

Kingsburg  
Alternative Education  
Center

2311 Sierra Street  
Kingsburg, California 93631  
559-897-3880

**2010 - 2011**

Kingsburg Adult Education

# Kingsburg Joint Union High School District

## Kingsburg Alternative Education Center Staff Independent Study & Adult Education

Mr. Randy Morris	Principal
Mr. Steven Rosa	Assistant Principal
Mr. Jesse Tafolla	Counselor
Mr. Fernando Avila	Teacher
Mrs. Stephanie Davis	Teacher
Mrs. Jennifer Costi	Teacher
Mr. John Lovejoy	Teacher
Mr. Michael Newell	Teacher
Mrs. Elaine Rogers	Teacher
Mrs. Lora Schutz	Teacher
Mrs. Jennifer Tipton	Teacher
Mrs. Lola White	Secretary/Registrar
Mrs. Kathy Aguirre	Clerk

## Kingsburg Joint Union High School District

### Superintendent

Mr. Randy Morris

### Board of Trustees

Mr. William Swanson	President
Mr. Brent Lunde	Clerk
Mr. Orlan Boyd	Member
Mr. Blake Carlson	Member
Mr. Rick Jackson	Member

## **MISSION STATEMENT**

Our purpose is to provide our students with the skills needed to earn a high school diploma and to support those social skills necessary to become a productive citizen.

### **Program Description**

The Kingsburg Alternative Education Center Staff provides students with an opportunity to meet their educational and personal goals through the following strategies:

- Oasis H.S. Independent Study,
- Kingsburg H. S. Independent Study,
- Adult Education Independent Study, or
- The Adult Education evening classroom program.

Credits and grades are earned when the student completes assigned projects and/or receives a passing grade on tests. Although a “D” is considered passing, it would indicate that the Independent Study strategy is not a good placement. A student’s placement in Independent Study will be re-evaluated if grades do not average a “C” or better at the end of a school quarter.

### **Transfers to Kingsburg High School** (Minor Students)

Transfers are made only at the beginning of a semester. A four-step process is necessary:

1. Meet with the principal to request a transfer.
2. A status check of credits, attendance and behavior is made for the student to confirm eligibility for transfer to K.H.S.;
3. A meeting with the parents and the Alternative Education Committee is held.
4. If approved, the student is registered for the following semester.

## **STUDENT BEHAVIOR POLICY**

The Board of Trustees of the Kingsburg Joint Union High School District, in support of the aims of public education, believe that the behavior of students attending public schools shall reflect standards of good citizenship demanded of members in a democratic society. Self-discipline (responsibility for one's actions) is a primary goal of education. The Board of Trustees believes also that while education is a right of American youth, it is not an absolute right. It is qualified first by eligibility requirements, and secondly by performance requirements. Our courts speak of education as a limited right or a privilege; that is, should the pupil fail to perform those duties required of him upon attendance in public schools, he may then be excluded from the school.

In conformity with the state law and court decisions, the Board of Trustees makes the following policy statement regarding student behavior:

### **Policy Statement:**

1. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law that apply to the conduct of juveniles or minors.
2. Citizenship in a democracy requires respect for the rights of others. Student conduct shall reflect consideration for the rights and privileges of others and complete cooperation with all members of the school community.
3. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work, and achievement within one's ability shall be expected of all students.
4. Every student shall give evidence of a sincere desire to remain in school by being diligent in studies, and by taking advantage of the educational experience provided.

In aligning with the above statement, the following procedures for student behavior have been established. Students should be aware of the many laws that govern the operation of school in the State of California. Among the more important legal documents are the following: Education Code, Title V, Business and Professional Code, Penal Code, and the Health and Safety Code. All of the following are covered by these laws.

### **What does the law say students cannot do?**

- Become a member of a secret fraternity, sorority or club
- Engage in hazing or commit any act that injures, degrades, disgraces or humiliates another student
- Use or possess tobacco on school grounds
- Possess or participate in the use of fireworks or any other incendiary
- Be in any way connected with narcotics or other dangerous drugs
- Consume, possess, or be under the influence of alcohol or other drugs while on school grounds, or at any school activity.

### **Other laws cover additional subjects such as these:**

- Exclusion of students for filthy or vicious habits
- Exclusion of students for contagious or infectious diseases
- Exclusion of students whose physical or mental disability is such as to cause their attendance to be an endangerment to the welfare of others.
- Suspension of students by teachers and administrators
- Willful damage of school property and liability of the parent
- Insulting or abusing a teacher or staff

### **Note:**

**Conduct and behavior requirements have been established to support an environment that is conducive to study, concentration and learning. The Center makes every effort to provide a safe and clean environment. Students who fail to follow any of the handbook guidelines are subject to removal from the program. Minors are placed in a classroom setting at Oasis High School and adults are dropped and in some cases may be given the option of returning to the evening diploma class the following semester.**

**KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT  
KINGSBURG ALTERNATIVE EDUCATION CENTER  
2010-11 SCHOOL CALENDAR**

School Month	Duty Days	M	T	W	Th	F	Teaching Days	
Aug/Sept	20					13 I	19	Staff Inservice - August 13
		16	17	18	19	20		Opening Day - August 16
		23	24	25	26	27		
		30	31	1	2	3		
		[6]	7	8	9	10		Labor Day Holiday - September 6
Sept/Oct	20	13	14	15	16	17	20	Foggy Day Inservice - September 13
		20	21	22	23	24		
		27	28	29	30	1		
		4	5	6	7	8		
								First Quarter Ends - October 8
Oct/Nov	20	11	12	13	14	15	20	Foggy Day Inservice - October 18
		18	19	20	21	22		
		25	26	27	28	29		
		1	2	3	4	5		
Nov/Dec	14	8	19	10	[11 ]	(12)	13	Veterans' Day Holiday - November 11 & 12
		15	16	17	18	19		
		(22)	(23)	(24)	[25]	[26]		
		29	30	1	2	3		
								Thanksgiving Vacation - November 22-26
Dec/Jan	9	6	7	8	9	10	10	First Semester Ends - December 17
		13	14	15	16	17		
		(20)	(21)	(22)	[23]	[24]		
		(27)	(28)	(29)	[30]	[31]		
								Christmas Vacation - December 20 - 31
Jan/Feb	19	3	4	5	6	7	18	All Day Staff Inservice - January 3
		10	11	12	13	14		
		[17]	18	19	20	21		
		24	25	26	27	28		
								Martin Luther King Holiday - January 17
February	18	31	1	2	3	4	18	Foggy Day Inservice - January 31
		7	8	9	10	11		
		(14)	15	16	17	18		
		[21]	22	23	24	25		
								Lincoln's Day - February 14
								Presidents' Day - February 21
March	20	28	1	2	3	4	20	Third Quarter Ends - March 11
		7	8	9	10	11		
		14	15	16	17	18		
		21	22	23	24	25		
								Foggy Day Inservice - March 21
March/Apr	14	28	29	30	31	1	15	Easter Vacation April 18 - 25
		4	5	6	7	8		
		11	12	13	14	15		
		(18)	(19)	(20)	(21)	[22]		
April/May	20	[25]	26	27	28	29	19	
		2	3	4	5	6		
		9	10	11	12	13		
		16	17	18	19	20		
May/June	9	23	24	25	26	27	8	Memorial Day - May 30
Total	183	[30]	31	1	2	3 I	180	Graduation - May 31

( ) Local Holidays  
[ ] Legal Holidays

I = Staff Inservice Day

Inservice Days 3  
Student Days 180

**DRESS CODE APPLIES TO ALL STUDENTS ENROLLED IN ANY PROGRAM AT THE ALTERNATIVE EDUCATION CENTER.**

**DRESS CODE POLICY**

**District policy requires students to wear clothing that is in good taste and appropriate for school.** Extremes in dress, altered clothes, and careless grooming are not considered in good taste. School regulations prohibit student dress or grooming practices which:

- Present a hazard to the health or safety of the student or to others in the school. (i.e. wearing gang colors or accessories)
- Materially interfere with school- work, create disorder or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent the student from achieving educational objectives because of blocked vision or restricted movement.

The following regulations specify standards of dress and grooming:

- **Graphics or words and pictures** on clothing, caps or accessories that are suggestive, vulgar, that mock or belittle race, religion, gender or physical traits are not allowed on campus.
- **Clothing:** Must conceal undergarments at all times.  
Must be clean  
No torn, frayed, or un-hemmed clothing.  
No see-through, off the shoulder, or backless clothing  
Shorts and skirt lengths must be at least fingertip length
- **Blouses:** Must have straps at **least 2 inches wide**.  
Must cover the waist area when arms are raised or when working at a desk.
- **Accessories:**  
No bandanas, hairnets, hanging chains, hanging belts or hanging shoulder straps.  
No earrings or studs other than on the ears.
- **Colors:** No **red or blue** shirts, jackets sweatshirts, shoestrings, caps or belts.

At the discretion of the administration, if an item of clothing or accessories is deemed to be gang or drug related, it will not be acceptable for school-wear. The item or items in question will be confiscated and will not be returned. Pajamas, nightwear, torn or soiled clothing is not appropriate for school. House-shoes and slippers are also not acceptable for school.

**Gang type attire and accessories**

The wearing or displaying of "colors", tattoos, dress style or accessories that designates or glorifies gang membership or reflects gang affiliation is prohibited.

Colors, clothing, or items that have been identified by the Kingsburg Police Department to designate gang membership are prohibited. In the Kingsburg area, the color identified as gang related is **RED**. Accessories include red belts, belts longer than waist size, bandanas, chains, hairnets, jewelry, excessively baggy or loose-fitting clothing.

Administrators may exercise discretionary authority in the determination of whether this section is being violated.

Any attire or accessory that is deemed to be gang related attire will be confiscated and will not be returned.

## **CONDUCT & BEHAVIOR**

### **Loitering:**

Under California law it is a "misdemeanor for any person not a student of the school involved to loiter in or about said premises without having lawful business." For the protection of students, the administration does not allow loitering by anyone. This includes recent graduates as well as strangers and other individuals. All persons having legitimate business on campus are to report directly to the office where assistance will be given. **Students of any KAEC program may not go on the KHS campus or any other school campus without a pass.**

First Offense -warned and asked to leave campus, parent conference to determine if placement is appropriate (If student is a minor)

Second Offense - parent conference (if student is a minor) and student will be subject to a change of placement. Adult students will be dropped from the program for the remainder of the semester and will have to request a reinstatement for the following semester.

### **Hats/Caps:**

Hats and caps are to be removed immediately upon entering a room. Hats on campus are to be worn with the bill facing the front.

### **Dress Code Violation:**

A student will be provided a loaner t-shirt or the student may go home and change. A loaner will only be provided once. Continued dress code violations will be considered defiance and administrative action will be taken.

### **Profanity & Vulgarity:**

Inappropriate or suggestive language, or gestures, whether verbal, pictorial, written on clothing, books or other material is not permitted. Continual infractions will be considered defiance.

### **Electronic Devices:**

Items such as pagers, phones and walkmans are to be turned off while at school. Continued failure to turn off electronic devices will become an issue of defiance

### **Inappropriate Writing or Pictures:**

Gang writing or depictions of gang lifestyle; depiction of illegal substances

or sexual objects; pictures or drawings that ridicule a student or his/her family is unacceptable and not permitted. Depictions of swastikas and hate groups are not acceptable. Items will be confiscated and not returned.

**Other Students' Properties:**

Respect for other people's belongings is expected. Please do not get into other people's things or use them without the owner's permission. Failure to do so will result in a disciplinary action and parent contact.

**Non Productive Students:**

Students are expected to enter class quietly, remain seated and work for the entire class period. Additionally students should earn one (1) credit for every 18 hours of class time. If a student is non-productive or causing a disruptive learning environment will be asked to leave and in sever cases can be dropped for the remainder of the semester.

**Textbooks & School Materials:**

Students are responsible for any textbooks or school materials issued to them. Loss or damage of textbooks and other charges must be paid and cleared before report cards are released or a diploma can be issued. Bills owed to Kingsburg High School must also be paid.

- Binders will not have any markings that are not school appropriate or may cause a disruption in the classroom.
- No permanent pen markers are allowed on campus. (pens confiscated on campus will not be returned)

**Defiance:**

If a behavior continues or a student refuses to comply with school rules, this will be considered defiance and the student will be dropped from the program.

**The following infractions will be cause for immediate dismissal from the program:**

- Vandalism and theft
- Threats, regardless of intent or lack of intent to carry them out.
- Fighting
- Gambling
- Physically striking or threatening any school employee
- Weapons
- Drugs or alcohol: being under the influence or possession of drugs or drug paraphernalia
- Harassment or hazing: based on sex, race, color, national origin, religious creed, ancestry, physical handicap or medical condition
- Bullying, public humiliation, ridicule or intimidation.
- Fireworks
- Continued defiance

### **Visitors**

Please do not bring friends or relatives to school. Only those listed on ER card may have access to students while they are on campus.

### **Work Permits**

If a student under the age of 18 has found a job, a work permit must be issued from the school to the employer. The student will pick up the application from the office to be completed by the employer and the parent.

Work permits must be renewed by September 1, and June 1, and anytime there is a job change.

### **Cyber High**

Concurrent students needing course work that is A-G approved for college entry will be able to access Cyber High curriculum. All other adult education students will be offered a textbook option to help achieve their goal of graduation.

### **Legal Age**

**The State of California requires a student to remain in school until the age of 18 unless:**

- a. the student has passed the CHSPE exam, and has the parent/guardian's permission to leave school, or
- b. the student has completed all the requirements and is able to graduate early, or
- c. has been accepted and is enrolled with Job Corps.
- d.

◆ Students graduating in 2006 and after will be required to pass the California High School Exit Exam.

◆ All monies owed Kingsburg High School and Oasis High School paid prior to receiving a diploma.

### **Graduation**

Graduation Ceremonies take place once a year on the first Tuesday in June. Students purchase their caps and gowns through the office registrar: Mrs. White. Commencement takes place in the Little Theatre.

### **REQUIREMENTS FOR GRADUATION**

Kingsburg Joint Union High School District

#### **Kingsburg Adult Education**

<b>Subject</b>	<b>Credits required</b>	<b>Tests</b>
English	30	<b>CAHSEE</b>
Math	10	
Algebra	10	
Life Science	10	
Physical Science	10	
Social Science	10	
World History	10	
U.S. History	10	
Civics	5	
Economics	5	
Art/Foreign Lang.	10	
Electives	<u>60</u>	
<b>Total:</b>	<b>180 credits</b>	