

25/26 Student Handbook

Alameda Jr/Sr High School

Student/Parent Handbook



Mission Statement: Alameda International Junior-Senior High School's mission is to deliver a challenging, international education where students "Inquire, Inspire, Act" to create a better world through inquiry, intercultural understanding, and respect.

The following expectations & guidelines have been established to ensure we deliver on our mission to enable every student in our community the ability to graduate high school with the skills needed for success in post-secondary.

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Bell Schedules/Calendars:

Alameda Bell Schedule	Alameda Year at a Glance
Jeffco Family Calendar	
Alameda Athletics and Activities Calendar	

Student Privileges and Expectations

At Alameda, we believe in fostering a community where students are empowered with responsibility and respect for school policies. This section outlines some important privileges and expectations for students regarding access to school spaces, free periods, hallways, and ID rules.

1. **Wearing IDs Every Day**

To enhance security and promote a sense of community, **all students at Alameda must wear their school-issued ID badges every day.** This policy is mandatory for entry into the school building and for identification purposes throughout the day. **All students must scan in every time they enter the building.**

- **Lost IDs:** The first replacement for a lost ID is free of charge. If a student loses their ID again, a replacement will cost **\$5**
- Replacement IDs can be obtained through the main office.

2. **Free Period Expectations**

- **Grades 7 & 8:** Students in these grades do not have free periods and are expected to remain in class during the entire school day.
- **Grades 9 & 10:** Students in these grades do not have free periods and are expected to remain in class during the entire school day.
- **Grades 11 & 12:** Students who are not credit deficient will have off periods. Students in grades 11 and 12 are welcome to spend their free periods in **Pirates' Cove**. This is a designated space for students to relax, study, or socialize in a patrolled environment.

3. Lunch Privileges

- **Grades 7 & 8:** Students in grades 7 and 8 are required to stay on campus for lunch. You are welcome to eat in the cafeteria or designated outdoor areas, but leaving campus is not allowed.
- **Grades 9 - 12:** Students in grades 9 through 12 have the privilege of **off-campus lunch**. You may leave campus during lunch, but are expected to return on time for your next class. Please be mindful of your lunch period duration and be respectful of the school's schedule.
Important Reminder: When leaving campus, **students are expected to behave responsibly and respectfully** as you are representing Alameda. Your actions off-campus reflect on our school community, so always act with integrity, respect, and kindness.

Alameda Jr/Sr High Attendance Policy

Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of attempts to make up the work.

In accordance with state law, all students are expected to attend school for all days of the established school calendar as approved annually by the Board of Education.

Alameda Jr/Sr High School defines **an unexcused absence** as missing 50% or more of a class period. Additionally, any student with a full day unexcused absence may be assigned in-school suspension, detention or other consequences at the discretion of the administration. The major responsibility for attendance lies with the student and their parent/guardian.

-95% attendance required for school events (dances, etc.)

Student Responsibilities for School Attendance:

1. Attend classes daily as outlined in the schedule and school calendar
2. Attend class on time and prepared for academic learning
3. Contact teachers on the day they return from any absence to arrange the completion of all makeup work assigned.
4. Complete work as assigned by the teacher

Parent Responsibilities for School Attendance:

- Contact the school (303-982-7685) by NOON the day following the absence.
- Maintain communication with your student regarding their attendance
- You can view your student's attendance, grades, and missing assignments by clicking here on the Infinite [Campus Parent Portal link](#).

Excused Absences:

- Absences will only be excused for illness, injury, an explained family emergency, or pre-arranged activities.
- Students leaving the building during the day due to illness or injury MUST check out through the clinic/attendance office to be excused. Students arriving at school during the school day must check in at the attendance office.
- Students who are marked absent in error may obtain an edit/green slip from the attendance office. The teacher must complete the form, sign it, and return it to the attendance office in order for the record to be changed.

Single Period Absences:

Single-period absences are excused only when verified by official documentation, i.e. note from the doctor, orthodontist, etc. The verification must be in the attendance office by noon the day following the absence.

Prearranged Absences:

Family vacations, college visits, etc, will only be excused if the student has completed and submitted the Pre-Arranged Absence Form to the attendance office within 3 days prior to the start of the absence. Forms are available in the main office.

Unexcused Absences:

Unexcused absences are defined as absences not covered by the grounds for excused absences, including students leaving class without permission of the teacher or administrator in charge, students missing a class without parental approval, and circumstances determined by the principal. Each unexcused absence

shall be entered on the student's record, and the parents or guardians of the student receiving an unexcused absence shall be notified.

Tardy Policy

Tardiness:

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Student tardiness to class shall only be considered unexcused if it does not fall within one of the reasons for an excused absence as specified in the excused absence section of this policy.

If you arrive late to class, follow these expectations to minimize disruptions to learning:

- Enter the classroom quietly.
- Go directly to your assigned seat and take out the materials needed for class.
- Wait until the teacher has finished giving directions or instruction before asking questions or requesting assistance.
- If appropriate, quietly ask a nearby classmate what you missed so you can get caught up.
- Begin working on the assigned task as soon as possible.

Arriving prepared and minimizing disruptions helps maintain a positive learning environment for everyone. Repeated tardiness or failure to follow these expectations may result in disciplinary action in accordance with the school's code of conduct. Parents or guardians of the student receiving an unexcused tardy shall be notified.

When a Tardy Becomes an Absence

According to Policy JH, a student is considered absent when **they miss more than half the class**. For example, in an 80 minute class, if a student is 40 minutes late to a class, they are considered absent and will be marked as such in their Infinite Campus attendance. For a 50-minute class, a student will be marked absent after 25 minutes.

Tardy Sweeps: Tardy Sweeps will occur at random times during the day after the beginning period bell has rung for a class to start. Students not in class will be sent to the library, where they will provide their name, student id number, and class period they are attending. They will then be escorted to that class period. An automated phone call will be sent home notifying families that their child was tardy and caught in a tardy sweep. After a student is caught in three tardy sweeps, Alameda administration or restorative team will meet with the family and student via in

person or virtual to discuss an attendance plan to help their student get to class on time.

Ditching Policy & Extended Bathroom Breaks

Alameda is a place of learning, and we will not permit students to ditch at any point during the school day. Students are required to attend class while in the building. Extended bathroom breaks can be considered ditching (more than 5 minutes). Students are expected to return promptly to class when using a hall pass.

Consequences:

First Offense: Student is escorted back to class and reminded that this counts as the first strike toward ditching.

Second Offense: Half-day In-School Suspension (ISS) and a call home to parents/guardians. A Restorative Practices reflection or Ripple Effects activity may be assigned.

Third Offense: Full-day ISS and a family meeting (phone, video, or in-person). Possible additional measures include reverse suspension (parent attending class with student), a safety plan, or placement on the no-pass list.

Fourth Offense: A pattern of defiance/disobedience is established. This may result in referral to CLC or another alternative school placement.

Behavior Expectations & Discipline (Code of Conduct)

[Jefferson County Public Schools Code of Conduct](#)

The Board of Education recognizes that effective student discipline is a major contributor to the creation of a positive and productive learning environment for all students. The Board in accordance with state law has adopted a written student conduct code and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons of authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall emphasize proportionate disciplinary interventions and consequences and keep students engaged in learning.

Dehumanizing Language

Harassing conduct may also include dehumanizing language, epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the district's premises or circulated by e-mail, phone (including voice messages), text messages, social networking sites, or other means.

<https://www.jeffcopublicschools.org/about/student-family-handbook>

Student Restroom Expectations

To ensure a safe, clean, and respectful environment for everyone, students are expected to follow these restroom guidelines:

- Students must have a restroom pass signed by their teacher before leaving class.
- Restroom use is permitted only after the first **10 minutes** of class and before the last **10 minutes** of class, unless there is an emergency.
- Limit restroom visits to **5 minutes**.
- Only **one student is permitted per stall**.
- Respect the privacy and personal space of others at all times.
- Flush the toilet after each use.
- Wash your hands thoroughly before leaving the restroom.
- Report any restroom concerns, including damage, vandalism, or unsanitary conditions, to a teacher or staff member immediately.
- Use school-appropriate language and communicate kindly and respectfully with others.
- Roughhousing, horseplay, or disruptive behavior is not permitted.
- Taking photos or videos in the restroom is strictly prohibited.

Following these expectations helps maintain a safe, clean, and respectful environment for all students. Failure to follow these guidelines may result in disciplinary action in accordance with the school's code of conduct.

Hallway Expectations

Students are expected to help maintain a safe, orderly, and respectful learning environment by following these hallway expectations:

- Keep stairways, hallways, and doorways clear at all times.
- During passing periods, keep moving and report directly to your next class.
- A hall pass is required whenever you are outside the classroom during instructional time.

- Respect the personal space of others.
- Walk at all times and keep your hands, feet, and other objects to yourself.
- Clean up after yourself and help keep common areas free of litter.
- Use school-appropriate language.
- Communicate kindly, politely, and respectfully with students, staff, and visitors.

By following these expectations, students contribute to a safe, welcoming, and efficient school environment. Failure to follow these guidelines may result in disciplinary action in accordance with the school's code of conduct.

Student Parking Rules and Expectations

Driving to school is a privilege, not a right. Students who choose to drive to campus are expected to operate their vehicles safely, responsibly, and in accordance with school rules and all applicable traffic laws. There is absolutely no hanging out in the parking lot in or out of car

- All student vehicles driven to school **must be registered with the school.**
- A valid **student parking permit (hang tag)** must be displayed in a location that is clearly visible from outside the vehicle at all times.
- The speed limit on all school property is **10 MPH.**
- Vehicles must be operated safely and legally at all times.
- Obey all posted **one-way signs, stop signs, traffic control devices, and staff directions.**
- The Lakewood Police Department may issue citations for moving violations, illegal parking, parking in handicapped spaces without proper authorization, or parking in fire lanes.
- Operating a vehicle in a dangerous or reckless manner on school grounds or in the surrounding neighborhood may result in suspension or revocation of parking privileges, school disciplinary action, and/or law enforcement involvement.
- Violations of parking rules may result in fines, a parking boot, towing at the owner's expense, loss of parking privileges, school disciplinary consequences, and/or law enforcement action.

Parking Violations and Fines

Violation	Fine
1st fine	\$15.
2nd fine	\$30.

3rd fine

\$45.

The school reserves the right to suspend or revoke parking privileges for repeated violations or for any conduct that compromises the safety of students, staff, or visitors.

If You Are Involved in a Vehicle Accident

If you are involved in a vehicle accident on school property:

1. Stop your vehicle immediately and check for injuries.
2. Do **not** leave the scene. Leaving the scene of an accident may result in criminal hit-and-run charges.
3. Notify Campus Security and/or a school administrator as soon as possible.
4. Exchange driver and insurance information with the other party. School staff can assist you through the reporting process if needed.

Drug and THC/Marijuana Policy

Drugs are not permitted on school campus. The use, possession, distribution, or sale of drugs or THC/marijuana products on school property is strictly prohibited.

The use and/or possession of THC/marijuana, including THC/marijuana vaping products, is not allowed on campus. Students who are found to be under the influence of THC/marijuana may receive a police citation and may be subject to suspension in accordance with school policy and applicable law.

A student suspected of being under the influence of THC/marijuana may be evaluated by the school nurse or other appropriate school personnel. If a student is determined to be under the influence, the student's parent or legal guardian will be contacted, and the student will need to be picked up from school.

The school reserves the right to take additional disciplinary action as appropriate based on the circumstances of each incident.

Dress Code

The Board of Education recognizes that responsibility for the dress and appearance of students generally rests with individual students and their parents, and that students may wish to express themselves by the manner of their dress and appearance. Students shall not, however, wear clothing or affect an appearance at school or school-sanctioned activities or events that are or will be disruptive to the educational environment. Districtwide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems and improve school order and safety. Students also shall not wear clothing or affect an appearance that compromises the maintenance of a safe and orderly school. [Board Policy JICA](#) outlines expectations for dress. The following general standards shall also apply:

- Any manner of grooming or apparel, including clothing, jewelry, emblems and/or badges which by virtue of color, arrangement, trademark, or other attribute is associated with, or denotes membership in or affiliation with, any gang, is not allowed. The prohibition on gang-related apparel shall be applied at the discretion of building level administrators, after consultation with the superintendent or designee, as the need arises at individual schools.
- To avoid injury and disease, shoes, boots, sandals, or other footwear must be worn in school buildings.
- Reasonable cleanliness of student clothing is required as a matter of general health and welfare.
- Underwear as outwear is not allowed at school. (Example: A bra worn as a shirt; underwear visible while sagging pants).

Prohibited Clothing Items:

Specific clothing that is not allowed at Alameda includes articles which display words, writing, or graphics that are inappropriate for a school setting. These may include, but are not limited to the following:

- Drugs, Alcohol, Tobacco
- Nudity
- Vulgarity
- Weapons
- Gang-related activity
- Material of a sexist or racist nature.
- Phrases with double entendre or dual meaning.
- Prohibited Brands of usage: "Cookies," "Backwoods," "Coors." These brands are subject to change or addition of new brands are at the sole discretion of the school administration.

Technology Use Policy

NO CELL PHONES or EARBUDS OUT DURING CLASS

- No cell phones in classes (including advisement)
- Cell phones will be in the cell phone hanger pockets
- Cell phones can be used at lunch and during passing

CONSEQUENCES

- 1st – taken – office – Phone taken away for the rest of day. Call home.
- 2nd – taken – office – Phone taken away parents will pick up the phone.
- 3rd – taken – office – Phone taken away students spend the rest of the day in ISS
- 4th – taken – office – Phone taken and student will be suspended from school for 1 day and family meet with the Principal will be scheduled.
- *If wireless headphones are found in use they will be put in cell phone pocket

Alameda Discipline Flow Chart

Behavior	Definition	Consequence 1	Consequence 2	Consequence 3	Consequence 4
Classroom Tardy Policy	Arrival to class after the signal that class has started. Examples: Arrival seconds after the bell rings, Student arrives after the door has been closed.	Handled at the Classroom Level (Verbal Warning/Student Conference /Classroom Consequence/Loss of Classroom Privilege-Reward/phone call home/reduced participation grade)	Handled at the Classroom Level (Verbal Warning/Student Conference /Classroom Consequence/Loss of Classroom Privilege/reward/phone call home/reduced participation grade)	Handled at the Classroom Level (Verbal Warning/Student Conference /Classroom Consequence/Loss of Classroom Privilege/reward/phone call home/reduced participation grade)	Students are eligible for Referral to Administration or RP teams. Parent conference, loss of school privileges, administrative detention.
Destruction of	not felony damage	Referral to LPD for	Referral to LPD for	Referral to LPD for	Referral to LPD for

School/Staff Property/Chromebook/Graffiti	(over \$2000) Destruction/Defacement of School Property including graffiti (over \$2000)	ticket. Removal from school for rest of the school day (If damage over \$2000 felony ticket given)	ticket Removal from school for 2 days OSS (If damage over \$2000 felony ticket given)	ticket Removal from school for 3 days OSS (If damage over \$2000 felony ticket given)	ticket Removal from school for 3 days OSS/Possible Expulsion process started (If damage over \$2000 felony ticket given)
Tardy Sweep	Please be advised that Tardy Sweeps will take place randomly throughout the school day. These sweeps are designed to reinforce the importance of punctuality and ensure students arrive to class on time.	Automated Phone Call will be sent home notifying family of student caught in tardy sweep	Automated Phone Call will be sent home notifying family of student caught in tardy sweep	An Automated Phone Call will be sent home notifying family of student caught in tardy sweep	On the 4th Violation, student will be placed in ISS for the remainder of the day. Sweep 5-6-7 will constitute a call home. Sweep 8 will be a full day of ISS and a parent meeting will be setup.
Dress Code Violation	Clothing that is not within the school/district dress code	Student will be offered alternative clothing for the day and a call home	Call home will be placed and family will be asked to bring the	Call home will be placed and family will be asked to bring the	Meeting with family to discuss appropriate clothing for school

	guidelines.	to parent/guardian Refusal of alternative clothing will result in student being sent home	student alternate clothing for the day. Refusal of alternative clothing will result in student being sent home	student alternate clothing for the day. Refusal of alternative clothing will result in student being sent home	dress and possible wrap around services for clothing acquisition Possible OSS using district discipline matrix
Ditching Policy/Extended Bathroom Breaks	If the student has not made it to class with a pass in 15 minutes, or if their a pass is 15 minutes old.	Walk to class, a reminder that this is considered the first strike towards ditching.	Half Day ISS, a call home to parents. (RP reflection or ripple effects)	Full Day ISS Meeting with family via phone/video/in-person meeting. Possible reverse suspension/parent attend class with students/safety plan that includes no-pass list	Pattern of defiance and disobedience has been created/possibly a referral to CLC or other option school
Vaping Policy	This is defined by the possession of Nicotine.	Call home and referral to nurse	Referral to the nurse, a half day in ISS, and a restorative impact essay on the harms of vaping.	Police contact, and a conversation mediated with Moose and a RP about the law they are breaking. With a full day ISS	Ticket for possession of a substance. A suspension based on the grounds of habitual behavior.

Controlled Substance Policy/In possession	This is defined by the possession of THC/Marijuana/Edibles /Alcohol	Assesed by Nurse and Call home/Possible Police Ticket	Assesed by Nurse and Call home/Possible Police Ticket	Assesed by Nurse and Call home/Possible Police Ticket. Students will be placed on random searches and a safety plan.	Possible referral for expulsion. Or need for an alternative placement
Cell Policy (Cellphone wall sleeves)	There are no cellphones in the classroom for grades 7-12.	Phone taken away for the rest of day. Call home.	Phone taken away. Parents will pick up the phone.	Phone taken and the student spends the rest of the day in ISS.	On fourth violation the student will be suspended for one day and a meeting w/ parent will be scheduled.
Threatening Language toward Staff ie, threats of harm	Threatening to harm staff members	OSS 1 day/Re-Entry mtg w/threat screener	OSS 3 day/Re-Entry w/threat screener/safety plan	OSS 3 day/Go for habitually disruptive	OSS 3 day/Go for habitually disruptive
Defiance and Disobedience (To include not wearing ID)	This is defined by any student not listening to adult directions/disruption of learning environment.	Call home. If in class ISS rest of the period. Restorative reflection written and documented as a restorative conference. (suggest teacher and student 1	Half-day of ISS and referred to ripple effects. Documented as restorative conference (formal mediation with RP specialist)	A whole day to ISS and referred to counseling for any needed mental health supports, and ripple effects assigned. Documented as	Referred to admin if suspension is needed, with an established pattern of alternatives. (ID- call home

		on 1) (ID- student will be escorted to ID printer and new ID will be printed free of charge)	(ID- call home will be placed and student will be provided a paper ID for the rest of the day. A \$5.00 charge will be assessed for a new ID added to student fee sheet or paid at time of printing)	alternative to suspension (ID- call home student will be placed in ISS for the rest of the day a \$5.00 charge will be assessed for a new ID added to student fee sheet or paid at time of printing)	student will be placed in ISS for the rest of the day a \$5.00 charge will be assessed for a new ID added to student fee sheet or paid at time of printing)
Cursing Directly at Staff	This is defined by students cursing directly at or around staff working with said student	Placed in ISS for the rest of day/restorative work for the rest of the day. Call home	OSS from the altercation point/call home/upon re-entry meet with RP team	3 day OSS from the altercation point/call home/re-entry meet with RP team	Habitually disruptive strike 2, and a referral to mental health services.
Physical Altercations					
Fighting (Mutual Combat)		Up to 3 day suspension and a police ticket. Building Level Threat Screener conducted. Possible	Up to 3 day suspension and a police ticket. Building Level Threat Screener conducted. Possible	Up to 3 day suspension and a police ticket. Building Level Threat Screener conducted. Possible	Up to 3 day suspension and a police ticket. Building Level Threat Screener conducted. Possible

		Habitually disruptive #1	Habitually disruptive #2	Habitually disruptive #3 and Possible referred to expulsion	referral for expulsion.
Assault (3rd degree, not mutual combat)		Up to 5 day suspension and a police ticket. Building Level Threat Screener conducted. Possible Habitually disruptive #1 Safety plan created	Up to 5 day suspension and a police ticket. Building Level Threat Screener conducted. Possible Habitually disruptive #2, and a referral to mental health services	Up to 5 day suspension and a police ticket. Building Level Threat Screener conducted. Possible Habitually disruptive #3 and referred to expulsion	Up to 5 day suspension and a police ticket. Building Level Threat Screener conducted. Possible referral for expulsion.
Safety Plan Violations.	This is defined by any student not adhering to the rules of their safety plan.	An immediate whole day in ISS with assigned ripple effects, a personal document detailing the rules of their safety plan, and a restorative reflection.	Two day ISS and a call home to establish a meeting with parents to review safety plans with their kid. Alternative to suspension	With an established pattern of safety plan violations, a one day suspension and re-entry meeting with family to discuss the safety plan and a step up of consequences discussed if continued violations occur.	With an established pattern of safety plan violations, a two day suspension and re-entry meeting with family to discuss the safety plan and a step up of consequences discussed if continued violations occur.
No Pass List	Leaving	Warning	The rest of	OSS 1 day	OSS 3 days

	class with an adult escort		the day in ISS, with a required restorative reflection		
Bullying	This is defined by the belittling of another individual based on race, ethnicity, gender, religion, or disability. A pattern of one sided consistent harassment. A power differential based on group size or age.	Restorative conference in the form of an anti-bullying project. Documented as bullying level 1.	Alternative to suspension with a whole day of ISS, and a separation agreement put in place. Documented as bullying level 2	Suspension based on pattern behavior and other actions possibly taken. Bullying level 3	Suspension based on pattern behavior and other actions possibly taken. Bullying level 3
Refusal To Search	Refusing a reasonable request to be searched by administration or security when reasonable suspicion is evident.	When reasonable suspicion is present and a student refuses a student search of backpack/person the student will be suspended for up to 3 days and a call home	When reasonable suspicion is present and a student refuses a student search of backpack/person the student will be suspended for up to 3 days and a call home	When reasonable suspicion is present and a student refuses a student search of backpack/person the student will be suspended for up to 3 days and a parent meeting will be set to discuss a	When reasonable suspicion is present and a student refuses a student search of backpack/person the student will be suspended for up to 3 days and a parent meeting will be set to discuss a

				safety plan	safety plan
Eloping Campus	A student leaves campus when asked to follow a direction from a teacher, campus security, staff or administrator	When a student leaves campus during a discipline incident the student will be suspended up to 3 days	When a student leaves campus during a discipline incident the student will be suspended up to 3 days	When a student leaves campus during a discipline incident the student will be suspended up to 3 days	When a student leaves campus during a discipline incident the student will be suspended for up to 3 days

*Search Policy

To maintain a safe and secure learning environment, Alameda administration and security personnel reserve the right to search any student, their personal belongings, and vehicles while on school property. These searches may be conducted when there is reasonable suspicion of a policy violation or when deemed necessary to ensure the safety and welfare of all students and staff. For additional information, please refer to District Policy JIH, Student Interviews, Interrogations, Searches, and Arrests, and Regulation JIH-R.

Any students found in a bathroom with multiple students in a stall will be subject to a search.

Restorative Practices at Our School:

Our school uses restorative practices to support a safe, respectful, and connected learning environment. When conflicts or harm occur, we focus on repairing relationships rather than just giving punishments.



Restorative practices help students take responsibility, reflect on their actions, and make things right. This approach builds important skills, strengthens community, and helps students return to the classroom ready to learn and grow.

Discipline is something we do *with* students, not *to* them—by holding high expectations and providing the support they need to succeed.

Student Supports:

At Alameda, we believe in nurturing the whole child, including their social and emotional well-being. Our dedicated team of school counselors is available daily to support students with academic concerns, personal issues, anxiety, teacher relationships, and college or career planning. Need their help? Click here for [Middle School](#) and here for [High School](#).

We also partner with the Jefferson Center for Mental Health (JCMH), providing in-building access to a range of mental health services for students and families. JCMH offers:

- Individual, Group, and Family Therapy
- Wellness Classes and Coaching
- Parenting Resources
- School-Based Mental Health Services
- Substance Use Treatment

These services are designed to support students in managing the challenges of teenage life and to promote long-term wellness. Our goal is to ensure every student has access to the resources they need to thrive—academically, emotionally, and socially.

Academic Expectations:

At our school, we are committed to fostering academic excellence through a rigorous and supportive learning environment grounded in the IB philosophy. We believe all students can grow and succeed when high expectations are paired with meaningful support.

Core Academic Expectations for All Students:

1. **Thinker and Communicator:**
Be present and engaged. Regular attendance and active participation in class discussions, activities, and group work are essential for success.
2. **Risk-Taker:**
Challenge yourself! Take ownership of your learning. Be willing to stretch your thinking, ask questions, and approach problems with curiosity and perseverance.
3. **Principled:**
Meet deadlines. Turn in assignments on time and come prepared for class. Communicate with your teacher ahead of time if you need support or an extension.
4. **Principled and Reflective:**
Demonstrate integrity. Academic honesty is non-negotiable. Use your own

thinking, cite your sources, and avoid plagiarism or cheating. Submitting work that is not your own—including work generated by AI tools (such as ChatGPT), copying from classmates, or using unauthorized apps like Snapchat during tests or assignments—is considered academic dishonesty. This behavior will not be tolerated and may result in a failing grade and disciplinary action.

5. Reflective:

Strive for growth. We value progress over perfection. Learn from mistakes, reflect on feedback, and set goals for continuous improvement.

6. Open-Minded and Caring:

Collaborate and respect diverse perspectives. IB learning is global-minded. Engage respectfully with peers, value differences, and contribute to a safe and inclusive learning environment.

Academic Letter and Honor Roll Policy

- Letters will be awarded at the beginning of the school year for the previous year's accomplishments.
- A student must have completed one full semester at Alameda International.
- Students must carry the standard course load for a semester to qualify for an academic letter (5 classes)
- A student's semester class load must include a minimum of four classes that include any combination of English, math, science, social studies or world languages.
- Students must achieve a 3.8 weighted GPA for the semester grade.

Honor Roll

- Students must have a CPA of 3.0-3.79 or higher based on semester grades. This is not a cumulative GPA
- Students must be enrolled in a minimum of 2.5 credits and have grades in a minimum of five classes.

Grading Policy

Alameda International Grading Protocol & Gradebook Setup 2025-2026 School Year	
Categories & Weights	Infinite Campus Identifiers
All teachers use the same categories for organizing assignments: • Formative • Summative • ATLs (Work Habits/Participation)	The following tags may be used in student grades on Infinite Campus. Zero (0): Present in class, but “fighting the learning.”

Categories are weighted within the ranges below: • Formative (20-40%) • Summative (50%) • ATLS (10-30%) All subject groups grade calculations are a 90/80/70/60 round up curve. Advisement: All advisements will have 3 categories in their gradebook: • Formative - 30% • Summative - 50% • ATLS - 20% Advisement grade calculations are 60% Pass/Fail Curve. Advisements are credit-bearing, grades 7-12.	Missing (M): Absent or work not turned in; defaults to a 30% grade. Ten (10): Work is incomplete, or the student tried but missed the mark completely. Additional tags available in Campus: Turned in (T): Acknowledging work has been turned in by student, but has yet to be graded. This tag is not permanent and will not affect grades. Exempt (X): Teacher has excused the assignment due to excused absence or prior arrangement. Incomplete (I): Student has submitted an incomplete assignment but has made an arrangement with the teacher to complete the assignment within a set time range. Cheated (CH): Cheated indicates that a student violated the Academic Integrity Policy and will have a conference with administration and classroom teacher. Late (L): This tag can be used as a reminder to teacher and student that an assignment was turned in late and is waiting for a grade to be entered. Dropped (Dr): Dropped assignments result in the assignment counting for no credit, which does not impact the student's grade positively or negatively.
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Grades and Rubrics

All teachers at Alameda International use program specific rubrics to assess learning:

MYP: 7th through 10th grade use an 8-mark rubric that is converted to adhere to a traditional grading scale. Assignments are graded on one to multiple parts of the rubric.

DP/CP: Uses a similar mark scheme, but the rubrics vary in point value.

Approaches to Learning: These points are based on work ethic, social emotional skills, general

preparedness, and the demonstration of our Learner Profile Traits.

0	+ 10	10/18	55%	F
1		11/18	61%	D
2		12/18	66%	D
3		13/18	72%	C
4		14/18	77%	C
5		15/18	83%	B
6		16/18	88%	B
7		17/18	94%	A
8		18/18	100%	A

Course Correction Policy

As an IB school, students are expected to gain new experiences in a variety of IB disciplines, which include subjects like art, music, theater, physical education and more. Students in the Middle Years Programme will be taking electives that are new to them. All schedule corrections will be completed **in person only**. Students should not email their counselor to request a change. Instead, visit the Counseling Office during registration or your scheduled free period within the **first 10 school days** of the semester. After this deadline, courses may only be dropped with principal approval, and the course will likely appear as an “F” on the official transcript.

Counselors work to balance class sizes before the start of the school year. Classes will not be overloaded to accommodate schedule changes.

Appropriate reasons for requesting a schedule correction include:

- A scheduling error (e.g., two classes scheduled during the same period).
- Seniors needing a course to fulfill graduation requirements.
- Dropping a course that has already been taken for credit.
- Dropping a course while maintaining the required number of classes (Grades 9–12: minimum of six classes; Grades 7–8: eight classes).
- Placement in an incorrect academic level.

- Adding a course within the first 10 days of school if a seat is available during a current free period (schedules cannot be rearranged to accommodate adding a course).

Schedule corrections will not be made for the following reasons:

- Requests for specific off periods.
- Requests for teacher changes or preferred teachers.
- Moving a current class to a different period.
- Personality or student conflicts.

Graduation requirements:

- Students must earn 23 academic credits in the following manner:
- English/Language Arts 4.0 Credits
- Social Studies 3.5 Credits
- Mathematics 3.0 Credits
- Fine Art/Technical Art 0.5 Credit (Art, Business, CTE Credit, Music, etc.)
- Science 3.0 Credits
- Physical Education 0.5 Credit
- Electives 8.5 Credits

A student who has an Individual Education Plan (IEP) may be granted a diploma based on completion of the goals listed in the IEP and based on modified content standards and modified course requirements. All students must demonstrate Career and College readiness in English and Math through one or more of the approved options in the menu below:

Measure	English	Math
Accuplacer Assessment	62	61
American College Testing (ACT)	18	19
ACT WorkKeys	Bronze or Higher	Bronze or Higher
Armed Services Vocational Aptitude Battery (ASVAB)	31	31
International Baccalaureate (IB)	4	4
District Capstone	Individual	Individual
SAT	470	480

Early Graduation Policy:

Students wishing to graduate early should meet with their counselor to determine eligibility. Once it is determined that the student can meet graduation requirements

earlier than the scheduled semester of graduation, the student, with parent approval, must:

- complete an Early Graduation Request Form and submit it to their counselor
- schedule a meeting with their counselor, principal and parents

If a student wishes to graduate in December of their senior year, they must get principal approval in the spring of their junior year.

All students that earn their credits may choose to participate in the upcoming graduation ceremony. It is important to communicate if your student will participate as part of the planning process.

Athletics/Activities Contacts

Athletic/Activities	Coach/Sponsor	Email	Season
Football	Alex Huerta	alex.huerta@jeffco.k12.co.us	Fall
Cross Country Boys	Mike Goulet	mike.goulet@jeffco.k12.co.us	Fall
Cross Country Girls	CeXochitl DeLaTorre	cexochitl.delatorre@jeffco.k12.co.us	Fall
Softball	Enoch Bobian	enoch.bobian@jeffco.k12.co.us	Fall
Boys Tennis	Scott Smith	scott.smith@jeffco.k12.co.us	Fall
Boys Soccer	Cody Black	cody.black@jeffco.k12.co.us	Fall
Girls Volleyball	Melissa Sharp	Melissa.Sharp@jeffco.k12.co.us	Fall
Cheer	Rachel Fisher	rachel.fisher@jeffco.k12.co.us	Fall
Boys Basketball	Wyatt Thomas	wyatt.thomas@jeffco.k12.co.us	Winter
Girls Basketball	Bernard Bickerstaff	bernard.bickerstaff@jeffco.k12.co.us	Winter
Wrestling	Frank Trujillo	frank.trujillo@jeffco.k12.co.us	Winter
Girls Tennis	Scott Smith	scott.smith@jeffco.k12.co.us	Spring

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Baseball	Nick Arguello	nick.arguello@jeffco.k12.co.us	Spring
Girls Soccer	Cody Black	cody.black@jeffco.k12.co.us	Spring
Track Boys	Frank Trujillo	frank.trujillo@jeffco.k12.co.us	Spring
Track Girls	CeXochitl DeLaTorre	cexochitl.delatorre@jeffco.k12.co.us	Spring
Boys Volleyball			Spring
Band	Andrew Cogswell	andrew.cogswell@jeffco.k12.co.us	Fall
Choir / Theatre	Blake Mechtel	blake.mechtel@jeffco.k12.co.us	Year Round
Student Leadership			Year Round

Extracurricular Activities

Additionally, Alameda offers clubs, and they are a great way to get involved and make friends. Click here [Alameda Clubs](#) for more information.