

ALHAMBRA TRADITIONAL SCHOOL

POLICY AND PROCEDURES MANUAL

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PREFACE

The original Alhambra Traditional School (ATS) Policy and Procedures Manual was completed on May 31, 1983, by the founding parents of ATS. The goal of the manual was to address the curriculum, discipline, dress code, homework, and general functions of the school. The manual was approved and adopted by the Alhambra District Governing Board on June 26, 1986.

The founding parents acknowledged the help and cooperation of the Alhambra District Governing Board in the preparation of the manual. They also specifically thanked Dr. Tom Haddock, Superintendent; Mr. Don Landy, Principal of Westwood School; the District staff; and the Westwood Traditional School faculty.

June, 1986

The current edition of the manual reflects policies amended and approved by the SCC to date. The faculty and parents wish to thank Dr. Carol G. Peck, Superintendent, and past and present Alhambra District Governing Board members for their continued support of the programs and goals of ATS.

May, 1999

INTRODUCTION

History

Alhambra Traditional School (ATS) is an alternative public school within the Alhambra Elementary School District. It was founded by a group of parents who desired an intense academic curriculum, disciplined environment, and parental involvement in the decision-making processes of the school. The Alhambra District Governing Board approved the formation of Westwood Traditional School in 1983 - it was the first traditional school in Phoenix. The name was changed to Alhambra Traditional School in 1986.

Philosophy

The founding parents of ATS believed in certain principles that formed the basis of current policy. They believed the parents' responsibilities encompassed all aspects of their child's education. Those parents chose to teach basic family beliefs, morals, and values at home, not at school.

The ATS program was founded on the principle that parents and staff shall work together as partners to provide an education that encourages students to pursue academic excellence to the best of their abilities. The back to basics curriculum, pace of studies, and specific expectations for academic achievement, behavior, and dress require a firm commitment from every parent, student, and teacher. By selecting ATS, parents, students, and staff are responsible for and committed to supporting ATS programs, upholding standards, and following the rules and policies of the school.

Traditional Curriculum

The ATS traditional program develops a solid foundation of fundamental and higher level thinking skills through a structured curriculum that is consistent within each grade level and sequential throughout the grades. The kindergarten through eighth grade curriculum is taught using direct teaching techniques, whole class instruction and approved teaching methods and is not interrupted for non-curricular programs or activities. The phonics based Spalding program is the basis of the ATS language arts curriculum. Included in the curriculum are art, library, music, and physical education. Special needs classes, gifted classes, and other pull-out programs are not provided at ATS; however, these programs are available at other schools within the Alhambra Elementary School District.

Governance

ATS parents, principal and staff work together as partners in the decision making process of the school. They are responsible for developing the curriculum, selecting textbooks and materials, and setting and maintaining high standards. The School Community Council (SCC), the governing body of ATS, is organized with equal representation of parents and staff to establish and uphold the educational foundation of the school. Amendments or revisions to the ATS policy manual shall be approved by the SCC before adoption by the Alhambra District Governing Board. All rules and regulations set forth in this manual shall be consistent with the policies of the Alhambra District Governing Board and shall be actively enforced by the principal.

ADMISSIONS AND VARIANCE

Admission Eligibility

Alhambra Traditional School (ATS) accepts students from Alhambra District schools as well as other public and private schools.

Since ATS is an alternative program, all students require a variance. Variances may be revoked if ATS rules and regulations are violated.

New Student Admissions Priority

Upon completion of the Admissions Procedure, new student admissions to ATS shall be granted on a priority basis as described below. Students in each priority group will also be prioritized chronologically based upon the date on which their completed ATS Pre-Enrollment Application was given to the office.

First Priority: Students who reside in the Alhambra School District and have siblings currently attending ATS.

Second Priority: Students who reside in the Alhambra School District.

Third Priority: Students who do not reside in the Alhambra School District and have siblings currently attending ATS.

Fourth Priority: Students who do not reside in the Alhambra School District.

Waiting List/Prescreening

A waiting list for all grade levels is maintained and prescreening for appropriate placement is required.

Admissions Procedure

Parents interested in enrolling their child(ren) at ATS are required to complete the following steps:

1. Complete ATS Pre-Enrollment Application.
2. Read the ATS Policy and Procedure Manual. Parents are required to read the Policy and Procedure Manual in order to understand the philosophy and practices of ATS.
3. Contact office to schedule a time to attend Parent Orientation. (The office will send a copy of the Parent Orientation schedule.)
4. Attend a mandatory Parent Orientation.

5. Complete the Skills Assessment. (Families will be contacted to schedule the assessment after classroom space and availability is determined.) The purpose of the assessment is to inform parents of the level of academic work completed by ATS students at the previous grade level.
6. Complete district enrollment application and provide a certified copy of birth certificate, immunization records, and proof of residency. (Families will be contacted regarding completing this step.)
7. Sign ATS contract. The contract briefly states that the parents and students agree to adhere to rules of ATS and the Alhambra District Governing Board.

Admissions Requirements

New students entering grades 1-8 shall be required to attend the Spalding tutoring program.

CURRICULUM PROCEDURES

The following curriculum procedures are established to ensure that Alhambra Traditional School (ATS) will continue to meet the expectations of parents, teachers, administration, and the Alhambra District Governing Board.

Classroom teachers and administrators shall utilize the following procedures as a guide for classroom organization and planning:

Campus and Classroom Organization

1. Classrooms in grades K-8 shall be self-contained with heterogeneous grouping. Special needs classes, gifted classes, and other pullout programs are not provided at ATS; however, these programs are available at other schools in the Alhambra School District.
2. Classes in grades six, seven, and eight may be departmentalized. Math, Science, English Language Arts, and Social Studies are subjects approved for departmentalization. Students may change classrooms for these subjects.
3. Grade levels shall not be combined for classroom instruction.
4. Students' desks shall face the teacher's primary instructional area for Spalding instruction of spelling, handwriting and phonograms.
5. Assertive discipline techniques, which focus on positive reinforcement of appropriate behavior, shall be used to maintain a structured, calm, and orderly campus and classroom atmosphere. This includes, but is not limited to, before school, lunch time, transitioning between classrooms and after school.

Curriculum Instruction

1. Each teacher shall utilize whole class instruction, direct teaching, and approved methods with an emphasis on meeting individual needs. Instructional time and students' time on task shall be maximized. Classroom activities not directly related to academic tasks should be kept to a minimum in all grade levels.
2. Each teacher shall provide an assignment for students to work on at the beginning of each day.
3. The sequence of course scheduling should reflect that students are more receptive to learning earlier in the school day; therefore, it is recommended that core subjects be taught during these times.

4. Teachers shall strive to provide academic challenges for all students. Parents shall also be encouraged to provide extended learning activities for their children.
5. Teachers shall help students gain the necessary skills to become productive citizens by modeling and discussing the meaning of good citizenship, courtesy, honesty, and respect for personal and public property, and expect students to follow their example.
6. The starting time of lunches should be staggered by grade level. This allows effective use of classroom instructional time and avoids congestion of lunch lines and crowding in the cafeteria.
7. Students shall remain in class until their assigned dismissal in order to maximize instructional time.
8. Whole school announcements, visitors and guest observers, and individual messages to students shall not interfere with instructional time. When possible, messages and announcements shall be delivered during the last 15 minutes of the school day.
9. High expectations shall be maintained for neatness, spelling, grammar, punctuation, and accuracy on all written assignments. Space shall be provided for students to show their work on tests and other assignments when appropriate. If necessary, an assignment may be returned to the student for revision.
10. Teachers shall provide and establish a predetermined routine for testing. Students should be seated quietly and remain seated during testing. Teachers shall monitor students during the administration of a test. All necessary materials shall be provided and interruptions kept to a minimum.
11. Report cards shall be issued every nine weeks. Teachers shall notify parents when a student is not performing at a satisfactory level. It is highly recommended that parents sign up for online grade book access and request a conference with the teacher if they have concerns.
12. Teachers may use audio-visual aids that relate directly to the curriculum. Films and other AV material not related to the curriculum shall be limited to two viewings per year per class. No film shall be more than one hour in length. In keeping with district policy, only G-rated videos may be shown. Approved lists are available in the office.

**Alhambra Traditional School Instructional Time Allocations
(Minutes/Week)**

Curricular Area	K	1	2	3	4	5	6	7	8
Spalding	300	300	300	300	300	300	300	300	300
Mathematics	305	305	375	375	375	375	375	375	375
ELAS/Science/SS	605	605	730	730	730	730	730	730	730
Morning Work	105	100	100	100	100	100	100	100	100
Lunch, Recess	350	225	225	225	225	225	225	225	225
Library/AR	30	100	100	100	100	100	100	100	100
Music	30	60	90	90	90	90	90	90	90
PE	0	60	90	90	90	90	90	90	90
Art	30	45	90	90	90	90	90	90	90
Computer Lab	45	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total	1800	1800	2100	2100	2100	2100	2100	2100	2100

CURRICULUM

District Objectives

Alhambra Traditional School (ATS) shall meet or exceed all curriculum objectives established by the Alhambra Elementary School District. A copy of the objectives shall be made available to each teacher.

Textbooks

Only textbooks recommended by the Textbook Committee, selected by teachers, and approved by SCC shall be used. Approved textbook lists shall be available upon request. Any District required curriculum materials will be communicated to parents by administration.

Integrated Language Arts

The language arts program shall be based on the Spalding Method using The Writing Road to Reading. As a total language arts program, Spalding integrates direct instruction in listening, speaking, spelling, writing, and reading. The Spalding mission is to develop skilled readers, critical listeners, accomplished speakers, spellers, writers, and lifelong learners.

All language arts teachers at ATS shall have completed, or be enrolled in, the MILA I course within five months after the date they are hired. Language arts teachers hired after January 1, 1999, shall complete the MILA II course within two years after the date they are hired.

The language arts program shall integrate the following components:

1. Spelling

Spelling shall be a phonics-based program with emphasis on daily written and oral phonics drill. Phonics with Spalding manuscript and/or cursive handwriting shall be taught through direct instruction and maintained as a standardized penmanship for all grade levels. The majority of the handwritten assignments must be completed in cursive once it is taught.

At the beginning of the school year, grades 3-8 shall enter the Spalding rule pages. Students' proficiency in phonograms and spelling shall be evaluated and students may be remediated as needed.

The spelling words for seventh and eighth grades shall come from the Ayres list, as well as Latin- and Greek-based spelling words. A minimum of 200 Latin- and Greek-based words shall be taught beginning in January. All spelling words shall be marked and explained according to the Spalding Method. Phonograms shall be reviewed periodically and tested twice each grading period.

2. Vocabulary

Vocabulary development shall be emphasized during spelling and in other content areas. Dictionary skills shall also be taught.

3. Composition

In accordance with grade level expectations, each student shall participate in creative writing experiences as well as written book reports and research papers. Once cursive handwriting is taught, composition assignments are required to be completed in cursive, the exception being compositions completed on the computer.

Teachers shall encourage students' creativity while maintaining high expectations for grammar, spelling, punctuation, and neatness. If necessary, assignments may be returned to the student for revision.

A book of selected writings may be produced yearly under the direction of the PTO.

4. Reading/Literature

Reading skills shall be developed utilizing quality literature and the classics along with the phonic skills learned in spelling and handwriting. A strong emphasis shall be placed on listening and reading comprehension, literary appreciation, passage structure, and mental actions.

Each class may be read to daily for standards reinforcement. This activity shall not exceed 15 minutes.

Students shall have silent sustained reading (SSR/AR) each day. Each student shall have an appropriate book available at his/her desk to read at all times. This time shall not exceed 20 minutes a day.

Detailed book reports shall be from the Approved Reading List. All books on the Approved Reading List shall be available in the library. Failure to complete the required book report is considered a missed long-term assignment. Students shall not be allowed to repeat book reports from previous years for detailed or non-graded book reports.

Students will be assigned one detailed book report per quarter:

- First Quarter 1 detailed book report
- Second Quarter 1 detailed book report
- Third Quarter 1 detailed book report
- Fourth Quarter 1 detailed book report

Students shall be required to meet individualized quarterly reading goals as determined by the STAR reading test that may be reflected in the effort portion of the report card

5. Oral Communication

Appropriate listening, speaking, and memorization exercises shall be required at each grade level. Students shall memorize and recite material appropriate for their grade. Students shall receive credit for what was recited. If the student's score is 68% or below, the student shall receive a detention.

Grades K-8 three items each nine weeks

6. Dictation

Dictation exercises, where the teacher reads, dictates a selection, or provides information, and the students write down what is said, shall occur at least once per week.

Mathematics

Mathematics shall include the mastery and practical application of basic mathematical principles. Students shall understand that mathematical problems have absolute answers and that precision and accuracy are required. The use of calculators to complete classwork or homework is discouraged.

The mathematics program shall include the following: (1) arithmetic, including fractions and decimals, taught to the mastery level using drill, repetition, and memorization to achieve appropriate accuracy and speed; and (2) algebra, geometry, statistics, and the use of percentages at appropriate grade levels.

The use of multiple choice questions for math tests is discouraged.

Science and Health

1. Science

Science shall include the mastery and application of scientific principles in the areas of physics, chemistry, life science, and earth and space sciences. When appropriate, students shall use the scientific method to acquire new knowledge. A science laboratory shall be provided for students in grades 6-8 to perform experiments.

Evolution shall not be included in the regular curriculum.

2. Health

If mandated by the State of Arizona, appropriate health videos will be shown only to those grade levels so mandated by the State of Arizona. A permission slip or written notification will be sent home before viewing.

Substance Abuse Program: As per ARS 15-712, a substance abuse educational program shall be conducted within the framework of the science/health curriculum. Decision-making instruction shall not be included in the substance abuse program.

Sex education shall not be included in the regular curriculum.

Technology

Technology shall be integrated into the ATS curriculum as mandated by district standards.

Social Studies (History/Geography/Government)

The history/government program shall consist of the study of ancient history, American history, Arizona history, world history, and grade level appropriate current events. Geography shall include the study of place, location, and movement across the earth's surface, regions, relationships within places, and map skills appropriate to grade levels. Citizenship and patriotism shall be emphasized in the study of history, geography, and government.

Special Area Classes

Grades one through eight shall receive letter grades as well as effort and behavior grades each nine weeks for all special area classes. Kindergarten shall receive only effort and behavior grades.

1. Library

The library program shall:

- encourage students in grades first through eighth to obtain public library cards.
- provide a specific time during non-class hours to return and check out ATS library books.

- encourage parents to volunteer as library aides. In addition, students, who are interested and competent, shall be chosen as library aides during non-class hours.
- allow access to the library and computers for Accelerated Reader testing.

Book Selection

- Books for placement in the library shall be reviewed by the library committee.

Objection Procedure

If there is an objection to an approved library book, the complainant shall be asked to complete the form “Citizen’s Request for Reconsideration of Instructional Material”. The principal shall attempt to resolve the issue with the assistance of the library committee. If deemed necessary, the book shall be removed, or flagged in the library computer for checkout only by written permission from a parent or guardian.

Visiting Authors

To enhance school spirit, and encourage students’ creative writing, authors may be invited to visit ATS.

2. Art

Art for grades first through eight shall be a required subject. Art shall be taught by a qualified art specialist in separate facilities specifically designed for the teaching of art. The art program for each grade level shall include manipulative experiences in the areas of drawing, painting, printmaking, ceramics, crafts, and sculpture. Students shall learn to critique art through the study of various artists’ styles.

The art program shall consider field trips to local museums as an integral part and extension of classroom activities.

3. Music

Music for grades first through eight shall be a required subject. Music shall be taught by a qualified music specialist.

The music program shall:

- emphasize music appreciation, music history, note reading, composition, rhythm, and instrument identification and choral skills.
- include the opportunity for students to perform during music instruction.

- include a musical performance by each class during the school year.

4. **Physical Education**

Physical education (PE) for grades first through eight shall be a required subject. PE shall be taught by a qualified physical education specialist.

Each child shall participate in a structured PE program at least two periods per six-day cycle. The program shall instruct each student in various physical skills to promote good health and lifelong involvement in physical activities.

If staffing permits, kindergarten may have Special Area classes.

Electives

Elective classes shall depend on interest and availability of teaching personnel and may be integrated into the curriculum as needed. Approved elective courses for seventh and eighth grade students are: home economics, industrial arts, computer literacy, and foreign language.

CURRICULAR ACTIVITIES

Curricular activities are activities conducted during regular school hours. Specific activities shall include assemblies, classroom parties, field trips, and flag observances. Other academic-related activities may include geography bee, math bowl, science fair, spelling bee, and teacher-directed activities.

Students are expected to be well behaved during all curricular activities.

A student may be excluded from a curricular activity at the discretion of the teacher or principal.

Games and recreational activities shall be related to an academic endeavor.

With the exception of approved class parties, food shall be permitted in the classroom for instructional purposes only. Grades 6-8 are permitted to have a healthy morning snack.

Assemblies

There shall be no more than two honors assemblies and three general assemblies during the school year. If the facility cannot accommodate all the students at one time, the assembly may be split into sessions.

Classroom Parties

Classroom parties shall be limited to a maximum of three (3) per school year. The parties shall be held the last hour of the school day nearest the event being celebrated. Siblings are not permitted if they are under high school age. The high school age children are permitted to attend if they are helping with the party.

Field Trips

School Community Council (SCC) approved field trip locations are listed on page 40-42. Additional field trip locations shall be discussed with the principal and shall require approval by SCC.

1. Field trips shall be related to the curriculum and appropriate to students' grade level.
2. One field trip from the approved list may be scheduled with the principal's approval each year. Under special circumstances, and with prior approval from the principal, teachers may schedule two field trips.
3. Teachers should ensure that similar field trips are not repeated at different grade levels.

4. The teacher shall preview material pertinent to the field trip. If possible, the teacher shall visit the site prior to bringing the class.
5. Teachers shall provide clear objectives and assignments for field trips. Teachers may require students to take notes and/or collect data for reports.
6. Arrangements for the field trip, parent notification, transportation, lunch, and adult chaperones shall be made at least two weeks in advance.
7. One adult for every five primary students, and one adult for every ten students in grades 4-8 shall accompany teachers on field trips, or as specified by the field trip coordinator at the trip site. No siblings and/or other children are allowed to accompany chaperons on ATS Field Trips.
8. Field trips for extracurricular activities should be taken after regular school hours. Any extracurricular field trip that involves use of normal school hours shall have prior approval of SCC.
9. Overnight trips are discouraged. Exceptions shall be approved by the SCC and the District Governing Board.

Flag Observance

The goal of the flag observance shall be to encourage patriotism and enhance school unity, spirit, and pride.

1. A flag observance shall be held each Monday morning or at a time designed by the principal as appropriate.
2. The flag observance, weather permitting, shall be held in the courtyard. Each class shall be assigned a specific assembly area.
3. The flag observance program shall begin promptly at the second bell and shall take no longer than 15 minutes.
4. The flag observance shall consist of the Pledge of Allegiance and a moment of silence led by a Student Council officer. In addition, a variety of patriotic songs, poems, or original creative writing may be included in the program. All students shall be encouraged to participate in the pledge and songs. Students should be reminded of the appropriate way to show respect for the flag and the national anthem. All persons present should face the flag and stand at attention with their right hand over the heart, or if applicable, remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Exceptions are allowed for religious beliefs.
5. At the end of the flag observance, weekly announcements may be made. In addition, school or individual recognition awards may be given.

6. Classroom teachers shall conduct the Pledge of Allegiance as well as other brief patriotic activities in their individual classrooms on non-flag observance days.

Geography Bee

Teachers in grades 5-8 may select a representative from their classes to participate in a geography bee event held during the school year provided there is a coordinator available for the event.

Math Bowl

Teachers in grades 7-8 may select student teams to participate in a math bowl event held during the school year provided there is a coordinator available for the event.

Science Fair

A science fair shall be held every year under the direction of the 7-8 grade science teacher.

Spelling Bee

Teachers in grades 4-8 shall select a representative from their classes to participate in a spelling bee event held during the school year provided there is coordinator available for the event.

Teacher-Directed Activity/Preferred Activity Time

The purpose of teacher-directed activity (TDA/PAT) is to reward classes for good behavior and assignment completion during the school week. Teachers who choose to use TDA/PAT shall create criteria, based upon good behavior/assignment completion, for their class to earn TDA/PAT. If a class earns TDA/PAT, it shall be conducted during the last thirty minutes of the regular classroom day on Friday. TDA/PAT shall be supervised by the teacher and shall consist of educational activities. Examples of appropriate TDA/PATs include educational films, filmstrips, board games, puzzles, and art projects. Sports-related activities must have prior approval of the principal.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an integral part of Alhambra Traditional School. These activities may include band, chorus, drama, sports, yearbook, tutoring, fourth through sixth grade computer familiarization, school newspaper, National Junior Honor Society, and Student Council. Extracurricular activities shall be conducted before or after regular school hours or during lunch and shall not be graded. Achievement certificates and awards may be given to recognize participation.

Band and Chorus

To be eligible to participate in band or chorus, specific academic and behavior standards may be required. Students who elect to participate in band or chorus after regular school hours shall have the opportunity to perform during the school year.

Intramurals

Students may participate in school-related intramural programs before or after school, or during lunch period. To be eligible to participate, a student shall:

- have at least a C grade average.
- have parent/guardian permission to participate.
- maintain acceptable behavior as determined by teacher.

School Dances

School dances for seventh and eighth grade students may be held after regular school hours. PTO may provide the opportunity for approximately six dances per year with faculty and parent supervision. At least one dance per year shall include sixth graders. All ATS dress code standards shall apply. The dress code for each dance may be modified for costumes or formality of attire appropriate to the theme of the dance. The Dance Committee and principal shall determine the dress code guidelines for each dance.

1. Parents are responsible for dropping off and promptly picking up students at the door.
2. Permission slips shall be collected at the door.
3. Music shall be approved by the dance committee.

HOMEWORK/ASSIGNMENTS

Homework is assigned to reinforce and enrich cognitive skills and to help students develop self-discipline and accountability.

Homework shall be assigned Monday through Thursday of each week, except before a holiday. Daily homework shall be due at the beginning of the next school day except in 6th, 7th and 8th grade, where it will be due at the beginning of each class unless specified otherwise by the teacher.

Types of homework assigned may include:

- completing work started in class
- writing themes, short stories, or compositions
- drilling and practicing specific skills.
- researching for long-term projects
- memorizing material to be recited in class.
- listening, observing, and evaluating radio, TV, forums, concerts, and other programs related to courses.
- conducting interviews and gathering information from authoritative sources.
- working on notebooks, maps, and other projects related to course activities.
- reading.

Study Time

The approved time allocations for study are as follows:

Grades K-2:	Up to 30 minutes
Grades 3-5:	30 to 60 minutes
Grades 6-8:	45 to 90 minutes

If a student does not have a specific homework assignment, then they are expected to spend 30 to 60 minutes, depending on grade level, in reinforcement activities (e.g., math facts, phonograms), long-term assignments, or additional reading. The student may read silently, to parents or to others in the home.

Teacher Responsibilities

The teacher is required to:

- maintain a homework accountability sheet for each student.
- correct all homework and return to the student.
- assign meaningful and grade level appropriate homework.

Student Responsibilities

The student is required to:

- keep an accurate record of assignments.
- have necessary materials to complete assignment.
- complete assignments on time.
- do their own work.
- apply and practice skills learned in class
- strive for the highest quality work possible.

Parent Responsibilities

The parent is required to:

- check their child's homework for complete, neat, and accurate responses.
- sign homework assignment sheet as required.
- supervise completion and correction of inaccurate and untidy work.
- encourage systematic study.
- show interest in the assignment.
- commend satisfactory progress.
- provide the proper conditions suitable to study.
- ensure proper materials and supplies are available for completing assignments.
- it is highly recommended that parents sign up for the online grade book and attend curriculum night.

Long-term Assignments

A long-term assignment is an assignment given seven or more calendar days before the due date. Examples of long-term assignments include, but are not limited to, book reports, poems/recitations, science projects, research papers, and current events.

Long-term assignments are due at the beginning of the school day on the due date. If a student is absent from school on the due date, the long-term assignment is due at the beginning of class on the day the student returns from the absence.

Failure to turn in a long-term assignment by the due date shall result in a 0 percent (0%) and a detention for students at all grade levels. **Teachers shall use their discretion to determine guidelines in grading of incomplete long-term assignments. (See teacher for guidelines.)**

Absent and Late Work

It is required that all assignments be completed. All students shall be provided one day, from the day they return to school, for each absent day to make up missed assignments, not including long-term assignments. (Long term assignments are due at the beginning of class on the day the student returns from the absence.) Work not completed by the assigned time shall be considered late; however, teachers shall use their discretion to determine guidelines in acceptance of late assignments due to extenuating circumstances. Recess time may be used for the student to complete their work. Although a late grade shall not be changed, teachers shall be willing to grade any late paper upon parent request.

Grades

- | | |
|-----|---|
| K-3 | The assignment shall be marked down 10% for each day it is late. After two days, a 0% shall be given. |
| 4 | The assignment shall be marked down 10% for the first day it is late. On the second day it is late, the same assignment shall receive a 69% (D) if the work is of C quality or better. After two days, a 0% shall be given. |
| 5 | Assignments one day late shall receive a 69% (D) if the work is of C quality or better. Thereafter, a 0% shall be given. |
| 6-8 | No late assignments shall be accepted. A 0% shall be given. |

GRADING

Letter/Percentage Grades

Letter grades shall be used to indicate scholastic achievement at all grade levels. Comprehensive tests, quizzes, class work, and homework shall be administered during each grading period in each subject area to measure student achievement. Grades shall not be adjusted using the statistical bell-shaped curve.

1. Grading Scale

A	=	94 -100%
B	=	86 - 93%
C	=	77 - 85%
D	=	69 - 76%
F	=	68 & below

2. Explanation of letter grades

- A** indicates outstanding achievement and represents superior understanding of the course. This mark shall not be given unless work is of an exceptional quality on a consistent basis.
- B** indicates significantly better than average understanding of the course.
- C** indicates average understanding of the basic elements of the course.
- D** indicates below average understanding of the basic elements of the course. This grade is considered passing but indicative of low quality work.
- F** indicates a failure to understand the basic elements of the course.

Progress Reports

Parents shall receive a progress report every four and a half weeks of a nine-week grading period.

Report Cards

Report cards shall be issued every nine weeks. Information on the report card shall reflect student achievement, as well as an evaluation of behavior and dress code effort. (See Report Card Guidelines, page 37).

Parent-Teacher Conferences

Parent-teacher conferences are scheduled each fall and spring. Fall conference attendance is expected. Spring conference and/or additional conferences may be requested by teachers or parents.

Promotion

Students shall be promoted to the next grade when they meet minimum grade level standards and pass all objectives for their grade level. Social promotions are discouraged.

District Standards

In addition to ATS performance requirements, District policy requires that students pass basic skills competency tests for each curriculum area.

SCHOOL SERVICES

Alhambra Traditional School (ATS) offers services to enhance school unity, parental involvement, and an environment that promotes student success, care, and safety. Services shall include, but are not limited to: extended day care, fundraising, parent orientation, Parent-Student-Teacher Handbook, parent volunteers, tutoring, Spalding parent course, and transportation.

Extended Day Care

Extended Day Care shall be provided for ATS students at an additional cost.

Fundraising

The ATS Parent Teacher Organization (PTO) shall direct one Fundraiser and may sponsor three School Community Building Activities that may also raise funds each school year. Any event involving students shall take place before school, after school, or at lunchtime. Families and Staff are encouraged to participate together in these activities. Door-to-door sales are strongly discouraged. The School Community Council (SCC) must approve additional Fundraising or School Community Building Activities.

Fundraising Activities or School Community Building Activities involving students organized by groups other than the PTO shall take place before school, after school, or at lunchtime, and must be approved by the School Community Council (SCC) each school year.

ALHAMBRA TRADITIONAL SCHOOL APPROVED LIST OF FUNDRAISING ACTIVITIES

<u>Organization or Group</u>	<u>Fundraising Activity</u>	<u>Date</u>	<u>Reason</u>
National Junior Honor Society	Mother's Day Buttons	One week in May	8 th Gr. Promotion Scholarship
Student Council	Carnation Sale	One week in Feb.	School Support
PTO	Harkins Summer Movie Passes	February	General Budget
PTO/School Store such as	Spirit-Shirts, clips, bottles	All Year	School Store
PTO/School Store	School Calendar	All Year	School Store
PTO/School Store	Science Boards	2 mo./year	School Store
PTO/Membership Drive	Membership Fee	All Year	General Budget
PTO & Library	Book Fair	TBA	Fund Library
PTO/8 th Gr. Promotion	Promotion Fee	TBA	Yearbook & Class T-Shirt
PTO/8 th Gr. Promotion	Class Fundraiser	One per year	Dance & Ceremony Expenses
PTO/8 th Gr. Promotion Dance	7 th Graders Entrance Fee	May	Dance Expenses
PTO/Rebate Program	Box Tops, Grocery Store, Escrip	All Year	General Budget
PTO/School Pictures & Yearbook	Portrait Package Rebate	Fall	Yearbook Expenses, New cameras, etc.
PTO/7 th & 8 th Gr. Dances	Entrance Fee, Photo CD's	Four/year	Operating Costs
Yearbook	Buddy Pics	March	Alhambra Foundation for the Future

Parent Orientation

An orientation meeting shall be conducted for parents new to ATS. The orientations will be conducted by the principal with an SCC community member present to provide a parent perspective. Orientations shall be offered as needed throughout the school year.

Parent-Student-Teacher Handbook

A committee shall be established to revise and update the Parent-Student-Teacher Handbook. This committee shall be chaired by an SCC member.

Parent Volunteers

A parent volunteer organization shall be established.

Spalding Parent Course

ATS shall provide a Spalding parent course each year for ATS parents.

Transportation

The Alhambra District may provide bus transportation for ATS students (including out-of-district students) to and from specific locations within the Alhambra District.

SCHOOL ORGANIZATIONS AND COMMITTEES

The success and operation of Alhambra Traditional School (ATS) is due, in part, to the attendance and participation of parents, teachers, and administrators in school organizations and committees; therefore, participation is strongly urged.

Parent Involvement Network (PIN)

This parent organization meets prior to SCC every month to discuss agenda items submitted by parents that support the continued success of ATS. The PIN chairperson is elected by parents. This person is responsible for submitting proposals and reporting to the School Community Council (SCC).

Parent Orientation Committee

This parent orientation committee shall be established to plan and present orientation programs for parents new to ATS. The committee shall be chaired by an SCC member. Orientations shall be offered as needed throughout the school year.

Parent-Teacher Organization (PTO)

This volunteer parent-teacher organization meets the third Tuesday of every month to support academic endeavors, which include fundraising, building school community and spirit, and the governance of the school and its functions. The PTO officers are elected by the membership and the president and first vice president serve on SCC. It is recommended that the first vice president appoint the PIN chairperson to serve on SCC.

School Improvement Council (SIC)

This teacher-staff organization meets the second Thursday of every month to discuss agenda items submitted by staff members that support the continued success of ATS. All grade levels, special areas, and staff are represented on the SCC as well as the elected chairperson.

School Community Council (SCC)

This governing body is organized with equal representation of parents and staff to establish policy and uphold the educational foundation of the school. The SCC meets the third Tuesday of every month. Standing committees of the SCC are curriculum, library, and textbook.

1. Curriculum Committee

The curriculum committee, consisting of volunteer parents and teachers, shall review changes and additions to existing curriculum. The committee's recommendations shall be submitted to SCC for approval.

2. Library Committee

The library committee, consisting of the principal, library assistant, and volunteer parents and teachers, shall review and approve new books for placement in the library. The committee's recommendations shall be submitted to SCC for approval.

3. Textbook Committee

The textbook committee, consisting of volunteer parents and teachers, shall review and recommend textbooks for approval by SCC according to the guidelines of the textbook selection criteria. (See Textbook Selection, Appendix, page 43.)

BEHAVIOR EXPECTATIONS AND DISCIPLINE

Alhambra Traditional School (ATS) is intended to have a highly structured, calm, and orderly atmosphere. Respect and courtesy shall be exhibited at all times. Teachers and parents are expected to exemplify appropriate modes of conduct and abide by school rules.

School rules shall be established and revised by the School Community Council (SCC). Classroom and school rules shall be consistent with Alhambra District Governing Board policies.

Discipline

ATS shall utilize the Assertive Discipline Program at all grade levels. Good behavior shall be recognized with positive reinforcement, rewards, and non-edible treats.

A student may be required to make up work before, during, or after school for periods of 30 minutes or less.

Consequences for inappropriate behavior are clearly defined and enforced. Parents shall be informed during each step of the disciplinary process.

Disciplinary Process

Each violation of classroom or school rules shall be handled according to the following disciplinary process. Disciplinary action may begin at any level, and levels may be combined depending on the severity of the offense.

- **First Level**

A verbal warning shall be given by the teacher or supervisor and record shall be maintained.

- **Second Level**

A note concerning the infraction(s) shall be sent home to be signed by the parent and returned. This note shall be kept by the teacher. A phone call to parents may precede or follow the discipline.

- **Third Level**

A detention shall be assigned. Parents shall be notified and the student may be sent to the principal's office for discipline.

- **Fourth Level**

A student shall be temporarily removed from the classroom by the teacher or principal and assigned to the supervised isolation room.

- **Fifth Level**

A principal, parent, teacher, and student conference shall be mandatory. Necessary behavior changes shall be defined, probationary time set, and consequences clearly stated.

- **Sixth Level**

There shall be a temporary suspension from school for a period of less than five days. A principal, parent, teacher, and student conference shall be mandatory.

- **Seventh Level**

The student shall be transferred out of ATS in accordance with the procedure established by the Alhambra District Governing Board. The reasons for transfer shall include, but are not limited to:

1. possession of a weapon on school property or buses.
2. assault upon a member of the school staff or another student.
3. possession of controlled substances.
4. repeated disregard for school rules.
5. failure to comply with academic requirements.

Detention

Detention shall be served in half-hour time periods. Only one detention shall be served per day. No work is to be done in detention

1. Reasons for Detention

- The student has violated classroom or school rules.
- The student has not completed required homework or classwork as stated in the Make-up and Late Work section.

2. Time/Duration of Detention

- Kindergarten shall serve detention for one afternoon recess time. Parents shall be notified on the homework assignment sheet.
- Students in first through eighth grades shall serve a half-hour detention during lunch. Detentions shall be given for non-recorded grades and behavior (examples of non-recorded grades; reading night homework slips, practice worksheets). Other than long term assignments, recorded grades receiving a “zero” shall not be issued a detention. Parents will be notified of detentions and assignments with a “zero” as the recorded grade.
- Detention shall be scheduled and served within two to three days of the infraction, if possible.

3. Chronic Detention

Chronic detention in kindergarten through fifth grade is defined as three infractions within 15 school days and shall be considered a fifth level offense. It may result in a half-day in-school detention (ISD). Chronic detention at grades six through eighth is defined as three infractions within 15 school days. The first chronic detention shall result in a mandatory conference between the parents, teacher(s), and the student. It may result in a half-day in-school detention (ISD). Subsequent chronic detentions for all grades shall result in half-day in-school detention, and a third in a full day in-school detention. Further infractions may result in revocation of the student’s variance to attend A.T.S.

In-School Detention/Isolation (ISD)

The student shall be in an isolated, supervised, academic work detention. The isolation room shall not be in the mainstream of school activity so that students can interact with others. A grade appropriate packet, not including homework, shall be sent with the student to be completed in ISD. Supervision of the isolation room may be assigned to non-certified staff, under the direction of certified personnel.

DRESS CODE

In accordance with the contract signifying compliance with the Alhambra Traditional School (ATS) Dress Code signed by parents and students upon admission, students shall maintain their person in an orderly manner compatible with the educational program. All clothing shall be modest, clean, in good repair and hemmed.

To ensure that proper appearance of students is maintained, the administration shall make the final determination as to appropriate apparel in a questionable circumstance. The administration may modify the dress code to meet safety and health needs. Parents may be asked to bring appropriate attire if the student does not adhere to the dress code.

1. Uniforms, such as Cub/Boy Scout, Brownies/Girl Scout and the like, are acceptable school attire. However, caps shall not be worn during school hours.
2. Any clothing or accessories with suggestive words or phrases, pictures, skulls, or advertisements of tobacco products, narcotics, alcoholic beverages, or any emblems, pictures, depictions of violence of any kind, or writing not appropriate for school shall not be permitted. No concert or music clothing is permitted.
3. Appropriate shoes shall be worn at all times for school, PE, and activities. Flip-flops, and spike heels shall not be permitted. Sandals (open-toed and open-heeled shoes) well secured at the toes and ankles may be permitted. Maximum heel heights for shoes are: one inch heels for K-3, two inch heels for 4-8, to be measured where the heel is attached to the back of the shoe at its highest point.
4. Shirts shall be normal fitting and not over- or under-sized. Shirts shall be worn tucked inside pants or skirts and must remain so when arms are raised above the head. A bare midriff shall not be permitted at any time. Ribbed tank tops, mesh shirts, see-through, sheer, and sleeveless shirts with oversized armholes must be worn over a shirt that meets the two inch shoulder strap requirement, and shall be worn tucked inside pants or skirts. Shirts designed to be sleeveless with non-revealing arm holes are appropriate attire. White undershirts/underwear shall not be worn as outerwear. Low-cut necklines and bare-backed tops are not acceptable attire. Shoulder straps shall be at least two inches in width. Shoulder seams shall not exceed four inches off the shoulders on regular T-shirts; they would then become oversized.
5. Pants shall be not tighter than once inch nor looser than six inches measured from the side of the knee. Pants shall fit at the waist and be a safe length not touching the ground. Leggings, jeggings or capris are not allowed. Nylon or fleece sweatpants with drawstrings or gathered at the ankle are not proper school attire.
6. Appropriate headwear is only permitted at recess and PE.
7. Belts with buckles shall be worn with garments having belt loops, and belts shall be visible when arms are raised above the head. Scarves, bandannas, and ropes are not considered belts.

8. Walking-style uniform or Bermuda shorts may be worn throughout the school year. Shorts must be black, navy, or tan in color. Shorts should have no visible exterior pockets. Cargo-style side pockets or rear pockets sewn on the outside of the seat are not acceptable. Shorts shall be no more than four inches above the knee measured from the floor when kneeling and no more than two inches below the knee when standing. Tight-fitting shorts (less than one inch measured from the leg at the bottom edge) are not acceptable. Denim, cut-off shorts or pants and culottes of any type are not acceptable outerwear. Exceptions: shorts may be worn under dresses, skirts, or pants. Appropriate shorts may be worn for participation in physical education classes and ATS Field Day.
9. Personal grooming items, such as pocket combs or brushes, shall be kept in the student's desk, cubby, purse, or pockets.

Girls

10. The length of a skirt or dress shall be no more than four inches above the knee measured from the floor when kneeling. Appropriate undergarments shall be worn at all times. Undergarments shall not be seen. Dresses or skirts shall not exceed mid-calf length.
11. Loop or hanging earrings shall not be worn at school. All jewelry shall remain on the owner. Jewelry shall be worn in the manner designed. Pierced body jewelry, other than earrings in the ears, shall not be allowed.
12. Hair shall be neatly groomed. Appropriate hairstyles, cuts, or colors are acceptable. Bangs shall be worn above the eyebrows or pinned away from the eyes. No hats or curlers shall be worn at school.
13. No face make-up, eye make-up, or colored nail polish shall be permitted during school hours. Clear nail polish, clear lip-gloss, and light blush may be worn by students in grades 7-8.

Boys

14. Hair shall be neatly groomed and trimmed. Hair length shall not be longer than the ear lobes on the side or fall below the collar in the back. Bangs shall be worn above the eyebrows. No hair tails, mohawks or faux hawks are permitted. Appropriate hairstyles, cuts, or colors are acceptable. No headbands, hats, or caps shall be worn at school.
15. No earrings or pierced body jewelry shall be worn at school.

Repeat offenders of Alhambra Traditional School's dress code shall be counseled by the principal (See Disciplinary Process for Dress Code Violations, page 33.)

Parents

Parents are urged to discuss the ATS dress code with their children to foster thorough understanding. If questions occur, the school nurse, teacher, or principal may be contacted.

In support of the dress code, parents are asked to wear modest attire (no shorts) when on campus for lunch, visiting classrooms, or volunteering.

Faculty and Staff

The faculty, staff, and administration are expected to set good examples of appropriate dress. Faculty and staff may dress in attire appropriate for their specific duties.

Eighth Grade Promotion Ceremony Dress Code

Girls

Appropriate dresses shall be no more than four inches above the knee to be measured from the floor when kneeling, shall not exceed mid-calf length, and shall have an even hem. Shoulders must be covered. Formals are unacceptable. Dress shoes or pumps are required. Shoes shall have no more than a two-inch heel to be measured from the floor where the inside of the heel is attached to the shoe (no platforms).

Boys

Dress pants/slacks (no jeans), dress shirts (long- or short-sleeved), and ties are required. Dress shoes (no tennis shoes) and socks are required. A sport coat or suit is optional. Formal wear is unacceptable.

DISCIPLINARY PROCESS FOR DRESS CODE VIOLATIONS

For each dress code violation, a student shall receive a dress code violation ticket. A copy of this ticket shall be given to the parent, office, and teacher and may be noted on the homework assignment sheet. The student may be sent to the health office to obtain appropriate attire and return to class. A parent volunteer may be utilized to organize and distribute appropriate clothing. The student shall be sent directly to the principal's office for severe dress code violations.

Dress code effort shall be recorded on the report card and may result in removing a student from the Honor Roll. This process starts over each grading period.

- **First Offense**

A dress code violation ticket shall be issued.

- **Second Offense**

A dress code violation ticket shall be issued, and a dress code violation letter shall be mailed home by the office. A copy of this letter is placed in the student's file.

- **Third Offense**

A dress code violation ticket shall be issued, and the principal shall contact the parents with a warning and reminder of the dress code policy. Parents may be asked to bring appropriate clothing, or items may be loaned to the student for the day.

- **Fourth Offense**

A dress code violation ticket shall be issued. A second dress code violation letter shall be mailed home, and a copy of the second letter shall be placed in the student's file. The principal shall contact parents for a conference and shall give a warning of suspension. Parents shall provide the appropriate clothing for their child.

- **Fifth Offense**

A dress code violation ticket shall be issued. The student shall be suspended for one full school day. The principal shall direct the parents and the student to reexamine their decision to attend Alhambra Traditional School (ATS).

- **Sixth Offense**

A dress code violation ticket shall be issued. The principal shall determine whether the student remains at ATS.

SCHOOL RULES AND REGULATIONS

Alhambra Traditional School is a closed campus. Parents or guardians who wish to pick up their children prior to dismissal time must sign their children out in the office. Students shall not be released early from school without written permission from a parent or guardian. If a student leaves campus without permission, a conference shall occur with the principal, teacher, parent or guardian, and student before re-admission to classes is granted.

General Rules

Students shall:

1. not possess weapons, tobacco, alcohol, or drugs.
2. be on time to class and school activities.
3. show respect to adults and fellow students.
4. respect other individuals' properties and not take items belonging to others.
5. help preserve school property and grounds.
6. not have chewing gum on campus.
7. settle disagreements without fighting or threatening to fight.
8. use only wholesome and courteous language.
9. walk on the sidewalks in a quiet and orderly manner when moving about the campus.
10. act appropriately during school safety drills.
11. enter teachers' workroom, supply rooms, and staff room with permission only.

Bicycles, Skates, and Skateboards

Students shall:

1. be permitted to ride bicycles to school only if they are in grades 3-8.
2. leave bicycles in designated area.
3. not have skates or skateboards on campus.

Bus Rules

Students shall arrive at the designated bus stop prior to the scheduled bus arrival time. Infraction of the bus rules may result in the loss of bus privileges.

Students shall:

1. not possess weapons, tobacco, alcohol, or drugs.
2. not eat, drink, or chew gum.
3. not carry glass containers, live animals, or extremely large objects.
4. wait quietly for the bus at the assigned area in a safe and orderly manner.
5. obey the bus driver's instructions and directions at all times.
6. board the bus in a single file line without pushing.
7. be seated immediately in their assigned seat and stay seated the entire trip until the bus has come to a complete stop.
8. conduct themselves in a polite, quiet, and respectful manner.
9. participate in district directed bus safety drills.
10. keep aisles clear.
11. keep their hands to themselves.
12. respect the property of others.
13. not throw things in the bus, at the bus, or out of the bus.
14. keep everything inside the bus.
15. ask for permission to open or close the windows.
16. not damage bus property.

Cell Phones

Unauthorized possession of cell phones and personal communication devices ("cell phones") while on campus is prohibited and may result in disciplinary action including confiscation of the item for parent retrieval. In the event of a specifically communicated family need, parents may obtain authorization for cell phone possession through their child's teacher.

Student use of cell phones on campus is prohibited and may result in disciplinary action including confiscation of the item for parent retrieval.

School personnel will not be responsible for replacement of lost, stolen, or damaged cell phones.

Cafeteria Rules

The following rules apply for students eating inside the cafeteria or at the outside eating area. Non-staff chaperones shall not release students to the playground until a playground supervisor is on duty.

Students shall:

1. be quiet and orderly in line.
2. eat lunch quietly in assigned area and use good manners.
3. ask permission from staff in charge to move elsewhere or be dismissed.
4. keep the floor and table areas neat and clean.
5. be allowed two guests per student per chaperone.
6. not share food.

Playground Rules

Students shall:

1. play in the designated areas.
2. play away from irrigation and muddy areas.
3. only throw items specifically designed to be thrown.
4. use good sportsmanship at all times.
5. play safe non-violent games (no tackling, grabbing clothing, tripping or pushing).
6. use playground equipment as intended.
7. obtain permission from the teacher or staff on duty before leaving the playground.
8. not handle broken glass or harmful objects and report the item to the staff on duty.

Restroom Rules

Students shall:

1. obtain a restroom pass from a teacher or staff on duty.
2. keep restrooms neat and clean at all times.
3. wash hands and leave the restroom when finished.

4. not play in restrooms

REPORT CARD GUIDELINES

Alhambra Traditional School uses electronic report cards for reporting quarterly grades to parents and students. In addition to the quarterly reports, parents have access to the online grade book through the Alhambra School District website.

The following comments will be used on the ERC for the reporting of effort and behavior.

- A. GOOD WORK HABITS/EFFORT**
 - B. COMPLETE/ACCURATE ASSIGNMENTS**
 - C. PARTICIPATES WELL IN CLASS**
 - D. CONSIDERATE AND COOPERATIVE**
 - E. SHOWS IMPROVEMENT**
 - F. OUTSTANDING EXCELLENT STUDENT**
 - G. PARENTAL SUPPORT NEEDED**
 - H. DIFFICULTY SOCIALIZING**
 - I. TEST/QUIZ SCORES ARE LOW**
 - J. IN DANGER OF FAILING**
 - K. PLEASE CONTACT TEACHER FOR CONFERENCE**
-
- L. EXCESSIVE ABSENCES/TARDIES**
 - M. DIFFICULTY FOLLOWING DIRECTIONS**
 - N. INCOMPLETE/LATE/MISSING ASSIGNMENTS**
 - O. INCOMPLETE/LATE MISSING HOMEWORK**
 - P. NEEDS TO ACCEPT RESPONSIBILITY**
 - Q. FREQUENTLY OFF TASK**
 - R. DOES NOT RESPECT AUTHORITY**
 - S. EXHIBITS DISRUPTIVE BEHAVIOR**
 - T. FREQUENTLY OUT OF DRESS CODE**

TEXTBOOK SELECTION

General Guidelines

Textbook and teaching materials shall promote truth, kindness, obedience, honesty, high standards of morality and virtue, positive thinking, industriousness, cooperation, perseverance, generosity, bravery, courage, and emulation of positive influences. In addition, instructional materials shall advance respect for other beliefs and cultures, respect for family, respect for school, respect for authority and the elderly, patriotism, and a positive viewpoint of our constitution, federal and state governments, political system, and free enterprise.

Textbooks

Only textbooks recommended by the Textbook Committee, selected by teachers, and approved by SCC shall be used. Approved textbook lists shall be available upon request. Any District required curriculum materials will be communicated to parents by administration.

Committee Selection

A textbook committee shall be established early in the year in order to provide a thorough textbook review process.

1. A textbook committee chairperson shall be selected by the School Community Council.
2. The chairperson shall notify ATS faculty and parents of the formation of a textbook committee.
3. A volunteer sign-up sheet shall be placed in the school office.
4. The chairperson shall select seven to fifteen parents and faculty to serve on the committee.

Textbook Selection Criteria

It is recommended that the committee consider the following:

- Goals and objectives set forth by the school district.
- instructional approach of each course.
- compatibility with scope and sequence of present curriculum.
- presentation of material, i.e., interest level, variety, cultural balance.
- suitable content, as per ATS General Guidelines.
- availability of additional support materials.
- teachers' management program.
- readability and appropriate vocabulary for each grade level.

Committee Procedure

The Committee shall:

1. obtain books to be reviewed from the District office, other school districts, and publishing companies.
2. review course objectives and identify books that meet those objectives.
3. read texts carefully, making notes and comments.
4. discuss attributes of texts.
5. make available at the District Office, for a period of sixty (60) days prior to formal textbook selection, a copy of each textbook under consideration for review by the public.
6. provide all parents the opportunity to review selected books at an open house or PTO meeting.
7. select two to four series that meet course objectives, criteria, and guidelines.
8. submit selected books to the School Community Council for approval.
9. submit books to faculty for final selection of a textbook series.

Textbook Purchase

The Alhambra District Governing Board shall direct the issuance of a purchase order.

ALHAMBRA TRADITIONAL SCHOOL APPROVED FIELD TRIP LOCATIONS

A

Agua Fria Power Generating Plant
Anderson, Clayton, Oilseed Processing Division--Cotton
Anthropology ASU
Arizona Historical Museum
Arizona Museum
Arizona Museum for Youth
Arizona Museum of Natural History
Arizona Museum of Science and Technology
Arizona National Livestock Show
Arizona State Capitol
Arizona State Fairground--Animal Display
Arizona State Mineral Museum
Arizona State University Planetarium
Art Exhibit--Memorial Union--ASU

B

Boyce Thompson Southwestern
Arboretum

C

Casa Grande Ruins
Challenger Space Center
Crow's Dairy Farm

D

Deer Valley Water Treatment Plant
Desert Botanical Garden

E

Electronic Microscope--ASU

F

Fire Stations in Alhambra District

G

Geology Museum--ASU
Grace Grederick Museum and Show of Clothing Through the Years
Grady Gammage Auditorium
Greenhouse--ASU

H

Hall of Flame Museum
Hall of Progress--APS
Heard Museum
Herberger Theater
Hospitals

J

Junior Achievement

K

KOOL TV
KOY Radio Station
KTAR TV

M

Maricopa County Fair
Mesa Arts Center
Mountain Bell--Telephone Pioneers of America
Music Collection--ASU
Music Memory--Youth Symphony
Musical Instrument Museum (MIM)

N

Northlight Gallery--ASU

O

Ocotillo Power Plant

P

Palo Verde Nuclear Power Plant
Parks and Recreation--South Mountain Map Reading Skills
Phoenix Art Museum
Phoenix Municipal Complex--PD, City Council, Traffic Court
Phoenix Museum of History
Phoenix Public Library--Main Branch
Phoenix Public Library--Palo Verde Branch--Maryvale
Phoenix Public Library--Yucca Branch
Phoenix Suns Games
Phoenix Symphony
Phoenix Theater--Backstage Tour
Phoenix Zoo
Pioneer Arizona
Police Station
Pottery Shop--ASU
Pueblo Grande Indian Ruins

R

The Arizona Republic
Rosson House

S

Scottsdale Civic Center
Seasonal ASU Sports Events
Shamrock Dairy
Solar Exhibit-ASU
Sunfresh Farms
Superior Court

U

United Blood Services of Arizona
United States Post Office
University Art Collection

W

Weather Station Bureau--Sky Harbor Airport
Wildlife World Zoo

ADVISORY COMMITTEES TO THE BOARD

Community Advisory Councils/Administrative
Councils, Cabinets, and Committees

SCHOOL COMMUNITY COUNCIL

A school community council shall be established in each school to provide for a cooperative procedure for determining goals and educational philosophies of the school. The council, like all other governance or administrative units of District, operates within the guidelines of District Governing Board policy, budget, ethics, and law.

Membership. The membership shall consist of:

- The school principal (ex officio member).
- The PTA or PTO president (ex officio member).
- The PTA or PTO first vice-president (ex officio member).
- Members of the school improvement council.
- Other community representatives.

Each of the persons in the first three positions above shall appoint one community representative to serve as a member. Each of these three community representatives shall appoint one additional member. It is recommended that community representatives not be District employees.

Note: The minimum council membership includes the principal (who is also on the school improvement council), two PTA/PTO members, seven school improvement council members, and six other community representatives, making a total minimum membership of 16.

- Membership should be representative of the population in the geographic area of the school.
- Additional representation or participation on the council shall be determined by the council as needs arise.
- Ad hoc committees may be appointed by each individual council. The findings of an ad hoc committee shall be reported to the council, after which the ad hoc committee will be discharged.

- The terms shall be two years for all community representatives. If replacements are required, the replacements shall be appointed as indicated under “other community representatives” above and shall finish the unfulfilled terms of the persons replaced.
- The chairperson and secretary shall be elected by the membership of the council.

Meetings

- The council shall meet monthly, and more often if business dictates.
- Operating procedures of the council shall be determined by the council.
- Minutes of each council meeting shall be taken, and the results of actions shall be distributed to the members, the Superintendent’s office, and the association and shall be made available to the general public.
- All decisions reached by the council shall be by common consent.
- In the event that agreement by common consent cannot be reached on an item, the matter may be referred by the council to the Superintendent for arbitration. The Superintendent shall appoint an arbitration committee composed of five school community council chairpersons. The arbitration committee shall make suggestions to the Superintendent and the school community council. If the suggestions from the arbitration committee are not acceptable to the school community council, the Superintendent may make the decision or refer the matter to the Governing Board.

Function. The council shall function in a decision-making capacity within the limits imposed by Board policy, budget, ethics, and law.

Annual Training Workshop. The Superintendent may conduct training sessions for members of the school community council at such times during the year as may be requested by individual school councils.

SCHOOL IMPROVEMENT COUNCIL

A school improvement council shall be established in each school.

Membership. Membership shall include the following:

- One representative from each of the following: Grades K-1-2, 3-4, 5-6, 7-8, special education/special subject areas, and one full-time support-staff member. One faculty representative of the association and the principal shall be ex officio members.
- Teacher representatives shall be elected by nomination and vote of the school staff. This will occur during the month of September. The support staff will also elect a representative during the month of September. All representatives shall serve one-year terms.
- Additional participation or representatives on the council will be determined as the need arises.
- The chairperson will be elected from the council membership.

Meetings

- The council shall meet monthly, at least, and more often if business dictates.
- Operating procedures of the council shall be determined by the council.
- Minutes of each council meeting shall be recorded. Recommendations and actions shall be published and distributed throughout the school, with copies to the Superintendent's office and the association president.
- All decisions reached by the council shall be by common consent.
- In the event that agreement by common consent cannot be reached on an item, the matter may be referred to the Superintendent for arbitration. The arbitration procedure shall be the same as for the school community council except that the arbitration committee members shall be appointed from other school community councils.

Function. The school improvement council shall actively participate in the decision-making process on any matters related to improvement of the school educational program or physical plant and provide input into the planning of the school budget.

Annual Training Workshop. The office of the Superintendent and the association may cooperate in planning and conducting an annual workshop for all members of the councils and at other times as may be requested by individual councils.

Special Communications. The Governing Board or the Superintendent may, as deemed appropriate, call a meeting with representatives from the school community councils to meet with the Board or Superintendent to discuss items of interest to the District. Council representatives usually shall be the chairperson and one other person selected by the council.

The activities of the school community and school improvement councils shall be monitored for compliance with policies and rules by the Superintendent's office. The Superintendent shall notify a principal when the activities of either council are deemed not to be in compliance with policies.

Definitions

For the purposes of this policy and rule, **common consent** shall mean unanimity, without dissent.

Full-time support person shall mean any support staff member regularly scheduled to work thirty or more hours per week.

Association shall mean the Alhambra District Association of Classroom Teachers.

Ex officio membership shall mean membership by virtue of holding the offic

**ALHAMBRA TRADITIONAL SCHOOL'S
CLARIFICATION/INTERPRETATION
OF
POLICY BCF(2)-R
SCHOOL COMMUNITY COUNCIL**

**Community Advisory/Decision Making Councils/Administration
Administration Councils, Cabinets, and Committees**

SCHOOL COMMUNITY COUNCIL

A School Community Council (SCC) shall be established in each school to provide for a cooperative procedure (teachers, parents, and administrators) for determining goals and educational philosophies of the school. The council, like all other governance of administrative units of District, operates within the guidelines of District Governing Board policy, budget, ethics, and law.

Membership. The membership shall consist of:

- The school principal (ex officio member). (By virtue of holding office)
- The PTA or PTO president (ex officio member). (By virtue of holding office) ATS
has a PTO.
- The PTA or PTO first vice-president (ex officio member). (By virtue of holding office)
- Members of the School Improvement Council. (SIC is representative of school staff.)
- Other community representatives.

Each of the persons in the first three positions above shall appoint one community representative to serve as a member. Each of these three community representatives shall appoint one additional member. *This appointment process was established for the 1995-96 school year. After the initial year (1995-96) the two year rotating terms shall be in process so the second group of appointees will not appoint.* Most community representatives will be parents of ATS students and it is recommended that community representatives not be District employees.

EXAMPLE

	<i>Principal</i>	<i>PTO Pres.</i>	<i>PTO 1st VP</i>
<i>2 yr. terms</i>	<i>Beth Benninghoff</i>	<i>Debbie Riley</i>	<i>Steve Fine</i>
<i>1 yr. terms</i>	<i>Nikki Miller</i>	<i>Nancy Wightman</i>	<i>Mike Houk</i>

Note: The minimum council membership includes the principal (who is also on the School Improvement Council), two PTO members, seven *other* School Improvement Council members, and six other community representatives, making a total minimum membership of 16.

- Membership should be representative of the population in the **geographic area** of the **school**. *The school attendance area, valley wide, will be divided into four quadrants. The SCC members will represent the school population from these four quadrants. The SCC member would not necessarily reside in the quadrant they represent.*
- Additional representation or participation on the council shall be determined by the council as needs arise.
- Ad hoc committees (*a committee established to study a certain issue or topic and does not include Board approved standing committees*) may be appointed by each individual council. The findings of an ad hoc committee shall be reported to the council, after which the ad hoc committee will be discharged.
- The terms shall be two years for all community representatives. If replacements are required, the replacements shall be appointed as indicated under “other community representatives” above and shall finish the unfulfilled terms of the persons replaced. *The first three positions shall appoint the respective replacement.*

EXAMPLE

	<i>Principal</i>	<i>PTO Pres.</i>	<i>PTO 1st VP</i>
<i>2 yr. terms</i>	<i>96/97</i> <i>Appointee</i>	<i>96/97</i> <i>Appointee</i>	<i>96/97</i> <i>Appointee</i>
<i>last yr. of 2 yr. term</i>	<i>Beth Benninghoff</i>	<i>Debbie Riley</i>	<i>Steve Fine</i>

If Beth Benninghoff were to move or resign, the Principal would appoint her replacement. If Debbie Riley moved or resigned, the PTO President would appoint her replacement. If Steve Fine were to move or resign, then the PTO 1st VP would appoint his replacement.

- The chairperson and secretary shall be elected by the membership of the council. *All members can vote. It is recommended that the chairperson be a community representative.*

Meetings

- The council shall meet monthly, and more often if business dictates.
- Operating procedures of the council shall be determined by the council.
- Minutes of each council meeting shall be taken, and the results of actions shall be distributed to the members, the Superintendent’s office, and the association and shall be made available to the general public.
- All decisions reached by the council shall be by common consent (*Unanimous*).

In the event that agreement by common consent cannot be reached on an item, the matter may be referred by the council to the Superintendent for arbitration. The Superintendent shall appoint an arbitration committee composed of five School Community Council Chairpersons. The arbitration committee shall make suggestions to the Superintendent and the School Community Council. If the suggestions from the arbitration committee are not acceptable to the School Community Council, the Superintendent may make the decision or refer the matter to the Governing Board.

Functions. The council shall function in a decision-making capacity within the limits imposed by the Board policy, budget, ethics, and law.

Annual Training Workshop. The Superintendent may conduct training sessions for members of the School Community Council at such times during the year as may be requested by individual school councils.

All items of clarification or interpretation have been noted in italics.