

2024 - 2025

Alisal High School



TROJANS

HANDBOOK

RESPECTFUL, RESPONSIBLE, AND SAFE



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PRINCIPAL'S MESSAGE & ASB NOTE

PRINCIPAL'S MESSAGE

Welcome to Alisal High School and the home of the Trojans. As one of five comprehensive high schools in the Salinas Union High School District, Alisal continues to march ahead towards exemplary status. With a faculty committed to infusing a focused vision within a work ethic that embodies our slogan of Academics, Honor, and Solidarity, we are sure to meet our mission. As the Principal, I am excited about the 2024-2025 school year and assure you that the summer has been spent preparing for another great year ahead.

The 2024-2025 school year brings great enthusiasm for academics, activities, and athletics that feed off of the Trojan traditions. This includes continuing with the Freshman Academies (AVID 9) which have shown tremendous promise in assisting students with the acclimation to high school. Additionally, our AVID, Health Academy, and the Project Lead the Way Engineering Academy continue to set the standard for developing the college going mindset through providing connections with academics and real-life experiences. Activity and athletic programs continue to make every effort to ensure that each and every Alisal student has an opportunity to participate in an extracurricular activity that will enhance their learning experience.

As a student at Alisal, you will be guided by our Counseling Department and College Career readiness Team on how to complete your A-G requirements upon graduation, which will assure your preparation to complete a post-secondary education. To accomplish this, you must be committed to the Trojan pledge:

- I will attend school daily and be in class ready to work at the start of each class.
- I will complete my class work and homework each day.
- I will read for one hour each day.
- I will not accept Failure as an option.

Once again, I look forward to working with students, parents, staff and the community in a collaborative effort to achieving our mission.

GO Trojans!

Sincerely,
Christina Perez, Principal

ASB NOTE

Welcome Trojans! ASB and I are very excited for this upcoming school year. We have many fun activities and events prepared for you. We are confident that the 2024-2025 school year will be the best one yet. We look forward to serving you, and leading by example. We know this year will be extremely memorable as we all carry on the Trojan legacy and influence in our community. Go Trojans!

Respectfully,
Claudia Chaidez, Activities Director



PHONE LIST

Administration	EXT
Christina Perez, Principal	2001
Margarita Garcia, Principal Secretary	2002
Manuel Lopez , Assistant Principal	2003
Jackie Jimenez, AP Secretary	2004
Juan Ledesma, Assistant Principal	2005
Lucy Vega, AP Secretary	2006
Tiffany Ayala, Assistant Principal	2007
Jose Macias Urquizo, AP Secretary	2008
Rito Contreras, Assistant Principal	2009
Irma Urquizo, AP Secretary	2010
Pedro Edeza, Assistant Principal	2023
Raquel Vargas, AP Secretary	2174
Claudia Chaidez, Activities Director	2150
Jose Gil, Athletic Director	2041

Counseling	EXT
Andrea Agredo, Secretary	2016
Natalia Mariscal, Head Counselor	2017
Anthony Avitia, Counselor (Health)	2149
Guadalupe Gamez, Counselor	2018
Sandra Echevarria, Counselor	2019
Laura Jimenez, Counselor	2037
Edith Nava, Counselor (AVID)	2020
Jessica Nunez Alcarax, Counselor	2021
Irene Mancera, Counselor	2191
Maria Reyes, Migrant Counselor	2022
Victor Chaidez, Counselor	2024
Patricia Cardona, EL Specialist	2165
Maggie Cardenas, EL Specialist	2012
Dr. Ana Gutiérrez, Intervention Specialist	2051

Main Office	EXT
Patti Lara, Receptionist	2000
Jessica Galindo, Registrar	2032
Johanna Castro, Registrar	2033
Lorena Garcia, Attendance	2014
Araceli Ordaz, Attendance	2015
Yessenia Murillo, Attendance	2159

Phone Number (831) 796-7600



ACADEMIC HONESTY

Academic honesty is extremely important. The teachers and administration will follow the policy outlined below when dealing with those students who are involved in cheating or plagiarism on tests or class assignments. The offenses accumulate over the entire four years while a student is attending Alisal High School. The following procedures will be followed: (Board Policy 5131.9)

First Offense

1. Teacher will notify parents and counselor.
2. Teacher may fail the student on the assignment.
3. Student may receive an Unsatisfactory Citizenship Grade for the quarter.
4. Possible referral to an Administrator for documentation and counseling.

Second Offense

In addition to the consequences outlined in First Offense, the following may occur:

1. Referral to an Administrator for parent contact and/or possible suspension.
2. Quarter Grade may be lowered.

Third Offense

In addition to the consequences outlined in First Offense and Second Offense, the following may occur:

1. Referral to an Administrator for possible suspension.
2. The student may be ineligible for California Scholarship Federation and National Honor Society.

Plagiarism is defined as the act of representing the work of another as one's own regardless of how that work was obtained and submitting it to fulfill academic requirements. Plagiarism at Alisal High School includes, but is not limited to, copying three consecutive words without proper citation.



ASSOCIATED STUDENT BODY

WHO WE ARE:

- Every student enrolled in at least one class at Alisal High School is a member of the Associated Student Body (ASB).
- Elected student body leaders represent and govern student affairs for the duration of one school year.
- The Activities Director oversees ASB Leadership Students, student clubs and organizations, and the Finance Office.
- The ASB Bookkeeper works with students, staff and parents regarding student and club finances.

WHAT WE DO:

- Leadership students meet each every Monday during lunch to discuss and decide student activities. Guests and student representatives are always welcome; arrangements can be made with the Activities Director.

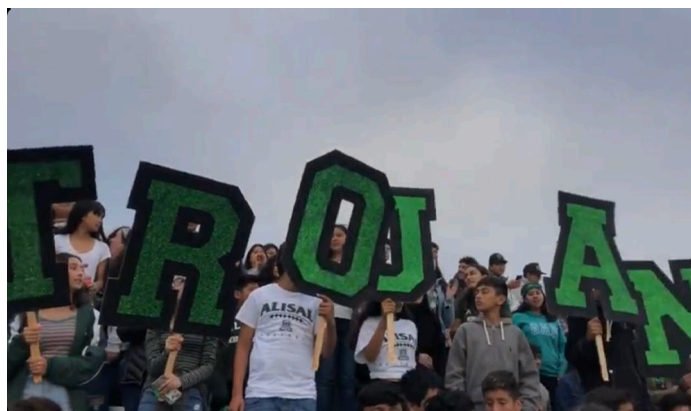
HOW TO GET INVOLVED:

The student bodies government is elected by the students for the students. Concerns regarding student affairs should be directed to any of the elected student representatives.

Students who want to participate in a class competition, perform at a rally, help decorate at a dance, sell tickets at a sporting event, or do anything ASB related, should go to their class meetings, talk to their class president, or senate representative, or visit the ASB office.

THE STUDENT COUNCIL:

The Student Council has many responsibilities and meets weekly during lunch. It charters clubs, regulates fundraisers, and pays all league fees for athletic teams. The Council also represents the student body's interest to the administration, school district, Board of Trustees, and the community. The Council determines how the student body's money is spent. All of the money goes back to current students in the form of athletic costs, lunchtime activities, rallies, etc. Students, clubs and sports teams receive financial help from the Student Council. The Student Council's voting members are comprised of the five Executive Officers, class Presidents and all Commissioners.





ASSOCIATED STUDENT BODY CONT.

CLUBS ON CAMPUS:

The ASB Commission charters many types of clubs. Service clubs such as Academic Clubs, Sports Clubs, Service Clubs, Culture Clubs and Interests Clubs. There is a club for everyone and students who want to be involved should attend the Club Rush, talk to the advisor, or attend one of the club's meetings. Information regarding various clubs can be found in the ASB office. All clubs must be accessible to all students. At the end of the year, clubs must submit copies of all club minutes.

Active clubs must have:

1. Club constitution
2. Elected student officers
3. Certificated Adviser
4. Meetings at least twice a month

STARTING A NEW CLUB:

Information on how to start a club can be found in the ASB Office. The general steps for starting a new club are:

1. Have at least 6 members.
2. Find a teacher to act as an advisor.
3. Elect student officers.
4. Write a constitution and a mission statement.

(Samples are available in the ASB Office.)

5. Fill out an application to charter a club.
6. Create a budget and a list of activities.
7. Submit all your paperwork to the Commissioner of Organizations to be voted on by the next ASB meeting.



ASB ID CARDS:

All students are automatically members of the Alisal High School District Associated Student Body and will receive a free photo ID card when they pick up their schedule or register as a new student. There is a fee \$5.00 for replacement ID cards.

ASB STICKER:

ASB stickers are available at the student store for a one-time fee of \$45 and are affixed to the ID Cards. The purchase is optional, and replacement stickers are \$5.

- Recommended for students participating in athletics and/or serving on student government
- Can be used to receive free or discounted prices on events, games, and discounts at the Student Store.
- Athletes will receive sport specific patches and one varsity block letter for free.



ATHLETICS

We have a professional team of coaches who work tirelessly with our student athletes to improve their athletic abilities by creating positive role models for our society. Alisal High School embraces the California Interscholastic Federation (CIF) principles as a school that is committed to good sportsmanship and moral values. We believe in essential elements of character building (Character Counts) and the Six Pillars; caring, fairness, citizenship, respect, responsibility, and trustworthiness. Sportsmanship is the cornerstone of what we teach our student athletes.

Sportsmanship:

Is winning graciously and losing without complaint.

Combines positive, spirited support of one's school.

Is treating opponents and officials with generosity, fairness, courtesy, and most importantly respect.

Is the responsibility of everyone involved in an athletic contest; players, coaches, officials, cheerleaders, students, parents and spectators.

While every game is important to our student-athletes, we all need to remember that it is just that: a game

Rules for Fans:

As an organization of educationally-based athletic programs and, therefore, an extension of the classroom, the following behavior is unacceptable at all CIF/CCS high school contests:

1. Berating an opponent's school or mascot;
2. Berating opposing players;
3. Obscene cheers or gestures;
4. Negative signs or artificial noisemakers;
5. Complaining about officials' calls (either verbally or by gestures);
6. Actions by a school and/or team that are intended to embarrass or humiliate their opponent and/or show a lack of respect for their opponent or the integrity of the sport.
7. "Body-painting" that either would or would not necessitate the removal, or partial removal, of what a reasonable person would consider to be normal clothing (Does not include "face-painting").

Athletic Eligibility

1. Maintain a 2.0 GPA w/ no more than 1 F
2. Receive no more than one unsatisfactory citizenship grade during a single grading period.
3. We encourage our athletes to purchase ASB sticker, as it will get them into all home games for free (except for CCS games)
4. Get a physical with SVMC on Monday's from 12-3 pm. (dates TBA)
5. Complete an eligibility clearance card.
6. Attend Drug Contract Night, and sign a drug contract along with a legal guardian and Athletic Director. All students must abide by the contract.
7. Must follow the student-athlete attendance requirements.
8. Not owe any debt (textbooks, library, etc.)
9. Take the baseline concussion test every two years.

Athletic Attendance Policy

Athletic participation is privilege and school attendance is of extreme importance.

1. If a contest occurs on a school day, the student-athlete must attend all of his/her classes during that day to be eligible to participate in the contest.
2. In the event, a student-athlete must be absent for a full or partial day on the day of the contest, the Principal or designee of the school may allow the student to participate if prior arrangements are made.
3. For Saturday contests or non-school days, the previous school day's attendance will be considered.
4. Student athletes may attend school sponsored events on the day of the contest to remain eligible to compete (examples include, but are not limited to, academic and activities fieldtrips, Fine & Performing Arts activities, etc.)



ATHLETICS CONT.



SEASONS OF COMPETITIONS

Fall

Boys and Girls Cross Country
Football
Girls Volleyball
Girls Tennis
Girls Golf
Cheer

Winter

Boys and Girls Basketball
Boys and Girls Soccer
Boys and Girls Wrestling
Cheer

Spring

Boys/Girls Track & Field
Boys/Girls Swimming
Baseball
Boys Tennis
Softball
Boys Golf
Boys Volleyball

High School Core Courses (Division I) necessary to receive an athletic scholarship and attend college:

- At least 4 years of English (communication);
- At least 3 years of math (at the level of Math 1 or above);
- At least 2 years of natural or physical science (including 1 lab course, if offered by any high school you attended);
- At least 1 year of additional courses in communication, math, or natural or physical science;
- At least 2 years social science; and
- At least 4 additional yearlong academic courses in any of the above areas, or foreign (world) language, philosophy or non-doctrinal religion.

High School Core Courses (Division II):

Same as above except 3 years of English, 2 years of additional English, math, or natural or physical science, and 3 years of additional courses.

When should I register? You should register with the NCAA whenever you decide you would like to participate in athletics as a college freshman. It generally is best to register after your junior year grades appear on your transcript. Although you can register any time prior to participation, if you register late, you may face delays that could prevent practicing and competing.

For more information, go to:

<http://www.eligibilitycenter.org>

Block Letter Program

Block letters will be given for the following programs once during the high school career but you must purchase your ASB sticker and play a varsity sport. A pin can also be requested to signify achievement in this area every year after the block is earned. If you have earned a block in one of the following areas please see the Athletic Director to pick up/turn in a request form for your block.



GENERAL A-Z

ATTENDANCE

Good attendance directly affects a student's performance by providing consistency in instruction, access to teacher support, and mastery of the curriculum. Board Policy requires that a student maintain at least 85% attendance for the days enrolled each year of high school to graduate and receive a diploma. All schools are CLOSED CAMPUSES during the entire school day. A student must receive a Permit to leave at any time during the school day from the Attendance Office or the absence may be marked invalid.

Clearing Absences:

- Parent or Guardian to contact the attendance office to verify absence.
- If you are going to leave campus during the day a note from your parents must be turned in to the attendance office first thing in the morning and a pass will be issued.
- Excessive excused absences may require a parent conference.

AVID

- AVID is an acronym that stands for Advancement Via Individual Determination. A national program that supports all students in their academic endeavors.
- It is an in-school academic elective support program that prepares students for college eligibility and career planning from grades seven through twelve.
- AVID supports all students in their four-year journey in high school and especially for minority, rural, low-income, and other students without a college-going tradition in their families.
- The program supports the whole student, academically, emotionally, and builds community within their class and among other students in the program.
- For applications, please see the AVID Coordinator, Mrs. Diane Huerta or AVID Counselor.

BULLETIN

A student and staff bulletin is produced each school day by the ASB. It is shared on Morning Announcements each morning following the Pledge of Allegiance. All bulletins must:

- Be less than 40 words
- Sent from staff member's email account to Google Forms
- Be submitted 24 hours in advance.
- Pertain to entire Student Body.

BULLETIN BOARDS

The school hallways are covered with bulletin boards. Reading these posters and signs helps students stay informed of current events. All posters or signs placed on bulletin boards (outside of classrooms) must be pre-approved by the Activities Director. Flyers that are commercial advertisements are not permitted, however, educational or career-oriented posters are permitted with appropriate approval. This includes all walls/areas around campus.



GENERAL A-Z

BUS POLICY

Students are expected to behave in accordance with district policy on all school buses. Riding the bus is a privilege, not a right. Failure to abide by rules and show a lack of courtesy and cooperation may result in one of the following:

- Removal from the bus
- Disciplinary action (Suspension / Expulsion)
- Bus privilege revoked for a specific period of time / the remainder of the year

Students are required to have an ID to ride the bus and are allowed to only use the bus for their designated home area.

CAFETERIA

Breakfast, Lunch and Snacks are available to all enrolled students at no cost regardless of income under the Community Eligibility Provision. Students will receive one serving per meal, any second meal will be charged to the student's account.

Food Service provides free breakfast every morning to all students from 8:00 to 8:30 am. Free Lunch is served every day from 12:30 to 1:06 pm. Free snacks are served to students from 3:30 to 4:00 pm. Students should follow the following guidelines:

- **Students may NOT use another student's ID card!**
- Students are encouraged to carry their ID card!
- Form lines in single file; do not cut in line and do not purchase food for others.
- Put trash in the trash containers.
- The cafeteria does not accept bills larger than \$20.
- Customers should treat others with respect.

COLLEGE AND CAREER READINESS CENTER

The College and Career Readiness Center (CCR) is an accessible hub for all SHUSD students that supports and provides college and career readiness information. SHUSD students have access to learning about the different sectors available to them such as Post Secondary Services. This includes counseling for selecting a two-year community college, four-year university, apprenticeship programs, technical schools, or entering the workforce. Along with post-high school information, the center coordinates enrollment for Career Technical Education (CTE) classes offered at the Mission Trails ROP Center. Students have the opportunity to take hands-on courses and potentially receive college credit for the designated courses through the dual enrollment program.

Throughout the school year, students have the opportunity to engage and collaborate with the Career Counselor, Work Coordinator, and Career technician. The CCR team guides students through their needs, and post-high goals and connects students with community members and partners from various sectors. Each member has a specific focus:

- Career Counselor focuses on the major aspects of the career counseling and college planning/placement process. The main component is for students to discover their strengths and interests, explore career alternatives, and find



GENERAL A-Z

COLLEGE & CAREER READINESS CENTER CONT.

institutions of higher learning that will meet these interests, strengths, and values.

- The Work Experience Coordinator provides students with work-based learning services including employment opportunities in the area, work permit processing, community service, job application support, and internships.
- Career Technician assists students with their career-related activities, work permits, and community service needs.

The College and Career Readiness Center is open Monday - Friday during school hours.

ROP AND WORK EXPERIENCE

CO-OP and Work Experience are classes for students to earn up to 10 credits through their jobs by working and extending the permissible hours of employment. These classes typically meet once a week and satisfy the career technical education requirement.

WORK PERMITS

All employed minors under the age of 18 must have a Work Permit (Education Code 49141). Work Permits must be renewed every year at the start of each new school year or at the time the student obtains a new job. Work Permits are required all year, not just when school is in session. It serves as an age certificate and states the maximum hours a minor may work. To be eligible, minors must attend school full-time and have good attendance. Work Permit applications are available online at the Virtual Career Center and in person at the College and Career Readiness Center. Students must meet all requirements.

COMMUNITY SERVICE

Every student must complete a minimum of 40 hours of community service to graduate. Community Service forms must be completed and submitted to the Work Experience Coordinator at least one week before the activity requested for prior approval. The form must be taken to the event so that the representative of the sponsoring organization can verify participation. The following is a sample of what must be done before you start your community service activity.

Pick up a form in person at the College and Career Readiness Center or online by going to the SUHSD website and keep in mind the following:

- The community service must be with a non-profit organization (not at a business where someone could be hired to do what you are doing).



GENERAL A-Z

COMMUNITY SERVICE CONT.

- A community service form must be filled out completely. The student and parent must sign the form, and then bring the form to the Work Experience Coordinator for their signature. If a prior approval signature is not obtained, the hours do not count. Once the hours are completed, the representative of the sponsoring organization must sign the form at the bottom of the page and indicate the total hours worked. The student then returns the community service form to the Career Center.
- Students must do at least 10 hours in at least two categories.
- Students can do a maximum of 10 hours in the career development category.
- The “school-related” category is for community service performed at _____. You may do up to 20 hours of service in the school-related category.
- If you volunteer as a science camp counselor during the school year, you will receive a maximum of 24 hours of credit.

COMMUNITY SERVICE RECOGNITION

Pick up a list of pre-approved places to do community service at the Career Center office and get started toward meeting your graduation requirements. If you complete over 100 hours of community service, you will be recognized at the commencement ceremony and get to wear a blue-colored cord to represent your service to the community. At 200 hours you get to wear a medal and a cord, at 300 hours you will get to wear a white stole, a medal, and a cord and at 500 hours you will get to wear a peacock color stole, a medal, and a cord. The student who earns the most community service hours receives an award.

COUNSELING

All students are encouraged to consult with their counselors regarding life-planning issues: courses of study, career choices, colleges, technical schools, test preparation, and results, course requirements, goal setting through academic planning, personal concerns, and crisis intervention. The counseling department’s primary focus is to encourage students to become fully capable of making life decisions through productive problem-solving. Located on the school site counseling web page, is the contact information to reach your assigned school academic counselor and request an appointment either by phone, via email, or by scanning a QR code that directly links to the counselor’s Calanderly account. Parents are encouraged to contact their student’s counselor by calling the counseling secretary for an appointment at 796-7600 ex 2016. **Students also make appointments through the counseling secretary.**

Making An Appointment with Your Counselor:

Step 1: Bring your photo ID to the counseling department before school, during lunch, or after school to make your appointment.

Step 2: Show up at the scheduled appointment time with your photo ID



GENERAL A-Z

COUNSELING CONT.

Note: Counselors will not take appointments during the first five weeks of the school year. Directions for changing your schedule the week before school starts and the week after will be posted in the counseling office. Student appointments can only be made for the current week.

Parents and students can obtain their login and password for the Parent/Student Vue online by bringing their photo ID to the counseling office.

Counselors are available during school hours. In a crisis, drop-in visits can be arranged through the secretary. During the first two months of your senior year, you must complete a “Senior Evaluation” to finalize your plan for a successful senior year. A review of graduation and college requirements is required.

When an absence occurs your assigned school site academic counselor may assist if needed. Students are to reach out to their instructor either via Google email or Google Classroom. Please allow 24 hours for teachers to prepare lessons or check your classroom online platform using your assigned student Chromebook. Information regarding school records may be obtained through the Registrar’s Office. College, scholarship, and financial aid information is available in the Counseling Office and/or the Career Center. Request for official transcript may be obtained through your school site Registrar. Any transcript evaluation can be done with an appointment with your assigned site counselor. Also, unofficial transcript information can be provided to check the status of your A-G graduation requirement completion.

Counselors also provide educational planning, senior evaluations (required of all seniors), consultations for alternative programs, crisis drop-in counseling, college financial aid and scholarship information, concurrent enrollment into Hartnell, Summer School, Edgenuity opportunities for remediation, course prerequisites and requirements, graduation status, assistance in academic decisions, and Student Study Team evaluations. Please visit your school site web online counseling service page for site-specific counseling department program mission statements and roles that align with the American School Counseling Association model standards.

Testing

For information on college required exams please visit the following websites:

SAT: www.collegeboard.org

ACT: www.ACT.org



GENERAL A-Z

Graduation Requirements for the Salinas Union High School District

<u>Course Requirements</u>	<u>Years</u>	<u>Credits</u>
English	4	40
Mathematics	3	30
Science: Integrated Science or FFA Ag. Pathway Science	2	20
Physical Education	2	20
Social Science (History, Gov/Econ)	3	30
Visual and Performing Arts (VAPA) Or Vocational Education/ Career Technical Education (CTE): Choose ONE option:		
1 Year of VAPA and 1 Year of CTE	2	20
2 Years of VAPA		
2 Years of CTE		
World Language (Same Language)	2	20
Health Science / Ethnic Studies	1	10
Electives	3	30

Total Credits 220

Other Requirements: Grade Point Average (GPA) minimum must be a 2.0 and attendance rate 85%.



GENERAL A-Z

DANCE POLICY

- Students are ineligible if they have more than one (1) Unsatisfactory citizenship mark or more than one (1) F or has any unpaid debts.
- Students must show an 85% attendance record in order to be eligible to buy a dance ticket.
- Eligibility is based on the most recent grading period.
- Dance tickets are non-refundable and non-transferable.
- Formal Dance tickets will not be sold at the door.
- All students and guests attending dances must show photo identification at the door.
- All students and guests will be checked with a Breathalyzer before entry.
- An Alisal High student may bring a guest to certain dances with a guest pass. Purchase a guest pass in the Finance Office prior to purchasing a dance ticket; one guest per student. **Guests 21 years or older are not allowed.**
- Alisal High students are responsible for their guests and all of their actions.
- All students and guests will have their bags checked before entering the dance.
- If a guest is asked to leave, the student who accompanied them must also leave. No refunds.
- All school and district rules apply at the dance.
- Doors to all dances close 1 1/2 hours after the start of the dance. No person may enter after this time.
- In and outs are not allowed and for the protection of our students and their guests, once they enter the dance they will not be allowed to leave until the end of the dance. Students who leave early must be signed out by a parent.
- Students attending dances where transportation is provided must go and return on busses.

DANCE BEHAVIOR

Proper attire and behavior are important to ASB Leadership. The student government organizes dances for a safe place to have appropriate fun. All district rules apply. Inappropriate dancing may lead to removal from the dance.

DRESS AND APPEARANCE

The Governing Board requires that student's clothing shall not be unsafe either for the student or those around the student (e.g., long, loose sleeves or long hair while the student is operating power machinery or working with open fire) nor be disruptive of school operations and education process in general, not to be contrary to law. (Board Policy 5132).



GENERAL A-Z

ELECTRONIC SIGNALING AND MEDIA DEVICES

Unauthorized use or possession of electronic signaling and media devices and other portable electronic or communication devices disrupts instructional program and distracts from the learning environment. Therefore, unauthorized use or possession of such devices may be grounds for disciplinary action per Board Policy 5131.8

District teachers and employees are expected to provide appropriate supervision to enforce District rules and regulations. If a district teacher or employee observes or becomes aware of a violation of the rules and/or regulations, the teacher or employee may:

- Direct student to turn device off
- Confiscate the device and return it to the student at the end of the instructional period
- Confiscate the device and turn it into the school office at the end of the instructional period; or
- Notify the principal or designee of violation and request that the principal or designee take disciplinary action, as appropriate.

HEALTH SERVICES

The Health Office is located in the Main Office. Only students who have been given written permission or have been escorted by a teacher may go into the Health Technician's Office. Students are not permitted to have medication on campus without a signed order from a healthcare provider. The form to use is below:

Order for Administration of Medications at School:

https://drive.google.com/file/d/1VI26wau-6IVYu5nyeCiZs_zPS5SGelat/view?usp=sharing

IMMUNIZATIONS

Students must meet state immunization requirements when enrolling in transitional kindergarten (TK) through 12th grade. Parents must show their child's immunization record as proof of immunization. Students who don't meet the immunization requirements may be excluded from school until the parent or guardian provides documentation of compliance with the requirements.

LANGUAGE

(racist, biased, sexist, gender slurs, and other unacceptable slurs) The SUHSD is committed to recognizing, addressing, and eradicating all forms of racism, gender discrimination, and ethnic oppression. We condemn racism, discrimination, and bigotry in all forms. All members of the SUHSD community—students, staff, faculty, administration, trustees, alumni, and families—will use non-discriminatory language. Those not in compliance with our language norms will be addressed and instructed on our language norms. Students using unacceptable language will be disciplined according to our school board policies and the California Education Code, resulting in loss of privileges.



GENERAL A-Z

LIBRARY

The Alisal library has over 20,000 books and magazines, an online library catalog, 30 student computers, 4 online databases and 5 online newspapers. Library orientation takes place during freshman year at the beginning of the year. Students are welcome to visit the library before school, during lunch, after school, or during class time with a pass from their teacher. The library webpage <https://ahs.salinasuhd.org/> has links to our databases, resources for reading, teacher assignments, research help and much more.

Rules for the Library and Textbook Room:

- No food, drink, hats or beanies, or electronic devices allowed.
- Students must have their student IDs or schedules with them to check out books from the library, including textbooks.
- Students will use usual library manners: quiet voice, clean up after themselves, push chairs in, respect others, etc.
- Students are welcome with their classes or with a pass during class time. The library is open to students before and after school as well as during lunch.
- Students are allowed to check out 3 library books that are due 3 weeks after check out. If a book is needed longer, it must be renewed
- If a library or textbook is lost or damaged it must be paid for. Late books will result in students becoming ineligible and they may not participate in sports, field trips, extracurricular events, or check out Library books.

Lost Book Policy

The typical student at Alisal High is issued several hundred dollars' worth of textbooks. A student and his/her parents are responsible for these books and any library materials checked out. When a student loses or damages a book, the cost of the item is added to the student's financial bill. Students who owe money may be excluded from certain extra-curricular activities. Students will not participate in commencement exercises, nor will they receive their diploma until their financial obligations have been cleared.

LIFE PASS

The Student Council awards a Life Pass for free entry to some Associated Student Body sporting events and activities to graduating seniors or retiring staff who have achieved any one of the following criteria:

- Valedictorian or Salutatorian
- Served as ASB President
- Served four years as an elected officer in ASB
- Staff retiring w/at least 15 years of service to AHS

LOCKERS AND SHARED LOCKERS

Every student has access to a locker throughout his or her time at Alisal High. Students are assigned lockers during the schedule distribution assigned date. If students do not receive a locker during schedule distribution, they may sign up for one in the ASB office.

- All Freshmen students will have their own locker. Sophomores, Juniors and Seniors will have to share their lockers.
- Lockers are a privilege and may be taken away for several reasons including intentional damage, graffiti, improper use, etc.
- Students who leave items in lockers do so at their own risk.
- To report problems regarding lockers, visit the ASB office.



GENERAL A-Z

OFF CAMPUS PRIVILEGE

Alisal High School has a CLOSED CAMPUS policy to ensure students' safety, to focus on learning and place emphasis on academics pursuits. Junior and Senior Students can, however, earn the privilege to go off-campus at lunch. Students must apply for the off-campus privilege each semester. The privilege may be denied or revoked if the student violates the contract, loses eligibility or abuses the privilege. The off campus sticker must be shown exiting and entering during the lunch period.

- Have a 2.0 GPA or above.
- Be on track for graduation with regards to academic credits (Juniors 120+, Seniors 180+) and community service hours.
- Juniors must have completed a minimum of 20 hours for Semester 1 and 25 hours for Semester 2.
- Seniors must have completed a minimum of 30 hours.
- Unsatisfactory citizenship grades during the prior semester.
- No more than 5 tardies per quarter.
- No class trancies or whole day trancies.

The privilege will be revoked for any of the following reasons:

- If a student returns to campus late three or more occasions for 5th or 6th period in the same semester.
- If a student does not return from lunch and is considered truant.
- If a student alters, manufactures, shares or misrepresents the off-campus lunch privilege, the privilege will be revoked the remainder of the school year. Parents will be notified, and a referral will be processed.
- Other behavior problems, which may result in the revocation of the off-campus privilege, including suspension, excessive tardiness, and irregular attendance.

* Note: The administration has the right to remove and revoke any privilege that is violated.





GENERAL A-Z

PARENT INVOLVEMENT

Parents play an essential role in the success of Alisal High students. There are several organized groups through which parents are invited to participate.

Alisal High School Booster Club – This non-profit parent organization that has been established to support clubs, sports teams and all other activities at Alisal High School by collaborating with the community parents/student/teachers/ & coaches in order to meet the needs of students

ELAC Parent Group - The ELAC committee consists of parents of English Learners who met monthly to support their children in academics. The group, at their monthly meetings, monitor and review services provided by school programs.

Parents on Campus- The purpose of the weekly meeting is for parents' understanding the educational plan of their child. Parents will learn about school activities and are able to speak directly to stakeholders.

School Site Council - State law requires the School Site Council to ensure that students, parents, teachers, staff, and community members are part of the school decision-making process. Members are elected for a two-year term. Meetings are held once a month at the Staff Lounge and are open to the public. For more information, please contact our Community Liaison – Ms. Rachel Torres at 831-796-7600 extension 2040.

PARENT VUE

ParentVUE allows you to see your student's grades, assignments, attendance and discipline, in real-time using the Internet. To access ParentVUE, you will need to:

- Go to the https://ca-suhd-psv.edupoint.com/PXP2_Login.aspx
- Click on the ParentVUE link
- Click on "I am a parent"
- You will need to enter your username and password. Usernames and passwords are unique to each parent. Your personal information will be given to you at the beginning of the school year.

We are excited to offer our parents the opportunity to follow their students' progress at Alisal High.

PE UNIFORMS

Students taking physical education classes must wear PE approved clothing. All students taking PE must wear a gray t-shirt or sweatshirt, free of ANY logo or writing and black shorts or sweats, free of ANY logo or writing. As a convenience, uniforms are also sold in the Student Store all year long in the ASB student center. The uniform costs \$35. Prices are discounted if the student has the ASB Discount Sticker!

PROACTIVE K9S

To provide a safe and secure environment that is conducive to learning, Alisal High School uses a canine intervention program for the detection of illegal drugs, ammunition, weapons, and alcohol. Random and regular searches of classrooms, parking lots, vehicles, lockers, and other personal belongings of students are performed in conjunction with the school safety team.



GENERAL A-Z

PBIS

As part of our district initiative, we work with students to promote positive behavior school-wide. Students have the opportunity to earn incentives and specific praise for their positive behaviors. Teachers and staff are always on the lookout to acknowledge students positively for appropriate behaviors.

PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

PBIS emphasizes teaching behavioral expectations in the same manner as any core curriculum subject. It focuses on preventing inappropriate behavior through clear expectations, teaching, and positive reinforcement. The goal of PBIS is to create a positive school climate where all students can thrive and succeed.



RECOGNITION

Golden State Seal of Merit Diploma

The Golden State Seal Merit Diploma (GSSMD) recognizes public school graduates who have demonstrated their mastery of the high school curriculum in at least six subject areas, four of which are English language arts, mathematics, science, and U.S. history, with the remaining two subject areas selected by the student. The GSSMD is awarded jointly by the California State Board of Education (SBE) and the State Superintendent of Public Instruction (SSPI).

Renaissance

The Renaissance program encourages academic excellence, academic improvement, and excellent citizenship. At Alisal High we have several Renaissance events each year that encourage this academic participation. Gifts are given for students to wear to show their commitment to academic success. Do your best in your classes to receive this academic recognition.

State Seal of Bi-Literacy

The Seal will be awarded to graduating seniors in the Salinas Union High School District who have mastered standard academic English and any other language. The District shall present the State Seal of Biliteracy to each graduating high school student who has attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English. Students wishing to receive the Seal must submit an application form to their home school and meet certain requirements.

State Seal of Civic Engagement

The Superintendent or designee shall present the State Seal of Civic Engagement to each student who demonstrates excellence in civics education and participation and has demonstrated an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government.



GENERAL A-Z

SENIOR ELIGIBILITY

The senior year has the potential to be a student's best year of high school! There are numerous fun and exciting activities culminating with graduation. Participation in senior activities is a privilege, not a right.

Seniors will lose the privilege to participate in prom, Grad Night Trip, Sober Grad and the graduation ceremony if any of the following happens during the second semester:

- The student is suspended for five days during the 4th quarter.
- The student is suspended twice during the 4th quarter.
- The student has more than ONE *UN* in citizenship or an F
- The student has an un-cleared truancy; either a full day or partial truancy.
- The student owes money to the textbook, library or finance office.
- The student falsifies information during enrollment.
- The student commits a serious violation of the behavior code including a senior prank.

SENIOR HOURS

To attend Grad Night, seniors must complete 10 senior hours, not to be confused with community service hours. The senior class advisor and officers have more information, and hours are posted in google classroom.

REQUIREMENTS TO WALK THE LINE

Students must have:

- A 2.0 GPA overall
- Completed all course requirements (220 credits)
- No more than two unsatisfactory citizenship marks for 2nd semester (more than two 3rd quarter unsatisfactory citizenship marks makes seniors ineligible to walk the line. Students can re-qualify to walk the line by receiving no unsatisfactory citizenship marks for 4th quarter progress reports)
- Completed 40 community service hours
- 85% attendance per year
- Zero 4th quarter suspensions and no serious violations of the behavior code

PLEASE NOTE: If a Senior becomes ineligible for the Grad Trip for any reason or is simply unable to go due to personal reasons, the deposit or full cost of the trip WILL NOT be refunded.



GENERAL A-Z

STUDENT PARKING

The parking lots are provided as a convenience to the School District's employees, students, and visitors. **The District is not responsible for fire, theft, damage, or loss to your automobile, or for any article left in it. In effect, you use the parking lot at your own risk.**

Alisal High School has separate parking lots for staff and students. The parking lot on Williams Street is only for staff and visitor parking. Student cars found in this lot will be ticketed and may be towed at the owner's expense. AHS takes no financial responsibility for towing or ticketing fees.

The student parking lot is located behind the 700s building accessed through the staff parking lot. Students wishing to park in this lot must show a valid Driver's License and proof of insurance before being able to purchase a parking permit in the Finance Office. Permits are for the school year and will be revoked if the student violates the Parking Lot Rules.

Parking Lot Rules:

- All California State Vehicle Code Sections apply to all drivers.
- All District & school rules extend and apply to the parking lots.
- The parking permit must be displayed at all times.
- Park only in designated parking sections.
- Any object considered a weapon in accordance with National/California State Law and/or the Student-Parent Handbook are strictly prohibited on school premises, even inside a vehicle.
- All vehicles are subject to searches by the Proactive K-9's and the school administration.
- Permits must be mounted or visible to be considered valid.
- Students parked in non-spaces will lose driving privileges.

TARDY POLICY

We expect ALL students to arrive to class on time. Timeliness allows for fewer classroom disruptions and demonstrates respect, trustworthiness, and dependability. Being on time is an important habit to develop, preparing students for success in a college or career environment. We need to ensure that students are in class, safe and accounted for.

A student is tardy if they are not in their assigned seat when the final bell rings. Per district policy, teachers issue an unsatisfactory citizenship grade (UN) to students who accumulate 5 or more tardies during a quarter. Students with two or more unsatisfactory citizenship grades in one quarter will lose privileges (sports, off campus, school functions) for the following quarter.

Students with tardies are subject to the following consequences:

- 1-3 Tardies: Warning from teacher
- 4-5 Tardies: Teacher-parent contact, lunch detention assigned
- 6-10 Tardies: Referral to the school administrator, admin-parent contact, detention, and/or campus beautification
- 11+ Tardies: Referral to the school administrator, contact with the Tardy Intervention Team, detention, and/or campus beautification.



GENERAL A-Z



TEXTBOOK/CHROMEBOOK

All textbooks and Chrome books have barcodes. The school requires that all students must have a school photo I.D. to check out any resources (ex. Chromebook, textbook, calculator, etc.). Lost, damaged, or textbooks without barcodes will result in a fine ranging from \$10.00 to \$120.00 for each book. Lost or damaged Chrome books will result in a fine of up to \$300.00. Students with fines will be ineligible for extracurricular activities until the fine has been paid. Books from prior years must be returned or paid for before the new school year begins.

Please report Technical Issues, damaged, lost, or stolen Chromebooks to the library for replacement. If a Chromebook is recovered, please notify the library immediately to be removed from the “Missing Chromebook List”. Please follow and be aware of these rules/procedures:

- Maintain Chromebook fully charged and power down correctly.
- Practice proper Digital Citizenship, visit websites directly linked to the assigned work only.
- Do not let others use your Chromebook; you will be responsible for any damage.
- Handle with care. Please do not use the case to store any other items except the Chromebook when not in use.
- Parents are responsible for the replacement cost should the Chromebook be lost, stolen or damaged. This includes any damage or loss that occurs on campus.

TRASH

Students are expected to throw away waste in appropriate trash and recycling containers while on campus.



GENERAL A-Z

VISITORS

Alisal High School is a closed campus. All visitors must check in at the Security Station or Main Office and obtain a visitor's pass. Appointments are necessary to visit departments except for the main office, counseling, and finance offices.

WELLNESS CENTER

The Wellness Center provides prevention and short-term intervention for all students facing social and emotional challenges that impact academic performance, attendance, and behavior at school. They are safe, supportive environments on the school campuses where students can go to discuss a variety of concerns. Through both on-campus programming and community-based partnerships, students receive coordinated health education, assessment, counseling, and other support services to maximize student engagement and success.

YEARBOOK

The Alisal High School yearbook goes on sale during the first semester. Senior students may also purchase yearbooks with their class package at a reduced price. For more information, see Mr. Battaglini.

Senior Pictures

Senior YEARBOOK Pictures: All students must use the AHS photographer for their yearbook pictures. Seniors will receive a FREE FORMAL yearbook picture. Seniors can use any photographer for their personal use and for the senior ad page in the yearbook.