

Alpha Charter High School
Student/Parent Handbook
2017-2018

Alpha Charter High School
8920 Elwyn Avenue
Elverta, CA 95626
(916) 991-4726

Elverta Joint School District
7900 Eloise Avenue
Elverta, CA 95626
(916) 991-2244

ALPHA CHARTER SCHOOL STAFF WELCOMES YOU

Faculty and Staff

Superintendent – Dr. Michael Borgaard, Ed.D

Principal – Mr. Felix Duncan

Secretary – Ms. Sue Wyllie

Charter/Magnet Facilitator – Mr. Anthony Manuel

Charter/Magnet Facilitator – Ms. Amy Cruz

Charter/Magnet Facilitator – Mr. Kirk Laux

Charter/Magnet Facilitator – Mr. Aaron Garcia

Transportation, Procurement and Facilities – Ms. Jennifer Gaede

Cafeteria – Ms. Sharon Kent

Custodian – Ms. Alice Daigh

Teachers:	Subject
Mr. Mel Cuckovich	Social Science
Ms. Marsha Dolkas	English
Ms. Cindy Farris	Physical Science, Chemistry, Biology
Mr. Bob Hoehn	Science
Ms. Kathleen Sanchez	Social Science, English, Electives
Ms. Carol Leeds	Mathematics, Science

Mission / Vision

The mission of Alpha Charter High School is to provide a flexible and personalized learning program that enables students to achieve success in academic endeavors. We support students in their personal goals and prepare them for a variety of post-graduation opportunities.

The vision of Alpha Charter High School began with the dream of Jerry Manuel, former manager of the Chicago White Sox and the New York Mets (Manager of the Year), to provide a magnet school where African-American students from inner-city Sacramento, the city of his youth, could be drawn back into the game of baseball and through the avenue of sports, could be inspired to stay in school and go on to college.

From Jerry's dream, Alpha Charter High School was created, and since then, the vision of the school has expanded and matured into the vision we currently hold.

Our current vision is the development of a co-educational campus comprised entirely of high school students, one hundred or more strong, with students who are healthy, active and disciplined both in their pursuit of sports and in their pursuit of academics enabling them to pursue any field in higher education which they desire.

Our vision includes more classrooms, with some dedicated exclusively to science and to music and art, as well as a gymnasium, two lighted playing fields, bleachers, covered dug-outs, and a paved parking area. It includes more offices for counselors and support staff and a fully developed agriculture program utilizing the fertile soil surrounding the campus.

Our vision is that all students have a post-secondary plan of higher education, technical training, or plan for service to their country carrying them beyond high school so that they can find even greater avenues to make life-long contributions to our society in fulfillment of their greatest potential.

Last of all, our vision is that all students graduate from Alpha Charter High School embodying the ethics of Jackie's Nine: courage, determination, teamwork, persistence, integrity, citizenship, justice, commitment, and excellence, taking these values with them wherever they go to face the challenges they will encounter long after they leave us here.

About Alpha Charter High School

Alpha Charter High School is a site-based program, where students attend school each day. Students enrolled in our program complete their studies under the direction of credentialed teachers, charter school facilitators, on-line courses and teachers, and parents. Students complete their courses at school as well as in their home environment.

Students attend school 180 days each year, paralleling the Elverta Joint School District calendar. Learning Lab, Magnet Activity, break and lunch times are scheduled throughout the day (please see "School Hours" below). Each school day features direct instruction, learning lab, and magnet activities. Students need to complete an average of 2% per day in each course. While it is possible students to complete much of their work during their scheduled Learning Lab, it is required that students complete 1-2 hours of homework each night. Students and Parents are responsible for the completion and quality of all academic courses.

It is our commitment to provide the highest quality instruction and guidance to families who desire to educate their student in engaging magnet programs in a unique and flexible format.

Student/Parent Code Conduct

As a necessary condition of continued enrollment, students must behave in a manner both on and off – campus that is consistent with the principles the Alpha Charter High School. These principles include but are not limited to, any policies, principles or procedures set forth in our Student/Parent Handbook. It is also a condition of enrollment that the parents/guardians of each student conform to these standards of conduct as determined by Alpha Charter High School.

It is essential that students, parents and school staff work together to assure that each student receives a values-based education. Normally, philosophical differences between families and school can be resolved. In some rare instances, however, Alpha Charter High School may find it necessary, at its discretion, to require parents/guardians to withdraw their student from the school. Some guidelines include the following:

Just as the school expects its faculty and staff to be respectful of our students and parents/guardians, Alpha Charter High School expects parents/guardians and students to work courteously and cooperatively with the school in order to assist each student in meeting academic, moral and behavioral expectations of the school. This includes respectful treatment of all faculty, coaches, moderators, counselors, administrators, support staff, other student and other parents;

Students and parents/guardians are encouraged to express their concerns about school operations and personnel to the appropriate administrators and staff, however they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile or divisive;

These behavioral expectations for students and parents/guardians include, but are not limited to, all school-sponsored and magnet program events. (e.g., athletics, field trips, etc.) as well as interaction with school staff, other Alpha Charter High School students and parents at any other time.

Alpha Charter School reserves the right to determine, at its discretion, which actions fail to meet the principles and philosophy of the school. Failure to follow these guidelines may result in a warning, disciplinary action short of dismissal, a suspension of a student and/or parent/guardian's privilege to attend or to participate in school activities, or dismissal depending on the severity of the offense.

Enrollment at Alpha Charter High School is considered to be a privilege and it is also a voluntary association between the student/parent and the school.

The policies, rules, regulations, directives, guidelines, and expectations of Alpha Charter High School are contained in, but not limited to, this Handbook; this Handbook is intended to serve as a reference for Parents and students to assist them in participating in the school community. Alpha Charter High School reserves the right to make revisions to this Handbook; observance of any such change is expected by all as soon as the change is made known to the school community via appropriate means of communication. The registration of a student at Alpha Charter High School is deemed to be an agreement on his/her part, and on the part of his/her Parents or guardians, to comply fully with all policies, rules, regulations, directives, guidelines and expectations of the school. Violations of the spirit, intent or letter of the philosophy and rules will be considered just cause for administrative action. The use of the term "Parents" throughout this document is meant to include a single Parent and/or legal guardian(s). All students are expected to participate in the educational experiences and activities of the school as directed by the administration and staff. Failure to participate in an appropriate fashion or to conform to the directions of the proper school authority is a breach of the condition of enrollment. Students are required to respect the principles explicitly and implicitly conveyed by the duly appointed authorities of the school. Under no circumstances may a Parent excuse a student from observance of the policies, rules, regulations, directives, guidelines, and expectations of Alpha Charter High School if

the Parent expects the student to remain in good standing with the school. The policies, rules, regulations, directives, guidelines, and expectations in this Handbook apply when going to or coming from school; while on school grounds; during the lunch period, whether on or off the campus; during, or while going to or coming from a school-sponsored activity or while at other schools.

Acceptance of Student-Parent Handbook as Contract

All students, along with Parent(s)/Guardian(s), explicitly accept the provisions set forth in the current Student-Parent Handbook as a condition of enrollment at Alpha Charter High School and agree, so far as they may be applicable and not at variance with any of the provisions of this contract, to comply with all school regulations. Alpha Charter School reserves the right to amend the Student/Parent Handbook at any time should the need arise. Any policy statements published during the course of the school year are considered to be an addendum to the Student/Parent Handbook. The policies stated in the Student/Parent Handbook shall prevail should inconsistencies be found with the published policies in other Alpha Charter School publications.

Notice of Non-Discrimination Policy as it applies to Students and Employees

Alpha Charter High School admits students of any race, color, national and ethnic origin to all of the rights, privileges, programs and activities accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, and other school administered programs.

Expected School-wide Learner Results ESSLRs

The Alpha Charter High School community is committed to the ongoing support of our students in their achievement of these essential skills as well as the continual assessment of their progress toward the accomplishment of these goals.

Graduates from Alpha Charter High School will be:

1. CRITICAL THINKERS who

- Meet the content and performance standards in all academic, artistic, career/technical, and athletic areas of the curriculum;
- Complete assignments that reflect a variety of thinking, reasoning, and problem-solving skills;
- Demonstrate an understanding of concepts with differing points of view;
- Identify and evaluate tools and resources to organize and synthesize information;
- Question and evaluate information to make appropriate inferences, predictions, and hypotheses;
- Modify their performance to attain required results based on feedback and assessment;
- Explore outside opportunities to develop their areas of interest beyond the high school curriculum;
- Transfer learned skills to new situations within and beyond the curriculum.

2. EFFECTIVE COMMUNICATORS who

- Convey ideas, thoughts, messages, opinions and beliefs to others through a variety of methods;
- Listen, speak, and write effectively using standard English according to commonly accepted rubrics;
- Are proficient at gaining and communicating information and ideas within a digitally-based curriculum;
- Participate effectively in collaborative learning activities that highlight group projects, classroom discussions, team sports, and other events requiring group cooperation;
- Listen accurately and respond appropriately, as required.

3. RESPONSIBLE, SELF-DIRECTED INDIVIDUALS who

- Are capable of mastering a digital curriculum requiring a strong, independent work ethic;
- Take responsibility for setting academic, personal and career goals;
- Utilize the tools provided--and search out additional tools when necessary—to develop the organizational and planning skills necessary to realize their current and future goals;
- Seek out mentors to guide, inspire and assist them in developing their potential;
- Exhibit self-discipline and personal responsibility in completing their coursework;
- Show respect for themselves and others;
- Take pride in doing their best academically, on the field, and in all activities both at school and in the community;
- Exhibit good citizenship in consistently striving to develop the school-wide ethics of “Jackie’s Nine” to the best of their ability, both within the school community and beyond. For each individual, these include:
 - 1) Courage: Overcoming your fears, so you can accomplish what needs to be done;
 - 2) Determination: Staying mentally focused on a plan and believing in yourself even when hardships could crush your motivation;
 - 3) Teamwork: Working with others toward a common goal;
 - 4) Persistence: Continuing to move forward toward your goal despite obstacles;
 - 5) Integrity: Sticking to your values and doing what is right regardless of what others are doing or what they think you should do;
 - 6) Citizenship: Making a contribution that improves the lives of others despite the cost to yourself;
 - 7) Justice: Treating all people fairly, no matter who they are;
 - 8) Commitment: Following through on promises you make;
 - 9) Excellence: Doing the best that you can and continuously pushing yourself to improve your performance.

Alpha Charter High School Beliefs

The school culture should foster a continuing love for learning in a safe and nurturing environment

which honors diversity, individual achievement, and community mindedness.

Education is a responsibility shared among the home, school and community

Each student has great importance and deserves to be treated with respect and dignity in order to promote the development of healthy self-esteem

Mastery of core knowledge and essential skills is essential to students' academic success; the school should provide opportunities for students to develop skills in problem solving, critical thinking, creative thinking, and decision making.

Students learn at different rates and in different ways; learning is promoted through curriculum and teaching techniques geared to students' abilities, interests, learning styles, and multiple intelligences

Funding

As a California public charter school Alpha Charter High School receives educational funds dependent upon average daily attendance (ADA).

WASC Accreditation

Alpha Charter High School has applied for accreditation through the Western Association of Schools and Colleges (WASC). This professional organization periodically reviews the accreditation of its member schools. The WASC accreditation process is designed to strengthen schools in the delivery of quality educational programs. Accreditation is important to students as it impacts access to future opportunities: colleges and universities consider a school's accreditation in the application process, military recruiters expect applicants to be from accredited schools, and potential employers are assured that graduates have received a quality education.

School Hours

8:00 am – 3:00 pm

Student/Parent Council

Student Council meets as scheduled in order to collaborate, plan, and provide input for all aspects of school life

Student/Parent Orientation and Update/Training Meetings

Student/Parent Orientation and Update/Training Meetings are scheduled to provide relevant training and pathways to success for students and their Parents. Parents are encouraged to receive training in Gradpoint in order to better monitor their student's progress.

Admissions

To be enrolled at Alpha Charter High School a student must interview with the executive director or designee, complete an enrollment packet, sign a master agreement and bring in the following information:

- 95% attendance at previous school of record
- Birth Certificate (or other proof of birth)
- Immunization records (must include TDap)
- Verification of residency (utility bill)
- Withdrawal form from previous school as well as clearance of all fines

Enrollment

Students may be enrolled in only one school at a time. Dates on the completed enrollment form must reflect accurate attendance facts. Parents/legal guardians must be certain they withdraw their son/daughter from any other school prior to attending Alpha Charter High School.

Fines from Previous Schools

Any student coming from another school is encouraged to finalize all incurred fines from the previous school prior to enrollment. Any unpaid fines may result in losing eligibility for participation in school activities. Diplomas will be held until all fines are paid at the previous school.

Transfers to another School

Students who choose to transfer to another school must submit a "Transfer/Withdrawal" Form at least one week prior to their last day of attendance at Alpha Charter High School. Cumulative records will be sent by mail as soon as the appropriate request is received from the transfer school.

Student Services

Academic Policy

Our policy is to help all our students be successful along their educational journey. We require students to work diligently and make course progress in order to meet the requirements of their master agreement. Failure to complete all assignments during a semester may result in a student being placed in SEG (Student Enrichment Group). If lack of progress continues the student will be placed on Academic Probation. Failure to correct the reasons for being placed on academic probation within a reasonable time will be grounds for disenrollment from the Alpha Charter High School.

Teacher Intervention

If a student is not making the required daily academic progress, the student's teacher will intervene. The intervention may require, but is not limited to:

Teacher activity

- A phone call to student and Parents, if appropriate
- Daily or weekly contact with the student and/or Parent
- Referral to SEG- student enrichment group

Student activity

- Specific completion of specific daily and/or weekly goals determined by the teacher and accomplished by the student
- Mandatory in person meetings with the teacher to monitor progress
- More time spent on online coursework
- Remediation with a teacher to ensure success on assignments
- Required time to be spent at SEG to seek help in the course/s;

If a student is not successful with the interventions set up by his/her teacher, he/she will be placed on academic probation. If a student is on academic probation, he/she may not participate in school activities.

Academic Probation

The purpose of academic probation is to impress upon the student the importance of proper study habits in order to improve academic performance, and to provide necessary support and encouragement to the student in his/her academic progress. Academic probation may include suspension from participation in certain co-curricular activities.

If Teacher Interventions are ineffective, the student will be placed on academic probation. Specific goals and deadlines will be set up for the student by his/her teacher and an academic review board that consists of a school administrator or appointee. Failure to complete all assignments as designated on his/her academic probation letter will result in an evaluation to determine if student should remain in independent study.

Probationary requirements may include, but are not limited to:

- A letter of concern/phone call to student and Parents, if appropriate
- A specially scheduled appointment with the student, Parent/guardian, teacher, and/or administrator; if appropriate
- Increase in the amount of time required for the student to be in class
- Revocation of any work permit issued until school work is satisfactorily completed
- Suspension from participation in certain school activities
- Termination of the Master Agreement and return to the district school of residence or alternate educational program

Co-Curricular Activities

In order to participate in co-curricular programs or activities students must maintain satisfactory grades, maintain good academic standing, display appropriate behavior, and fulfill all applicable eligibility requirements of the activity.

Discipline Review Board

The Discipline Review Board consists of the student's Credentialed Teacher, Charter School Facilitator, and a School Administrator. Students with consistent and repeated violations of school policies may be required along with their Parents to meet with the Discipline Review Board to determine appropriate disciplinary measures, up to and including recommendation for dis-enrollment. Students and their Parents shall be provided with documentation of disciplinary interventions for violations of school policies.

Parent Complaint Procedure

The procedure for registering complaints is to work through the school staff before going to the School Board. At the school level complaints should be made first to the teacher, then to the Executive director and finally to the Superintendent. Complaints about staff members that are referred to the administration must be in writing. Concerns that are not complaints need not be in writing.

Complaints addressed to the School Board must be written and signed and presented to the executive director five days prior to the Board meeting. No person shall present orally or discuss at any meeting of the School Board complaints against individual employees of the School District until after such charge(s) or complaint(s) have been presented to the School Board in writing, and signed by the person or persons making the charge or complaint, and the Board shall have had an opportunity to investigate same. Any complaint concerning an employee must be made in closed session.

Whenever a complaint is made directly to the Board as a whole or to a School Board member as an individual, it shall be referred to the school administration for study and possible resolution. The individual employee shall be advised of the nature of the complaint at the earliest practicable date, and shall be given the opportunity for explanation, comment, and presentation of the facts as he/she sees them. A closed session of the School Board for the purpose of hearing the complaint may be held.

Early Graduation

There are times that it is in the best interests of a student to allow the privilege of early graduation from Alpha Charter High School. In order to ensure that the student's best interests are met, it is important that the school determine a student's adequate preparation for post-high school plans and that the school also determines a student's readiness (academically, socially, and personally) to leave high school. It is recommended that a student has:

- completion of 6 semesters or 3 years of high school attendance
- completion of 2 consecutive semesters at Alpha Charter High School
- achievement of passing score on CAHSEE exams
- Early Graduation Request Form
- formal letter of request indicating rationale and post-high school plans; letter must be signed by student and Parent

- Academic credit evaluation (to be accomplished by Academic Advisor)
- Early Graduation will be granted for end-of-semester only
- Applications are available from the College Counselor; additional requirements

Field Trips

Students attending a field trip must have a Parent/guardian-signed permission slip on file with the designated teacher. It is the policy of Alpha Charter High School and the Elverta Joint Elementary District to not allow siblings or any other children to accompany designated chaperones on field trips. The role of the chaperone is to assist the teacher in assuring the supervision and safety of the students. Our field trips are selected at each grade level as specific academic enrichments and our staff prepares activities specifically for students in the classroom. Additionally, siblings in other classes cannot be excused from their classes to attend field trips. Other school-age children may not attend.

If you wish to join the field trip, not in the role of a chaperone, you will be responsible for possible admission fees and the supervision of other non-school age children who may accompany you.

Grading Policy

Teachers issue student grades based on a professional assessment of demonstrated mastery of course content, satisfactory application of required skills, and effective course participation. For any course that has an onsite portion, the teacher provides a course grade for each semester. Grading policies must be in harmony with the established charter policies and guidelines and must be presented at the beginning of each course.

Student Achievement reports are issued bi-weekly and reflect the student's cumulative effort for the courses in which he/she is actively enrolled. Semester grades are issued at the end of the 1st and 2nd Semesters.

Alpha Charter High School provides a course of study that consists of the use of a digital curriculum with direct contact with teachers, textbooks, and on-site enrichment and/or classes. Alpha Charter High School teachers assign the grades for the courses in which the student has enrolled. Grades noted on the on-line curriculum are NOT the student's recorded final grade. Grades become a part of the GPA for the semester in which the Alpha Charter High School course is completed. Any student wishing to complete a UC approved "a-g" course, the student must take the midterm and final with credentialed teacher of record.

Academics represent the majority of a student's grade. There are other considerations as well. Attendance, citizenship, and participation in school-related activities often comprise the totality of the student's grade.

At Alpha Charter High School grades will be awarded on the following basis:

- 80% - Academic Coursework
This portion of the grade will be determined by Academics Coursework. Please note that students are expected to complete 100% of the Academic Coursework. A minimum of 80% of the Advanced Academic Coursework must be completed in order to be eligible to receive a passing grade.
- 5% - Service Projects and Citizenship

Participation in service projects and overall citizenship.

- 5% - Attendance
Attendance, punctuality
- 10% Classroom participation

Final letter grades for courses are established by the following percentages:

A+	100	A	94-99	A-	90-93
B+	87-89	B	84-86	B-	80-83
C+	77-79	C	74-76	C-	70-73
D+	67-69	D	64-66	D-	60-63
			F		0-59

The percentage total will be determined by a review of applicable documentation by the Alpha Charter School Director, credentialed staff, and support staff.

High School Graduation Requirements

Credit - A student receives 5 credits for each semester course passed. All courses at Alpha Charter High School are worth 5 credits. Please see the course catalog for specific credits. Student must complete a minimum of 220 credits for graduation and pass the CAHSEE in Mathematics and English/Language Arts in order to receive a diploma.

No Mark - A no mark (NM) will be given for any course not completed during the semester the course was assigned. If the course is completed and passed by the date established in the following semester, the teacher will ensure a grade change (substitution) for the no mark. If the course is not completed by the date established in the following semester, the student will receive an "F" for that course and will need to take the complete course again, with a passing score, to receive credit for course completion.

Repeating Courses - For each course a student may earn a maximum of 5 credits per semester. A student may wish to retake a class in order improve a grade or gain a better foundation in the course. In either case, both courses will appear on the student's transcript. The higher grade and associated credits will be used in the calculation of the GPA.

Required Courses - The following courses and their credits are required to graduate from Alpha Charter High School. There are additional course requirements for a student to be eligible for college acceptance.

Graduation Requirements

English	40 Credits
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Mathematics	30 Credits
Physical Education	20 Credits
Life Science	10 Credits
Physical Science	10 Credits
World History	10 Credits
US History	10 Credits
American Government	5 Credits
Economics	5 Credits
Visual/Performing Arts -or- Language other than English	20 Credits
Elective Courses	60 Credits

Total Credits: 220 credits

Recommended course selection for 9th and 10th grade students

Students in 9th and 10 grade are encouraged to enroll in the following courses:

Orientation Courses:

Gradpoint Orientation Course (3Days)

(This courses is appropriate for freshmen and new students. Gradpoint orientation shows students how to navigate and through Gradpoint and how to use all the features and tools available to them.

9th grade (freshman Year) Course Listing:

Language Arts:

English I CCCS

HONORS English I

Mathematics:

Algebra I CCCS

Geometry CCCS

Physical Science – (No Labs):

Health

Social Studies/Sciences:

Geography

World Geography
Foreign/World Languages:
Spanish I
Physical Education I
Magnet Program:
Jerry Manuel Foundation (JMF/Baseball)

10th grade (sophomore year) Course Listing:

Language Arts:
English II CCCS
Honors English II CCCS
Mathematics:
Geometry CCCS
Algebra II CCCS
Science
Biology Lab
Biology
Social Studies/Sciences
World History
Foreign/World Languages:
Spanish I or
Spanish II
Physical Education II
Magnet Program:
Jerry Manuel Foundation (JMF/Baseball)
California Comets (Girls Softball)

Make-up work

Students are expected to make up work missed due to absence. It is the responsibility of the student, and parent upon returning to school, to contact the on-site class teacher or classroom facilitator to obtain make-up assignments, assistance or instructions.

Mandatory Test, Administration and Dates

The Smarter balanced tests will be administered to sophomore and junior students. Administration will take place in the spring.

11th graders will take the SAT prep class and enroll in the SAT test where appropriate.

Any student receiving a below basic or far below basic score on the Mathematics and/or English sections of Smarter Balanced testing may be required to enroll in spring courses for remediation.

Special Education/Special Needs

Students with special needs (such as IEP or 504 plans) are provided appropriate assistance and personal monitoring. Highly trained professionals are available to review, evaluate, and advise on student educational plans.

Student Achievement Reports

Alpha Charter High School uses several methods of reporting to students and parents about a student's progress.

- Student Achievement Reports will be issued every other Friday throughout the school year by hard copy and e-mail. Parent/Student/teacher conferences are available by appointment at any time to interpret student progress and to plan and assign curriculum for the student's optimum development and to keep them on track for course completion.
- Semester grades are issued at the end of the 1st and 2nd semesters and are used to determine eligibility for certain co-curricular competitive activities. A prolonged absence or multiple absences from on-site classes may be reflected in a student's course grade at the discretion of the on-site teacher. Absences (whether excused or unexcused) from on-site classes exceeding 60% of class periods per semester may result in a not receiving the UC "a-g" designation on the transcript.

Work Permit

Alpha Charter High School will grant work permits to students who have a job and are in good academic standing. A work permit form can be obtained at the Main Office. It must be filled out completely by the student, Parent or legal guardian and employer and turned into the site coordinator. If approved, it will take 48 hours to return the signed work permit.

Health and Safety

Activities requiring written permission from Parent or Guardian:

- Releasing your student during the day to anyone other than the Parent or guardian. This includes picking up a student after school unless such person(s) are identified on the student emergency card on file.
- Participation in any activity not ordinarily connected with school, including field trips or excursions.
- Student being transported to a school-related activity by anyone other than Parent/guardian.
- Taking/Administration of medication and medical treatment.
- Physical Education exemption. (A doctor's note is required for non-participation that exceeds 5 days in any given month.)

Animals at school

Alpha Charter High School does not permit students, Parents, guardians or any other persons to bring animals of any kind to resource centers unless it is a service animal.

Electronic Surveillance

In an on-going effort to improve the supervision of students and to provide a safe and secure campus, the Elverta Joint Elementary School District may use video cameras to monitor specific open and public areas of the school resource centers and therefore students and others have no reasonable expectation of privacy in those areas. Signs posted on campus serve as reminders that electronic surveillance may be used to augment campus supervision.

Emergency Information

An enrollment form asking for vital emergency information is prepared for each student by his/her Parents. It requests the names and numbers of persons to contact if the Parent cannot be reached. Also, the card requests any other information the school should be aware of. The Parent or legal guardian is responsible for providing this emergency information to the school, as well as keeping this information updated. In the event of an emergency, the school will normally try to contact the Parent first, and then other contacts listed. However, if none of the contacts is successful, it may be necessary to call 911 (emergency hotline). The family will be responsible for any costs incurred. Please complete the card and notify the school of any changes throughout the year.

Emergency Policies and Procedures

If an emergency or disaster should occur, do not attempt to come to the school to pick up your son/daughter unless instructed to do so by a responsible school or Civil Defense official. This plan has been designed to provide the greatest possible safety for students during an emergency.

Earthquake, Fire, Explosion, Chemical Accident

Students will take the best available cover within the school building and remain under cover until Civil Defense authorities advise other action. Drills on this procedure are held each year. If specific instructions are received from Civil Defense officials, students may be sent home without prior notice to Parents.

Floods/Winds

Students will be taken to a safe area or sent home depending on the circumstances, upon orders from Civil Defense officials.

Power Outage

If the school has no electrical power before school begins in the morning, and if there is little or no reason to expect restoration of power, the school will not open that day. If the same happens during the school day students will be sent home.

Medication in School

Students who need to take prescribed or “over-the-counter” medication on a continuing or episodic basis during the school day or during school activities, or who must carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, must have on file with the Main Office a “Permission for Medication(s) in School” Form.

Student self-administration of medication is allowed only if the student has specific written permission from both Parent and physician on file in the Main Office.

Please note that Parents may not send bottles of aspirin, Tylenol, decongestants, etc. to the office with a note for the student to use them on an “as needed” basis - medication may be administered only in accordance with the appropriately completed and signed “Permission for Medication(s) in School” Form.

Any unauthorized medication found in a student’s possession will be confiscated and the situation will be dealt with by the school administration. “Permission for Medication(s) in School” forms are available in the school office.

Release of Students during the School Day

Students will not be released to anyone other than the Parents or guardians, or someone named on the registration card on file, without written permission from Parent. Students must be signed out.

Tobacco-free campus

Alpha Charter High School is a tobacco-free campus. Possession or use of tobacco products of any kind is not allowed on campus at any time by students. Tobacco is not to be used by anyone on campus, or by supervisors or chaperones on field trips or at/during any student activity.

Transportation by private vehicle

When transporting students to and from Alpha Charter High School by private vehicle or on any authorized trip, the following rules and regulations must always be obeyed:

The driver must observe all traffic regulations of the California Vehicle Code.

The number of occupants in any vehicle must conform to the number of seat belts.

Board policy requires proof of insurance and a driver’s license for any private automobile/driver that will be part of a field trip. Volunteer drivers for field trips or any school activity must have on file with the Main Office the following:

- a) A signed form acknowledging private transportation regulations
- b) A copy of driver’s license
- c) A copy of insurance policy coverage statement verifying at least \$100,000 liability coverage, and preferably \$300,000. The insurance coverage page must state coverage amount, name of insured, the carrier company and the expiration date of coverage. Driving students to or from interscholastic competitive events is considered a field trip.

Any vehicle employed for student transportation must be in good working condition.

Special attention shall be given to the safety of the students.

The Administration must authorize any and all field trips.

Parents must give written permission for their son/daughter to be transported by any person to and from school or any school-sponsored event not at the school grounds. A permission form will be provided by Alpha Charter High School.

Visitors and Parents/Guardians

Parents play an important role in their child's educational journey. Since Parent participation is a required part of each student's schooling, Parents are encouraged to contact their son's/daughter's teacher with any questions, concerns, or suggestions. Parents are welcome to visit the resource center; however, it is suggested they make an appointment with the teacher prior to visiting. State law require that all visitors check in at the Main Office and obtain a visitor's pass prior to each visit.

Siblings or Children

Students may not bring siblings or other children on campus during the school day when classes are in session.

Student Visitors

Student visitors are discouraged. If the teacher and the site coordinator give approval, a visitor may come to the school with a sponsoring, registered Alpha Charter High School student. Requests for visitors MUST be submitted in advance of the planned visit and the individual must check in at the school office and obtain a visitor pass prior to each visit.

Volunteers

The successful operation of the school requires the time and effort of not only the paid staff, but also of many Parent volunteers. Volunteers must have TB clearance and fingerprint clearance prior to volunteering and must check in at the front desk.

Absences

As a site-based digital learning Charter School program, it is expected that students will attend all assigned on-site classes daily, Monday -Friday. In the event that attendance is not possible because of illness, family emergency or personal necessity, the following procedures must be followed: Regular attendance is extremely valuable to every student. Days missed can never be replaced. When your son/daughter is unable to work on his/her assigned course work please call the teacher to report an absence. It is important to notify Alpha Charter High School of the absence and the reason for it.

If your son/daughter will be absent for more than 5 days, please inform your teacher about arrangements to continue his/her program by completion of an alternative, related assignment.

Unexcused absences/tardiness

California State Education Code states that any student with 3 unexcused absences or tardies (if for

more than 30 minutes) shall be classified as truant. Parents will be notified if a student is in danger of being classified as truant.

Excessive unexcused absences from classes or failure to complete assignments is sufficient reason for a teacher to assign a failing grade. If attendance problems persist, the student may be placed on academic probation. If attendance problems continue, students may be exited from the Alpha Charter High School program.

Student Behavior and Discipline

Alpha Charter High School I is a “safe” zone which respects all students. No student shall interfere with a teacher’s right and responsibility to teach, or with another student’s right to learn.

The Elverta Joint Elementary School District, and Alpha Charter High School, has adopted three rules for student behavior:

Be Safe

Be Respectful

Be Responsible

To ensure that the above standard is followed throughout the school, there are seven specific applications:

- Be a good caretaker of all things
- Be safety-conscious
- Keep all communications respectful of one another
- Keep your hands and feet to yourselves.
- Obey both the letter and the intent of all school rules.
- Respect and obey all supervising adults.
- Use good judgment.

Students must be familiar with and follow school policies and the directions of school personnel. Students whose conduct while at school or in attendance at school activities violates school policies or directives of school personnel, is detrimental to the common good, causes or threatens to cause injury to others, or impugns the reputation of the school are subject to disciplinary action, including, but not limited to, suspension and disenrollment. Guidelines for equitable and just disciplinary consequences will be followed by school personnel in dealing with student misconduct

Acceptable Use Guidelines for Technology

Elverta Joint Elementary School District makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have

dramatic consequences, harming the District, its students and its employees. These Acceptable Use Guidelines are intended to minimize the likelihood of such harm by educating District students and setting standards which will serve to protect the District. The District firmly believes that digital resources, information and interaction available on the computer/network/Internet far outweigh any disadvantages. All students are required to have a technology agreement signed and on file in the school office.

Mandatory Review

The District requires legal, ethical and appropriate computer/network/Internet use. To educate students on proper use and conduct, students and parents/legal guardians are required to review these guidelines at the beginning of each school year and acknowledge understanding of the guidelines. In addition, *Acceptable Use Guidelines for Technology* are part of the Student Handbooks for each school in the District.

Student Access/Student Safety

Access to the District's electronic communications system, including the Internet, is made available to students for instructional purposes and to enhance learning consistent with the District's educational goals. Access to the District's computer/network/Internet is a privilege, not a right. The Network has filtering software that blocks access to inappropriate or harmful material and images as defined by the federal Children's Internet Protection Act (CIPA).

Subject to Monitoring

Access and/or use of District Technology constitutes the User's acknowledgement and consent to this policy as well as his/her consent to the District's recording and monitoring of his/her use (whether for personal or business purposes) of District Technology, at any time and for any reason.

District computer/network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use.

Students should not use the District network to send, receive or store any information, including email messages, that they consider personal or confidential and wish to keep private.

All electronic files, including email messages, transmitted through or stored in the District network system will be treated no differently than any other electronic file. The District reserves the right to access, review, copy, modify, delete or disclose such files for any purpose.

District-owned electronic devices which are loaned to students for use on campus or at home are subject to search.

Security

Students are required to maintain password confidentiality by not sharing their password with others. Students may not use another person's system account.

A student who gains access to any inappropriate or harmful material is expected to discontinue the access and to report the incident to the supervising staff member. The security problem should not be shared with others. Any student identified as a security risk or as having violated the Acceptable Use Guidelines may be denied access to the District's system and other consequences may also be assigned. A student who knowingly brings prohibited materials or network devices into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved policy.

Use of Personal Telecommunication Devices

The District's goal is to increase student access to digital tools and facilitate immediate access to technology-based information, much the way that students utilize pen and paper. To this end, some schools will allow students to connect privately-owned (personal) telecommunication devices to the District wireless network. Students using personal telecommunication devices must follow the guidelines stated in this document while on school property, attending any school-sponsored activity, or using the EJESD network. Internet access is filtered by the District on personal telecommunication devices in the same manner as District-owned equipment. If network access is needed, connection to the filtered, wireless network provided by the District is required.

Personally-owned devices are the sole responsibility of the student owner. The campus or District assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen, and only limited time or resources will be spent trying to locate stolen or lost items.

These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on District property, including school buses.

Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any District staff diagnose, repair, or work on a student's personal telecommunication device.

Telecommunication devices will not be used as a factor in grading or assessing student work. Students who do not have access to personal telecommunication devices will be provided with comparable District-owned equipment or given similar assignments that do not require access to electronic devices.

Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher or as stated for specific age groups.

Campus administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.

Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of the EJESD computer/network/Internet system or any components that are connected to it. The following actions are considered inappropriate uses, are prohibited, and will result in revocation of the student's access to the computer/network/Internet.

Violations of Law

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- threatening, harassing, defamatory or obscene material;
- copyrighted material;
- plagiarized material;
- material protected by trade secret; or

blog posts, web posts, or discussion forum/replies posted to the Internet which violate federal or state law.

- Tampering with or theft of components from District systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a District computer/network/Internet account may result in prosecution against the offender by the proper authorities.
- Modification of computer or network
- Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.
- Transmitting Confidential Information: Students may not redistribute or forward confidential information without proper authorization. Confidential information should never be transmitted, redistributed or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing personal information about oneself such as, but not limited to, home addresses, phone numbers, email addresses, birthdates or of others is prohibited.
- Commercial Use: Use of the system for any type of income-generating activity is prohibited. Advertising the sale of products, whether commercial or personal is prohibited.
- Marketing by Non-EJESD Organizations: Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.
- Vandalism/Mischief: Any malicious attempt to harm or destroy District equipment, materials or data; or the malicious attempt to harm or destroy data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.
- Vandalism as defined above is prohibited and will result in the cancellation of system use privileges. Students committing vandalism will be required to provide restitution for costs associated with system restoration and may be subject to other appropriate consequences.
- Impersonation: Attempts to log on to the computer/network/Internet impersonating a system administrator or District employee, student, or individual other than oneself, will result in revocation of the student's access to computer/network/Internet.
- Illegally Accessing or Hacking Violations: Intentional or unauthorized access or attempted access of any portion of the District's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes is prohibited.
- File/Data Violations: Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission is prohibited.
- System Interference/Alteration: Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

Consequences of Computer Use

Any attempt to violate the provisions of this agreement may result in revocation of the student's access to the computer/network/Internet, regardless of the success or failure of the attempt. In addition, school disciplinary and/or appropriate legal action may be taken.

Denial, Revocation, or Suspension of Access Privileges With just cause, the System Administrator and/or building principal, may deny, revoke, or suspend computer/network/Internet access as required, pending an investigation.

Student Safety/Internet Content/Third-Party Supplied Information

Students and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain material that is illegal, defamatory, inaccurate or controversial. Each District computer with Internet access has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

Alcohol and drugs – use/possession

Students are prohibited from using any drugs or consuming any alcohol or being under the influence of any drugs or alcohol or intoxicant of any kind while on school property, during school-sponsored activities and under school jurisdiction. Possession of drugs and/or alcohol or intoxicant of any kind, either actual or constructive, by students on school property, during school-sponsored activities, or under school jurisdiction is also expressly prohibited. Possession of drugs, alcohol or intoxicant of any kind includes, but is not limited to, actual physical possession or control of such substances, possession of such substances in a student's car, backpack or other container, or being in close proximity to such substances with the intent to use or possess such substances.

Smoking and other tobacco use

Students and/or Parents may not smoke on school premises or on areas adjacent to campus at any time, including the normal school day as well as at school sponsored activities

Anti-bullying policy

A safe and respectful environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

"Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – e.g. internet, cell phone, personal digital assistant (PDA), or wireless hand-held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

"Harassment" is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- Is based on a pupil's actual or perceived distinguishing characteristic (cf. above), or is based on an association with another person who has or is perceived to have any of these characteristics.

Bullying is when all of the following are present in behavior. Each of the following behaviors is negative, but all must be present in order to be considered bullying.

"Bullying" is conduct that meets all of the following criteria:

1. Specific type of aggression
 - Verbal
 - Physical
 - Psychological
2. Behavior is intended to harm or disturb
3. Carried out repeatedly and over time
4. Imbalance of power
 - Physical
 - Psychological

~ The Olweus Bullying Prevention Program

~ Elverta Joint Elementary School District Comprehensive School Safety Plan (page 59), adopted by the EJESD Board of Trustees, January 2012

Students are expected to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and visitors.

The best discipline is self-imposed; it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline. Since bystander support of harassment or bullying can support these behaviors, both active and passive support for acts of harassment or bullying is prohibited. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

Reprisal or retaliation against any person who reports an act of harassment or bullying is prohibited. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusation of another as a means of harassment or bullying is prohibited.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

Sexual Harassment

Students who engage in any form of sexual harassment will be prohibited from attending on-site activities for a period from one to five days or more, or dis-enrolled from the school, whichever is appropriate. Sexual harassment includes unwanted touching, or verbal remarks/physical gestures of a sexual nature, which are unwanted and/or unwelcome.

Restitution for damages, defaced, destroyed or lost school property

Any student, who defaces, destroys, damages, or loses equipment or instructional materials entrusted to him/her, is responsible for those items. This includes, but is not limited to, books, science equipment, physical education equipment, computers, computer software, and camera/video equipment. Legal procedures may be taken for restitution.

Driving

All drivers of motorized vehicles are to observe all existing vehicle code provisions, school regulations, and common sense while operating their vehicles. Any driver who endangers the lives of others in the parking lot or road adjacent to the school by speeding or reckless driving is subject to citation by local police as well as

disciplinary action. The speed limit on all school property is 5 mph and will be strictly enforced.

Student Conduct Code

The goal of our educational program is to provide a school climate and atmosphere that encourages and provides for academic achievement, independence, responsibility, and physical and emotional well-being for all of our students. An orderly and non-threatening atmosphere is essential if learning is to take place.

Philosophy

Alpha Charter High School students will be treated with dignity and respect. The school environment will be positive for and supportive of the students allowing them to attend school without experiencing fear and undue anxiety. It is the goal of Alpha Charter High School to provide an atmosphere where each student can develop the academic and social skills necessary for independence in a changing society. An appreciation for the value of learning and development of self-discipline and a positive self-image will be encouraged.

All members of our school community have a responsibility to ensure a positive learning environment. Trust, acceptance, and concern for each individual must be fostered and demonstrated in order to achieve and maintain a positive school climate. These basic rights are the joint responsibility for guidance and discipline on the part of Parents, school staff, and students.

School Staff - The staff has the primary responsibility for providing a teaching/learning environment, which contributes to an atmosphere of trust and respect. The school staff is responsible for modeling and teaching their students the behavioral standards that exist in the classroom and throughout the school as a whole. The staff enforces the rules in the school and supports the Administration in carrying out Alpha Charter High School policy.

Parents/Guardians - Parents/Guardians are responsible for enforcing their son's/ daughter's behavior consistent with the Parent/Student Handbook/Conduct Code and SDV policy. Parents/Guardians are in partnership with the school staff regarding decisions affecting their son/daughter and the well-being of the school as a whole.

Students - Students are responsible for following school rules and procedures established in the Alpha Charter High School Conduct Code, and elsewhere. Respecting the rights of others and demonstrating self-discipline are primary requirements for a positive school climate.

Plan for teaching appropriate conduct

The staff will teach and review the Conduct Code and school rules. The necessity and purpose of the rules will be emphasized.

All students and Parents will receive a copy of the Student/Parent Handbook. Parents will be required to sign, acknowledging that they have read and understand the Student/Parent Handbook.

Dress Code

Condition, Wear and Safety of Clothing:

Nothing that distracts or poses a safety hazard
No holes, rips, or tears that reveal the body
No tight-fitting or revealing clothing
No gloves inside the building; no single glove at any time
No hanging chains, spiked or studded accessories

Content:

Clothing with drugs, alcohol, weapons or any other controlled substance on them.

Clothing with explicit language or inappropriate content

Tops/Skirts/Dresses:

Tops must cover the upper and middle torso at all times.
Skirts must cover the lower torso with no skin showing between top and skirt
Skirts and dresses must be at least mid-thigh in length; no mini-skirts
No exposed undergarments
No halter, tank or tube tops; no transparent, half, or muscle shirts
No exposed shoulders, low cut necklines, exposed cleavage, or spaghetti straps
No pajamas, lounge wear, or bath robes
Inappropriate tops may not be covered with sheer shirts, sweatshirts or jackets

Pants/Shorts:

Must cover lower torso with no skin showing between top and pants/shorts
No exposed undergarments
No sagging pants or shorts
No single rolled up pant leg
No "short-shorts" (shorts must reach to the tips of fingers when arms are extended full length at the side)
Belt buckle monograms must be appropriate
No hanging or extended belt lengths
No cut-offs; shorts must be hemmed and at least mid-thigh in length
No mini-shorts; no spandex shorts

Head Coverings:

No head coverings or sunglasses worn in the building during school hours; exceptions are made for religious or medical reasons
No bandanas (all colors), do-rags (all colors), hairnets, surgical/shower caps, or hair picks at any time on campus or at any school-sponsored event

Footwear:

Proper footwear at all times

No house slippers

Language / Illustrations on Clothing:

No obscene, vulgar, profane, or derogatory language or illustrations on clothing

No sexual overtones or anything that promotes alcohol, drugs, tobacco, gang membership, or violence or something deemed a safety issue

Gang Attire - All items that have been identified as gang-related by local law enforcement agencies are prohibited at Alpha Charter High School. These may include but are not limited to:

No dangling belts or hanging belt lengths

No chains

No sagging pants/shorts

No single rolled up pant leg

No hairnets, bandanas, or do-rags (all colors)

No colors resembling gang attire or other colors that may be deemed inappropriate as necessary to protect student safety on campus

No altered insignias or graffiti

No jewelry or belt buckles symbolizing any gangs

No graffiti in or on personal belongings symbolizing any identified gang

Dress Code Violation

If a student violates the dress code s/he will be given a warning by school staff. School staff will notify school administrators with the student's name. School administrators will notify Parent/legal guardian of the warning. The student must correct the clothing violation at that time, prior to returning to his/her class schedule or use of school facilities. Refusal to change clothes will constitute insubordination.

Disciplinary Measures

All students shall be held accountable for respecting and obeying all school policies, rules, regulations, directives, guidelines, and expectations regardless of whether or not they are specifically enumerated in the Student Handbook. These have been developed for the personal welfare of each student as well as for the common good of the entire school. Disciplinary measures for inappropriate behavior may include, but are not necessarily limited to, one or more of the following without preferential order:

Student suspension

Exclusion from school or school activity

Loss of privileges

Parent referral

Academic probation

Disenrollment

Suspension

Definition - "Suspension" means removal of a student from ongoing instruction for adjustment purposes. It also means that the student is not to attend or participate in school activities for the duration of the suspension. Only the executive director (or designee) can suspend a student from on-site activities, including on-site class participation.

Alpha Charter High School student behavior policies provide for removal from the school program, with or without a period of probation, when a student's behavior warrants such action. Generally, students that are defiant or commit an offense that involves the health or safety of members of the student body will be dis-enrolled.

Due Process

All Alpha Charter High School staff members will treat all students in a fair equal and consistent manner.

Classroom Rules:

Cell phone use is not allowed in the classrooms.

Students must supply the own earbuds for audio on computers.

Students in the lab may work only on their class work. No game playing, internet surfing, personal email or any other non-course related activity.

Foul language or gestures will result in removal from the center and possible dis-enrollment.

Cheating or plagiarism is never allowed and results in removal from the class and possible other disciplinary consequences.

Leave work area clean and free of trash. Do not graffiti on any of the work areas.

All food and drinks must be kept outside the computer lab area.

All Alpha Charter High School rules and dress code are in effect at all times. Failure to comply with the school rules will result in loss of privileges.

Student guidelines for a safe and respectful campus

Students are to follow the directives of the faculty and staff at all times. Student behavior in the classroom must contribute to and not hinder the learning process.

The school reserves the right to search students, their back-packs, cars, and their possessions on campus and/or at school events without prior notice.

Students are to respect the property of the school and other students. This respect includes the proper use of and care for all equipment. Students are also expected to report malfunctioning or defective equipment. Theft and vandalism, including malicious pranks of any kind, will not be tolerated. It is the responsibility of each student to report thefts or any vandalism should such incidents be witnessed. The Parents of students who are guilty of theft and/or vandalism will be held financially responsible for the restitution of property and the repair of damage.

Students are not to loiter in the Parking Lot and should not visit that area during the school day.

Normally, a student should only go to his/her car to leave campus.

Suspension

Definition - "Suspension" means removal of a student from ongoing instruction for adjustment purposes. It also means that the student is not to attend or participate in school activities for the duration of the suspension. Only the executive director (or designee) can suspend a student from on-site activities, including on-site class participation.

Alpha Charter High School student behavior policies provide for removal from the school program, with or without a period of probation, when a student's behavior warrants such action. Generally, students that are defiant or commit an offense that involves the health or safety of members of the student body will be dis-enrolled.

Basic School Rules

Cell phones and electronic devices

All cell phones are to be turned in to the classroom facilitators each morning. Cell phones are to be used in an emergency situation only.

All I-pods, phones with music and all other music appliances are banned from being used in the classrooms. Using earphones while independently working in one of our computer labs is at the discretion of the supervising teacher. At no time may the sound be heard by others.

Lost items

Alpha Charter High School is not responsible for a student's personal property left, lost or stolen at school. Articles of personal value or which are expensive should not be brought to school. Items found must be turned in to the school office to be placed in the Lost & Found. Students should inform their teacher of personal items lost, misplaced, or stolen. The school will not take responsibility for recovering lost personal items. Students must realize that valuable items are brought to school at the student's own risk

School office telephone

The office telephone is a business telephone. It is available for students' use only in case of an emergency or to notify a Parent/guardian of the need to stay or leave school earlier than planned.

School property

Any student who defaces, destroys, damages, or loses equipment or instructional materials entrusted to him/her is responsible for those items. This includes, but is not limited to, books, science equipment, physical education equipment, computers, computer software, and camera/video equipment. Legal procedures may be taken for restitution.

Healthy Schools Act of 2000

Assembly Bill 2260 went into effect on January 1, 2001. This legislation enacted Education Code Sections 17608 et seq. and 48908.3 which require, among other things, that school districts notify Parents and staff about the use of pesticides at school. The purpose of this legislation is to reduce exposure to toxic pesticides through information and application of an integrated pest management system at schools.

Megan's Law

The District wishes to inform you that, under the laws of California, certain sex offenders are required to register with the city or county law enforcement agency in which they reside. When law enforcement officials receive information about registered sex offenders, they may advise school districts about such individuals residing within district boundaries.

Any such information that Alpha Charter High School receives from law enforcement agencies will be maintained at the District Office and will be available and open to public review at any time. The District invites members of the community to review such records at the District Office or at the local law enforcement agency. As always, we recommend that Parents and guardians remind their student of the dangers of talking to strangers, going alone instead of in a group, and accepting rides.

For further information regarding any registered sex offenders and ways of protecting student, Parents and guardians should contact the Twin Rivers Police Department.

Alpha Charter High School Discipline Code

Index to Abbreviations of Legal Citings Referred to Below:

B.P.	Elverta Joint Elementary School District Board Policy
E.C.	California State Education Code
C.C.	California State Civil Code
P.C.	California State Penal Code
C.A.C.	California Administrative Code
H.S.C.	California State Health and Safety Code

Parent rights

Parents have the right to:

An appropriate education for their children in a safe, secure and peaceful environment (CA State Constitution Article I, Section 28C)

Information regarding their children's achievement, behavior, and attendance (E.C. 48260 and E.C. 49069).

Inspect and review any and all official records and data directly relating to their children and to challenge materials in the records. Copies will be made available at a nominal cost upon request. Parents, guardians, or students over 18 years of age will be notified if a request for cumulative records is received from other schools. They will have 10 days in which to review the records and challenge the records (Family Education Rights and Privacy Act of 1974).

Request a conference with school officials regarding behavior of their student (E.C. 48911).

Be notified within 24 hours of a decision to suspend (E.C. 48911).

Meet with the Superintendent or designee if a suspension is ordered by the Principal or designee (E.C.48914).

Parent responsibilities

Parents should assist students in being responsible for appropriate conduct at the school. It is important for the Parent to discuss general school conduct with the student; if a problem arises, school staff, Parent and student should work together as a team to solve the problem. Students who are unable to meet standards and expectations set by the school or those by the district are subject to disciplinary action as prescribed by California Education Code. Parents are encouraged to contact site administrators as a first step toward resolving a concern.

Parents have the responsibility to:

Accept the rights of the school and the Board of Education to maintain standards of behavior for all students.

Review District Discipline Guidelines and school rules to make sure they understand school expectations.

Have students at school daily and on time. (Parents are encouraged to develop home consequences for school misbehavior and/or truancy.)

Notify the school when the student will be absent or tardy.

Provide necessary study materials.

Provide a suitable environment for study at home.

Keep track of scholastic achievement (E.C. 35181, E.C. 48290).

Meet with teachers (other staff when appropriate) to ensure success in children's academic and social lives.

Student rights

Students have a right to an education and to equality of educational opportunity; therefore, disciplinary measures that deprive them of this right should be used only in extreme cases. Disciplinary actions of administrators and teachers should be fair and consistent in all cases and resorted to only when the student, by his/her conduct, reveals inability to recognize the rights of others.

Students enjoy:

The right to be heard. Students are encouraged to voice constructive criticism through student government, school newspapers, teachers, administrators, and any other channels of communication as long as that process does not substantially disrupt the orderly operation of the school (E.C. 48916).

The right to an education in a safe, secure, and peaceful environment (Section 28(c) Article 1, CA

Constitution).

The right to a conference before a penalty is imposed. When a student has been referred for some infraction, the student will have the opportunity to offer his/her incident version to school authorities (E.C. 48911).

Student responsibilities:

Respect the authority of teachers, principals and all staff members.

Respect the rights of peers/other students.

Comply with school and district standards of conduct.

Attend school on a daily basis and get to class on time.

Come to class prepared to work.

Bring necessary books and materials.

Pay attention in class.

Follow school and classroom rules.

Complete class work and homework on time.

Keep track of progress (C.A.C. Title 5 Section 300 and E.C. 48908, E.C. 35291).

School responsibilities

To ensure the success of students in a school environment, teachers, administrators, and Parents must work cooperatively. Teachers and administrators will be responsible for modeling and teaching students the behavioral standards desired in the classroom and in the school.

Staff Will:

Establish an atmosphere in which productive learning takes place.

Involve students in activities that increase self-esteem.

Teach the district's standards of curriculum and behavior.

Enforce District policy and school rules fairly and consistently.

Involve students in an ongoing, self-evaluating process.

Communicate regularly with students and Parents regarding academic progress, behavior, and attendance (C.A.C. Title 5 Section 80130, 5530) (E.C. 44807).

Staff Will:

Establish an atmosphere in which productive learning takes place.

Involve students in activities that increase self-esteem.

Teach the district's standards of curriculum and behavior.

Enforce District policy and school rules fairly and consistently.

Involve students in an ongoing, selfevaluating process.

Communicate regularly with students and Parents regarding academic progress, behavior, and attendance (C.A.C. Title 5 Section 80130, 5530) (E.C. 44807).