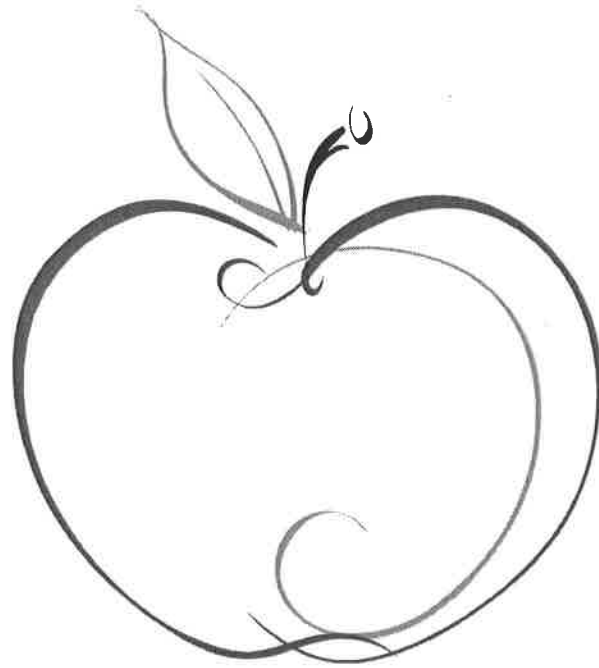


**Sacramento City Unified School District**

# **American Legion High School**



## **Student / Parent Handbook**

**Distance Learning**

**2020/2021 School Year**

# Student Handbook

## TABLE OF CONTENTS

	<b>Page</b>
Table of Contents _____	1
Principal's Message _____	2
Mission & School Beliefs _____	3
ESLOs _____	4
School Directory _____	5 - 6
School Calendar _____	7
Traditional Attendance Calendar _____	8
3-Week Block Schedule _____	9
American Legion After School Program _____	10
SCUSD Graduation Requirements _____	11
Notice to Parents (FERPA) _____	12
SCUSD Wellness Policy _____	13
Student Support Center _____	14
Rights and Responsibilities _____	15
Student Expectations _____	16
Google Classroom General Q&A _____	17-18

## PRINCIPAL'S MESSAGE

Dear Students and Parents/Guardians:

Welcome to the 2020-2021 school year at American Legion High School. This handbook is designed to assist you in having a successful school year.

Let me take this opportunity to welcome you and acquaint you with some of the ways we provide educational opportunities for our students. First, the school structure, curriculum and learning strategies are designed to help prepare students for life beyond high school. Whether life after high school leads to college or directly to a career, our goal is for our students to be successful, productive citizens.

At American Legion High School, we regularly modify the curriculum to better accommodate the learning needs of our diverse student population. Students have the opportunity to earn credits through various avenues. This diversity provides students the opportunity to recover credits at an accelerated pace. Students at American Legion receive the support they need to complete the required graduation requirements and develop a plan for success after graduation.

In order for a student to be fully successful, the student must demonstrate a personal sense of responsibility by taking advantage of all of the diverse learning opportunities at American Legion. Students must attend their scheduled classes, and complete distance learning assignments, each day and help contribute to a safe and supportive learning environment. American Legion students are to be respectful of themselves, others and the educational process at American Legion. The staff members at American Legion place an emphasis on helping students meet their social-emotional learning needs. Students attending American Legion will find a safe and comfortable educational environment that fosters student success.

I believe that family involvement is the key to student success. Parents of American Legion students will receive updates on the progress of their student on a regular basis. Parents are encouraged to maintain regular communication with their student's teachers. Throughout this school year families will receive information about ways they can engage in the educational process. I encourage you to take advantage of these opportunities.

Sincerely,

*Rich Baranowski*

Principal

## **Mission Statement**

American Legion High School students will complete an integrated, rigorous and relevant curriculum that prepares each student to be successful in post-secondary academic and career settings.

Updated- 3/22/2018

---

## **Our School Beliefs**

- **SUCCESS FOR ALL STUDENTS**
- **A SAFE SUPPORTIVE ENVIRONMENT**
- **DEVELOPING SELF-DIRECTED LEARNERS**
- **ALL STUDENTS ACHIEVING ACADEMIC, SOCIAL AND CAREER GOALS**

# ESLOs

(Expected School-Wide Learning Outcomes)

Every Student will be prepared to

- Demonstrate effective usage of reading, writing, listening, speaking and computational skills
- Demonstrate proficiency in all courses of study
- Demonstrate higher order thinking skills
- Demonstrate productive citizenship

Adopted February 21, 2002  
Re-affirmed March 22, 2018

**American Legion High School**  
3801 Broadway  
Sacramento, CA 95817  
(916) 395-5000 Fax (916) 277-6800

**SCHOOL DIRECTORY**

Rich Baranowski, Principal.....916-889-4631 (Cell Phone)  
Email- [richard-baranowski@scusd.edu](mailto:richard-baranowski@scusd.edu)

Charles Rosemeyer, Assistant Principal.....916-825-7676 (Cell Phone)  
Email- [charles-rosemeyer@scusd.edu](mailto:charles-rosemeyer@scusd.edu)

Melissa Thurman, Counselor.....395-5000  
Email- [melissa-thurman@scusd.edu](mailto:melissa-thurman@scusd.edu)

Michael White, Social Worker.....916-826-2541 (Cell Phone)  
Email- [michael-white@scusd.edu](mailto:michael-white@scusd.edu)

Lori Robinson, Attendance, Drop-out Interventionist..... 395-5000  
Email- [lori-robinson@scusd.edu](mailto:lori-robinson@scusd.edu)

Jason Coombs, Office Manager II..... 395-5000  
Email- [jason-coombs@scusd.edu](mailto:jason-coombs@scusd.edu)

Sally Uhlig, Registrar.....395-5000  
Email- [sally-uhlig@scusd.edu](mailto:sally-uhlig@scusd.edu)

Josh Bennett, Teacher..... 395-5000  
Email- [joshua-bennett@scusd.edu](mailto:joshua-bennett@scusd.edu)

Matt Brewer, Teacher..... 395-5000  
Email- [matt-brewer@scusd.edu](mailto:matt-brewer@scusd.edu)

Daniel Cacho, Teacher..... 395-5000  
Email- [daniel-cacho@scusd.edu](mailto:daniel-cacho@scusd.edu)

Keoni Chock, Teacher..... 395-5000  
Email- [keon-chock@scusd.edu](mailto:keon-chock@scusd.edu)

Cyndi Clarke, Teacher..... 395-5000  
Email- [cyndi-clarke@scusd.edu](mailto:cyndi-clarke@scusd.edu)

Rosa Gonzalez, Teacher..... 395-5000  
Email- [rosa-gonzalez@scusd.edu](mailto:rosa-gonzalez@scusd.edu)

Anna Gutierrez, Teacher..... 395-5000  
Email- [anna-gutierrez@scusd.edu](mailto:anna-gutierrez@scusd.edu)

Charlotte Herrington, Teacher..... 395-5000  
Email- [charlotte-herrington@scusd.edu](mailto:charlotte-herrington@scusd.edu)

Jim Mamola, Teacher..... 395-5000  
Email- [jim-mamola@scusd.edu](mailto:jim-mamola@scusd.edu)

Adrian Paz, Teacher..... 395-5000  
Email- [adrian-paz@scusd.edu](mailto:adrian-paz@scusd.edu)

Chris Rasmussen, Teacher..... 395-5000  
Email- [christopher-rasmussen@scusd.edu](mailto:christopher-rasmussen@scusd.edu)

Maria Elena Rasul, Teacher..... 395-5000  
Email- [maria-elena-rasul@scusd.edu](mailto:maria-elena-rasul@scusd.edu)

Heidi Summers, Teacher..... 395-5000  
Email- [heidi-summers@scusd.edu](mailto:heidi-summers@scusd.edu)

Shannon Torres, Teacher..... 395-5000  
Email- [shannon-torres@scusd.edu](mailto:shannon-torres@scusd.edu)

Ka Vang, Teacher..... 395-5000  
Email- [ka-vang@scusd.edu](mailto:ka-vang@scusd.edu)

Jennifer Walker, Teacher..... 395-5000  
Email- [jennifer-walker@scusd.edu](mailto:jennifer-walker@scusd.edu)



# Secondary School Calendar Summary

**SCHOOLS OPEN..... Thursday, September 03, 2020**

Labor Day..... Monday, September 7, 2020

Veterans' Day Holiday..... Wednesday, November 11, 2020

Thanksgiving Holidays .....Saturday, November 21, 2020 through Sunday, November 29, 2020

Winter Holidays .....Saturday, December 19, 2020 through Sunday, January 4, 2021

Martin Luther King, Jr. Day Holiday..... Monday, January 18, 2021

Lincoln's Day Holiday..... Monday, February 8, 2021

President's (Washington's) Day Holiday..... Monday, February 15, 2021

Spring Holidays .....Saturday, March 27, 2021 through Sunday, April 4, 2021

Memorial Day Holiday..... Monday, May 31, 2021

**Last Day of Instruction.....Thursday, June 17, 2021**





# Human Resource Services

## Traditional Attendance Calendar

### 2020-21 School Year

JULY							AUGUST							SEPTEMBER							OCTOBER									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
			1	2	3	4						1			1	2	**3	4	5					1	2	3				
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10			
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17			
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24			
26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	25	26	27	28	29	30	31
Days: 0							Days: 0							Days: 19							Days: 22									
NOVEMBER							DECEMBER							JANUARY							FEBRUARY									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
					6*	7			1	2	3	4*	5						1	2			**1	2	3	4	5	6		
8	*9	10	11	12	13	14	6	*7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13			
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20			
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27			
29	30	27	28	24	25	26	27	28	29	30	31	24	25	26	27	28	29*	30	28											
Days: 15							Days: 14							Days: 19							Days: 18									
MARCH							APRIL							MAY							JUNE									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
		1	2	3	4	5	6					1	2	3							1				1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12			
14	15	16	17	18	19*	20	11	12	13	14	15	16*	17	9	10	11	12	13	14	15	13	14	15	16	17**	18	19			
21	*22	23	24	25	26	27	18	*19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26			
28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30										
Days: 20							Days: 20							Days: 20							Days: 13									

**Legend:** \* Semester Begins and Ends      ◆ Trimester Begins and Ends      □ School Month Ends  
 • Quarter Begins and Ends

**RED** School Holidays / Other Days Not in Session  
**PURPLE** Non-Instructional Day/ Faculty Work Day  
**160 Instructional Days**

Semester = 89/91  
 Quarter = 46/43/48/43  
 Trimester = 60/62/58

Revised: June 8, 2020

# American Legion High School

## 3-Week Block Schedule 2020/2021

Terms	Block #	1 <sup>st</sup> Day of 3 Wk Block	End of 3 Wk Block	Week
1	1	September 3, 2020	September 24, 2020	1-3
	2	September 25, 2020	October 15, 2020	4-6
2	3	October 16, 2020	November 5, 2020	7-9
	4	November 6, 2020	December 4, 2020	10-12
3	5	December 7, 2020	January 8, 2021	13-15
	6	January 11, 2021	February 1, 2021	16-18
4	7	February 2, 2021	February 24, 2021	19-21
	8	February 25, 2021	March 17, 2021	22-24
5	9	March 18, 2021	April 14, 2021	25-27
	10	April 15, 2021	May 5, 2021	28-30
6	11	May 6, 2021	May 26, 2021	31-33
	12	May 27, 2021	June 17, 2021	34-36

## American Legion After School Program

American Legion's after school program (ASSET's) is a unique program that focuses on providing enrichment, credit recovery, social & emotional learning and career readiness options to American Legion's students.

### **Examples of classes/activities in the after school program:**

**Online Credit Recovery-** Students have the ability to recover credits utilizing online courses approved by the Sacramento City Unified School District. This option allows students to move at their own pace through a course while receiving additional support from a credentialed staff member.

**Social Science-** A number of social science classes that are requirements for graduation are offered in the after school program.

**English-** English courses are offered to students who need to recover English credits.

**\*\* All students are encouraged to enroll in the after school program during their student orientation and regularly attend the program.**

# SCUSD Graduation Requirements

The total number of credits required of each student shall be two hundred and twenty-five (225).

Specific requirements by subject area shall be as follows:

## **English - 40 credits\*\*\***

A student must pass forty credits in English approved in the district program of study. (ten credits English 9, ten credits English 10, ten credits English 11 and ten credits English 12)

## **Fine Arts - 10 credits**

A student must pass ten credits in courses approved by the district for Fine Arts credit.

## **Science - 20 credits**

A student must pass ten credits in Physical Science and ten credits in Biological Science.

## **Mathematics - 20 credits**

A student must pass twenty credits in Mathematics, including integrated Math 1 and integrated Math 2.

## **Physical Education - 20 credits**

A student must pass twenty credits in courses approved by the district for Physical Education credit.

## **Social Science – 40 credits**

A student must pass ten credits of world history, ten credits of United States history, five credits of United States government, five credits of Geography, five credits of Economics and five credits of Contemporary Global Issues.

## **Senior Project**

A student must complete a Senior Project or successfully complete a semester course to prepare and present an acceptable Project.

## **Technology Literacy**

A student must demonstrate proficiency in technology literacy either by passing a challenge examination or passing a course approved by the district for Technology Literacy credit.

## **World Language - 10 credits**

A student must pass ten credits in courses approved by the district for World Language credit.

\*\*\* Senior Project will be completed during the student's enrollment in English 12.

# Notice to Parents- Please Read

## **Family Educational Rights and Privacy Act (FERPA)**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal Law, requires that American Legion High School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, American Legion may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Sacramento City Unified School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs,
- Sports activity sheets, such as wrestling, showing weight and height of team members.

Directory information, information that is generally not considered harmful of and invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses, and telephone listings-unless parents have advised the LEA (school) that they do not want their student's information disclosed without their prior written consent.

If you do not want Sacramento City Unified School District to disclose (provide) directory information from your child's education records without your prior written consent, you must notify the district in writing within a week of registration. American Legion has designated the following information as directory information:

Student's name	Participation in officially recognized activities and sports.
Address	Degrees, honors and awards received
Telephone listing	The most recent educational agency or institution attended.
Electronic mail address	
Major field of study	
Dates of attendance	
Grade level	

## SCUSD Wellness Policy

“A Wellness Policy is an important tool for parents, educational agencies and school districts in promoting student wellness, preventing and reducing childhood obesity, and assuring that school meal nutrition guidelines meet the minimum federal school meals standards. It contains goals specifically for nutrition promotion and education, physical activity, and other school based activities that promote student wellness.” –USDA

### **Frequently Asked Questions:**

#### **What may be served and sold on campus?**

Foods and beverages served and sold in schools must meet strict federal and state regulations for calories, saturated fat, sodium, sugar and trans fat. For an easy-to-use list, visit [www.scusd.edu/wellnesspolicy](http://www.scusd.edu/wellnesspolicy).

#### **When are these regulations in effect?**

PreK-8th grade: Regulations are effective from midnight to a half hour after the school day or expanded learning (whichever is later).

High schools: Regulations are effective from midnight to a half hour after the school day.

#### **How can you tell which foods are compliant?**

Other than fresh fruits and vegetables, which are always compliant, food compliance varies widely. Use the California Project Lean calculator to determine compliance of items: [www.californiaprojectlean.org](http://www.californiaprojectlean.org)

#### **To whom do these regulations apply?**

These federal and state regulations apply to Non-Charter Public Schools participating in the National School Lunch Program.

#### **Do these regulations apply to food items that students bring from home for their own personal consumption?**

No – Parents may decide what food items they want their own child to have.

#### **May teachers give students candy/food as a reward for good behavior?**

No – BP 3050 Student Wellness Policy restricts the use of food for rewards. The district as a whole wants to limit access to unhealthy items during the school day that decay teeth and teach unhealthy lifelong habits.

#### **Do these regulations apply to sports games and parent-sponsored events?**

Concessions sold at a sporting events may begin 30 minutes after the school day ends at any grade level. The regulations do not apply to food sold to adults.

These regulations do not apply to food sold at events held in the evenings or on weekends.

### **Fundraising:**

School student-organizations must comply with all food and beverage standards. This includes how many items they can sell, pre-approval of the items, when they can sell, how many sales can be done per year, and more. The regulations apply to food sold and served to students before school, during the school day and until 30 minutes after the conclusion of any extended learning program for EK – 8th grade schools. These regulations apply to food sold and served to students before school, during the school day and until 30 minutes after the conclusion of the standard school day for 9-12th grade schools.

## Student Support Center

The American Legion student support center is located in the main building in room 119. The student support center is overseen by Michael White, MSW, PPSC. The following services are available in the student support center:

- Confidential Support with school, home and personal matters
- Individual Counseling
- Group Counseling (Grief and loss, alcohol and drug, anger management)
- Connections to school and community resources (Youth shelters, parent education, job assistance, homeless services, food and clothes closets)
- Conflict resolution
- Mentoring programs
- Backpacks, school supplies, personal hygiene and sanitary products

Mr. White will be providing support center services remotely during this period of school closure. If you would like your student to receive services at the student support center, please contact Michael White at (916) 826-2541 (Cell Phone) or [michael-white@scusd.edu](mailto:michael-white@scusd.edu) .

## **RIGHTS AND RESPONSIBILITIES**

### **Students' Rights:**

1. Receive an appropriate education program.
2. Be informed about school and district rules and regulations pertaining to students.
3. Attend school and classes unless removed under due process as specified in the Education Code and district procedures.
4. Attend school in an academic and social climate that is free from fear and violence.
5. Receive fair and reasonable treatment from those who are responsible for enforcing standards for student behavior.

### **Students' Responsibilities:**

1. To be in school every day.
2. Be on time to each class.
3. Be prepared to learn and achieve at the highest level daily.
4. Bring basic student supplies and required materials/assignments to class daily.
5. Bring appropriate verification to school when absent or late.
6. Know and obey school rules.
7. Follow directions and requests of school personnel at all times.
8. Be courteous and respectful to school staff, other students and the public.
9. Behave in such a way that it does not disrupt the learning of others
10. Dress appropriately at school and at all school events.
11. Respect public and personal property.
12. Do not bring inappropriate or prohibited items or objects to school or related events.

### **Parent/Guardian Rights:**

1. Expect that quality teaching and learning takes place daily.
2. Be informed of district policy and school rules and regulations related to your student.
3. Visit the school and your student's classroom. Parents/Guardians meet with the American Legion administration to review classroom visitation guidelines.
4. Participate in conferences with teachers or counselors regarding the academic and behavioral status of your student. (Please make appointments).
5. Inspect your student's records with the assistance of a certificated staff member.
6. Be informed of significant facts and school action related to your student's conduct and academic progress.

### **Parent/Guardian Responsibilities:**

1. Assure that your student is in school and on time every day.
2. Assist your student in being prepared for school by providing appropriate materials for their academic success, proper nutrition, adequate sleep and a quiet place to study.
3. Notify the school the same day of any absences stating the reason for your student's legitimate absence or when he/she must leave campus during the school day. Phone or send a note immediately with the date and reason of absence.
4. Complete an emergency notification card that includes the name and phone number of other adults who can be contacted in the event of an emergency and provide updates when information changes.
5. Be reachable by school staff, during the day by providing current phone numbers to include, but not limited to home, work, emergency, cell numbers.
6. Cooperate with the school staff to help your student when discipline, attendance or progress in school becomes a concern.
7. When visiting the American Legion campus, sign in at the front podium and wear the visitor's badge you are given the entire time you are on campus.



## **STUDENT EXPECTATIONS**

### **Sexual Harassment:**

It is the policy of the Sacramento City Unified School District to maintain a learning and working environment that is free from sexual harassment. Sexual harassment is a form of discrimination under Title IX of the Education Amendment of 1972 and is prohibited by both Federal and State law. This policy pertains to teachers, staff, and students. Engaging in sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors and other verbal, visual or physical conduct of a sexual nature thereby creating a negative impact on academic performance or an intimidating, hostile or offensive educational environment.

### **Complaint Procedures:**

Any student who wishes to file a complaint of sexual harassment may do so by contacting any staff member or by filling out a complaint form. Complaint forms are available from any staff member. All complaints will be kept confidential and will be investigated to determine validity of the charge and to determine the appropriate remedy of the problem.

**Consequences:** A substantiated charge against any person in the school district will subject the violator(s) to disciplinary action.

**If you feel a staff member is wrong, there is a process to assist you. Follow the staff's directions and at a later time, ask to see an administrator. The place for resolving disputes is in the administrator's office.**

American Legion High School  
Student/Parent Google Classroom General Q&A's

**Q. Where do I find my assignments?**

**A. Assignments can be found on the stream page; however, it is easier to find assignments under "Classwork" located at the top of the page.**

**Q. What is the "Stream?"**

**A. The "Stream" shows the most recent notifications, announcements, posts, and assignments and is updated daily.**

**Q. How do I know when something is due?**

**A. The due date will be posted on each assignment and can be viewed when opened. Upcoming due dates will be posted on the left hand side of the screen in the box "Upcoming."**

**Q. Under "Classwork" I click on the title of my assignment but it does not show me extra details, provide me with additional information, or open the assignment altogether. What do I do?**

**A. You need to click on "View Assignment" located at the bottom of the post in order to open the entire assignment.**

**Q. I completed an assignment but my teacher still gave me a 0 for it? Why?**

**A. In order for teachers to be notified that you completed the assignment, you must click the button that says "Submit" or "Turn in" to be graded. Teachers will not be notified of your completion if you do not submit or turn in your work.**

**Q. I turned in my work but when I open it will not let me make changes. What do I do?**

**A. If you noticed you made an error and need to make corrections, you need to click the "Un-submit" button to retrieve your document and make corrections. Please note, you MUST turn it back in to get credit.**

**Q. My teacher gave me a 0 on an assignment and said it was because I did not turn it in, but my portal says it was submitted. Why?**

**A. When a teacher gives a grade, the system registers it as accepting the submission, but this does not prove you turned in the document. Talk to your teacher about what you can do to make up the work and change your grade.**

**Q. I have a private question about the assignment. Where do I ask it so my peers do not see my question?**

**A. You must ask your question under the assignment where it says “Private Comment.” If you post where it says “Class Comment” the entire class will see it. If you are unsure, you can always email your teacher with your question.**

**Q. My teacher said I need to complete an assignment but I do not see a document. What do I do?**

**A. In this situation you will have a button that says “+ Add or Create” and you can select the type of document you wish to use.**

**Q. Google Documents automatically saves my work. Does Google Classroom save my posts when I respond to people or ask questions?**

**A. No, unfortunately Google Classroom will erase everything if you do not post a comment. There is no button to save for later. You may be able to edit your response later if your teacher has activated this option. Contact your teacher for details.**

**Q. My teacher uploaded material and a document for me to work on but Google Classroom won't let me see both at the same time. What do I do?**

**A. Open up the document on a separate tab so you can toggle between the two pages.**

**Q. How do I check what I am missing or what my grade is?**

**A. Aside from checking Infinite Campus for your grade and missing assignments, you can go to Classwork to see individual missing assignments or you can click “Grades” at the top of the page. If this option is not available, please contact your teacher.**

**Q. How do I go back to my other classes?**

**A. Click the 3 horizontal lines on the upper left corner of your screen and select “Classes” or select the class you wish to view.**