

# **Albert Powell High School**

**Student Handbook**



**“Home of the Eagles”**  
**# PowellPride**

# APHS HANDBOOK

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# *Welcome to Albert Powell High School!*

## **1. Introduction to Albert Powell High School**

Welcome to Albert Powell High School, you have made a great decision to join our campus. Our student body is composed of students in grades 10-12 mostly from within the Yuba City Unified School District. We are a continuation high school, but we have the same high school diploma requirements as a comprehensive high school (220). You will attend four periods in either the a.m. or the p.m. session for a total of 180 minutes a day. Most students are coming to us credit deficient; in order to maximize credit recovery students are expected to complete a minimum of 3 hours-worth of home work each night. Students also have the opportunity to co-enroll in additional classes at either Yuba City High School or River Valley High School, or Yuba College dual enrollment.

Albert Powell High School emphasizes the power of individual choice and helps all students recognize that they are responsible for their own actions. Furthermore, Albert Powell High School recognizes that all students are doing their best to meet their individual needs

All staff strives to provide a fulfilling learning environment which emphasizes the caring habits of offering support, encouragement, listening, accepting, trusting, respecting and negotiating any differences.

### **VISION of APHS**

The entire Albert Powell High School community will support all students in their efforts to earn a high school diploma, become lifelong learners, and reach their full potential both academically and emotionally.

### **MISSION of APHS**

As a staff, we are committed to:

1. Promoting student confidence in the ability to fulfill their unique potential, intellectually, socially, and emotionally.
2. Educating students to use critical thinking and problem solving skills.
3. Helping students to develop a respect, tolerance, awareness and appreciation for diversity.
4. Preparing students to become ethical and responsible citizens, family members, and employees.
5. Providing a safe learning environment for all students.

### **School-Wide Learning Outcomes:**

All Albert Powell students are expected to:

- Be effective communicators, problem solvers, and critical thinkers.
- Develop life skills that can be utilized in high school and beyond.
- Become involved, responsible, informed and respectful citizens.
- Achieve the academic competencies at a proficient level required for a high school diploma.

# **Powell PRIDE – Own It!**

Students and staff worked together to create a framework for how all of us will conduct ourselves, on and off campus. Powell PRIDE isn't just posters you see around campus, it is the way we present ourselves. It is who we are as a campus. We expect that once you are a student at Albert Powell, you embrace the Powell Pride principles and help to spread the word!

**P** – Politeness

**R** - Responsibility

**I** – Integrity

**D** - Determination

**E** – Engagement



# HAVE PRIDE ON CAMPUS

- Use appropriate language
- Clean up after yourself
- Be mindful of others
- Arrive on time



Art by: Mark McBride

# HAVE PRIDE AT SCHOOL

- Be responsible for your work
- Ask for help when needed
- Be here and be prepared
- Be respectful to others



Art by: Mark McBride

# HAVE PRIDE OFF CAMPUS

- Dress appropriately for activity
- Represent Powell Pride
- Use time wisely
- Be polite



Art by: Mark McBride

*Whether you are in class, the quad, the cafeteria, or off campus we carry ourselves with **PRIDE.***

# PowellPride

**Staff Listing**  
822-5210

Name	Position	Room
Jennifer Cates	Principal	Front Office
Sunny Osburn	Counselor/VP	College and Career Center (11)
Nickie Hutton	Admin Secretary	Front Office
Ericka Lemburg	Office Specialist	Front Office
Carol Garcia	Attendance Clerk	Front Office
Sharon Harris	Para Educator	Front Office
Kristin Costa	Campus Security	Roaming
Lisa Heffley	Instructor	12
Baljit Kaur	Instructor	5
Dawn White	Instructor	6
Eric Olson	Instructor	4
Lisa Drummond	Instructor	8
Matt Wahl	Instructor	3
Jessica Vandehoven	Instructor	9
Jillian Damon	Instructor	2
Robert Bonnifet	Instructor	10
Chelsea Thornton	Instructor	14
Katie Simcox	Instructor	15
Katie Mintzer	Instructor	7
Brittany Pina	Instructor	MP Room
Brenda Wong	Instructor	12
David Barboza	Head Custodian	MP Room
Jamie Ruelas	Nutritional Services	MP Room
Tracy Baucom	Nurse	Front Office
Chase Flores	Computer Tech	Copy Room

**2. APHS Enrollment**

To enroll in Albert Powell High School, parents and students must contact the front office to schedule a registration appointment. Students must also obtain a referral from their counselor with a copy of the student's transcript from the previous school. Students may request to be referred, as well.

**3. Registration Procedure**

In order to register at APHS, perspective students and their parents must meet with the school principal. The following information is needed at the time of registration:

1. Completion of district registration materials.
2. Copy of most current transcript.
3. Referral to attend APHS.
4. Parent/Student Compact
5. Immunization records. (Only if out of district)
6. Proof of address. (Only if out of district)

#### **4. Attendance, Absences, and Tardiness**

***When a student is unable to attend school, parents should:***

Call the school office or send a note stating the student's name, teacher, and reason for the absence on the day the student returns to school. Students, returning to school following an absence, **MUST report to the office before returning to class**. An 18 year old is considered an adult but all attendance policies remain the same.

#### ***Absences/tardiness resulting in truancy***

California State Education Code Sections 46010-46015 and Albert Powell High School recognizes the following as excused absences only:

1. Illness
2. Appointments with doctors/dentists
3. Attendance at funeral service of immediate family members
4. Quarantine directed by appropriate health officer.

Absence for Personal Reasons (Ed Code 48205): Please call as soon as possible or come in to talk with the school principal to have absences approved if your child must miss school for emergency reasons. The following are the **ONLY** reasons accepted as justifiable:

1. Family emergencies
2. Court appearance
3. Religious holiday or lesson

All absences from school for reasons other than those mentioned before are considered unexcused.

Albert Powell High School will be sharing attendance information with the School District, the Positive Attendance Program, Probation Department, Welfare Department and Student Attendance Review Board (SARB) in an effort to encourage student attendance. Please review the School Attendance section in the Yuba City Unified School District Student Discipline Policy Handbook for further information. Students are expected to maintain a minimum of 85% attendance to remain at Powell and participate in extracurricular activities.

#### **5. Bell Schedules**

<u><i>AM Schedule</i></u>	<u><i>PM Schedule</i></u>	<u><i>AM Bonus Schedule</i></u>	<u><i>PM Bonus Schedule</i></u>
<i>1 Period 8:03-8:48</i>	<i>5 Period 11:43-12:28</i>	<i>1 Period 8:03-8:36</i>	<i>5 Period 11:43-12:16</i>
<b><i>BREAK</i></b>	<b><i>BREAK</i></b>	<b><i>BREAK</i></b>	<b><i>BREAK</i></b>
<i>2 Period 9:00-9:40</i>	<i>6 Period 12:40-1:20</i>	<i>2 Period 8:48-9:21</i>	<i>6 Period 12:28-12:28</i>
<i>3 Period 9:45-10:25</i>	<i>7 Period 1:25-2:05</i>	<i>3 Period 9:26-9:59</i>	<i>7 Period 1:06-1:39</i>
<i>4 Period 10:30-11:10</i>	<i>8 Period 2:10-2:50</i>	<i>4 Period 10:04-10:37</i>	<i>8 Period 1:35-2:17</i>
		<i>Bonus 10:37-11:10</i>	<i>Bonus 2:17-2:50</i>

## **6. Calendar**

We follow a student attendance calendar that is unique to APHS, it is not the same as the other schools in the district. Please pay attention to minimum days and Intersession dates. You can pick up a copy of the student attendance in APHS' front office, or find it online at <http://aphs.ycusd.k12.ca.us/> or <http://www.ycusd.k12.ca.us/> .

## **7. Lunch**

Albert Powell High School provides lunch through the Yuba City Unified National School Lunch Program. Students may purchase lunch. Free/reduced lunch is also provided to those who complete the Application for Free and Reduced Priced Meals and is approved by the Yuba City School District. All students must complete this application upon enrollment.

## **8. Closed Campus**

Albert Powell High School has a closed campus policy. Students shall not leave the grounds at any time during the school day without written permission of their parents/ guardians and school authorities. Students who leave school without authorization shall be classified as truant and subject to disciplinary action. This includes the park next door.

## **9. Tardiness**

If the student is tardy, whether in the morning or after lunch, he/she ***must first report to the school office to sign in before going to class***. If the tardiness is due to a dentist or doctor appointment, a medical excuse signed by the doctor/dentist should be presented. (Excessive tardiness will effect a student's education, progress and grades. To encourage students to develop the character trait of punctuality, the following has been established:

1. ***Excused Tardiness*** is tardiness resulting from circumstances beyond control of the student or parent. Oversleeping, alarm not going off, late car pool, etc., are ***NOT*** considered excused.
2. ***Unexcused Tardiness*** Oversleeping, alarm not going off, late car pool, etc., is not acceptable.

Make every effort to call Carol, the attendance clerk, if you are experiencing problems.

## **10. Early Dismissal**

A student who is dismissed early must have a written note from the parent/guardian requesting early release. The student must be picked up in the Albert Powell High School office and signed out by a parent/guardian, or designee. Students are required to obtain permission from the school office before leaving campus for any reason. The student must provide a note from his/her parent/guardian or have them contact the school office **PRIOR** to leaving, stating the time and date it will be necessary for the student to leave the campus. The Student may be considered truant if he/she leaves campus without permission.

## **11. Graduation Requirements**

### **HIGH SCHOOL COMPLETION**

**YCUSD DIPLOMA:** 220 credits

Same academic requirements as YCHS, RVHS

Alternative Options exist for students who are not meeting YCUSD graduation requirements. Please see your counselor for details.



## **12. Credit Earning**

Credits are awarded based on proficient work completion, not just being present in class. This means you have to demonstrate mastery of each area within the subject as assigned by your teacher. You will earn credit for the work you successfully complete. This means you can accelerate your credit earning; it also means that if you set your pace too slow that you will fall further behind in your credits. Please see individual teachers for specifics on how to earn the credits required in their course. Odysseyware may be used as an alternative credit recovery program online. Elective credit opportunities are plentiful; you simply need to ask about additional ways you can earn elective credits.

## **13. Curriculum**

The curriculum offered in the alternative education program at Albert Powell High School is designed to help students improve all academic content areas and meet state and district requirements. All curricula meets board adopted standards and is used in all classrooms. The majority of the curriculum is the exact same as that being used at YCHS and RVHS.

## **14. Work Permit**

### **Work Permits- School in Session**

1. No work permit shall be issued until the student's parent/guardian, foster parent or residential shelter services provider has filed a written request with the district. (Education Code 49110)
2. To help in determining the extent to which this outside employment may be approved, the Superintendent or designee shall inspect the student's records for evidence of satisfactory grades and attendance.
3. After issuing a work permit, the Superintendent or designee shall periodically inspect the student's scholastic and attendance record. (85% attendance rate)
4. A student 16 or 17 years of age who has completed the seventh grade may receive a permit to work outside of school hours for no more than 4 hours on a day or 28 hours a week in which the student is required by law to attend school. (Education Code 49112) The following exception shall apply. The 4- hour/28-hour limit may be extended to 6-hour/36-hour for students 16 or 17 years of age who are employed in a school-approved work experience program.

### **Work Permits-When School Is Not in Session**

1. Students 12 through 17 years of age may receive a permit to work on a regular school holiday, during a regular or specified occasional public school vacation, and when the student is exempt from compulsory school attendance because he/she arrived from another state within 10 days before the end of the school term (Education Code 49111).

### **Revocation of Work Permit**

1. The Superintendent or designee shall revoke a student's work permit whenever he/she determines that employment is impairing the student's health or education. (Education Code 49164)
2. Students who do not maintain a G.P.A of at least 2.0 and an overall attendance rate of 85% will have their work permit revoked.

### **15. Text Books**

Each student will be responsible for assigned textbooks. If a book is lost, misused, or damaged beyond reasonable wear, the student shall pay for the cost of the book's replacement. Textbooks must be checked out to the student in the front office.

### **16. Laptops for Home Use**

We have a limited number of netbooks you may check out in order to complete work at home. Please see the front office for a Mobile Device Agreement and to check availability.

### **17. Internet**

Please see the Yuba City Unified Internet Acceptable Use Agreement available in the Student Discipline Policy Handbook and Legal Notifications. The Handbook is available in APHS front office or online at the YCUSD Web Page (<http://www.ycusd.k12.ca.us>). This is collected upon enrollment.

### **18. General School Expectations**

Conduct which interferes with the learning or safety of others will be treated as a serious problem. Students who repeatedly violate classroom rules or demonstrate inappropriate behavior will be referred for suspension. In addition, parents may be asked to attend a portion of the school day upon their child's return to class (48900.1). If inappropriate behavior continues, the student may be dropped from the program.

### **19. Homework Policy**

Students are expected to complete an additional three hours daily of work outside on the instruction day, to aid in credit recovery. Essentially- you have homework EVERY night.

### **20. Campus Behavior and Discipline**

While every attempt is made to avoid unwanted behaviors through our school wide, Positive Behavior Implementation System (PBIS), there are times when discipline is necessary. We follow YCUSD policies. Please see the Yuba City Unified Discipline Policy located in the Student Discipline Policy Handbook and Legal Notifications. The Handbook is available in APHS front office or online at the YCUSD Web Page (<http://www.ycusd.k12.ca.us>).

### **21. Student Rights**

Students have rights, as do all citizens, under the Constitution, State law and District policy. Their rights include:

1. The right to be heard. Students are encouraged to voice constructive criticism through student government, student advisory committees, school newspapers, teachers, counselors, administrator, and any other channels of communication as long as the process does not substantially disrupt the orderly operation of the school.
2. The right to an education in a safe, orderly and clean environment.
3. The right to full use of the class time for receiving instruction and for learning.
4. The right to fair, consistent, and respectful treatment by staff members and other students.

5. The right to a hearing before a penalty is imposed. When a student has been referred for some wrong doing, that student should be afforded the opportunity to offer his/her version of the incident to the school authorities.

## **22. Statements for Civil Rights Compliance**

All educational and vocational opportunities are offered without regard to race, color, national origin, sex, or disability. A lack of English language skill will not be a barrier to admission and participation in educational and vocational programs.

## **23. Notice of Nondiscriminatory Policy**

Albert Powell High School does not discriminate on the basis of race, color, national, and ethnic origin in administration or its educational policies, scholarships, athletics, and other school-administered programs.

## **24. Sexual Harassment**

Please see the Yuba City Unified Sexual Harassment policy located in the Student Discipline Policy Handbook and Legal Notifications. The Handbook is available in APHS front office or online at the YCUSD Web Page.

## **25. Dress Code Policy**

Please see the Yuba City Unified Dress Code Policy located in the Student Discipline Policy Handbook and Legal Notifications. The Handbook is available in APHS front office or online at the YCUSD Web Page. At Albert Powell, we are relaxed on some of the policies and stricter in others. For instance, we do not allow three items of any type of attire that are red or blue- two is the max. This alleviates any perception of gang affiliation. We expect our students to dress as if school was their job. If it isn't appropriate for a teacher, then it isn't appropriate for a student to wear either.

## **26. Authority to Suspend**

### **1. Teacher's Right to Suspend Student from Class (Education Code 48910)**

(a) A teacher may suspend a pupil from the teacher's class, for any of the acts enumerated in section 48900, for the day of suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the principal's designee for the appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. Whenever practical, a school counselor or school psychologist shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.

### **2. Principal or Designee**

The Principal or his/her designee may suspend a student from class, classes or the campus for the period not to exceed five school days. (Education Code 48911)

### **3. Superintendent or Designee – Extend a Suspension**

The Superintendent or his/her designee may suspend a student or may extend a student's suspension pending final Board decision on a recommendation for expulsion, or may suspend a student for the balance of the semester from an alternative school program. An extension of suspension will only be granted if the Superintendent or his/her designee has determined, following a meeting in which the pupil and the pupil's parent/guardian/caregiver are invited to participate, that presence of the pupil at the school or in an alternative school placement would cause a danger to persons or property or a threat of disrupting the educational process. (Education Code 48911)

### **27. Parent/Guardian/Caregiver's Right to Request a Meeting Regarding a Student's Suspension**

If a suspension is ordered by a principal pursuant to Education Code 48900, the parent/guardian/caregiver shall have the right to request a meeting with the Superintendent or his designee to review the suspension.

### **28. Individual Searches**

School officials may search individual students, their property and district property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the district or the school.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050) Searches of individual students shall be conducted in the presence of at least two district employees. The Principal or designee shall notify the parent/guardian/caregiver of a student subjected to an individualized search as soon as possible after the search. (Education Code 5145.11-Questioning and Apprehension)

### **29. Recommendation for Expulsion**

Please see the Yuba City Unified Administrator Recommendation for Expulsion located in the Student Discipline Policy Handbook and Legal Notifications. The Handbook is available in APHS front office or online at the YCUSD Web Page.

Pursuant to California State Education Code Section 48900, students may be suspended or expelled on the first offense for any of the following actions:

1. Firearm Possession.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit sexual assault or battery.
5. Possession of an explosive.

**A student may be suspended or expelled for any of the acts listed above if the acts related to school activity or school attendance occurring at any district school or within any other school district, including but not limited to the following circumstances:**

1. While on school grounds
2. While going to or coming from campus
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from school-sponsored activities.

### **30. Law Enforcement – Removing a Student from School**

Upon presentation of proper identification to the principal or the designee, officers have authority to remove students from school premises. The principal shall take immediate steps to notify the parent/guardian/caregiver or relative of the minor regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse. In those cases, the school official shall provide the police officer with the address and telephone number of the minor's parent/guardian/caregiver. (Education Code 48906)

Should you have any questions regarding any information you have read in the handbook please contact the Albert Powell High School office @ 822-5210.

### **31. Visitor Registration**

Any person other than the following is considered an outsider; however, all visitors are required to report to the school office to register as a visitor upon entering school premises during school hours: (P.C. 627.1, 627.2, Evidence Code 1070).

The school office staff will log all visitors and provide them with a visitor's pass. School staff should advise all visitors who do not have a visitors pass to report the office to register. Any visitor who refuses to register at the office should be reported to the office immediately. All visitors will have a 15 minute maximum time limit.

### **32. Denial of Visitation**

The following provisions of law shall apply to outsiders. Outsiders do not include students, parents/guardians, district employees, elected public officials, or the other persons listed in the Penal Code 627.1.

1. The principal or designee may refuse to register any outsider if he/she reasonably concludes that the outsider's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in distribution or use of a controlled substance. The principal or designee or school security officer may revoke an outsider's registration if he/she has a reasonable basis for concluding that the outsider's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students or staff. (Penal Code 627.7)
2. The principal or designee may request that an outsider who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When an outsider is directed to leave, the principal or designee shall inform the outsider that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment.

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## Return to school with signatures:

We have read and understand the Albert Powell High School Student Handbook which includes:

<p>Introduction to Albert Powell High School          Powell PRIDE          APHS Enrollment          Registration Procedure          Attendance, Absences, and Tardiness          Bell Schedules          Calendar          Lunch          Closed Campus          Tardiness          Early Dismissal          Graduation Requirements          Credit Earning          Curriculum          Work Permit          Text Books          Laptops for Home Use</p>	<p>Internet Use          General School Expectations          Homework Policy          Campus Behavior and Discipline          Student Rights          Statements for Civil Rights Compliance          Notice of Nondiscriminatory Policy          Sexual Harassment          Dress Code Policy          Authority to Suspend          Parent/Guardian/Caregiver’s Right to Request          a Meeting Regarding a Student’s Suspension          Individual Searches          Recommendation for Expulsion          Law Enforcement – Removing a Student from          School          Visitors</p>
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I understand that attending APHS is a privilege, not a right. I understand that my enrollment at APHS may be terminated if I cannot respect the school rules and/or established school climate and culture.

\_\_\_\_\_  
 Parent Signature Date

\_\_\_\_\_  
 Student Printed Name Date

\_\_\_\_\_  
 Student Signature Date