



Alliance Health Services Academy High School

School-Wide Systems Handbook

2014-2015 School Year

“Wolf Pack Systems”

“The HSA Way”

“Keep It College-Ready”

Introduction

A system is an action that you do so many times that it becomes part of your normal day. Our world has lots of systems. For example, colleges require you to sign up for classes before attending so the teacher knows how many students to expect. Systems help our world run more smoothly. Additionally, different groups have different systems that work specifically for them. For example, some jobs may require professional dress, while other jobs may require more casual dress. This packet will detail “the HSA way”: a list of systems that all members of the HSA community – students, teachers, staff – will follow. Each system has been thought through with the ultimate goal of having students learn the most they can every day.

These systems have evolved as a collaborative project. Teachers and staff were asked to provide suggestions. Other schools were visited to determine best practices. Scholarly research was consulted to provide a solid academic foundation.

Systems

For additional questions or any issues not addressed in this packet, please consult the HSA Parent/Student Handbook and the HSA Staff Handbook.

1) Honor Code

Point Person: ASB Advisor, Mr. Johansson-Miller

The HSA Honor Code is the core of how students should act. ASB will use certain pep rallies to focus on each part of the honor code. Students will earn prizes for winning honor code competitions during pep rallies.

The Honor Code exemplifies the commitment of all members of the College-Ready Academy community to the following values:

Respect	<ul style="list-style-type: none">• Respect the beliefs, ideas, lifestyles, and opinions of others• Respect the property of the school and of others• Respond appropriately to adults in the community
Responsibility	<ul style="list-style-type: none">• Acknowledge personal misconduct and make amends• Learn from mistakes
Honesty and Trust	<ul style="list-style-type: none">• Practice and promote intellectual honesty• Communicate honestly and openly with others
Community	<ul style="list-style-type: none">• Learn from others• Promote the Honor Code at school, at home, and in the community
Caring	<ul style="list-style-type: none">• Help others in need• Always consider your personal safety and the safety of others

2) Fees

Point Person: Office Manager, Ms. Alvarez

There may be certain situations when students will need to pay a fee. Below are the situations and specific fees associated with each situation. In each situation, Ms. Alvarez, the Office Manager, will be in charge of collecting payments.

- Agenda: If a student loses their agenda, they will need to pay \$3 to rebuy the agenda. Advisory teachers will be responsible for emailing Mr. Johansson-Miller and Dr. McCullough when an agenda is lost and needs replacement. Students can then buy their agenda from the ASB Student Store. This will

be tracked through a google document.

- Uniforms: See HSA Parent/Student Handbook. Advisory teachers and classroom teachers will be responsible for emailing Ms. Gogate. This will be tracked through a google document.
- Technology: If school technology is damaged, students will need to pay \$50 to cover the cost of fixing or replacing the technology. Advisory teachers and classroom teachers will be responsible for emailing the Technology Assistant. This will be tracked through a google document.
- Classroom Materials: If books or other school materials are lost or damaged, students will need to pay the price of fixing or replacing the materials. Classroom teachers will be responsible for emailing Ms. Castro. This will be tracked through a google document.

3) **Parent Conferences**

Point Person: Principal, Dr. McCullough

Throughout the year, HSA will host a variety of parent conferences with specific structures. One will be student led; another will be targeting students who are at risk of failing; another will be an open house format.

4) **Eating in Classrooms**

Point Person: Classroom Teachers

During class time, students are not allowed to eat or drink in classrooms. Water is okay. Everything else is not. Teachers are allowed to have special days where food is allowed for a class celebration. Additionally, teachers are allowed to open their classrooms so students can eat there during Nutrition and/or Lunch as long as they are supervised and clean up after themselves.

5) **Restroom**

Point Person: Classroom Teachers

When a student uses the bathroom, they must carry the hall pass. Students are not allowed to go to the bathroom during the first and last 15 minutes of a class period as well as during any time a teacher deems important to the lesson. No more than 1 student is allowed out of the classroom at a time. Students are expected to use the bathrooms during non-class time.

6) **iPads/Laptops**

Point Person: Assistant Principal, Ms. Castro

HSA is a one-to-one school, which means that every 9th-11th-grade student is given an Ipad and 12th grade students are given a laptop to use during their time at HSA. Making this possible is a huge investment that we hope will benefit the academic experience and performance of our students. To ensure that this continues to be a possibility, we have outlined clear procedures and expectations for the use of technology.

- Check-out and check-in procedures:
 - iPads and laptops will be checked-out every morning during advisory. It is imperative that students are on time to ensure that they receive their Ipad or laptop for the day. If a student arrives to school after advisory, he/she may pick up technology from his/her advisory class during nutrition or lunch if the teacher is available. Understand that teachers are busy and may not be available to distribute ipads during times other than Advisory.
 - Students will initial next to their name and under the appropriate date that they have received their Ipad/laptop for the day.
 - At the end of the day, students must return to their advisory class and check-in their Ipad, ensuring that it is plugged in correctly.

- Care of the Ipad/laptop:
 - These devices are considered property of the school; therefore, they must be treated with care. Students will be held responsible for the loss, theft, and damage of the device and may be asked to pay a deductible to fix or replace the device.
 - Students should never leave their device unattended. The device should remain inside students' backpacks when it is not being used.
- Use of Ipad/laptop:
 - Students should use distributed technology for educational purposes only. Misuse of Ipad/laptop (such as accessing social media websites during instructional time, downloading any application, or using it to cyber bully others) can result in serious consequences.
 - If Ipad/laptop is misused during class time, the teacher may confiscate it for the duration of the class. Repeated infractions will be notified to the administration and students run the risk of losing access to the device for the remainder of the year among other consequences.

7) **Hall Expectations**

Point Person: Assistant Principal, Ms. Gogate

When students are walking in the halls, they should follow the expectations below:

- Keep your hands and feet to yourself
- Keep the noise level down
- Only walk
- Keep language college-ready

8) **Movement Around Campus**

Point Person: All Staff

Students need to stay in the classroom during all class time. If a student needs to see a counselor, an administrator, a psychologist, or any other office staff member they should make an appointment to see them outside of class time (before school, after school, lunch, nutrition). Prior appointment passes will be purple. However, if a student does need to leave during class time, the following passes will be used:

Reason	Pass
Bathroom	Wooden hall pass
Quickly picking something up and returning to class	Wooden hall pass
Leaving Class	Green pass
Prior Appointment	Blue pass
Returning to class	White pass
Tardy	White pass

9) **Advisory**

Point Person: Ms. Wada

Advisory has a set curriculum. Below are some of the systems embedded within the advisory curriculum:

- Students individually check daily announcements/calendar on the HSA website every day except Wednesday
- Teachers project and review the daily announcements/calendar on the HSA website every day except Wednesday
- Grade checks happen every other week on Wednesday or Thursday, depending on that week's lessons
- Agenda checks happen every week either Tuesday or Friday, depending on that week's lessons

- Uniforms checks will happen randomly throughout the semester.
- Students would write weekly assignments into their agendas on Tuesday and Friday during the afternoon advisory.
- Monday: Problem Solving Mondays
- Tuesday: Unit Lessons
- Wednesday: Work Hard Wednesday with grade checks, Pinnacle checks, and agenda checks
- Thursday: Teacher Thursday with advising conversations between teacher and students and Silent Sustained Reading
- Friday: Silent Sustained Reading

10) **Library Cards**

Point Person: English Department Chair, Ms. Deboer

Each student will possess two library cards, one for the Los Angeles Public Library and one for the Los Angeles County Public Library. The English Department Chair will organize this effort. A list of local libraries is below:

- Mark Twain Branch: 9621 S. Figueroa Street, Los Angeles, CA 90003
- Alma Reaves Woods/Watts Branch: 10205 Compton Avenue, Los Angeles, CA 90002
- Hyde Park Miriam Matthews Branch: 2205 W. Florence Avenue, Los Angeles, CA 90043
- Ascot Branch: 120 W. Florence Avenue, Los Angeles, CA 90003
- Woodcrest Branch (LA County Library): 1340 W. 106th St., Los Angeles, CA 90044
- Masao W. Satow Branch (LA County Library): 14433 S. Crenshaw Blvd., Gardena, CA 90249
- Gardena Mayme Dear Branch (LA County Library): 1731 W. Gardena Blvd., Gardena, CA 90247
- AC Bilbrew Branch (LA County Library): 150 E. El Segundo Blvd., Los Angeles, CA 90061

11) **English Books**

Point Person: English Department Chair

For English classes, students will be required to buy a personal copy of class books. Teachers will give book titles and editions well in advance as well as a list of places to buy the books inexpensively. If teachers need the school to order books, they should contact the English Department Chair. The school will buy a small number of book copies to sell at the HSA Student Store.

12) **Detention**

Point Person: Assistant Principal

Detention will occur every Tuesday and Thursday during lunch. Teachers will assign detention based on behavior, not academics. To assign detention, teachers should fill out a detention slip and turn it into Ms. Gogate. When assigning a detention, it is important that teachers have taken previous actions as determined by their classroom consequences. Students with multiple detentions may be given additional consequences as determined by Ms. Gogate.

13) **Saturday School**

Point Person: Assistant Principal, Ms. Gogate

Saturday school will occur every other Saturday. Please see HSA Parent/Student Handbook for more information.

14) **Tardies**

Point Person: Assistant Principal, Ms. Castro

Students who are tardy in the morning will follow a list of consequences set up in the HSA Parent/Student Handbook. Teachers will assign their own consequences for in-between class tardies. However, students will still need to go to the main office to get a white tardy pass in order to enter class after the bell rings. Additionally, students who are consistently tardy in-between classes may have additional consequences assigned by an administrator. Lastly, if a student has more than 10 morning tardies within a 10 week period, they may be given additional consequences as determined by Ms. Castro.

15) **Student Login & Passwords**

Point Person: Advisory Teachers

At the beginning of the year, each student will receive a sticker that they will place on the inside of their agenda cover. On this sticker, students will write the below usernames and passwords. Once they have written down all this information, they will take a picture of this information with their ipad as a backup.

- Naviance
- PowerSchool
- SAT, ACT
- Google
- iPad

16) **Tracking**

Point Person: Advisory Teachers

At the beginning of the academic year, each student will receive a tracking paper that they will put into their Advisory portfolio. Students will return to this paper regularly through Advisory to add data. The paper will track the following things:

- Reading level
- Testing goals and scores
- Independent reading
- Grades and GPA
- Strong assessment scores

17) **Local Businesses**

Point Person: Parent Engagement Specialist

Little Caesars Pizza: 10714 S Western Ave, Los Angeles, CA 90047, (323) 820-1947, www.littlecaesars.com

Louisiana Fried Chicken: 10714 S Western Ave #107, Los Angeles, CA 90047, www.louisianafriedchicken.com

Hilltop Market: 10526 S Western Ave, Los Angeles, CA 90047, (323) 755-1675

Old Fashion Flavor BBQ: 10510 S Western Ave, Los Angeles, CA 90047, (323) 418-0950, www.oldfashionflavorrestaurant.com

McDonald's: 1763 W Century Blvd, Los Angeles, CA 90047, (323) 754-7738, www.mcdonalds.com

18) **Professional Dress Days**

Point Person: ASB Advisor, Mr. Johansson-Miller

During the 1st school day of each month, students and staff are asked to wear professional dress to start the month off strong. ASB will promote and organize these days. Students who do not follow the free-dress policy on these days will receive consequences based on the HSA Parent/Student Handbook.

19) **Office Hours**

Point Person: Classroom Teachers

Each teacher has a weekly time after school when they will be in their classroom ready to help students. The office hours schedule will be posted on the HSA website as well as in classrooms.

20) **YPI**

Point Person: YPI Coordinator, Mr. Larios

HSA is partnering with Youth Policy Institute to provide all students with all kinds of after school opportunities, both academic and enrichment. YPI will host weekly activities and monthly activities. The schedule will be posted on the HSA website as well as in classrooms.

21) **Student Printing**

Point Person: Technology Assistant

Students will have the opportunity to print at the printing station during the following times on first-come-first serve basis: before school (7:00-7:30), during nutrition, during lunch, and after school. Students are not allowed to print in the main office or the counseling office. Students should be aware that late is late and if there is a line and you do not have time to print your work, there may be academic consequences.

22) **Cell Phones**

Point Person: Assistant Principal, Ms. Gogate

See HSA Parent/Student Handbook.

23) **Academic Honesty**

Point Person: Assistant Principal, Ms. Gogate

For more information on cheating and/or plagiarism see HSA Parent/Student Handbook.

24) **Uniforms & Free Dress**

Point Person: Assistant Principal, Ms. Gogate

See HSA Parent/Student Handbook.

25) **Awards**

Point Person: ASB Advisor, Mr. Johansson-Miller

There will be a variety of awards given out throughout the year. Through these awards you will have the opportunity to win prizes such as: free dress days, HSA swag, pizza parties, gift certificates, field trips to amusement parks, the beach, the movies, and more! Here is a general list of the awards given each semester:

- Every five weeks, along with progress reports, awards will be given out for academic excellence.
- At the end of the semester, awards will be given out for academic excellence and school spirit.
- At the end of the semester, an award will be given to the advisory with the most participation in school events, the most advisory work completed, among other things.
- At the end of the semester, an award will be given to the grade level with the most participation in school events, the most advisory work completed, among other things.

26) **Life Skills Grades**

Point Person: Classroom Teachers

Each teacher will assign their students 3 life skills grades (Behavior, Work Completion, and Participation) based on the following rubrics:

Behavior

4	3	2	1
Always follows HSA Honor Code and classroom guidelines;	Mostly follows HSA Honor Code and classroom guidelines;	Sometimes follows HSA Honor Code and classroom guidelines;	Rarely follows HSA Honor Code and classroom guidelines;
Always shows respect for other students and teachers;	Mostly shows respect for other students and teachers;	Sometimes shows respect for other students and teachers;	Rarely shows respect for other students and teachers;
Helps other students when appropriate;			
Always deals with interactions maturely.	Mostly deals with interactions maturely.	Sometimes deals with interactions maturely.	Rarely deals with interactions maturely.

Work Completion

4	3	2	1
Always completes work by given deadline;	Mostly completes work by given deadline;	Sometimes completes work by given deadline;	Rarely completes work by given deadline;
Always stays committed to goals even after experiencing failure;	Mostly stays committed to goals even after experiencing failure;	Sometimes stays committed to goals even after experiencing failure;	Rarely stays committed to goals even after experiencing failure;
Always uses time management skills to complete work.	Most uses time management skills to complete work.	Sometimes uses time management skills to complete work.	Rarely uses time management skills to complete work.

Participation

4	3	2	1
Always shows effort in class-related activities;	Mostly shows effort in class-related activities;	Sometimes shows effort in class-related activities;	Rarely shows effort in class-related activities;

Always participates in a way that positively contributes to everyone's learning;	Mostly participates in a way that positively contributes to everyone's learning;	Sometimes participates;	Rarely participates;
Always asks specific questions when confused;	Mostly asks specific questions when confused.	Sometimes asks specific questions when confused.	Rarely asks specific questions when confused.
Is curious and excited about learning.			

27) Grading Scale

Point Person: Classroom Teachers

All teachers will follow the same grading scale below:

4 = 84%-100% = A

3 = 67%-83.9% = B

2 = 50%-66.9% = C

1 or Z = 49.9%-0% = NP

28) Re-Dos

Point Person: Classroom Teachers

9th and 10th graders are allowed to redo any non-passing standards/assessments a maximum of **two times**.

11th graders are allowed to redo any non-passing standards/assessments **one time per standard/assessment**.

12th graders have the same options as eleventh graders for **first semester only**. Second semester they cannot redo any non-passing standards/assessments.

29) Graduation Requirements

Point Person: Counselors

To successfully graduate from an Alliance College-Ready Public School high campus, each student must:

- Earn a total of **230 units/credits**.
- Take the A-G College Preparatory Coursework and pass **all** A-G courses with a grade of C or higher. Of the 230 credits required to graduate, **160** are required A-G credits.
 - Core Courses offered may be Standard Core, Honors or Advanced Placement.
 - Advanced Placement Courses and Exams may be on site or online through University of California College Prep (UCOP).
 - All courses are transferable to other schools or universities to meet graduation requirements.
- Obtain a passing score on California High School Exit Exam (CAHSEE).

HSA A - G COLLEGE PREP COURSEWORK AND GRADUATION REQUIREMENTS

Subject Area (230 credits)	Grade 9 (65 credits)	Grade 10 (65 credits)	Grade 11 (65 credits)	Grade 12 (65 credits)
Counseling and Guidance -4 yrs. required (20 credits total)	Advisory (5 credits)	Advisory (5 credits)	Advisory (5 credits)	Advisory (5 credits)

(a) History/Social Science -3 yrs. required (30 credits total)		(a) World History or (a) AP World History (10 credits)	(a) U.S. History or (a) AP U.S. History (10 credits)	(g) U.S. Gov. (1 sem.)/ Economics (1 sem.) or (g) AP U.S. Gov. (1 sem.)/ Economics (1 sem.) (10 credits)
(b) English/Lang. Arts -4 yrs. required (40 credits total)	(b) English 9 or (b) English 9 Honors (10 credits)	(b) English 10 or (b) English 10 Honors (10 credits)	(b) English 11 or (b) AP English Language (10 credits)	(b) English 12 or (b) AP English Literature (10 credits)
(c) Mathematics -3 yrs. required (30 credits total)	(c) Integrated Math 1 or (c) Integrated Math 2 (10 credits)	(c) Integrated Math 2 or (c) Integrated Math 3 (10 credits)	(c) Integrated Math 3 or (c) Pre-Calculus (10 credits)	(c) Financial Literacy or (c) Stats or (c) AP Stats or (c) Pre-Calculus or (c) Calculus (10 credits)
(d) Laboratory Science -3 yrs. required (30 credits total)	(d) Biology or (d) Biology Honors (10 credits)	(d) Anatomy and Physiology (10 credits)	(d) Chemistry (10 credits)	(d) Environmental Science or (d) AP Env. Science or (d) Physics or (d) Engineering (10 credits)
(e) Language other than English -2 yrs. required (20 credits total)	(e) Spanish 1 (10 credits)	(e) Spanish 2 (10 credits)	(e) Spanish 3 or (e) AP Spanish Language (10 credits)	
(f) Visual/Performing Arts -1 yr. required (10 Credits)				(f) Drama or (f) Film Studies or (f) Art (10 credits)
(g) College Prep Elective -3 yrs. required (30 credits)	(g) Medical Science 9 (10 credits)		(g) Medical Science 11 (10 credits)	(g) Medical Science 12 (g) Kinesiology (g) AP Psychology (g) College Prep Seminar (10 credits)
Physical Education (10 credits)	Advanced PE 1 (10 credits)			

30) **Testing**

Point Person: Counselors

An inevitable part of becoming college-ready is taking tests. There are a few tests that are particularly important to getting into college and therefore, should be taken seriously.

PSAT: The Pre-SAT. Taken in 10th and 11th grades.

ACT: Taken in 11th and 12th grades.

SAT: Taken in 11th and 12th grades.

31) **Counselors Tips**

Point Person: Counselors

All staff members at HSA have the same job: to help you learn and grow as a person. You see your teachers everyday in class, but there are many other adults who are on campus to assist you. One of the most important is your counselor. Mr. Sandoval is the 9th and 10th grade counselor and Ms. Contreras in the 11th and 12th grade counselor. Here are some tips to get the most out of your counselor:

- Don't wait for them to find you. Say hi first!
- Make an appointment to see them instead of walking in and seeing if they are free.
- Go talk to them even when everything is okay. This way you build a relationship with them.
- Ask them lots of questions.
- Use email to get in contact with them if you can't find them in person.

32) **Website**

Point Person: Assistant Principal, Ms. Castro

You can find a lot of information on the HSA website (www.hsahs.org). Go to the HSA website to find the following information and more:

Page on HSA Website	Kind of Information
Students → Daily Announcements	Go here for information about school events
Academics → Classes/Homework	Go here to find homework and assignments for all classes
“Upcoming Events” on homepage	Go here to see when school events will happen
Academics → Office Hours	Go here to see when teachers will stay after school to help you
Students → Grades	Go here to check your grades