a student’s tardiness and/or need to serve detention.

PHYSICAL EDUCATION INFORMATION

UNIFORM

Two uniform options are available to students:

1. A uniform specially designed for Alvarado students made from high-quality material. The shirt and shorts will have the school’s P. E. logo with a place to print the student’s first and last names.
   a. This uniform will be sold in class during the first week of school.
2. A gray t-shirt and navy blue gym shorts. Gym shorts have an elastic waistband, and are made especially for athletic and exercise activities. Alvarado logo only – no other logos allowed.
   a. Walking shorts, Bermuda shorts, cut-offs, Levi’s, etc. will not be allowed
A student’s first and last names must be printed on the shirt and shorts. No other writing or personal markings will be allowed. A permanent marker or laundry pen can be used to mark clothing.

SHOES AND SOCKS

Any type of athletic, gym, court, or running shoe may be worn (no soccer/football cleats). No slip-on or non-lace type of shoe will be allowed due to the obvious safety factor when running, jumping, or kicking a ball. A high-top shoe is highly recommended at this age level because of the additional foot and ankle support provided.

White socks must be worn in physical education classes. Heavyweight, white, cotton, athletic socks are recommended. However, booties or low-cut socks may be worn. The socks may have colored bands around them.

Gym shoes and socks used in the physical education classes should not be worn as regular school attire. It is recommended that students have a separate pair of shoes and socks that are worn for P. E. Much of the activity takes place on the grass fields, and in the mornings, the fields are almost always wet and muddy from the previous night’s watering. Shoes and socks should be kept in the P. E. locker to thoroughly dry-out before being worn again.

LAUNDERING OF CLOTHES/UNIFORMS

Anytime a uniform part becomes soiled, it should be taken home to be laundered. The last day of the week (normally Fridays) will be the official day clothes are to be taken home and laundered. Make sure you bring them back the next school day!

UNDERWEAR

No boxer shorts or “underwear showing” type or shorts will be allowed. All students must be adequately covered to avoid embarrassing themselves or others.
**COLD DAY ATTIRE**

A sweat shirt or sweat suit may be worn when the weather is cold. The physical education teachers will notify students when “sweats” are permissible.

**PROTECTIVE SUN CLOTHING:**

Students may wear hats as protective clothing during PE provided they follow these guidelines

1. Students may purchase an Alvarado hat in the Student Store. If a parent cannot afford to buy a hat, parents may call the office so arrangements can be made.
2. No other hats will be allowed.
3. Hats can only be worn outside of the classroom.
4. The bill of the hat must face forward.

Students are also allowed to wear a long-sleeved gray or white t-shirt, and use sunscreen in P. E. for further sun protection.

**SPECIAL EQUIPMENT**

Certain articles may be purchased to aid or protect the student during physical education

- An elastic strap attached to eyeglasses to prevent them from falling off.
- Knee pads to be used for any sport – football, volleyball, basketball, soccer (shin guards).

**DRESS CUTS/PARTIAL UNIFORMS:**

Dress cuts are not allowed. Clean loaner clothes are available for students who forget their clothes. Students are allowed to use loaner clothing twice before receiving consequences. Consequences are the lowering of the P. E. grade, and after-school detentions.

Students are not allowed to borrow from other students.

**LOCK AND LOCKER**

All students are expected to have a good combination lock to secure their belongings. We recommend that you purchase a Master Lock when school starts. Purchasing a school-issued lock allows for better tracking of your lock as well as the ability of your PE teacher to open your lock without cutting it in case of emergency.

Each student will have their own locker and should not share with their friends, nor should they give their lock combination to anyone. Each student is responsible for his/her own items and must secure them carefully.
WHERE STUDENTS SHOULD GO FOR HELP

We understand that it can be confusing at times knowing where to go for help with a particular situation. This list will evolve as needs arise.

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<tr>
<th>Room 4</th>
<th>Room 5</th>
<th>Health / Attendance Office</th>
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<tbody>
<tr>
<td>Lost and Found</td>
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<td>Discipline referrals</td>
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<td>Detention</td>
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<td>Reporting a Concern or Complaint</td>
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<td>- Ms. Garcia</td>
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<td>- Ms. Moreno</td>
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<td>Picking up a form</td>
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<td>General counselling need</td>
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<td>Picking up dropped off items</td>
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<td>Help with Chinese translation</td>
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<td>To see these people:</td>
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<td>- Counselor – Ms. Miramontes</td>
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<td>- Assistant Principal</td>
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<td>Illness or Injury</td>
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<td>Attendance Issues</td>
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<td>Front Office issues</td>
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<td>Lost ID Card</td>
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<td>Exclusion List</td>
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<td>Need to call home</td>
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<td>To see these people:</td>
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<td>- Counselor – Ms. Perez</td>
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<tr>
<td>- Principal</td>
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Students are not permitted to enter the office through the mail room, nor through Room 5 unless invited in. When the Room 5 window is closed, students must go through the Health / Attendance Office to get help. Under no circumstances are students to walk between the front office and Room 5 unless they are escorted by a staff member. Students must walk around the outside of the building.
EXTRA-CURRICULAR ACTIVITIES

COMPETITION AND PERFORMING GROUPS
Alvarado provides many opportunities for students to enhance their education through participation in extra-curricular activities. All students are allowed to participate as long as they are not on the exclusion list. Currently we offer

- Marching Band
- Show Choir
- Orchestra
- Color Guard
- Jazz Band
- Volleyball Team
- MathCounts
- ASB
- Yearbook

We are always looking to expand the opportunities available and welcome suggestions from students and parents.

DANCES
Most dances occur from 2:45-4:15. Night dances occur from 6:00-8:00pm. Students attending dances are required to remain at the dance through its duration. Parent permission slips and admission tickets are required. All students are encouraged to attend as long as they are not on the exclusion list.

EXCLUSION LIST
Students are prohibited from participation in extra-curricular activities, dances, assemblies, field trips, performances and some school celebration events if they are placed on the exclusion list. Students are placed on the exclusion list if they do not meet these minimum expectations:

- Grades: minimum 2.0 GPA
- Grades: no more than two marks of “U” on a report card
- Behavior (discipline): no more than 20 demerits
  - Lunch detention = 2 demerits
  - After school detention = 4 demerits
  - On campus suspension = 8 demerits
  - Suspension = 10 demerits
- Attendance: absent less than 5% of school days
- Attendance: tardy less than 5% of school days
- Library: no overdue books
- Debts: no outstanding debts to a school program
  - No student will be denied participation in an activity solely on their ability to pay for costs incurred. When families have a financial hardship, students should contact the staff member responsible for the program in question who will help find alternate solutions.
STUDENT DRESS CODE

For All Clothing: Solid colors with no logos. No pictures, words, patterns, nor logos on any item worn to school.

PANTS/SHORTS

Color: Any solid color
Style: Pants – Docker style or jeans
          Shorts – Walking style or jeans
Length: Pants – No longer than the top front of the shoe
          Shorts – No shorter than the fingers when standing with the arms fully extended downward
                     No longer than the bottom of the kneecap.

Conditions
- Must fit at the waist, knee, and ankle for a tailored look. No baggy clothing.
- Worn at the waist
- No more “slack” than two (2) inches at the waist, or five (5) inches at the knee
- Machine-hemmed or hand-sewn. No torn or frayed clothing.
- No leggings or “jeggings”

SHIRTS

Color: Any solid color
Style: Collared, long or short sleeved polo shirt. Polos must have 2 or 3 buttons. No zippers. No cap sleeves
         Alvarado Spirit T-shirts
         On Tuesdays a T-shirt, polo, or sweatshirt with a college or university logo may be worn.

Conditions
- Machine-hemmed or hand-sewn. No torn or frayed clothing. No oversize shirts (shoulder seam should be no shorter than two inches past shoulder bone)
- Polo and Spirit Shirts must be no longer than the wrist when standing with arms fully extended.
- No layering under polo shirts or spirit shirts. (Solid color, T-shirt style undershirts are acceptable.)

SKIRTS/SKORTS/JUMPERS/DRESSES

Color: Any solid color
Length: No shorter than the fingers when standing with the arms fully extended downward.

OUTER WEAR

Sweatshirts / Sweaters / Jackets
- Any solid color
- No designs, pictures, writing, or logos
- No longer than hip length.
- Must be worn with collared polo shirt or Spirit Shirt underneath.
- Pullover or cardigan style sweaters
- Hooded jackets are allowed but hoods must remain off while on campus.

Belts
- No cloth belts with metal buckles, initials, or numbers stamped on/in them.
- Belts CANNOT be long, with the ends hanging down.

Hats
- Only Alvarado hats are allowed and may be purchased in the student store
- Hats can only be worn outside of the classroom.
- The bill of the hat must face forward.

OTHER CONDITIONS
- No face paint or stickers on the face
- Sunglasses may be worn outside only
- No knit caps (beanies.) During cold weather, please wear a hooded sweatshirt for extra warmth
“SPECIAL DRESS” DAYS

Occasionally, Alvarado will have special events/days that allow students to participate by wearing specific styles of clothing (superhero shirts, “twin” day, etc.) On these occasions, the following conditions always apply:

- Students must be wearing clothing that fits into the category of the day
- Shirts must have regular sleeves.
- Shorts/skirts must be of the proper length
- Clothing should not be cut or ripped

The following are never allowed:

- Spaghetti straps
- Tank-tops
- Backless outfits
- Bare midriffs
- Sleeveless tops
- Cap sleeves
- T-shirts that have been cut/ripped (cut-off sleeves, etc.)

SPECIAL DRESS FOR SPRING PICTURE DAY, THE WINTER DANCE, AND 8TH GRADE JUNE DANCE

Students are encouraged to dress nicer than might otherwise be allowed, but cannot “dress down”. Therefore, striped, plaid, or prints will be allowed on collared shirts, dresses, skorts, skirts, and jumpers. However, all other conditions of our dress code must be followed, especially those relating to length and the above conditions for “special dress” days.

DRESS CODE WAIVER

A Dress Code Waiver Application may only be filed within three (3) weeks of enrollment. Waivers are only granted for medical or religious reasons. If the reason is financial, we can assist you. All District “Student Dress Code” standards apply at all times.

HANDS-OFF POLICY

Alvarado has a strict “hands-off” policy. At no time may any student push, hit, kick, intentionally run in to, get physical with, or otherwise touch other students. Students are not permitted to participate in any game that involves hitting or touching. This policy exists to keep students physically and emotionally safe while at school. Physical contact is not allowed for any reason, even if the contact is welcome by both parties, including hand holding and kissing. There is no exception to this policy for students who are “just friends,” “messing around,” or “only joking.”

PROHIBITED ITEMS

Any item that is illegal, deemed dangerous, or disruptive to the instructional program is not permitted at school. A partial list of prohibited items is below. Law enforcement will be contacted when necessary.

- Any item illegal for possession by a minor under federal, state, or local law including but not limited to
  - drugs
  - drug paraphernalia
  - weapons of any kind.
- Dangerous items including but not limited to
  - knives
  - scissors not specifically designed for school use
  - other sharp objects that have no educational use.
- Electronic nicotine delivery systems such as e-cigarettes, hookah pens and other vapor devices with or without nicotine content and that mimic tobacco products
- Tobacco or nicotine products within 25 feet of school (HSC 104495; AB 1867, Ch 527, Statutes of 2003)
- Sharpies or other permanent markers
- Gum
- Lighters or matches
- Any type of explosive device, including but not limited to “snap caps”
- Laser pens/pointers
- Shock pens
- Aerosol cans
- Sugary drinks or soda
PROHIBITED ACTIONS

The following behaviors are inappropriate in the Alvarado School environment and will result in a referral and disciplinary consequences:

- Fighting or assault.
- Harassment or intimidation of any sort: physical, verbal, emotional, or via electronic means.
- Gambling, cheating, fraudulent activities, falsification of any type (including obtaining a free lunch to which you are not entitled).
- Riding bicycles, skates, skateboards, scooters, or any unauthorized vehicle on campus.
- Bringing visitors on campus without office permission.
- Eating outside of designated areas.
- Displaying physical affection. No holding hands, kissing or hugging.
- Behaving in a disrespectful or disruptive manner anywhere on campus.
- Shooting or throwing any objects.
- Leaving campus without permission. Alvarado is a "closed campus". Students are to remain on the school grounds at all times. Leaving the instructional area, loitering on campus, in the restrooms, or other inappropriate areas on or near campus.
- Possessing, eating, or chewing gum, seeds, or candy.
- Riding a bicycle or skateboards without a helmet to and from school.
- Running in the passageways, rooms, or quad area is not permitted.
- Buying, trading, or selling goods not authorized by the school.
- Buying, trading, selling or giving away lunch tickets.
- Possessing any “gang-style” writing, drawing, symbols, or pictures.
- Possessing or using marking pens unless authorized and supervised by teachers.
- Loitering on campus after 2:45 unless participating in a school activity.
- Entering other school campuses without permission from that school’s Principal.

GROUNDS FOR SUSPENSION AND EXPULSION

Students may be suspended or recommended for expulsion when the Superintendent or designee, principal, or principal’s designee of the school in which the student is enrolled determines that the student has done any of the acts listed below:

48900 (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except in self-defense.

48900 (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certified school employee, with the principal or designee’s concurrence.

48900 (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code 11053 et seq., alcoholic beverage, or an intoxicant of any kind.

48900 (d) Unlawfully offered or arranged or negotiated to sell any controlled substance as defined in Health and Safety Code 11053 et seq., alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as a controlled substance, alcoholic beverage, or intoxicant.

48900 (e) Committed or attempted to commit robbery or extortion.

48900 (f) Caused or attempted to cause damage to school property or private property.

48900 (g) Stolen or attempted to steal school property or private property.

48900 (h) Possessed or used tobacco, or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

48900 (i) Committed an obscene act or engaged in habitual profanity or vulgarity.

48900 (j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

48900 (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Grades 4-12)

48900 (l) Knowingly received stolen school property or private property.

48900 (m) Possession of an imitation firearm, including BB guns.

48900 (n) Committed or attempted to commit a sexual assault or committed a sexual battery as defined in the penal code.
48900 (o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness or both.

48900 (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

48900 (q) Engaged in, or attempted to engage in hazing.

48900 (r) Engaged in an act of bullying, including or not limited to bullying committed by means of an electronic act directed at a pupil or staff member. A student may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A student may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

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

48900 (t) A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a student who has been adjudged by a juvenile court to have committed, as an aider and abettor, crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

48900 (u) As used in this section, “school property” includes, but is not limited to, electronic files and databases. [applies to 48900 (l)]

48900.1 Attendance of Suspended Student’s Parent or Guardian for Part of School Day. District Board policy provides school administrators the option of requiring a student’s parent to attend a portion of the school day in the student’s classroom, under specified circumstances. Education Code 48900.1

48900.2 Committed sexual harassment as defined in Education Code 212.5, provided that the conduct is 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 victim’s academic performance or to create an intimidating, hostile or offensive educational environment. (Grades 4-12)

48900.3 Students in Grades 4-12 that have caused, attempted to cause, threatened to cause, or participated in any act of hate violence to deface, damage or destroy real property of any other person for the purpose of intimidating or interfering with constitutional rights of another person because of the person’s race, color, religion, ancestry, national origin or sexual orientation, as defined in Educational Code § 33032.5.

48900.4 Students in Grades 4-12 who intentionally engage in harassment, threats or intimidation, directed against school district employees or students that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment.

48900.7 Terrorist threats against school officials or school property or both. (Grades 4-12)

48915 Expulsion Codes
A Causing serious physical injury to another person except in self-defense. C.R.
B Possession of any kind of knife, explosive, or dangerous object of no reasonable use to the pupil. C.R.
C Unlawful possession of any controlled substance, except for the first offense for the possession of not more than 28.5 grams of Marijuana, other than cannabis. C.R.
   i The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
   ii The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
D Robbery or extortion; C.R.
E Assault or battery upon any school employee. C.R.
(b)(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
(b)(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
(C)(1) Possessing, selling or otherwise furnishing a firearm. C.R.
(C)(2) Brandishing a knife at another person. C.R.
(C)(3) Unlawfully selling a controlled substance. C.R.
(C)(4) Committing or attempting to commit a sexual assault. C.R.
(C)(5) Possession of an explosive; a destructive device. C.R.

**PROPERTY DAMAGE**

Parents or guardians may be held financially liable if their student willfully damages school property or fails to return school property loaned to the student. The school may further withhold grades, diploma, and transcript of the student until restitution is paid. (Education Code 48904)

**CHEATING**

Cheating in any form is a very serious infraction of school rules. Cheating at Alvarado is interpreted as:

- copying of homework or other assignments, whether in class or out of class
- being in possession of another student’s homework or other assignments, whether in class or out of class
- giving your homework or other assignments to another student, whether in class or out of class
- giving, receiving or allowing to be given, the answers to quizzes and tests.

Protect yourself from violating our cheating policy by keeping your assignments with you at all times and do not allow another student to take your work from you.
PROGRESSIVE DISCIPLINE PLAN

Alvarado uses a progressive discipline plan to assist students in correcting behavior. The following is a summary of specific behaviors and their corresponding disciplinary consequences. Please note that serious offenses may result in immediate suspension, and the Assistant Principal (VP) may accelerate consequences if necessary.

Please note that this plan may change and any changes will be communicated via ParentLink and the school website.

DRESS CODE VIOLATION

Students will change into loaner clothes and have the following consequences:
1 warning and parent called
2-5 after school detention
6+ On Campus Suspension

GUM CHEWING

1 warning and parent called
2-5 after school detention
6+ On Campus Suspension

1ST PERIOD (MORNING) TARDIES.

Consequences “re-set” at each trimester
1 warning
2 lunch detention
3-6 after school detention
7+ after school detention. Referral to VP or counselor who may take further action, including On Campus Suspension or referral to School Attendance Review Team (SART)

TARDIES WITHIN THE SCHOOL DAY

Consequences do not “re-set” at each trimester
1 warning by classroom teacher
2 teacher detention and teacher calls home
3 lunch detention, phone call home
4 2 days lunch detention
5 1 week lunch detention
6 after school detention
7 2 days after school detention
8 referral to VP, 3 days after school detention
9 referral to VP, OCS
10 referral to VP, SART meeting with parent

CELL PHONES

1 Warning. Phone must be picked up by parent. Parent may give permission for return to student under certain circumstances.
2 Lunch detention. Phone must be picked up by parent. Parent may give permission for return to student under certain circumstances.
3 After school detention. Phone must be picked up by parent. No allowance for student to pick up.
4 After school detention. Conference with parent and VP
5 Two days after school detention. Phone must be picked up by parent
6 On Campus Suspension. Phone must be picked up by parent.
7 On Campus Suspension. Phone must be picked up by parent. Student may no longer bring a phone to school.

CHEATING

See the information in the previous section for Alvarado’s definition of cheating
1 F on the assignment. On campus suspension
2 F on the assignment. Parent conference
DISRUPTION

Disruption is defined as:
- Initiating or joining in “side bar” conversations, interrupting, blurt out, yelling, or talking out of turn such that it does not allow other students to learn or interrupts the teacher’s instruction
- Pushing or touching other students such that it impedes the other students’ ability to learn (hands-off)
- Talking back to a teacher after receiving a directive such that it disrupts the learning environment for other students
- Using profanity towards a student or adult
- Name calling or harassing other students
- Throwing items
- Using prohibited items
- Moving around in class or being in the wrong seat without permission.
- Standing up to leave class before being instructed to by the teacher
- Violating classroom or school rules

CONSEQUENCES FOR CLASSROOM DISRUPTIONS

1-2 Teacher sends a message home via Parent Link, email, mail, or phone.
3-4 Teacher assigns classroom detention and calls home
5-6 Lunch Detention
7-8 after school detention
9 2 after school detentions, parent-teacher conference
10 On Campus Suspension, referral to VP
11 On Campus Suspension, parent conference with VP, student placed on contract
12 Study Team meeting (SST)
13+ possible SST 2, possible suspension/expulsion for violation of contract

CONSEQUENCES FOR OUT OF CLASS-TIME DISRUPTIONS (NUTRITION, LUNCH, BEFORE/AFTER SCHOOL)

1 Room 4 warning
2-4 Lunch detention
4-6 after school detention
7 2 after school detentions. Referral to VP.
8 On Campus Suspension
9 On Campus Suspension, parent conference with VP, student placed on contract
10+ On Campus Suspension, possible suspension/expulsion for violation of contract
RUSD DISTRICT POLICIES

Please see the district website for a full list of policies.
The RUSD Parent Handbook is located at:

PROHIBITED CLOTHING

Rowland Unified School District policy requires that all students dress with appropriate taste in order that the educational process not be disrupted. For purposes of safety and maintaining an appropriate instructional program which focuses upon student learning, the following items are prohibited:

A. Clothing which has been deemed by local law enforcement to be gang, tagger, or crew related, such as:
   1. Pants which appear excessively baggy (more than 2” of fabric when pulled from the waist, and/or more than 5” of fabric when pulled from the knee).
   2. Altered pants which do not fit without a belt.
   3. Pants which have been altered to fit around the waist.
   4. Pants worn below the waist (sagging).
   5. Pants which are slit or frayed at the cuff lines.
   6. Shorts that are unhemmed, or shorts below the knee.
   7. Knee socks worn with shorts below the knee, covering legs.
   8. Cloth belts with metal buckles with or without initials or numbers stamped on/in them.
   9. Bandanas and/or long belts with the end hanging down.
   10. Untucked shirts, white t-shirts/tank-top undershirts (unless worn strictly as undershirts), fish-net tops.
   11. Pendleton-type shirts worn loose, untucked, and buttoned at the neck.
   12. Clothing that is all blue, all red, or all black.
   13. Long, big shoelaces tied with big loops.
   14. Dark lipstick, lips that are outlined.

Upon consultation with local law enforcement agencies, additional rules of dress, which are representative of gang affiliation, may be instituted by the school principal.

B. Clothing with inappropriate messages. Specifically, clothing with messages that promote the use of alcohol, cigarettes, drugs, or profanity.

C. Undergarments without appropriate outer clothing, or outer clothing which exposes underclothing.

D. Swimming attire and clothing which does not cover backs, shoulders, or midriffs, and tank tops for both sexes.

E. Unusual or attention-diverting attire, that is, attire that disrupts the educational process because it is revealing, bizarre, or unsanitary.

F. Inappropriate or dangerous footwear such as steel-toed shoes, backless shoes, or sandals. Closed toe shoes must be worn in shop and science lab classes.

G. Clothing that is worn on the head (headbands across the forehead, scarves, hairnets, bandannas, etc.), except for bona fide religious purposes. Sun-protective clothing, including hats, may be worn outdoors only according to school site rules.

H. Non-prescriptive dark glasses.

I. Clothing that is defaced military attire.

J. “Heavy metal” styles and paraphernalia, chains of any kind.

ACADEMIC STANDARDS

The Rowland Unified School District and the Alvarado staff believe that students must be held accountable for appropriate conduct and for learning the basic skills necessary for successful completion of their course work. Each of the major content areas – English/language arts, Mathematics, science and social studies – has California State Academic Content Standards established. Standards will be available upon request in the front office. All parents and students will want to familiarize themselves with these standards.

Students will be assessed regularly for proficiency. In addition to state-mandated standardized testing, students are assessed in English, social studies, science, and mathematics to determine their levels of proficiency. In both cases, individual student results are reported to students and their parents.

A. At the beginning of the year, the school and its teachers will communicate to parents and students a description of their course, and the basic skills to be learned in order to receive a passing grade.

B. Students will be expected to meet a minimum degree of proficiency in all classes, as determined by each subject area department, as well as his/her teachers.

C. Student academic performance is evaluated with a variety of measures including State standardized tests, as well as locally developed tests. Combined with teacher grades, these two sets of test data form what is called, “Multiple Measures”. They help to determine a student’s proficiency in learning the required content/skills for his/her grade level. Students are expected to have a passing grade of a “D” or higher in each course of study. Struggling students will be required to attend intervention classes during or after school, as well as summer school sessions. Additional services for selected students will be implemented to assist them in their learning efforts. Other students who wish may attend the after school assistance program.

SECONDARY SCHOOLS CODE OF CONDUCT

The Code of Conduct for the secondary schools in the Rowland Unified School District is based on the following philosophy:
The primary emphasis of the school is to teach the basic skills of reading, mathematics, and language development along with the other goals outlined by the community through its Board of Education. It is the responsibility of both home and school to teach students to develop a respect of law and rules in order to provide the best environment possible for effective learning and to live in a democratic society.

Students in the intermediate and high schools are expected to assume greater responsibility for their own behavior as they become increasingly more responsible in the determination of their own progress and of student affairs. Students who have difficulty maintaining appropriate standards of conduct shall be disciplined in a fair, firm, consistent, and timely manner. All students have the right to go to school without fear of hazing, initiation, or any type of intimidation, or fear of bodily harm. Every teacher, administrator, and staff member shall assume responsibility for assisting students to develop the appreciation, understanding, and the skills to deal with themselves and others as well as to enforce school standards in the classroom and on the campus.

**STUDENT RESPONSIBILITIES**

A. “All pupils shall comply with the regulations, pursue the required course of study and submit to the authority of the teachers of the schools.” (Education Code Section 48908)

B. Quality of Work: Students shall, to the best of their ability, complete assigned lessons each day, including homework and assignments missed because of absence.

C. School Rules: Each student shall conform to school rules and regulations and accept the leadership of teachers, school officials, and others who have been assigned leadership responsibility. Students must also conform to school rules at all times: (1) when they are on their way to and from school, (2) while on school grounds, (3) during lunch weather on or off campus, and (4) during, or to or from any school sponsored activity, (5) or on other school campuses.

D. Attendance: Students shall be regular and punctual in attendance. In cases of an absence, a satisfactory written or telephoned explanation from the parents or guardian shall be provided to the school. Students shall remain on the school grounds during the entire school day unless permission to leave has been granted. For students who must go to the doctor or dentist during the day, parents must pick up the student and check them out at the attendance office.

E. Relation To Others: Good citizenship in school, as well as elsewhere, includes respect for the rights of others. Students are required to respect the rights and privileges of each person in the school. This includes respect for the property of individuals and of the school.

F. Personal Standards: Students shall dress appropriately; meet standards of health and cleanliness; be honest, courteous, and moral; use only acceptable language; and refrain entirely from profanity and obscenity.

**PARENT RESPONSIBILITIES**

A. Support the schools in requiring the student to observe all school rules and regulations and accepting responsibility for any willful misbehavior on their part. Send students to school with proper attention having been given to health, personal cleanliness, and neatness of dress.

B. Maintain an active interest in the student’s daily work. Make it possible for them to complete assigned homework, particularly by providing a quiet place and suitable encouragement and conditions for study.

C. Comply with the school’s requests. This includes reading carefully all communications and signing and returning them as requested.

D. Cooperate with the school in attending conferences set up for exchanging information on the student’s progress in school and for planning for continued maintenance and improvement.

E. Check your child’s Student Planner daily for homework assignments and teacher communication.

**SCHOOL PERSONNEL RESPONSIBILITIES**

A. The Board holds all certificated personnel, in classrooms and on the campus, responsible for the proper conduct and control of students while under the legal supervision of the school, and supports all personnel acting within the framework of District Policy.

B. Responsibilities of classified personnel relating to student behavior shall be limited to those specifically authorized and assigned by the Superintendent, Education Code, and/or Principal or Department Heads.

C. Local school administrators are required to report to the local law enforcement agency incidents where suspected illegal acts occur. This includes reporting evidence and cooperating fully in the investigation of these incidents.

**UNIFORM COMPLAINT PROCEDURE**

Any individual, public agency or organization may file a written complaint regarding a specific program with the Coordinator of Special Projects. Investigation of the written complaint including opportunities for complainant to present evidence will be completed within 60 days, then an opportunity for appeal of the decision within 15 days. Please search the district website for “Uniform Complaint Procedure” to find further information.

**WILLIAMS SETTLEMENT LEGISLATION**

State law requires the following:
1. There should be sufficient textbooks and instructional materials. Each student, including English learners, must have a text book or instructional materials, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair.

If you do not think these requirements are being met, you can obtain a Uniform Complaint Form at the following location: School Office and the Office of Special Projects (626) 854-8390. Education Code, Section 35186(f)

SEXUAL HARASSMENT OF OR BY EMPLOYEES OR STUDENTS – P 4-4119.11

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

I. Sexual harassment of or by any employee shall not be tolerated. The governing board considers sexual harassment to be a major offense which can result in disciplinary action of the offending employee or suspension or expulsion of students.

II. Pursuant to Education Code Section 212.5 and CCR 4916, sexual harassment is defined as follows:

“For the purpose of this chapter, '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 whether it occurs between individuals of the same sex or individuals of opposite sexes, under any of the following conditions:

A. "Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, progress, or promotion.
B. "Submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual.
C. "The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
D. "Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, and services, honors, programs, or activities available at or through the educational institution."

III. Sexual Harassment by Employees

Personal conduct beyond working relationships may at some point become unwelcome. Employees placed on notice that the co-employee now believes the conduct to be unwelcome shall cease such conduct immediately. Any conduct of a sexual nature following such notice may be determined to be sexual harassment. Such conduct is subject to investigation by the employer on the complaint of an individual who believes it to be unwelcome. Upon completion of the investigation, the harasser may be subject to disciplinary action up to and including termination. Employees who participate in a consensual relationship, and at some point wish to discontinue the relationship, must clearly state to the other participant that the conduct is no longer consensual or welcome, and that all such conduct must cease.

A. Reporting Procedures for Employees:
The Board encourages and expects employees to immediately report incidents of sexual harassment by other employees or other individuals at their work site to their immediate supervisor, site administrator or to the Assistant Superintendent of Personnel. Victims of sexual harassment should file a formal complaint verbally or in writing as soon as possible.

B. Reporting Procedures for Students

Any student who feels that he/she has been the victim of sexual harassment by employees or other adults at the school as previously defined in this policy pursuant to the provisions of Education Code Section 212.5 or according to Regulation 5-5131 shall immediately file a complaint either verbally or in written form to a teacher, counselor, administrator at the school site or to the Director of Special Projects.

C. Any student who has knowledge of conduct by employees of the District, volunteers, or other individuals of the community which may constitute sexual harassment should immediately report verbally or in written form such conduct to a staff member or administrator of the school.

IV. Sexual Harassment by Students

In addition to the reasons specified in Education Code Section 48900, Section 48900.2 specifies that a pupil may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Education Code Section 212.5. (See Regulation 5-5131 for a more detailed description of sexual harassment between students.)

A. For purposes of this policy, the conduct described in Education Code Section 212.5 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 individual's academic performance or to create an intimidating, hostile, or offensive educational environment.

B. Reporting Procedures for Students

Any student who feels that he/she has been the victim of sexual harassment by students or other individuals at their school site as previously defined in this policy pursuant to the provisions of Education Code Section 212.5 or according to regulation 5-5131 shall immediately file a complaint either verbally or in written form to a teacher, counselor, administrator at the school site or to the Director of Special Projects.

C. Any student who has knowledge of conduct by other students at the school which may constitute sexual harassment should immediately report verbally or in written form such conduct to a staff member or administrator of the school.

V. Assistance In Reporting
A. In the event, employees or students desire specific assistance or information on the regulations or for reporting charges of sexual harassment, they may contact as follows: Students – contact Director of Pupil Services or Director of Special Projects (626) 965-2541; Employees – contact Assistant Superintendent of Personnel (626) 854-8336. The address to the District Office is 1830 South Nogales Street, Rowland Heights, CA 91748-2993.

B. In addition, employees or students may obtain further assistance in reporting sexual harassment or pursuing available remedies outside the District by contacting the State Department of Fair Employment and Housing at (213) 897-2840 or the U. S. Office of Equal Employment Opportunity Commission at (800) 669-EEOC. Social Service Personnel can also be contacted and their number is (800) 540-4000.

VI. Filing of Complaints
A. Any teacher, counselor, supervisor or administrator who has received a sexual harassment complaint, verbally or in writing from any student or employee, must forward a written report to the building administrator.

B. If the alleged harasser is a student, the building administrator must forward a report to the Director of Special Projects and if the alleged harasser is an employee or volunteer the building administrator must report it to the Assistant Superintendent of Personnel. Once the complaint has been reported, the building administrator or designee must commence an investigation. (See Procedures for Response to Formal Complaints R 6-6124.) Following the investigation and after making a determination that sexual harassment did occur, the harasser will be disciplined accordingly.

VII. Posting and Dissemination
A. This policy shall be displayed in the Administrative offices of the District. A copy of this policy shall be provided as part of the orientation program conducted for new students at the beginning of each quarter, semester, and summer session. A copy of this policy shall be provided to each faculty member, all members of the administrative staff and all classified employees at the beginning of each school year or at the time there is a new employee hired.

B. A copy of this policy shall also appear in any publication such as student handbooks or advice or rights which may be given to students, parents or employees during the course of the school year.

The Rowland Unified School District does not discriminate on the basis of race, color, national origin, ethnic group identification, ancestry, religion, age, marital status, gender, sex, sexual orientation, physical or mental disability, medical condition, and political belief or affiliation in admission or access to, or treatment or employment in, its programs and activities including adult and vocational education. Inquiries related to this statement should be forwarded as follows: Students contact -Director of Pupil Services or Director of Special Projects, (626) 965-2541; Employees- contact Assistant Superintendent of Personnel, (626) 854-8336.
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