



Albany High School

603 Key Route Blvd
Albany, California 94706

Administration

Alexia Ritchie, Principal
Larry Pratt, Assistant Principal
Elizabeth Reimuller, Assistant Principal
Darren McNally, Coordinator of Alt. Ed.

Vision Statement

Albany High School provides an environment challenging to our students and educates them to become happy, productive, and responsible citizens of a diverse society.

Vision for Equitable Access to Vibrant and Challenging Coursework

All students at Albany High School, including those from underserved populations, deserve vibrant and challenging coursework at all levels and in all disciplines. Such courses encourage students to achieve at their highest potential and maximize their options for post-secondary education and employment. We must act effectively to provide the supports needed to help address some of the challenges and barriers faced by our students and communities.

Expected School-Wide Learning Results (ESLRs)

At Albany High School, we expect our graduates to be:

1. Complex thinkers with the skill to analyze and/or solve problems in a variety of contexts
2. Effective communicators in a variety of formats and cultural contexts
3. Self-directed learners with diverse experiences and perspectives that help guide them to healthy and productive lives
4. Individuals academically prepared for college and other post-secondary educational opportunities

PHONE DIRECTORY

Albany High School.....	558-2500
Attendance Office.....	558-2600
Albany High School Fax.....	559-6584
Alexia Ritchie, Principal.....	558-2510
Larry Pratt, Asst. Principal.....	558-2502
Elizabeth Reimuller, Asst. Principal.....	558-2503
Darren McNally, Alt. Ed Coordinator.....	558-3750
Principal's Secretary, Lara Javier.....	558-2510
Asst. Principals' Secretary, Susan Adams.....	558-2512
Attendance Office, Vivian Balderas.....	558-2513
Counseling Office, Margarita Dominguez.....	558-2515
Counseling Office Fax	528-6428
Michele Aselstine, Counselor	558-2509
Becca Burns, Counselor	558-2504
M.E. Durell, Counselor	558-2505
Tedra Grogans, Counselor	558-2506
Diane Peterson, Mac Counselor.....	559-6655
Ceondra Parrott, Career Coordinator.....	558-2508
Bookroom, Julie Salas.....	558-2518
24-Hour Absence.....	558-2600
Mental Health Services, Shelly Ball	558-2526
Library, Sara Oremland	558-2528

DESCRIPTION OF STUDENT SERVICES

Attendance Office — illness, lost and found, lockers, homework requests, permits to leave, medical notes, free lunch applications.

Bookroom/Bank — textbooks, student body cards, fund raising deposits, fines and fee payments, dance tickets.

Counseling Office — job information, scholarship information, student transcripts, grades, work permits, personal issues, graduation requirements.

Main Office — sports, insurance forms, alumni transcripts, graduation

Library — media center, books, multi-media, tutoring, computer lab.

Mental Health Program — crisis intervention, psychological emergencies.

Flex Office — online classes, short term and long term independent study, AP testing, college and career counseling,

GENERAL POLICIES

• OPEN ENROLLMENT

The schools of this district shall be operated for the benefit of children residing in the district with such exceptions as are permitted by law and the policy of the Board of Education. The Board, through the Superintendent or designee, is responsible for determining the capacity of schools within the District and shall employ a random, unbiased process for considering out-of- district enrollment applications.

• EMERGENCY PREPAREDNESS DRILLS

1. Albany High School must conduct drills on a regular basis.
2. Campus maps reflecting the best exit route and assembly for each classroom are posted in all classrooms and offices.
3. In the event of a fire drill, exit according to the map. Teachers are to secure the room, take their emergency backpacks, and assist students in moving as quickly and quietly as possible to the designated area. Administrators will provide the all-clear signal for staff and students to return to the classroom.
4. In the event of an earthquake drill, evacuation will occur only upon receipt of an evacuation order from the Principal or designee. No bells will be used and evacuation routes are the same as the fire drill routes.
5. In case of other emergencies, posted instructions are in all classrooms.

• VISITORS

In accordance with the state law, any person visiting the school grounds including parents and guardians, during school hours must first report to the Main Office. Permission must be granted to be on the grounds and/or to conduct any business and/or to see any teacher or student. No student visitors are allowed

ACADEMICS

DESCRIPTION OF GRADUATION REQUIREMENTS

220 credits include:

- English:****40 credits**
1 year.....9th grade English 1 or ELD
1 year.....10th grade English 2 or ELD
1 year.....11th grade English 3/Eng. 3 Honors or ELD
1 year.....Senior English elective/ AP Eng. or ELD
- Social Studies:****30 credits**
10 credits of World History, 10 credits US History,
5 credits US Government and 5 credits Economics
- Mathematics:** **20 credits**
Any combination of math courses for a total of 20 credits.
(Must include one year of Algebra 1)
- Science:** **20 credits**
10 credits of Life Science, 10 credits of Physical Science
- Physical Education:** **20 credits**
1 year 9th grade, 1 year 10th grade
- Fine Arts:****10 credits**
Any art, music, or drama combination for 10 credits.
- Applied Arts:****10 credits**
Any technology based or culinary arts courses for a total
of 10 credits
- Electives:** **60 credits**
Students must complete 70 credits of additional courses
for a total of 220 credits.

- **GRADING:** Grades should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, homework, tests and portfolios.

- **ALTERNATIVE COURSES ON AHS TRANSCRIPT:** AUSD Board Policy 6146.11 states that, "the district shall grant credit for alternative educational programs in accordance with law and district administrative regulations. Students must earn a minimum of 220 credits, which includes specific course requirements, in order to graduate from Albany High. Of the 220 required credits, a maximum of 60 credits may be earned through alternative educational programs. A written request must be submitted by the parent/guardian prior to the enrollment of any student in an alternative course and/or participation in an alternative educational program for credit." In addition, "courses completed outside of Albany High School will be recorded on the AHS transcript for credit only if needed to meet graduation requirements; letter grades will not be posted on the transcript".

COLLEGE PLANNING

The University of California A-G (A through G) requirements outline high school courses designated by the Academic Senate of the University of California as appropriate for fulfilling the minimum eligibility requirements for admission to the University of California. It also illustrates the minimum level of academic preparation students ought to achieve in high school to undertake university level work. To view the approved A-G courses at Albany High School check the school web site at <http://www.ucop.edu/agguide/>.

SCHEDULE CHANGE POLICY

Albany High School has a student driven master schedule and all staffing, class periods, and course offerings are largely determined by students' initial course requests. Therefore, there is very little flexibility to change, add or drop classes once initial course selections are submitted. All classes are yearlong. Please note that most classes are full in the fall. Priority will be given to students placed in incorrect courses or levels.

Requests to change courses will be considered during the petition period in August (the week before school starts) and late January (dead week) on a case-by-case basis to minimize disruption when classes commence. After the initial petition period, changes may only be made with the approval of an administrator. Any changes made after the first 6 weeks of any semester may result in a Withdraw (W) posted on the student's transcript.

AHS FLEX PROGRAM

The Albany High School Flex Program includes college preparatory independent study, credit recovery, online learning, internships, and other community based learning experiences (community service, work experience, etc). The office and classroom space required for the AHS Flex program is located on the AHS campus. Online, credit recovery, and independent study classes are scheduled to minimize conflicts with the regular AHS bell schedule. The office and classroom are located in Room 101 next to the Atrium staircase.

SEAL OF BILITERACY

Students may earn a Seal of Biliteracy on their diploma by demonstrating proficiency in more than 1 language, thereby positioning themselves to become truly global citizens. Students must have completed all English-language arts (ELA) requirements for graduation with an overall GPA of 2.0 or above in those classes. Students must also have passed the SBAC at the proficient level or above. Students must demonstrate proficiency in one or more languages other than English through one of the following methods: a score of 3 or better on an AP test in a language other than English, four-year high school course of study in a foreign language with a GPA of 3.0, or SAT II foreign language scores. For further information regarding the necessary qualifications and requirements, students should consult their counselors.

ATTENDANCE POLICIES

TO CLEAR AN ABSENCE, call 558-2600 ANYTIME.

If no one is available, please leave a detailed message.

- Regular attendance is expected from every student.
- Students and parents/guardians accept responsibility for regular attendance.
- It is expected that a parent will call the attendance office each day that their student is absent.
- The following are legally excused absences as defined by the California Education Code:
 1. Illness
 2. Quarantine
 3. Medical, Dental, Optometrical, Chiropractic Appointments
 4. Funeral
 5. Jury Duty
 6. Justifiable Personal Reasons: parents must submit an advance written request and receive the approval of the principal. The Education Code defines justifiable personal reasons as funeral attendance, court appearance, religious holiday or ceremony observance, religious retreats, some pre-approved, work-

related conferences, service on an elections precinct board, and/or participation in religious instruction of no more than 1 hour per week. (Education Code: 48205)

- If a student has more than 10 absences for illness, the parent/guardian must provide a note from a licensed medical practitioner validating the student's illness or medical condition. If a note is not provided, student's absences will not be cleared.
- An absence is excused with a teacher if it is cleared within 5 school days from the start of the absence. If it is not cleared within those 5 days, the teacher may consider it an unexcused absence.
- Assignments missed due to an unexcused absence will be accepted solely at the discretion of the instructor.
- All missed assignments must be completed and submitted within 1 week after the return from an excused absence unless other arrangements are made between the teacher and the student.
- Students absent on the day of a school activity may not attend or participate in the activity unless the Principal/designee verifies the absence as an emergency. A student absent on Friday may not participate in school-sponsored weekend activities. Suspension is considered an unexcused absence.
- An unexcused absence is an absence from class that has not been excused through the Attendance Office by a parent, teacher, or other school official. Teachers should notify parents upon the 3rd unexcused absence.
- Students who have 3 or more unexcused absences in a grading period, may be restricted from attending or participating in extracurricular activities (including athletics, performing arts, student activities, dances, club activities, etc.).
- During the first 3 grading periods, a student with excessive absences (more than 15 days) beyond the student's control may be given a No Mark (NM) or an Incomplete (I). An Incomplete (I) is given only when a student's work is not finished because of illness or other excused absence. If not made up within 6 weeks, the Incomplete shall become an F.
- Please note that the only school sanctioned "senior trip" is the 1 day, "Senior Retreat" in May. With parent permission, seniors will receive an excused absence if they attend this 1 day retreat.
- Tardiness is not acceptable. Students will be considered tardy if they are not in the classroom and prepared to work when the bell rings. Habitual tardiness may result in further disciplinary action. Students must adhere to the AHS tardy policy, and if they are late, must sign in at the Attendance Office before going to class.
- If an absence has been recorded in error, students must get a pink slip from the Attendance Office and to the teacher for correction. A signed pink slip must be submitted to the Office.
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- **LEAVING SCHOOL BEFORE THE END OF SCHOOL DAY** Students may not leave campus without the school's knowledge and permission. Accordingly students leaving school during the day must obtain a "Permit to Leave" from the Attendance Office before leaving. Permission to grant a "Permit to Leave" will be by telephone call to/from parent or note from the parent.

• **OPEN CAMPUS (Lunch only)**

Albany High School is an open campus at lunch only, and closed at all other times. Once students arrive on campus, they are expected to remain on campus unless prior arrangement by a parent is made with the Attendance Office.

STUDENT ATTENDANCE REVIEW TEAM (SART)

The Student Attendance Review Team will have the responsibility of working with parents of students who have been specifically identified as habitual attendance problems. Membership of this committee may include an administrator, counselor, psychologist, and teachers. Students and parents will be notified of a SART meeting via a phone message, letter home and a letter given to the student.

• **RECEIVING HOMEWORK DURING A PROLONGED ABSENCE**

When a student will be out more than 2 days, call 558-2600 for homework. Please call before 10:00 a.m. and arrange to pick up the homework after 2:00 p.m. and before 4:00 p.m. Students may also contact their teachers via email to request assignments during an absence. If a student chooses to retrieve homework in person please do so from the Attendance Office. If a student will be out for an extended period, please contact the student's counselor. It is the student's responsibility to check with the teacher about make-up work.

• **SHORT TERM INDEPENDENT STUDY CONTRACT**

Students may request coursework when their planned absence will be a minimum of 5 days and maximum of 20 days. A request for the Independent Study Contract must be made to the Alternative Education Coordinator at least 14 days prior to the first absence.

ATHLETICS

Athletics Website- GoAlbanyAthletics.org

• **ATHLETIC CLEARANCE**

Albany High Athletics requires all athletes to be cleared through an *ONLINE* Athletic Clearance system.

Please go to our athletics website at GoAlbanyAthletics.org to begin the Athletic Clearance Process. After the student & parent have completed their portions of the online Athletic Registration, the final athletic eligibility check will be completed by the Athletic Office. Families will receive an email to confirm that your athletic registration has been received. If you do not receive a confirmation email, that means that your registration was not submitted. Please check your spam folder for confirmation email before resubmitting your registration. You will also receive an email a few days after the clearance deadline as to whether or not your student has been cleared or whether any portion of the athletic registration is incomplete.

• **Athletes who participate in more than one sport will need to UPDATE their clearance for EACH season of sport.**

Students are required to have a physical examination certifying that the student is fit to participate in extracurricular athletics. The Medical Clearance Form must be completed and signed by a physician on or after **July 1st (May 1st for Football)**. Any Medical Exam conducted before the July 1st (May 1st for Football only) cannot be accepted.

The Medical Clearance Form is good for the entire academic year. Completed Medical Clearance Forms should be uploaded to the online Athletic Clearance system before Athletic Registration can be processed. Hard or email copies of the Medical Clearance Form *cannot* be accepted. Student-athletes will not be cleared to tryout for another team until their uniforms/equipment have been returned. Graduation privilege may also be withheld for failure to return team uniforms, equipment, or to pay for such items.

2017-18 Athletic Clearance Deadlines:

Fall Deadline: Thursday, August 3rd

Winter Deadline: Thursday, November 2nd

Spring Deadline: Thursday, February 1

If the online registration process is not completed by the deadline, *athletic clearance will be delayed for up to 7-10 days*. Students cannot tryout for any team until the athletic office has verified the student's eligibility. **Students will not be added to team rosters after two weeks into the season.**

• **SPORTS**

1. Boys' sports include: FALL: Cross Country, Football, WINTER: Basketball, Soccer, Wrestling, SPRING: Baseball, Track, Swimming, Golf, Tennis, Badminton (NEW)

2. Girls' sports include: FALL: Cross Country, Tennis, Golf Volleyball, WINTER: Basketball, Soccer, Wrestling, SPRING: Softball, Track, Swimming, Badminton (NEW)

• **ELIGIBILITY SPORTS/EXTRA CURRICULAR**

In order to be eligible for sports and/or extra and co-curricular activities, a student must achieve the following:

1. A 2.0 grade point average during the previous grading period. (If the last grading period ended at the semester, then the semester grade will count toward eligibility).
2. Passed 4 classes during the previous grading period. Students who fail to achieve the above may be placed on probation at the Principal's discretion. The student who is ineligible is responsible for initiating the probation process by contacting the Athletic Director or appropriate administrator and returning any necessary forms.
3. Enrolled in a minimum of 5 classes, (CIF regulation)
4. Student athletes are required to attend at least 2 blocks or 4 periods of their school day in order to be eligible to practice or play in a scheduled match, game, or contest. Athletes who cut a class or have an unauthorized absence may not practice or compete.
5. A completed physical education exemption form is required to receive an exemption from the second year of P.E.

• **SPORTS INSURANCE**

1. A prospective athlete or spirit squad member must have parental consent, a physical examination, and specific insurance coverage in order to participate in a school sport. A student will not be allowed to participate without the school's Sports Clearance Form completed and on file in the Main Office prior to any sports activity.
2. California law states that students' participation in inter- scholastic sports must carry a minimum of \$1,500 accident/health insurance. Supplying and verifying coverage is the family's responsibility, not the school's. Before students may participate in any AHS sports activity, families will need to examine their insurance policies and parents/guardians must certify on the Parental Consent and Athletic Eligibility card the name & type of policy, the policy number, and the limits of the coverage. This certification process should be started well in advance of the sports activity.
3. If a student does not already have the necessary coverage, the school makes available minimum requirement student insurance policies at no profit to the school. This policy covers approximately 80% of medical expenses. The State no longer requires a student to have life insurance before participating in school athletics. Student insurance will offer an optional life insurance policy for those who wish to purchase life insurance.

• **COLLEGE ATHLETIC ELIGIBILITY**

Since rules often change for college athletic eligibility, the following information is important to tell all student athletes preparing for college. National Collegiate Athletic Association rule #48 states that incoming scholarship athletes must have met the following criteria:

1. Take and pass the SAT with a score of 700 or better, or
2. Take and pass the ACT with a score of 15 or better.
The test must be taken while a student is in high school. In addition, the student must achieve a grade point average of 2.0 or better, measured on a 4-point scale and complete a comprehensive college preparatory course of study. If a student fails to take the test while in high school, the student is not eligible for a scholarship. For further information, please contact the AHS Counseling Office.
3. 16 Core classes are required for NCAA Division I and II eligibility.

Albany High School Mental Health Program

The mental health program is designed to promote emotional development and resilience in youth, assist them in overcoming barriers to learning, and strengthen relationships with their families, peers, teachers, and communities. Clinical services are provided on-site at the high school, the middle school, and the alternative high school. Services include assessment, crisis intervention, parent consultation and education, brief, long term, and group therapy, school consultation with teachers and counselors, advocacy, and case management with community providers. Graduate and post-graduate mental health interns (MSW, MFT, Ph.D. psychology) are members of a collaborative team and train under the supervision of the Mental Health Coordinator, Shelly Ball, LCSW

BEHAVIOR GUIDELINES

The purpose and philosophy of these guidelines is to outline practices, policies, and procedures that will help provide for a safe, secure, and comfortable learning environment. Effective learning and teaching can only take place under such conditions. Albany High School is committed to a positive educational atmosphere.

Dances:

1. All students and their parents/guardians must read and sign the AHS Dance Agreement before purchasing dance tickets.
2. Dances are held in the multi-purpose room, gym, or outside facilities when needed.
3. If a student leaves a dance before it is over, he/she will not be re-admitted.
4. The latest a dance may last is 11:00 p.m., with the exception of the Winter Ball and the Junior/Senior Prom.
5. When the Principal permits guests at a dance, non-AHS students are signed up on a guest list during school hours prior to the dance. A non-AHS student will not be allowed to enter unless that person is a guest of a student, his or her name appears on the approved guest list, and the guest is in possession of a current valid photo I.D.
6. All students will be breathalyzed before entering all school dances. Any student who is under the influence or in possession of alcoholic beverages or drugs will be removed from the dance and turned over to the parents and the police notified. In addition, disciplinary action by Albany High School administration will result.

Assemblies:

Students are expected to attend assemblies that are scheduled during the school day, unless otherwise notified. All students should be punctual, be seated promptly, remain during the entire performance, and conduct themselves with dignity.

Field Trips:

Field Study Trips are an important part of the educational process. Field trips are considered part of the instructional day. All students participating in a trip are expected to abide by the discipline codes of the school. If it becomes necessary to send a student home, it will be at the parent's expense.

Senior Activities:

During the 4th quarter, any student who participates in behavior which violates the discipline regulations may not be allowed to participate in senior activities, such as the Senior Retreat, Prom, graduation. Truant seniors may be prevented from attending the Senior Retreat. Seniors who are not in good academic standing may be prevented from attending the Senior Retreat.

Academic Honesty Guidelines:

Albany High School students are expected to uphold the highest standards of academic conduct and

personal integrity. The AHS faculty is committed to helping students avoid unintentional plagiarism and understand the rules of responsible scholarship. All students and their parents must read and sign the *AHS Academic Honesty Contract* and adhere to the rules and policies regarding responsible scholarship.

- **Smoking Policy:**

Students are not allowed to have or use any tobacco products on school property during school hours, at school events, or any time under the supervision of school employees. Disciplinary action may include suspension, mandated by California Ed Code.