

ANAHEIM UNION HIGH SCHOOL DISTRICT

## ALTERNATIVE EDUCATION



- Gilbert High School
- Polaris High School
  - Independent Studies
  - Home Studies

2010-2011

# PARENT-STUDENT HANDBOOK

### ALTERNATIVE EDUCATION PROGRAMS

Dr. Rick Martens - Principal

#### Trident Education Center

1800 West Ball Road

Anaheim, CA 92804

714-999-3738

**During the first week in August you will be sent an enrollment packet.**

**Please fill out the necessary information and return the packet, along with a current proof of residence, to the school to which you have been assigned between August 9th through August 13th.**

**Registration hours are 8:00 AM to 12:00 noon.**

**Parent Student  
Orientation Night:  
September 22, 2010**

This publication is available in Spanish and Korean  
Esta publicación está disponible en español  
이 출판물을 한국어로 받아 보실 수 있습니다.  
[www.auhsd.us](http://www.auhsd.us)

**Parent Student  
Orientation Night:  
February 16, 2011**

# ALTERNATIVE EDUCATION

## Gilbert High School

### BELL SCHEDULE

#### 2010-2011

<b>Advisory</b>	<b>8:00 – 8:30</b>	<b>30 min.</b>
<b>Passing</b>	<b>8:30 – 8:33</b>	<b>3 min.</b>
<b>Period 1</b>	<b>8:33 – 9:28</b>	<b>55 min.</b>
<b>Passing</b>	<b>9:28 – 9:31</b>	<b>3 min.</b>
<b>Period 2</b>	<b>9:31 – 10:26</b>	<b>55 min.</b>
<b>Passing</b>	<b>10:26 – 10:29</b>	<b>3 min.</b>
<b>Period 3</b>	<b>10:29 – 11:24</b>	<b>55 min.</b>

<b>LUNCH</b>	<b>11:24 – 11:54</b>	<b>30 min.</b>
<b>Passing</b>	<b>11:54 – 11:59</b>	<b>5 min.</b>

<b>Period 4</b>	<b>11:59 – 12:54</b>	<b>55 min.</b>
<b>Passing</b>	<b>12:54 – 12:57</b>	<b>3 min.</b>
<b>Period 5</b>	<b>12:57 – 1:52</b>	<b>55 min.</b>
<b><i>Teacher Conference</i></b>	<b>1:52 – 2:47</b>	<b>55 min.</b>

#### **MODIFIED DAY SCHEDULE:**

<b>Period 1</b>	<b>8:00 – 8:40</b>	<b>40 min.</b>
<b>Passing</b>	<b>8:40 – 8:43</b>	<b>3 min.</b>
<b>Period 2</b>	<b>8:43 – 9:23</b>	<b>40 min.</b>
<b>Passing</b>	<b>9:23 – 9:26</b>	<b>3 min.</b>
<b>Period 3</b>	<b>9:26 – 10:06</b>	<b>40 min.</b>
<b>Passing</b>	<b>10:06 – 10:09</b>	<b>3 min.</b>
<b>Period 4</b>	<b>10:09 – 10:49</b>	<b>40 min.</b>
<b>Passing</b>	<b>10:49 – 10:52</b>	<b>3 min.</b>
<b>Period 5</b>	<b>10:52 – 11:32</b>	<b>40 min.</b>

#### **MODIFIED SCHEDULE DAYS**

<b>September 24, 2010</b>	<b>Staff Development</b>
<b>October 11, 2010</b>	<b>District Development</b>
<b>October 29, 2010</b>	<b>End of Quarter</b>
<b>December 3, 2010</b>	<b>Staff Development</b>
<b>January 27, 2011</b>	<b>End of Semester</b>
<b>February 25, 2011</b>	<b>Staff Development</b>
<b>April 1, 2011</b>	<b>End of Quarter</b>
<b>April 29, 2011</b>	<b>Staff Development</b>
<b>May 27, 2011</b>	<b>Staff Development</b>
<b>June 14, 2011</b>	<b>Finals</b>
<b>June 15, 2011</b>	<b>End of Semester</b>
<b>June 15, 2011</b>	<b>Graduation</b>

# **ALTERNATIVE EDUCATION PROGRAM DESCRIPTIONS**

## **Polaris High School: Independent Studies**

This is a unique educational program of study that offers flexibility to students needing a non-traditional program and seeking a different educational challenge to complete a high school diploma.

Entrance Requirements – Students should have solid academic skills, good time management skills and are responsible for appointments. Individuals who are working full time, pregnant, have child care requirements, health problems or active in athletic training programs that preclude daily attendance, and students seeking a substantially different type of educational setting would be considered for enrollment. Students are recommended by their high school administrator through the monthly Admissions & Dismissal Committee with final approval made by the Alternative Program’s administrator.

Students are responsible for a minimum of 30 hours of homework each week. They may do more than the minimum and accelerate through courses. Students are welcome to come to campus to work in a quiet setting or to get help from the teachers.

## **Gilbert High School: An Alternative Choice**

Gilbert High School is an alternative educational program that offers credit/GPA recovery to students needing a non-traditional program and seeking a different educational challenge to complete high school diploma requirements. The credit recovery program is designed to assist students in earning two years of credit in one academic year. Direct instruction provides the California State Standards based curriculum. The Gilbert program population includes regular education students, PMP and special education. Credit acceleration, credit recovery and ROP classes for elective credits are all components of the program. Attendance is imperative.

Entrance Requirements:

- Students should have the desire to develop good academic skills and good time management skills while completing the high school diploma program.
- Who should request an alternative education referral? Individuals who are working full time, pregnant minors, students having child care requirements, health problems or are active in athletic programs that preclude daily attendance and students seeking a credit recovery program should apply.
- Students must be recommended by their high school administrator through our quarterly student intake process. The Placement Committee evaluates each referral with final approval/denial made by the Alternative Program’s administrator.

**Alternative Education students wishing to return to a comprehensive high school must have:**

1. Satisfactory academic progress while attending alternative education
2. A record of regular attendance
3. Completion of any credit deficiencies, putting them on track for graduation
4. Passed both parts of the California High School Exit Examination
5. Must have a cumulative grade point average (GPA) of 2.0 or above

## **DISCIPLINE POLICY**

In developing self-discipline, students must assume an increased responsibility for their own behavior. They are expected to obey all rules and regulations developed by the school and the District, to facilitate having an orderly operation at the site. When a student violates these rules and regulations, the parents and all school personnel have a shared responsibility in taking the necessary action to correct the student's behavior. Every reasonable effort shall be made to change a student's inappropriate behavior through alternative means before implementing more severe action such as suspension or expulsion.

The guidelines describe what will be done in most cases; however, exceptions may require more severe action. The lists below are not necessarily in order. Violations may result in one or a combination of the listed consequences. Continued violations of the same rule constitutes defiance and disrespect and could be subject to an off-campus suspension.

### **Alcohol/Drugs/Drug Paraphernalia – Violation Education Code 48900**

This is a Zero Tolerance District. Any alcohol, drugs, or drug paraphernalia could result in a recommended expulsion, after a 5 – day suspension. A police report will be filed for any possession.

### **Weapons – Including pepper spray, mace, tasers, laser pens, soft-air pellet guns, or other personal protection items and fireworks.**

First offense: Five day suspension from school, recommended expulsion, and police called. Laser pens and fireworks: 1<sup>st</sup> offense – suspension 2<sup>nd</sup> offense – referred for expulsion, police/fire called.

### **Harassment/Hate Crimes/Bullying**

First offense: 3-5 day suspension from school depending on offense, possible expulsion, police report.

Second offense: Five day suspension from school, recommended expulsion, police involvement.

**Truancy/Class Cuts (no make-up work allowed) – Results in:** Warning/counseling; parent conference; contract; suspension; probation call; referral to School Attendance Review Board (SARB).

**Tardies -** (1) 2<sup>nd</sup> in one week – Teacher calls home and/or has student make up tardy time. (2) If tardies become problematic, referral to administrator/parent contact/loss of class or alternative placement. Special circumstances require parent contacting school.

**Defiance/Disrespect –** (1) First offense: Teacher handles/possible written paper on defiance/disrespect. (2) Second offense: Referral to administration/contact parent/teacher-parent-student conference/schedule; (3) Third offense: Suspension;

**Class Disturbance:** (1) First offense: Teacher handles/possible written paper on class behavior. (2) Second offense: Referral to administration/contract/teacher-parents-student conference. (3) Third Offense: Referral to administration/teacher-parent-student conference/schedule change/suspension.

**Profanity in Classroom/Disrespect/Obscene Gesture toward Staff –** (1) First offense: 1-3 day suspension/parent contact/ parent-student-teacher conference. (2) Second offense: Program change;

**Profanity in Classroom/Obscene Gesture –** (1) First offense: Teacher handles/possible written paper on proper speech/Parent called. (2) Second Offense: Referral/teacher-parent-student conference/schedule change/WF/suspension – 2 days.

**Fighting –** (1) 3-5 day suspension off campus/parent conference. Possible police report (2) Counseling, suspension, possible expulsion, possible police report. (3) Alternate placement/possible expulsion.

**Stealing –** (1) 3-5 day off-campus suspension. Possible police report. (2) Possible expulsion/police report/restitution. (3) Removal from school/alternate placement/parent conference/possible expulsion.

**Suspected Property Damage** – (1) first offense: Warning/parent conference/reimbursement for damages/police report based on damage. (2) Second offense: Parent conference/suspension/police report/reimbursement. (3) Third offense: Removal from school/police report/reimbursement/possible expulsion.

**Tobacco** – Any smoking or chewing of tobacco on campus, in the parking lot, sidewalk, or within 1000 feet of school is prohibited by law. (1) First offense: Warning/parent call. (2) Second offense: 1-3 day suspension/parent contact/possible police involvement. (3) Possible alternate placement.

**Cell Phones/IPODS/CD Players/Earphones** – Must be turned OFF during class time per California State Law and Board Policy. CONSEQUENCES: First offense: Item is brought to office for pick up after school. Second offense: Item is brought to office to be picked up by parent. Third offense: Student is suspended from school and not allowed to bring electronic devices to school.

**DRESS CODE**: Dress which is “disruptive” to the educational process is not permitted. Footwear is required. Students should be neat and clean per Education Code 35183 and follow these guidelines. The following are **NOT** permitted:

- Clothing with alcohol, tobacco or drug promotions, slang, sexual reference, vulgar, sexist, racist sayings, gang insignia, or basically offensive.
- Clothing that could be construed as gang related (per Police Dept./Safe Schools). No long coats, pajamas, lounge wear or obvious bedroom slippers.
- Accessories that could be used as a weapon, such as spiked wrist or ankle bands, large spiked rings, lengthy chains, or long-hanging belts.
- Strapless, revealing garments, showing of midriff or stomach, tube tops, swimsuits and NO undergarments visible. Shorts and skirts that are inappropriate; also no men’s tank undershirts.
- No head gear (e.g. hats, caps, hoods, bandanas).  
First offense: Warning/removal. Second offense: Parent call/ Parent picks up items from Assistant Principal. Third offense: Suspension. Fourth offense: possible change of program.

## **ETHICS POLICY**

Students of the AUHSD are subject to an Ethics Policy which deals with students who cheat on tests or plagiarize assignments. All tests, quizzes, reports, homework, other assignments and any school related tests are all subject to this policy. Cheating includes looking at another student’s paper or talking during an exam. Helping another student cheat on an exam, homework or other assignment is also a violation of the Ethics Policy if it has been made clear by the instructor that students are to work on their own and not collaborate.

The following action may be taken for violation of this policy.

**First offense:** (1) Automatic “O” (Failure) on assignment or test. (2) Parent notification (3) Referral placed in student discipline file. (4) Student given a “U” in citizenship for the semester

**Second offense:** (1) Student given “WF” in class and “U” in citizenship and work habits in which the second offense occurred. (2) Student is on probation in all remaining classes through the rest of the school year. (3) Parent conference. (4) Student removed from any and all elected or appointed leadership positions for the remainder of the school year.

**Third offense:** (The third offense by the student during the period of probation).

(1) Student dropped from class in which violation occurs with a WF and “U” in citizenship and work habits. (2) Minimum 3 day suspension and parent conference. (3) Transfer to a different program.

## ATTENDANCE POLICIES AND PROCEDURES: 2010-2011

**ATTENDANCE PHONE: (714) 808-0971**

### Absences: If your child is absent:

- Call the attendance line before 9:30 a.m. Number is above.
- If phone call is impossible, a note must be sent with student on first day back to school;
- Three (3) consecutive days of absence require a doctor's note; If note is not received, your student will be marked as truant;
- Truant means out of school without permission and the absence is unexcused;
- Ten (10) unexcused absences: student is referred to assistant principal for parent/student/administrator conference and placed on an attendance contract;
- Consideration for a SARB (School Attendance Review Board) meeting at AUHSD Safe Schools Office will be discussed;
- Unexcused absences negatively effect student grades; Teachers are not required to provide time and/or assignments for unexcused absences;
- Excused absences: students are allowed to make up work;
- Justifiable absences: Illness, medical, dental or chiropractic services rendered; Or, funeral services for an immediate family member or a court appearance;
- Parent must request an absence for a designated purpose from an administrator;

### Tardies: **The first bell rings at 7:55 a.m. School begins at 8:00 a.m.**

**Tardiness creates a significant disruption to the educational process.**

- Tardy student reports directly to his/her 0 period class;
- Chronic lateness will effect the student's ability to earn credits;
- Student who arrives late by **15 minutes** or more during any period must report to the attendance office to get a time-stamped tardy pass;

### Early Release:

- Parent must enter attendance office to sign-out student
- If student is ill, the parent will be notified by the attendance office

### Consequences:

- (The maximum number of allowable unexcused absences is ten (10) days. Attendance is recorded on a period by period basis)
- Any student who is absent more than ten unexcused times from a class will meet with the assistant principal and parents to develop and sign a SART contract.
- Excessive absenteeism may lead to the student's suspension from participation in co-curricular programs, school activities and loss of work permits.
- Students who have chronic absenteeism and who have broken SART contracts may be referred to the district SARB board at the Anaheim Police Dept. or will be dropped to the County ACCESS program.

### Gilbert High School Attendance Philosophy

Gilbert High School believes that it is necessary to set limits on student absences and tardiness if the school is to help student develop attitudes of dependability and responsibility which will serve them in life after high school. **Your attendance demonstrates whether or not you are serious about earning a high school diploma. Since the purpose of our program is to assist in credit recovery, you must be here and on time to achieve success toward your goals.**

**Absent students don't earn credits. Absent employees don't keep jobs**

# Alternative Education Referral Procedures

Students are referred to Alternative Education Programs by comprehensive high school administrators.  
Currently enrolled AUHSD students must be referred and approved before coming into our office.

## Gilbert (Grades 9-12)

Contact Person: Kartha King

9<sup>th</sup> grade referrals are reviewed case by case.

ALL Special Education students MUST have an IEP and be approved for enrollment before transferring to Gilbert.

There is no EL support for ELD classes. Students in ELD classes should stay at their comp school, unless they have signed a Parental Request for English Language Mainstream Program form.

Process:

We ONLY take students at the quarter (with the exception of 3<sup>rd</sup> quarter due to Star Testing), as space permits.

After ten days the enrollment window closes, and students who have not enrolled must remain at their school.

1. Referral is made by high school administrator through the Alt Ed icon in Zangle.
2. Once the referral is approved we will notify parent/student to Gilbert Main Office and pick up a drop slip to take back to their comp school.
3. We will notify schools via email of the approved students.
4. Please DO NOT drop the student until they bring you an Alternative Education Enrollment slip from us.

## Independent Studies / Home Studies (Grades 7-12)

Contact Person: Leticia Fernandez

Qualifications:

- Should have a reading level of no less than two years below current grade level.
- STAR Test scores of basic proficient or advanced – unless special circumstances have been discussed and approved with Administration.

\*\*\*Special situations are viewed on a case by case basis.

Process:

1. Referral is made by the high school administrator through the Alt Ed icon in Zangle (include a BRIEF description in the notes section explaining the reason for the referral).
2. Referrals are reviewed on Mondays by the Alternative Education Referral Committee.
3. If the student is approved parents are called and an appointment is scheduled. If student is denied the parents are called and schools will be notified.

## ACCESS (Grades 7-12)

Contact Person: Lucy Lopez

All ACCESS Referrals are made by Safe Schools or Alternative Education principal. A student and parent requesting ACCESS should meet with Alternative Education principal before any referral or paperwork is completed

In the event ACCESS is approved the following applies:

1. After ACCESS appointment has been scheduled for the student, they must drop from their comp school to be able to register with ACCESS.

# CAMPUS MAP

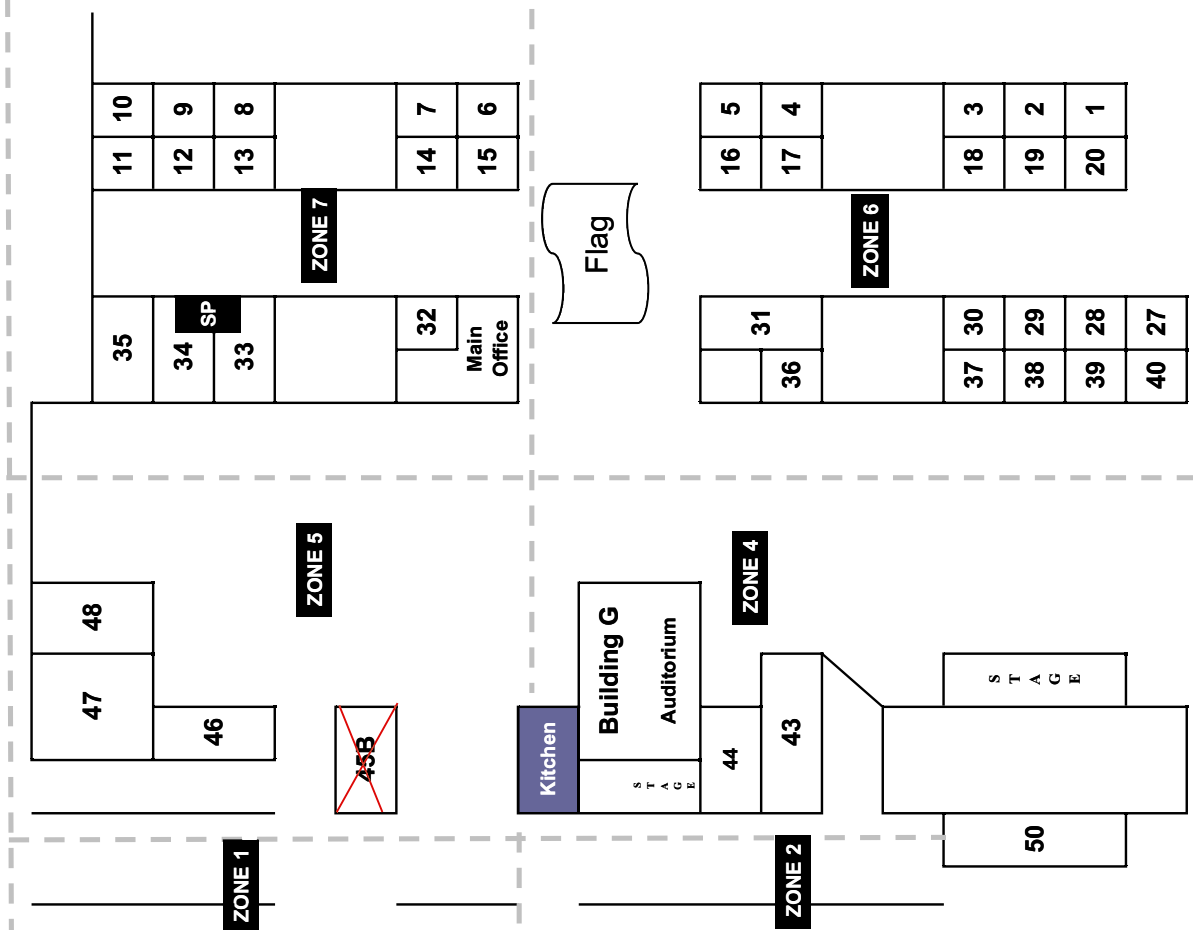
Ball Road



Athletic Field

<b>TRIDENT CENTER</b> 1800 West Ball Road Anaheim, CA 92804
Parking Lot
Community Day (714) 999-7754
Family Involvement (714) 999-2179
Gilbert High School (714) 999-3738
Health Center (714) 999-0814
Outreach (714) 635-8817
Polaris HS (714) 999-3738
ROP

Last updated 4/23/10



~~E~~ ~~D~~ ~~C~~ ~~B~~ ~~A~~

Live-on

P4	P3	P2	P1
Community Day			
P5	P6	P7	P8

ROP Facility