Sacramento City Unified School District

American Legion High School

MCj03595710000[1]

Student / Parent

Handbook

2022/2023 School Year

Student Handbook

TABLE OF CONTENTS

Page

Table of Contents 1

Principal’s Message 2

Mission & School Beliefs 3

ESLOs 4

School Directory 5

School Calendar 6

Traditional Attendance Calendar 7

Class/Bell/Minimum Day Schedule 8

3-Week Block Schedule 9

Student Activities and Sports 10

Extracurricular Participcation Requirements 11

American Legion After School Program 12

SCUSD Graduation Requirements 13

Graduation Ceremony Information 14

Notice to Parents (FERPA) 15

SCUSD Wellness Policy 16

Student Support Center 17

Dress Code 18

Continuing Senior Agreement 19

Behavior Attendance Agreement 20

Attendance Information 21

School Policies, Inactive Students, Independent Study 22

Enrichment and Assistance Programs 23

Rights and Responsibilities 24

Rules for Use of Computers and Computer Networks 25

Student Expectations – Student Conduct 26

Policies/Rules/Expectations 27

Student Expectations – Classroom/Hallway 28

PRINCIPAL’S MESSAGE

Dear Students and Parents/Guardians:

Welcome to the 2022-2023 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 every class, on time, 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. Each student at American Legion is required to attend an orientation conference with their parent/guardian and a member of the American Legion administrative team. This orientation provides the student and their family the chance to learn about American Legion and have any questions they might have answered. 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………………………...……….……395-5000

Charles Rosemeyer, Assistant Principal………………………….395-5000

Melissa Thurman, Counselor..........................................................395-5000

Ex: 500022

Norma Castaneda Office Manager…......……..….……….…........ 395-5000

Jason Coombs, Registrar……..........……………..........................395-5000

Ebony Cole, Plant Manager ..….......………………….................395-5000

Ex: 500050

Teachers *(Message Only)*…………......................……….…….. 395-5000



Secondary School Calendar Summary

SCHOOLS OPEN.............................................................................. Thursday, September 1, 2022

Labor Day…………………………………………………….…………. Monday, September 5, 2022

Veterans’ Day Holiday......................................................................... Thursday, November 11, 2022

Thanksgiving Holidays ..................Saturday, November 21, 2022 through Sunday, November 27, 2022

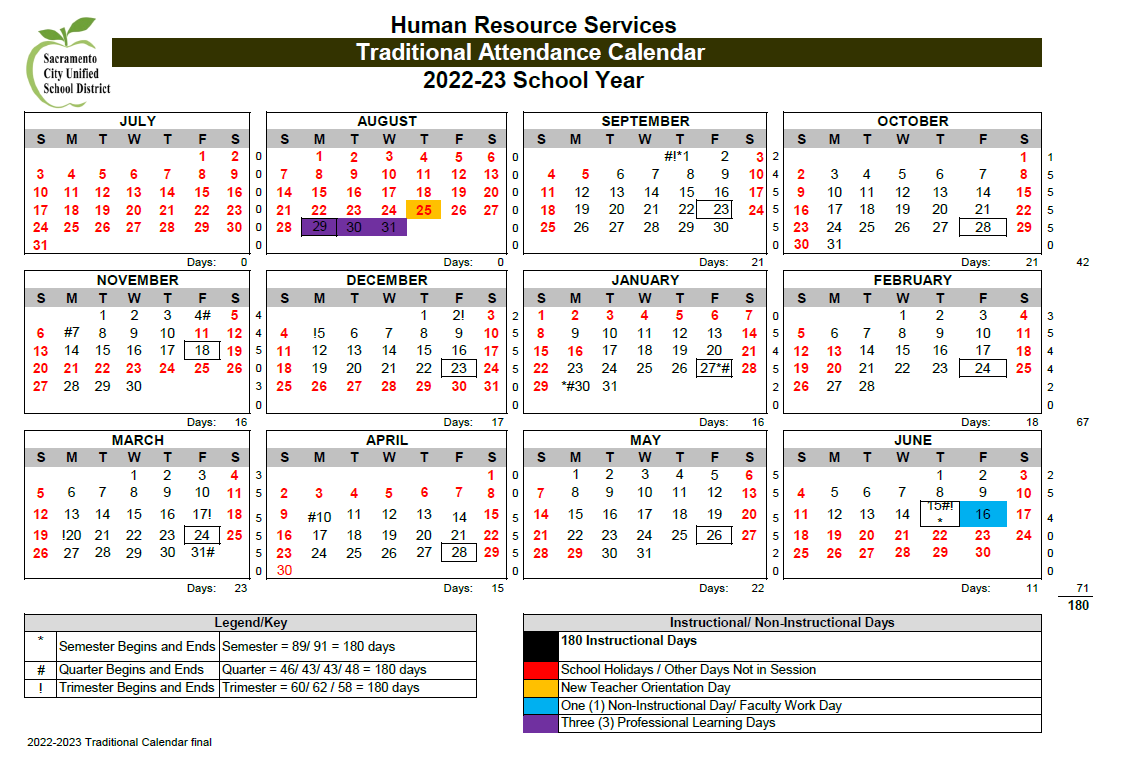
Winter Holidays .................................Saturday, December 24, 2022 through Sunday, January 8, 2023 Martin Luther King, Jr. Day Holiday.......................................................... Monday, January 16, 2023

Lincoln’s Day Holiday............................................................................... Monday, February 13 2023

President’s (Washington’s) Day Holiday.................................................. Monday, February 20, 2023

Spring Holidays ...............................................Saturday, April 1, 2023 through Sunday, April 9, 2023 Memorial Day Holiday.................................................................................... Monday, May 29, 2023

**Last Day of Instruction.................................................................................Thursday, June 15, 2023**



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bell Schedule  American Legion High School  2022-2023 | | | | | |
| Regular Day Schedule M Tu W F | |  | Thursday Schedule | | |
| Breakfast  8:00 am – 8:25 am | |  | Breakfast  8:00 am – 8:25 am | | |
| Passing Period 8:25 am - 8:30 am | |  | Passing Period 8:25 am - 8:30 am | | |
| Period 1 | 8:30 am – 9:29 am |  | Period 1 | 8:30 am – 9:19 am | |
| Period 2 | 9:34 am – 10:33 am |  | Period 2 | 9:24 am – 10:13 am | |
| Period 3 | 10:38 am – 11:37 am |  | Period 3 | 10:18 am – 11:07 am | |
| Period 4 | 11:42 am – 12:41 pm |  | Period 4 | 11:12 am – 12:01 pm | |
| Lunch | 12:41 pm – 1:14 pm |  | Lunch | 12:01 pm – 12:34 pm | |
| Period 5 | 1:19 pm – 2:18 pm |  | Period 5 | 12:39 pm – 1:28 pm | |
| Period 6 | 2:23 pm – 3:22pm |  | Period 6 | 1:33 pm – 2:22 pm | |
|  |  | | | |  |

|  |  |
| --- | --- |
| Minimum Day Schedule | |
| Breakfast  8:00 am – 8:25 am | |
| Passing Period 8:25 am - 8:30 am | |
| Period 1 | 8:30 am – 9:12 am |
| Period 2 | 9:17 am – 9:57 am |
| Period 3 | 10:02 am – 10:42 am |
| Period 4 | 10:47 am – 11:27 am |
| Period 5 | 11:32 am – 12:22 pm |
| Period 6 | 12:27 pm – 1:07 pm |
| Lunch | 1:07 pm – 1:15 pm |

|  |  |
| --- | --- |
| Minimum Days | |
| Oct. 14, 2022 | Jan 31, 2023 |
| Nov. 18, 2022 | March 15, 2023 |
| Dec. 2, 2022 | May 3, 2023 |
| Dec. 23, 2022 | June 9, 2023 |
|  |  |
| June 12-15, 2023 | |

American Legion High School

3-Week Block Schedule

2022/2023

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Terms | Block # | 1st Day of  3 Week Block | End of  3 Week Block | Week |
|  |  |  |  |  |
| 1 | 1 | Sept 1 | Sept 22 | 1-3 |
|  |  |  |  |
|  | 2 | Sept 23 | Oct 13 | 4-6 |
|  |  |  |  |  |
| 2 | 3 | Oct 14 | Nov 3 | 7-9 |
|  |  |  |  |
| 4 | Nov 4 | Dec 2 | 10-12 |
|  |  |  |  |  |
| 3 | 5 | Dec 5 | Dec 23 | 13-15 |
|  |  |  |  |
|  | 6 | Jan 9 | Jan 30 | 16-18 |
|  |  |  |  |  |
| 4 | 7 | Jan 31 | Feb 22 | 19-21 |
|  |  |  |  |
|  | 8 | Feb 23 | March 15 | 22-24 |
|  |  |  |  |  |
| 5 | 9 | March 16 | April 12 | 25-27 |
|  |  |  |  |
|  | 10 | April 13 | May 3 | 28-30 |
|  |  |  |  |  |
| 6 | 11 | May 4 | May 24 | 31-33 |
|  |  |  |  |
|  | 12 | May 25 | June 15 | 34-36 |

American Legion Sports

Men’s Basketball:

American Legion men’s basketball team competes in the Sacramento Athletic Conference (SAC) against other alternative education schools in the greater Sacramento area. American Legion has been league champions the last two seasons of league play. Students must demonstrate appropriate behavior and academic achievement in order to participate on the American Legion basketball team.

Co-Ed Soccer:

American Legion’s co-ed soccer team competes in the SCUSD Small High School League against other small high schools in the Sacramento City Unified School District. Students must demonstrate appropriate behavior and academic achievement in order to participate on the American Legion co-ed soccer team.

Co-Ed Volleyball:

American Legion’s co-ed volleyball team competes in the SCUSD Small High School League against other small high schools in the Sacramento City Unified School District. Students must demonstrate appropriate behavior and academic achievement in order to participate on the American Legion co-ed volleyball team.

Co-Ed Basketball:

American Legion’s co-ed basketball team competes in the SCUSD Small High School League against other small high schools in the Sacramento City Unified School District. Students must demonstrate appropriate behavior and academic achievement in order to participate on the American Legion co-ed basketball team.

Requirements for participating in athletics at American Legion:

* Each participant must have a valid athletic physical completed within the calendar year.
* Participants must be passing all of their classes and maintain a 2.0 GPA in order to compete in a game. Weekly progress reports must be completed by all participants each Monday during the season.
* Maintain 80% attendance.
* Display appropriate behavior at all times on campus.
  + A discipline referral and/or suspension may prevent participation.

Students who desire to attend proms or dances at another school:

Students may attend prom and dances at other high schools while at American Legion. The American Legion student must be invited by a current student at the school and fill out all permission slips and paperwork required by the school. All students must also obtain permission from an American Legion administrator prior to attending the event.

Permission will be given only if the student meets the following:

* Has portrayed a positive image at American Legion.
* Has maintained 80% class attendance
* No suspensions or major referrals during the current school year.

*Students who wish to bring a guest to an American Legion function will go through the same process by obtaining a Guest Permission Slip from the Student Advisor.*

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.

The after school program meets each day after school until 6:00 p.m.

• Please note - The after school program will meet until 4 p.m. on minimum days.

Examples of classes/activities in the after school program:

PE/Athletics- American Legion fields teams in men’s basketball and co-ed soccer, volleyball and co-ed basketball. Students wishing to participate in the American Legion athletic program must be enrolled in the after school program in order to participate.

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.

\*\* Students are not allowed to leave the American Legion campus at the end of the school day and return for the after school program.

\*\* 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. Graduation Ceremony Information

American Legion will host a graduation ceremony for students who have completed all of the graduation requirements set forth by the Sacramento City Unified School District.

Where: Hiram Johnson High School

When: Thursday, June 8, 2023 at 6:00 PM.

To participate in the graduation ceremony, students must complete all graduation requirements by June 7, 2023 and attend the graduation rehearsal at 9:30 AM the morning of the ceremony, June 8, 2023.

Tickets:

Six (6) tickets to the graduation ceremony will be issued to each graduate.

No additional tickets to the ceremony will be available. Each attendee, regardless of age, will be required to have a ticket to enter the graduation ceremony venue.

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

Address activities and sports.

Telephone listing Degrees, honors and awards received

Electronic mail address The most recent educational agency

Major field of study or institution attended.

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.

**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

**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

If you would like your student to receive services at the student support center, please contact Michael White at (916) 395-5000.

American Legion High School Student Dress Code Agreement

The undersigned student and his/her parent(s) or guardian(s) agree that student will fully and carefully abide by all the dress code requirements and regulations contained in the student handbook while attending American Legion High School during the 2022-2023 school year. The student is in agreement that they will not wear the following on campus:

* Clothing, accessories or markings that display obscene, violent, vulgar or discriminatory phrases, pictures or symbols.
* Clothing, accessories or markings with gang related phrases, materials or violent pictures or drawings.
* Items advertising controlled or illegal substances. This includes items advertising alcohol, tobacco products, firearms, marijuana or any other illegal or controlled substance. This includes, but is not limited to, clothing advertising brands such as Backwoods and Cookies.
* Pants that are too long, low sagging or too baggy.

*Note: Pants must be properly fitted and worn at the waist.*

* Any top that shows cleavage, bras, tops or shirts with oversized armholes.
* For the safety and consideration of our students and staff, items that memorialize a departed loved one are not allowed on campus. This includes, but is not limited to, articles of clothing, jewelry, buttons and placards.
* At this time, everyone is required to wear a face covering at all times when indoors even during athletics/PE & regardless of vaccination status.

The parent(s) or guardian(s) of the student will familiarize themselves with all the provisions of the student handbook and will do everything in their power to see to it that the student complies fully with all those provisions. The parent(s) or guardian(s) of the student agree that they will arrange for transportation or allow for another method, such as walking or riding a bicycle, for their son/daughter if they must be removed from school because of a dress code infraction.

If the undersigned student fails to comply with the dress code agreement they are subject to the following:

* Removal of school for the day of the infraction.
* Disciplinary consequences up to and including suspension.
* Removal from all classes the student is currently enrolled in.
* Referral to the student hearing office for a possible change of placement.

Note- The administration of American Legion will make the final decision on the acceptability of a student’s dress.

Continuing Senior Attendance/Behavior Agreement

You have been enrolled in high school for four years and have not yet met the requirements for high school graduation. However, you are progressing satisfactorily and will be given the opportunity to continue at American Legion High School for the 2022-2023 school year. In order to take advantage of this opportunity you are required to sign and abide by the terms of this attendance/behavior contract and participate in the development of your graduation plan. You are expected to complete the graduation requirements you have remaining by the end of the 2022-2023 school year. Your progress will be evaluated at the end of each block and a decision about your continued enrollment will be made. In order to continue to be enrolled as a student at American Legion you must meet the following requirements during each block:

* Maintain 80% attendance during each block.
* Display appropriate behavior while in attendance at American Legion.
  + A discipline referral and/or suspension may terminate enrollment at American Legion School.
* Make successful academic progress towards graduation.
  + Students are expected to earn 24 units in each class every 6 weeks until all graduation requirements have been met.
* Maintain a 6 class schedule until all graduation requirements are completed.

\*\*Please Note: The undersigned student has been enrolled in high school for four years and is now or will be 18 years of age prior to the 2022-2023 school year, and therefore, is no longer under compulsory education laws. Failure to comply with the terms of this agreement will result in the student’s permanent withdrawal from American Legion High School.

American Legion High School

Behavior/Attendance Agreement

The undersigned student and his/her parent(s) or guardian(s) agree to the following regarding the student’s further attendance at American Legion High School:

The student will fully and carefully abide by all the requirements and regulations in the student handbook. The student will attend all their scheduled classes throughout the day and make every effort to arrive at those classes on time. The student and his/her parent(s) or guardian(s) agree that the student will not use cell phones or other electronic devices in classrooms or in the hallways or other areas of the school during scheduled instructional time. The parent(s) or guardian(s) of the student will familiarize themselves with all the provisions of the student handbook and will do everything in their power to see to it that the student complies fully with all those provisions.

The student and his/her parent(s) or guardian(s) understand that the faculty and administration of American Legion High School expect full compliance with this agreement.

American Legion High School

3801 Broadway Sacramento, CA 95817

 (916)-395-5000 FAX (916)-277-6800

Rich Baranowski, *Principal*

ATTENDANCE INFORMATION

Dear Parents: This notice is to inform all American Legion High School parents of the School District’s policy regarding attendance.

Board Policy Administrative Regulation 5113 – A.R. 5113 (c). After 10 absences for illness that have been verified by methods 1& 2 shown below, any further absences for illness must be verified by a physician.

Method 1: Written note from parent/guardian, or parent representative.

(Ed Code 46012)

Method 2: Conversation in person or by telephone, between the verifying employee and the student’s parent/guardian or parent representative.

NOTE: Any absence for illness verified by a doctor’s note does not “count” against the 10.

AFTER 10 ABSENCES/Truant Tardies, ANY ABSENCE THAT IS NOT VERIFIED BY A PHYSICIAN IS AN UNEXCUSED ABSENCE.

Any student who is absent from school without a valid excuse or tardy in excess of 30 minutes is truant from school and shall be reported to the attendance supervisor or to the superintendent designee.

Students who show a pattern of poor attendance will be required to attend a SART meeting with their parent or guardian. SART meetings will be take place in the American Legion parent resource center and be conducted by American Legion’s Dropout and Attendance Interventionist, Lori Robinson. Students who do not show an improvement in their attendance following the SART meeting will be eligible to be taken to a SARB hearing at the SCUSD Hearing and Placement Office.

Daily student attendance contributes directly to success in the classroom. Students are expected to attend all classes and to be on time unless properly excused. Absences for any reasons are to be cleared through the Attendance Office.

Verifying Absence by Notes/Telephone: Occasionally a student may be absent from school. All absences must be verified by the parent/guardian or the absence will be considered truancy after 3 days. Absences must be excused by a note from the parent/guardian. The note, with the student’s full name indicating the date(s) and reason for absence, is given to the Attendance Office. Contact can be made with the Attendance Office from 7:30 am to 4:00 p.m. at (916) 395-5000.

SCHOOL POLICIES

Philosophy:

Our staff believes that the behavior of students should reflect standards of good citizenship expected by members of a democratic society. The students shall be expected to respect constituted authority, laws, school policies regulations and assume personal responsibility for their education and behavior, maintain high standards, of courtesy, decency and morality; respect real and personal property; and exhibit pride in their work and achievement.

As provided in the Education Code of the State of California, parents shall be held financially responsible for willful misconduct on the part of their children.

INACTIVE STUDENTS

A student will be dropped when he/she is absent from school after ten days. A letter is sent to the parent indicating the inactive status of the student. The Placement Officer and SARB officer will be notified to determine educational placement of the student. If the student is reinstated at, he/she will be required to attend a parent/student meeting with an administrator at the school. If you have other concerns regarding your student’s attendance, contact the Attendance Office at 395-5000.

INDEPENDENT STUDY

When a doctor’s note is presented to the school indicating that a student is unable to attend school for a minimum of 6 weeks, the counselor will work with the district and the family to establish a home teacher for the time the student is excused from school attendance.

*ENRICHMENT AND ASSISTANCE PROGRAMS*

Student Crime Watch Program

Take responsibility for your school community. Do the right thing! Watch out for theft, vandalism, drugs, weapons and assault. If you have information regarding a crime, call (916) 643-7444. Your message will be recorded in strict confidence. Your name is not necessary, your secrecy is.

Parent Center

American Legion has established a Parent Center on campus. The center will be open during school hours to provide information such as job listings, health resources, and academic information. The center will also offer a support group for parents. If you would like to volunteer in the center, please call (916) 395-5000.

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).

1. Inspect your student's records with the assistance of a certificated staff member.
2. 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.

1. 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.

1. 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.
2. Be reachable by school staff, during the day by providing current phone numbers to include, but not limited to home, work, emergency, cell numbers.
3. Cooperate with the school staff to help your student when discipline, attendance or progress in school becomes a concern.
4. 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.

RULES FOR USE OF COMPUTERS AND COMPUTER NETWORKS

Important Information for Students, Staff and Parents

When you use school computers, you agree to:

1. Follow the directions of the teachers and school staff.

2. Abide by the rules of the school and school district.

3. Obey the rules of any computer network access.

4. Be considerate and respectful of other users.

5. Use school computers for school-related education and research only.

6. Not to use school computers and networks for personal or commercial activities.

7. Not change any software or documents (except documents you create).

Use of school computers and access to the Internet is a privilege:

1. If you do not follow the rules you may be disciplined and lose your computer privileges.

Do not produce, distribute, access, use, or store information which is:

1. Unlawful

2. Private or confidential

3. Copyright protected

4. Harmful, threatening, abusive or denigrates others.

5. Obscene, pornographic or contains inappropriate language.

6. Interferes with or disrupts the work of others.

7. Causes congestion or damage to systems.

Protect your password:

1. Do not allow anyone else to use your password and do not use anyone else’s password.

E-mail etiquette:

1. Give only your e-mail address for communication.

2. Never give out personal information such as your home address or telephone number.

3. Protect the privacy of others. Never give out personal information about yourself or anyone

else.

4. Check your e-mail frequently and delete unwanted messages.

5. End e-mail messages with:

* Your name
* School name
* Sacramento City Unified School District
* Your Internet address (no more than 4 lines allowed)

6. Follow basic guidelines for good writing:

* Be concise and brief by using descriptive titles
* Summarize your responses and use normal punctuation
* Check your spelling
* Do not use all capital letters

STUDENT EXPECTATIONS

STUDENT CONDUCT:

Students are expected to report to class on time, to be prepared for class, and bring appropriate materials. Students are expected to be cooperative in class, remain in their seats and refrain from improper behavior and physical contact with others. Personal grooming aides, lotions, lipstick, Chapstick, brushes, etc. are considered a classroom disruption and shall not be used in classrooms. The discipline policy will be in effect on school grounds, during all extracurricular school functions, and on the way to and from school.

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. If it is found that the staff member is wrong, the situation will be immediately rectified. The place for resolving disputes is in the administrator’s office.

Electronic Device/Cellular Phone Policy

Cell phones and other electronic devices are not to be used during classroom instructional time. The following procedures will be followed when a student is referred to the discipline office for using an electronic device during instructional time.

First Policy Violation- Student will be required to submit their electronic device to the assistant principal for the remainder of the school day. The student’s parent/guardian will be called and made aware of the policy violation.

Second Policy Violation- Student will be required to submit their electronic device to the assistant principal for the remainder of the school day. The student’s parent/guardian will be called and made aware of the policy violation.

Third Policy Violation and Beyond- Student will be required to submit their electronic device to the assistant principal for the remainder of the school day. The student’s parent/guardian will be required to pick up their son/daughter’s electronic device and attend a conference with a site administrator.

*Please Note*- Parents who wish to speak to their student during class time must call the main office at 916-395-5000.

Controlled/Illegal Substance Policy

American Legion is a drug and alcohol free campus. Drugs and alcohol, including marijuana are not allowed on campus in any capacity. Students who bring controlled or illegal substances on the American Legion campus will face appropriate disciplinary action.

Weapons

Weapons of any kind are not allowed on the American Legion campus. Students who bring weapons on the American Legion campus will face appropriate disciplinary action.

Cafeteria/Lunch/Food Policies

- No food is allowed to be taken out of the cafeteria or designated eating area. All food that is provided to the students by the cafeteria must be consumed within the cafeteria or designated eating area.

- No food is allowed to be delivered to students on the American Legion campus.

- American Legion is a closed campus. Students are not allowed to leave the campus at any time, including lunch, without an early dismissal. A student who receives an early dismissal is not allowed to return to the school campus that day.

General Rules/Policies

- American Legion takes pride in having positive relationships with its neighbors. American Legion students are required to treat the neighborhood surrounding the American Legion campus and its neighbors with the utmost respect.

American Legion Student Expectations in the Classroom

Students at American Legion will………

* Arrive to class on time and be prepared to engage and participate in class.
* Not ask for a hall pass the first 10 minutes or the last 10 minutes of the class period.
* Be an active learner during the entire class period.
* Not have cell phones, earbuds or other electronics out during the class period.
  + - This includes charging cell phones
* Use appropriate language in class and avoid using vulgar or inappropriate language.
* Comply with the American Legion dress code while in class.
* Comply with instructions given by the teacher in a timely manner.

American Legion Student Expectations in the Hallway

Students at American Legion will……………

* Refrain from using profane or vulgar language in the hallway.
* Comply with the American Legion dress code everywhere on the school campus, including the hallways.
* Utilize the passing period to move to their next class period within the five minutes provided.
* Ask for a pass when they must leave a class for any reason during the period.
* Only go to the location written on the pass and back to their scheduled class when they receive a hall pass from their teacher.
* Use the restroom closest to their classroom when using the restroom during class time.
* Not use cell phones or other electronics in the hallway during class time.