

Agnes J. Johnson Charter School



Family Handbook 2022-2023

Address: 73 School Road/P.O. Box 116, Weott, CA 95571

Phone: Office (707) 946-2347

Email: info@ajjcharter.com Admin@ajjcharter.com

Table of Contents

Mission	6
Vision	6
Core Values	6
Introduction to Charter School Family Handbook	7
Assistance Directory	7
Comprehensive Anti-Discrimination and Harassment Policies and Procedures	8
Parent Involvement in Governance	9
Parent Workshops	10
School Site Council (“SSC”)	11
English Language Advisory Committee (“ELAC”)	11
Ongoing School-Home Links	12
Volunteer	12
Parent Observation of Class	13
Parent Procedure for Contacting Staff	13
Student Success Team (SST)	14
College and Career Opportunities and Information	14
Teacher Involvement	14
Student Involvement	14
Enrollment	15
Transitional Kindergarten	15
Absences	16
Absence Verification	16
Tardies	16
Makeup of School Work	17
Extended Absence due to Illness	17
Independent Study	17
Attendance Eligibility	18
Student Attendance Review Team (“SART”)	18
Permission to Leave Campus, See also Closed Campus	18

Medications	19
Notifications	19
When to Keep My Child Home Ill?	19
Immunizations and Physical Examinations	20
Oral Health Assessment	20
Communicable Diseases/Conditions	20
Diabetes	20
Returning to school after a serious illness/injury	21
Home/Hospital Study	21
Vision, Hearing, and Scoliosis	22
Feminine Hygiene Products	22
Prevention of Human Trafficking	22
Homeless Students	22
Emergency Drills	24
Crisis Prevention	24
Suicide Prevention Policy	24
Child Abuse Reporting Law Requirements	24
Child Abuse and Neglect Reporting	25
Excursions and Field Trips	25
Sexual Health Education	27
Student Awards Recognition Program	28
Section 504	29
Child Find	29
Dress Code	29
Admission Policy	30
Donations	30
Closed Campus	31
After-School Program	31
Valuables	35
Responsibility, Security and Damages	35

Keys/Classrooms	35
Confidentiality	35
Personal Gifts	36
Classroom Parties	36
Lost and Found	36
Student Property	36
Confiscated Items	37
Search of Personal Property	37
Entering and Exiting Campus	37
Child Custody	38
Release of Minor to Peace Officers	38
Disruptive Parents	38
Calendar	39
Daily Schedules	41
Grading System	43
Report Cards and Conferences	45
Title I Parents' Right to Know	45
Promotion/Retention	46
Promotion Ceremonies	47
Guidance Services	47
High School A-G Course Requirements	48
WASC Accreditation and Transferability of Courses	51
Display of Affection	51
Academic Dishonesty	51
Complaint Procedure	53
Uniform Complaint Procedure	53
California Assessment of Student Performance and Progress (“CAASPP”)	55
Pupil Records, including Challenges and Directory Information	56
Behavior Expectations	59
Grounds for Suspension and Expulsion of Students	59

Suspension Procedure	61
Authority to Expel	62
Sexual Harassment Policy for Students	62
Complaint Procedures for Sexual Harassment	66
Student Net Use Agreement and Release from Liability	70
School Compact TK-12	72
Volunteer Policies and Forms	74
Family Handbook Acknowledgement	77

Mission

Agnes J. Johnson Charter School educates students in grades TK-12 in Southern Humboldt County in an inclusive community supported by families and educators using innovative instructional strategies including multiple modalities, experiential learning and practical applications to ensure academic excellence based on state standards, rural agricultural preservation, and civic responsibility.

Vision

Agnes J. Johnson Charter School will develop productive, self-sufficient citizens capable of self-expression, effective communication, problem solving, and critical thinking who will succeed in our constantly changing world.

Core Values

Environment – AJJCS provides an ecologically-conscious, multicultural, creative, and meaningfully rigorous education provided in a small, positive, and peaceful school environment.

Hands-On – AJJCS encourages students to learn by doing through environmental exploration and outdoor learning.

Sustainability – AJJCS practices and promotes organic gardening, farm to table, solar power, composting and recycling to engrain the power of a sustainable future.

Mindfulness – AJJCS practices and promotes mindfulness or the mental state achieved by focusing one’s awareness on the present moment which supports student health, cognition, attention and emotions.

Service Learning – AJJCS guides students in projects supporting local and nonprofit organizations that support our ideals to provide opportunities for our students to contribute designed to affect change in our community and across our country.

Life-long Learning – AJJCS incorporates curriculum and lifestyle activities in every classroom. AJJCS incorporates the knowledge and experience of our core values into every child's education to develop a lifelong love for learning.

Local Farming – AJJCS is connected to our region and will inspire students to work the land, run a business and provide enriching and sustainability-conscious products and services.

Introduction to Charter School Family Handbook

This is our Family Handbook, and all parents and students are required to sign the form that affirms that you have read and understand the school’s policies and practices. Agnes J. Johnson Charter School (“AJJCS”) is a California public charter school operated by Southern Humboldt Charter Schools (“SHCS”), and authorized by the Humboldt County Board of Education (“HCBOE”) with oversight from the Humboldt County Office of Education (“HCOE”) (collectively referred to herein as the “County”), and to be located within the boundaries of the Southern Humboldt Joint Unified School District (“SHJUSD” or the “District”). The District has no authority over AJJCS. This Family Handbook contains most of the policies of AJJCS. Additional policies are listed in the Board Policies. This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about our school. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable policies, State and Federal statutes and regulations, and educated decisions.

Assistance Directory

Assistance Directory

School Phone Numbers with 24 Hour Attendance

Line:

School Office (707) 946-2347

Absence Clearance	Office Manager
Application Process	Application of Interest Online
Athletic Clearance	Executive Director
Athletic Information CIF 9-12/Intramural Sports K-8	Executive Director
Change of Address or Phone Number	Office Manager
Conference with Teacher	School Office or Email Teacher
Discipline	Teacher/Administrator/

	Family Handbook
Grades and Credits	Teacher/Executive Director
I.D. Cards	Office Manager
Immunization Records	Office Manager
Long-Term Illness	Executive Director
Lunch Program	Office Manager
Registration	Office Manager
Student Council	Executive Director
Student Schedules	Executive Director
Theft Report	Executive Director
Transcripts	Office Manager
Dress Code Questions	Website/Handbook
Update Phone Numbers and Contacts	Office Manager
Work Permits	Executive Director
Yearbook Purchase	Office Manager

Comprehensive Anti-Discrimination and Harassment Policies and Procedures

Agnes J. Johnson Charter School does not discriminate against any student or employee on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, citizenship or immigration status, religion, religious affiliation, sexual orientation, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

Agnes J. Johnson Charter School adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (“ADA”), and the Individuals with Disabilities Education Improvement Act of 2004 (“IDEA”).

The Charter School is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination in Employment Act of 1967; The Age Discrimination Act of 1975; the IDEA; and Section 504 and Title II of the ADA (mental or physical disability). Agnes J. Johnson Charter School also prohibits sexual harassment, including cyber sexual bullying , and harassment based upon the actual or perceived characteristics of race, religion, creed, color, gender, gender identity, gender expression, nationality, national origin, ancestry, ethnic group identification, citizenship or immigration status, genetic information, age, medical condition, marital status, sexual orientation, sex and pregnancy,

physical or mental disability, childbirth or related medical conditions, military and veteran status, denial of family and medical care leave, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, local law, ordinance or regulation. Agnes J. Johnson Charter School does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which Agnes J. Johnson Charter School does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. Agnes J. Johnson Charter School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to the Agnes J. Johnson Charter School Uniform Complaint Procedures ("UCP") Compliance Officer:

Executive Director

Agnes J Johnson Charter School

Address: 73 School Road/P.O. Box 116, Weott, CA 97551

Phone Number (707) 946-2347

Email Address: admin@ajjcharter.com

The Charter School has developed a comprehensive policy to prevent and immediately remediate any concerns about discrimination or harassment at the Charter School (including employee to employee, employee to student, and student to employee misconduct). Misconduct of this nature is very serious and will be addressed in accordance with the Charter School's anti-discrimination and harassment policies. For copies of our Uniform Complaint Policy or policy prohibiting Title IX [Violations], Harassment, Intimidation, Discrimination, and Bullying, please contact the Main Office.

Parent Involvement in Governance

Parental involvement is critical, and parents are a key part of the process of supporting and guiding the Charter School. Parents are welcome at AJJCS and are a key part of the learning process at the Charter School. Parents are welcome to attend Board Meetings. Parents will receive a weekly newsletter of Charter School happenings and important dates and will receive a monthly progress report with assessment results to be apprised of test scores across the Charter School and for their individual child, are key in the LCAP development process and their input will be received through surveys and parent forums. AJJCS will strive to enhance relationships with parents through parent education nights, family nights, student showcases, open houses and back to school nights.

To also educate our parents, we will hold parent meetings to answer any questions they have and instruct them on topics of interest like state standards, supporting their children academically and

mindfulness. Teachers will provide parents guidance on how they can help their child succeed at home in their studies as well. Teachers will send home progress reports, hold parent conferences, and provide parents information on the website.

The AJJCS culture involves a community of staff, parents, and professionals dedicated to empowering students to achieve their goals. Learning outcomes improve when parents or guardians actively participate in their child’s education. Parents are viewed as valued partners at AJJCS and are invited to volunteer in the classroom, participate in Charter School committees and events, and attend Board meetings.

AJJCS will engage parents, teachers and community leaders to meet on a periodic basis to advise on the operations of AJJCS, with the purpose of increasing student achievement, sense of belonging to a greater learning community, and pride in how students are demonstrating their learning.

AJJCS shall not require a parent or legal guardian of a prospective or enrolled student to perform volunteer service hours, or make payment of fees or other monies, goods, or services in lieu of performing volunteer service, as a condition of his/her child’s admission, continued enrollment, attendance, or participation in the Charter School’s educational activities, or otherwise discriminate against a student in any manner because his/her parent cannot, has not, or will not provide volunteer service to AJJCS.

Parents bring a wealth of experiences to the school community. AJJCS will hold parent workshops presented by the Executive Director, Teachers, Paraprofessionals, or other Parents. Below is a table of the topics for the 2022-2023 school year.

Parent Workshops

Month	Topic
August	Back to School Night
September	What Assessments does my Child take and What do the Results Mean?
October	How to Communicate with your Child’s Teacher(s)?
November	How to Support my Child with Homework and Preparing for Assessments and Projects?
December	Family Reading Night and Project-Based Learning Showcase
January	Why is Attendance Important?

February	What Role do Parents Play in School Climate?
March	8 th Grade Parents – Preparing for High School Open House
April	LCAP Goals and Workshop How to Support my Child’s Social, Emotional Needs?
May	How can I Help Improve my Child’s Achievement over the Summer?
June	End of Year Celebration and Project-Based Learning Showcase

School Site Council (“SSC”)

SSC meetings will be held at least four times annually. The SSC meetings shall be in accordance with the Brown Act. SSC is composed of seven (7) members representing all the stakeholders which include: one (1) administrator, one (1) teacher, two (2) classified employees, and three (3) parents, all nominated and elected by those groups they represent. The SSC at AJJCS will be the vehicle through which the school community comes together to chart the Charter School’s plan for improvement. The goal of the SSC is to ensure that the Charter School is continually engaged in identifying and implementing curriculum and instructional practices that result in both strengthening the core academic program and guaranteeing student access to and success in that program.

The main responsibilities of the SSC are as follows:

- Annually develop and approve the Local Control and Accountability Plan which includes the Single Plan for Student Achievement
- Review and revise School Safety Plans
- Advise the Charter School on the parent involvement policy
- Review the Charter School parent compact (Title I)

English Language Advisory Committee (“ELAC”)

To the extent that AJJCS has more than 21 identified English Learners, regardless of the types of programs offered at the Charter School, AJJCS will maintain an English Language Advisory Committee. The ELAC will meet four times per year. The ELAC meetings shall be in accordance with the Brown Act. ELAC is composed of a Teacher or Program Lead and parents of English Learners. Translation is provided by parents and staff. The purpose of ELAC is to provide parents of English learners the opportunity to:

- Participate in the Charter School’s needs assessment on any issue, not limited to those pertaining to English Learners

- Advise the team leads and Charter School staff on the Charter School’s program and services for English Learners
- Provide input on the most effective ways to ensure regular Charter School attendance
- Advise the Charter School on the annual language census
- May advise the School Site Council on the development of the Local Control and Accountability Plan

Ongoing School-Home Links

In accordance with the AJJCS ideals, we recognize that strong relationships between Charter School and home depend on mutual respect, trust, and communication. The best way to build such relationships is by fostering dialogue to assure that parents understand and support the fundamental mission and vision of the AJJCS, and to help Charter School staff understand the needs, wishes, values, and culture of parents and students. Every staff member will serve as a facilitator of this process. School-home bridge-building activities may include:

- Parent meetings and/or surveys to solicit input on major Charter School decisions and feedback on ongoing operations;
- Invitation of parents to meetings, workshops, and Charter School functions;
- Regular communication between parents and teachers; and
- Charter School celebrations.

Volunteer

In order to safeguard students, an approved Volunteer Information Form is required for all visitors and volunteers on campus. A Volunteer Information Form must be completed and approved each year. ALL visitors and volunteers are required to sign in and obtain a visitor’s badge from the office. If you are able to visit or volunteer in your child’s classroom, please request and complete the Volunteer Information Form. Requests can be made at the school office.

When completing the Volunteer Information Form:

- Fill out the form completely.
- TB clearance and LiveScan Fingerprinting is only required for those volunteers who work 5 or more hours per week, on a regular basis. If you think you will be volunteering 5 or more hours per week, on a regular basis, please come to the office to obtain TB test and LiveScan information which the Charter School will reimburse if you are cleared.
- You may use one form for multiple children. Be sure to include their names and teacher’s names.

- Use “2022-23 School Year” for dates or days volunteer services will be performed. You can let the individual teacher(s) know which days you are available. Teachers will schedule classroom volunteers as needed.
- Description of services to be performed should include “class help” and if you would like to drive on a field trip, indicate “field trips”
- Attach a clear copy of your Driver’s License or other picture I.D.
- If volunteer is someone other than parent or legal guardian (i.e. grandparent, aunt, uncle, etc) a letter from a parent or legal guardian giving permission to volunteer is required.

In addition to volunteering in the classroom, parents are sometimes needed to drive and chaperone students on field trips. Only the parents and legal guardians may drive on field trips. All drivers must have an approved Volunteer Form on file, Field Trip by Private Vehicle Driver’s Statement Form on file, a valid California driver’s license, carry \$100,000//\$300,000/\$25,000 in liability insurance, and be the owner of the vehicle. This information must be on file with the office no less than 5 school days prior to the field trip. At this time, we would like to encourage parents wishing to drive on field trips to bring a copy of the declaration page of your insurance policy and current registration to the office to have on file.

Parent Observation of Class

Parents are entitled to visit their students’ classrooms for the purposes of observation. In accordance with Ed Code 51101, at least 24 hours’ notice is required before the visit may take place. Administrators reserve the right to accompany a parent to a classroom for an observation. Parents who are observing classrooms are required to follow Visitor procedures: check into office, receive visitor pass, and check back into office and return visitor pass when leaving the campus.

Parent Procedure for Contacting Staff

When the need arises for a conference with a teacher, counselor, or an administrator, the first step is to contact that person via email or phone. Email addresses are available on the Agnes J. Johnson Charter School’s Website:

Communication between parents, students and faculty is important to everyone. The following steps are in place to address concerns:

1. The first contact must be with the teacher either by email or a note or message with the office.

2. If the teacher has not responded within one (1) school day, then the second contact may be with the Executive Director either by email or phone call (voice mail).
3. If the concern remains unresolved, a conference between parent(s), teacher, and an administrator should be scheduled.

Student Success Team (SST)

When a child is struggling, his/her teacher may schedule a meeting with the parent, teachers, student (if appropriate), site administrator, and others who are familiar with the student. The purpose of the meeting is to identify the student's strengths and challenges, to ask and answer questions related to the student's performance, to determine what has worked and what more can be done by whom and when. Copies of the SST plan will be distributed to all stakeholders for immediate implementation. A follow-up SST meeting to evaluate how the SST plan is working and to make any additions or changes to the plan will be scheduled. The SST process is an essential step in assessing whether or not a student requires more intensive intervention and investigation into patterns of strengths and weaknesses.

College and Career Opportunities and Information

At the High School level, the Executive Director and Lead Teacher will assist students in assessing their interests, aptitudes, values, temperament, stereotypes, achievements, and many other factors which relate to college and career choice. A four-year sequence will be completed for each high school student, which includes instruction, self-assessment, interest inventories, work observation, career interviews, and career speakers.

Teacher Involvement

AJJCS views teachers as the experts in curriculum and instruction. As the primary executors of the AJJCS' educational program, they are the day-to-day stewards of the AJJCS' mission and vision. Their voices will be heard as authoritative in matters related to curriculum, instruction, and student achievement, and teachers will have weight in all areas of Charter School decision-making. Teachers will confer among themselves and with administration to discuss concerns, student progress, student needs, professional development plans, long-range Charter School plans, and other governance issues.

Student Involvement

Students' voices are respected in Charter School decisions, and their expertise about their needs and interests is acknowledged and valued. Student opinion regarding the effectiveness of instructional styles in meeting their learning needs is integral to curricular design. AJJCS has a

duty to be responsive to all students' needs and interests, so long as they are consistent with the AJJCS' mission and vision.

Enrollment

The Charter School shall require students who wish to attend the Charter School to complete an application form. After admission, students will be required to submit an enrollment packet, which shall include the following:

1. Student enrollment form
2. Proof of Immunization
3. Home Language Survey
4. Completion of Emergency Medical Information Form
5. Proof of minimum age requirements
6. Release of records

Transitional Kindergarten

The Charter School shall comply with all applicable requirements regarding transitional kindergarten. For purposes of admission to the Charter School, transitional kindergarten shall be considered a part of kindergarten, and therefore students enrolled in transitional kindergarten at the Charter School shall be considered existing students of the Charter School for purposes of the Charter School's admissions, enrollment, and lottery.

Transitional Kindergarten is the first year of a two-year kindergarten program. In the second year, Transitional Kindergarten students will participate in traditional kindergarten. Transitional Kindergarten students will either be in a homogenous class or a heterogeneous class, depending on Kindergarten enrollment. Curriculum will be teacher created and focus on number and letter recognition, phonemic awareness, and number sense, as well as socialization and will be aligned to the California Preschool Learning Foundations.

Attendance

Students who attend school regularly derive the most benefit from the instructional program. Students with good attendance records achieve higher grades, enjoy school more, are more successful in their pursuit of higher education, and are more employable after leaving school. State law requires that every pupil shall attend school punctually and regularly and conform to the regulations of the school.

Students must attend class regularly; that work missed because of school related activities or illness be promptly made up; that truancy is unacceptable; and that other absences approved by the parent be minimized or avoided whenever possible. The Executive Director will refer the student to the

School Attendance Review Team (“SART”) that will meet monthly and prioritize the students with the greatest number of unexcused absences, tardies, and truant tardies.

Absences

Excused Absences: Excused absences are those that are recognized by the state as legal excused absences: illness, official quarantine, medical/dental appointments, funeral services for a member of the immediate family, and religious instruction/exercises (up to four days per month). School excused absences include: field trips, athletic and academic events, school office appointments, suspensions. Personal excused absences are recognized by the school as being justified: appearance in court, holiday or ceremony of student’s own religion, attendance at a naturalization ceremony to become a U.S. citizen, verified family emergency.

Unexcused Absences: Absences not defined above as excused are unexcused absences and they include: unverified absence, truancy (there are no school sanctioned “ditch” days), absence due to leaving campus without permission, tardy more than 30 minutes to any period, vacation.

Absence Verification

When a student is absent from school for any reason, the parent must notify the school office. A phone call the day of the absence by the parent or guardian is acceptable. A note, phone call, voice message or email stating the reason for the absence on or before the return day is preferred. All absences must be cleared within three (3) calendar days from the last consecutive day of absence. After that time, all absences will be considered unexcused. Under state funding guidelines, it is fraudulent for a parent to falsely excuse a student’s absence or tardiness. After 14 excused absences verified by a parent, all subsequent excused absences must have a doctor’s note in order to be excused.

Tardies

A tardy occurs when the student is not in their assigned seat when the class begins. Students who arrive late to school due to medical, dental or court appointments must have a doctor or court verification. Without verification, the student will be given an unexcused tardy readmit to class.

If a student arrives late to school, he/she must report to the office for a pass to class. More than three tardies to any individual class per semester is considered excessive. Excessive tardiness may result in the referral to the Executive Director. A student who is tardy or absent for more than any 30-minute period during the school-day without a valid excuse on three occasions in one school year, is a truant tardy (TT) and shall be reported to the Executive Director. The Executive Director will refer the student to the School Attendance Review Team (“SART”) that will meet monthly

and prioritize the students with the greatest number of unexcused absences, tardies, and truant tardies.

Makeup of School Work

Students shall be allowed to complete, to the extent reasonably possible, all assignments and tests missed due to excused, justified excused, and school excused absences. Generally, a student will have one day to make up work following a one-day absence, two days following a two-day absence, and so on. However, students should plan to make up all their work within a week. In the event of a lengthy illness, the parent should make special arrangements with the teacher. Makeup work shall, where practicable, be reasonably equivalent to work missed. It must be recognized that it may not be possible to meet certain objectives taught during the absence regardless of the reason for the absence.

Extended Absence due to Illness

After the parents have notified the school office of the student's absence, the parents should check the teacher's website for missed assignments and contact teachers via email or phone for clarification of assignments.

Independent Study

Please see Independent Study Policy for specifics on the high school program and independent study.

When parents know their child will miss more than three (3) days, but no more than ten (10) days, they should make arrangements for a short term Independent Study Contract that can only be approved by the Executive Director. These contracts may be obtained two (2) weeks and no less than five (5) days in advance. If parents know their child has to be quarantined, they should make arrangements for a short term Independent Study Contract. These contracts should be signed no later than 24 hours from the notification of quarantine. Teachers will assign work, and that work must be turned in on the same day the child returns to school. While such absences do not legally count against a student unless they fail to return the work, parents should understand such schoolwork cannot replicate the education within the classroom that the student is missing. Such absences, and the subsequent missing of important instruction, can affect students' grades when tests are taken.

The form needs to be filled out and signed by the parent, and then copied and given to the office manager. It is the responsibility of the teachers to fill out their section of the form, make a copy and then give it to the student. It is the responsibility of the parent/student to assure work is complete and turned in on the same day the child returns to school. If assignments are not returned, student's attendance will be changed to an unexcused absence for each day the student was not in

school and the absences will legally count against the student.

Attendance Eligibility

Any student who is unable to be present for a full day of classes is not permitted to attend an athletic or school function (dance), represent AJJCS at another school, or participate in any athletic or school-scheduled event that takes place in the afternoon or evening of the same day or the prior Friday of a weekend event. Exceptions to this are absences due to:

- School-sponsored outings (e.g. field trip, retreat).
- Funeral of an immediate family member.
- Doctor/dentist appointment (prior written notice required).
- Extenuating circumstances with the approval of the Executive Director.

In the case of a Saturday or Sunday game or school event, students must fulfill Friday's requirement in order to participate.

Tardies will not make a student ineligible on the day of the activity; however, if a student develops a pattern of tardies, he/she will not be allowed to participate in the scheduled activity.

Student Attendance Review Team ("SART")

The Student Attendance Review Team ("SART") is a school based team developed to assure students come to school every day and on-time. It is Agnes J. Johnson Charter School's hope that by working together, we can assure students attend school regularly.

Education Code 48263 states that students must attend school on a regular basis. Administrative action shall be taken with students who have excessive absences, whether excused or unexcused. This will result in referral to the Student Attendance Review Team. Parents will be notified by letter of the classification of their child as habitual truant.

Permission to Leave Campus, See also Closed Campus

For a student to legally leave campus, once the school day begins, parents must call or write the school office and request a permit for their student to leave a minimum of two (2) hours prior to pick-up, indicating the reason and time for dismissal. Parents must report to the office in order to sign out the student.

Students requesting dismissal for a medical, dental, or court appointment must bring a note from their parent or guardian. After five (5) early dismissals, a doctor's note or court verification must be obtained.

No students will be released early for the last 30 minutes of the instructional day.

Medications

Any medication, prescription or over the counter medication including inhalers and epi-pens, must have authorization, each year, from both parents and physician. The form for this authorization can be obtained from the office at any time. Unless otherwise authorized, medications must be kept in the School Office. All medications will be discarded if not picked up from the school within one week of the last day of school. All medications, including prescription or over-the-counter, must be labeled and kept in the school office with instructions, along with a signed copy of the medication form. Students are not to carry any medications at school unless authorized by the school and physician. Parents should keep the school office informed about these medications, and instruct children never to give or take someone else's medications. Even over-the-counter medications such as Tylenol are not to be carried by students, unless specifically authorized.

Notifications

A student who becomes ill or injured during the day must report to the school office. The School Office will make every attempt to notify you if your student is injured or becomes ill. We will call the numbers listed on your emergency card. Please contact us if there are any changes during the school year. Keeping the card updated will save time when we need to contact you and it will help us provide better service to your student. Please inform the school office about any medical problems your child may have. If we are unable to reach you in an emergency situation we will call 911. Parents are responsible for their own medical insurance, since the school does not provide any.

When to Keep My Child Home Ill?

When your child is ill, with a fever of over 100°, the evening before or the day of school, please keep your child home. Children who run a fever, vomit, experience diarrhea, coughing, sore throat or other cold/flu related symptoms are not ready for a rigorous day of school. They need at least 24 hours of rest before returning to school.

Immunizations and Physical Examinations

To ensure a safe learning environment for all students, Agnes J. Johnson Charter School follows and abides by the health standards set forth by the state of California. All enrolled students, including those enrolled in the Independent Study Program who will attend any classroom-based instruction, including indoor and outdoor classrooms, field trips, auditoriums, gyms, or any other “group” in-person instruction, will be required to provide records documenting immunizations as is required at public schools pursuant to Health and Safety Code Sections 120325-120375, and Title 17, California Code of Regulations Sections 6000-6075. Students will not attend school until all required records have been received. The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines may be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the School.

Oral Health Assessment

Students enrolled in kindergarten in a public school or while enrolled in first grade if the pupil was not previously enrolled in kindergarten in a public school are required to have an oral health assessment completed by a dental professional. Please contact the office if you have questions about this requirement.

Communicable Diseases/Conditions

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable disease should phone the school immediately so that other students who have been exposed to the disease can be alerted. Some of the most common of these diseases are chicken pox, head lice, pinkeye, COVID, and ringworm. Unimmunized students may be excluded from attending school during an outbreak of, or after exposure to, any of these diseases for the protection of the student and others (17 CCR§ 6060).

Diabetes

The Charter School will provide an information sheet regarding type 2 diabetes to the parent or guardian of incoming 7th grade students, pursuant to Education Code Section 49452.7. The information sheet shall include, but shall not be limited to, all of the following:

1. A description of type 2 diabetes.
2. A description of the risk factors and warning signs associated with type 2 diabetes.

3. A recommendation that students displaying or possibly suffering from risk factors or warning signs associated with type 2 diabetes should be screened for type 2 diabetes.
4. A description of treatments and prevention of methods of type 2 diabetes.
5. A description of the different types of diabetes screening tests available.

Returning to school after a serious illness/injury

When a student is injured on or off campus and returns to school with a cast, crutches, splints, etc., he/she needs a doctor's clearance. This clearance should include any physical limitations or special instructions (e.g.: No PE for a week). Without a written medical clearance, the student will be excluded from school. This is done for the protection of your child as well as for the safety of others.

Home/Hospital Study

Home/Hospital Study is provided to students who cannot attend school due to health reasons as prescribed by the student's physician. Arrangements may be made to meet regularly with the student via Zoom. Not all curriculum is available via home/hospital instruction. Home/hospital study must be approved in advance and arranged through the site administration.

Sports Eligibility: The Scholastic Eligibility Policy requires that students maintain a grade point average of 2.0 or higher in a grading period to be eligible to try out, start or continue in a program/sport. The grade point average is based upon the previous term grades in all courses, including 8th grade for 9th grade participation. Students must also be passing their current classes. If an athlete falls below a passing grade of 70% then they must enter into an academic contract. During that time, students are allowed to participate in practice but not in games until academic requirements are met.

Prior to participation all athletes must submit their athletic information forms, including health questionnaire. Athletes are also required to provide evidence of insurance.

Students enrolled in Special Education programs who are ineligible may complete a petition process to determine whether their potential ineligibility is due to their disability. Petitions are to be made through site administration.

The Executive Director has the right to consider special cases if there are extenuating circumstances that should be considered regarding the scholastic eligibility of the student. Extenuating circumstances are generally a hardship or family situation beyond the reasonable control of the student. The decision of the Executive Director shall be final.

Athletic teams may wear their uniforms on game days only with approval of the coach and Executive Director.

Vision, Hearing, and Scoliosis

Students will be screened for vision, hearing and scoliosis. AJJCS will adhere to Education Code Section 49450 *et seq.* as applicable to the grade levels served by the Charter School.

Feminine Hygiene Products

AJJCS will stock at least 50% of its restrooms with feminine hygiene products, and shall not charge students for these products, pursuant to Education Code Section 35292.6.

Prevention of Human Trafficking

AJJCS shall identify and implement the most appropriate methods of informing parents and guardians of students in grade six (6) of human trafficking prevention resources.

Homeless Students

The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who (42 U.S.C. 11434(a)):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of “homeless.”

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the School Liaison.

School Liaison: The Executive Director or designee designates the following staff person as the School Liaison for homeless students ((42 U.S.C. 11432(g)(1)(J) & (e)(3)(C).):

Executive Director
Agnes J. Johnson Charter School
73 School Rd., Weott, CA 95571
707-946-2347 X 102
admin@ajjcharter.com

The School Liaison shall ensure that (42 U.S.C. 11432(g)):

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in, and have a full and equal opportunity to succeed at Agnes J. Johnson Charter School.
3. Homeless students and families receive educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by Agnes J. Johnson Charter School, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with law, Agnes J. Johnson Charter School charter, and Board policy.
7. Parents/guardians and any unaccompanied youth are fully informed of all transportation services, as applicable.
8. School personnel providing services receive professional development and other support.
9. The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.

10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.

For any homeless student who enrolls at the Charter School, a copy of the Agnes J. Johnson Charter School's complete policy shall be provided at the time of enrollment and at least twice annually.

Emergency Drills

Emergency drills are conducted during the school year to provide the safest possible environment for our students in case of a disaster. Drills are for practice so that everyone will be prepared should a real emergency occur. Emergency drills may include, but are not limited to, fire drills, earthquake drills, and/or lock-down drills. Procedures are reviewed with staff members and students. The campus will have an emergency bin where water and other emergency items will be stored.

Crisis Prevention

A student who is potentially at risk for injuring him/herself or others shall be supervised while the Executive Director or designee assesses the suicide risk. If there is a determined risk (plan and access), the Executive Director or designee will call the Humboldt County Mental Health Crisis line 24-hour Crisis Line Ph: 1- 888-849-5728; then, call the parent/guardian unless doing so would further endanger the child. Students may be referred to Bridges to Success, Department of Health and Human Services.

If a student is hospitalized for suicidal attempt, Agnes J. Johnson Charter School requires a written notice from a licensed professional stating that the student is not in imminent danger of injuring him/herself prior to returning to school. Upon re-entry, a Safety Plan will be crafted with the parent's, student's, administrator's and counselor's input to ensure the safety of the student, classmates, and staff members.

Suicide Prevention Policy

Agnes J. Johnson Charter School maintains a policy on student suicide prevention in accordance with Education Code Section 215. Please contact the Main Office for a copy of this policy.

Child Abuse Reporting Law Requirements

Agnes J. Johnson Charter School follows the mandatory Child Abuse reporting law of California State.

Child Abuse and Neglect Reporting

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. It should be noted that ALL school employees are mandated reporters. By law, the school is not responsible for contacting the parent or guardian if a social worker comes to speak with a child. The child will have the opportunity to have a school staff member in with them during the interview.

Excursions and Field Trips

Field trips are part of the student's learning experience and are part of the school curriculum. Students may participate in educational excursions and field trips related to the content of courses studied. Permission, in writing, must be obtained from a parent or guardian before a student is allowed to participate. Verbal permissions are not accepted.

Means of transportation is to be included on the permission form. All educational excursions and field trips are supervised by faculty and other individuals approved by the Executive Director. If the trip is for an extended period of time or with a specific class, students are responsible for informing all other teachers not participating in the trip and responsible for all class work missed.

Donations and fundraisers may be used for field trips, but no student will be disallowed for attending a field trip due to lack of funds.

Students on behavior contracts may be denied participation by the Executive Director. Field trips are an extension of the school program and all school rules apply, including the dress code policy.

Educational study trips include walking trips, trips by vehicles as well as by bus.

School Bus

Charter Schools are not required to provide transportation to students except as required as part of a student's IEP. Because Charter Schools are not required to provide transportation to students, Charter Schools receive no funding for transportation. AJJCS was able to purchase a school bus through a grant. Due to the hardship in our community, AJJCS will offer our bus service for free next year. A potential fee schedule will be re-evaluated in 2023. Since charter schools do not receive funding for transportation, donations are welcome!

Procedures for Students Regarding Boarding and Exiting the Bus

AJCS has created the following procedures to govern the safe entry and exit of kindergarten through eighth grade students to and from the school bus. AJCS is not required to use the services of an onboard school bus monitor in addition to the driver to ensure these procedures are followed.

Boarding:

1. Students shall board or exit the school bus **ONLY** at their assigned bus stop or school activity destination.
2. Students shall board in an orderly manner and utilize the handrails for their safety while loading and unloading.
3. Students are to find their seat as quickly as possible and sit down facing the front of the bus.
4. Students are to remain seated at all times while the bus is in motion.
5. Students are to maintain a noise level which will allow the bus driver to hear approaching traffic.
6. Students are to follow the directions of the bus driver while they are aboard the bus.
7. Students are responsible to follow all rules and regulations.

Exiting:

1. Students shall stay seated until the bus comes to a complete stop.
2. Once the driver has stopped the bus completely and opened the door, students are to unload seat by seat starting with the front of the bus and continuing seat by seat until the bus is empty.
3. Students remaining on the bus are to remain seated until the bus stops at their assigned bus stop or school activity destination.
4. Students will unload in an orderly manner using the handrails.
5. Students shall exit the bus only at their assigned bus stop or school activity destination. Exceptions will only be allowed when the student presents the bus driver with a note signed by the student's parent and endorsed by the Executive Director
6. Students are to move away from the bus as they unload. Students shall not get underneath the bus to retrieve a book, paper or some other article. The student should always tell the bus driver and have the bus driver get the article for them.
7. Students should always use crosswalks and controlled intersections when available and should not cross in the middle of the block.
8. Students must avoid trespassing on other people's property, and stay on sidewalks when possible.

Student Bus Conduct

These rules will assure safe and proper travel to and from school and are to be observed while riding the bus and waiting at the school bus stops. The following list of students' actions constitutes violations of the established rules and regulations.

1. All riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not willfully obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only enter the aisle and go directly to the exit.
5. Riders should be courteous to the school bus driver and fellow passengers. Students shall not bully or harass other students, use vulgar or obscene language, or incite fighting by words or actions.
6. Serious safety hazards can result from excessive noise or behavior that distracts the bus driver. Yelling, whistling, scuffling, throwing objects, eating, drinking, standing, and changing seats are prohibited actions which may lead to suspension of riding privileges.
7. No part of the body, hands, arms, or head should be put out the window. Nothing should be thrown from the bus.
8. Riders shall help keep the bus area and around the bus stops clean. Riders shall not damage or deface the bus or tamper with bus equipment.
9. No pets shall be allowed on the bus.
10. Riders should be alert or traffic when leaving the bus.
11. Items not permitted on campus may not be transported on the bus. Together, the Bus Driver and Executive Director shall deny transportation when necessary.

Consequences for Violating Student Bus Conduct

1st offense:- Warning and Phone Call Home

2nd offense:- Bus riding suspension for up to 3 days.

3rd offense:- Bus riding suspension of 3 days to 3 weeks.

4th offense:- Bus riding suspension of 3 weeks to 6 weeks.

5th offense: Termination of Bus Riding Privileges for remainder of the school year.

Extreme behavior: Any behavior that endangers the life or safety of the students and the driver riding a school bus. (Same as 5th offense)

Sexual Health Education

A parent or guardian of a student has the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent (“opt-out”) process. Agnes J. Johnson Charter School does

not require active parental consent (“opt-in”) for comprehensive sexual health education and HIV prevention education. Parents and guardians may:

- Inspect written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education.
- Excuse their child from participation comprehensive sexual health education and HIV prevention education in writing to the Agnes J. Johnson Charter School.
- Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by Agnes J. Johnson Charter School personnel or outside consultants. When Agnes J. Johnson Charter School chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, be informed of:
 - o the date of the instruction
 - o the name of the organization or affiliation of each guest speaker
- Request a copy of Education Codes 51930 through 51939.

Anonymous, voluntary, and confidential research and evaluation tools to measure student’s health behaviors and risks may be administered to grade 7-10 students. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey (“opt-out”). Parents or guardians shall be notified in writing that this test, questionnaire, or survey is to be administered, given the opportunity to review the test, questionnaire, or survey if they wish, notified of their right to excuse their child from the test, questionnaire, or survey, and informed that in order to excuse their child they must state their request in writing to the Charter School.

A student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks, if the Charter School has received a written request from the student’s parent or guardian excusing the student from participation. An alternative educational activity shall be made available to students whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

Student Awards Recognition Program

Students will be recognized for excellence in attendance, academics, citizenship, and special efforts through a monthly award assembly. All families are invited to EVERY Student Awards Assembly. Accomplishments will be recognized monthly with the major awards being presented at the quarter, semester and end of the year awards assemblies. The objective of the recognition

program is to acknowledge and encourage positive accomplishments while discouraging negative behavior. Staff will identify award recipients based on the established criteria.

Reclassification Celebration: This award is presented to each student who is reclassified from being an English Learner to being Fluent English Proficient as determined by their scores on the previous year's standardized tests, ELPAC scores, and teacher recommendation.

Section 504

The Agnes J. Johnson Charter School recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of the Charter School. Any student who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by the Charter School. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Executive Director. A copy of the Agnes J. Johnson Charter School's Section 504 policies and procedures is available upon request.

Child Find

We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. Agnes J. Johnson Charter School provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act ("IDEA"), Education Code requirements, and applicable policies and procedures of the SELPA. These services are available for special students enrolled at the Agnes J. Johnson Charter School. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. Agnes J. Johnson Charter School collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

Dress Code

AJJCS has developed a schoolwide dress code designed to make the campus safe and secure and to keep the dress code of our school appropriate. The following dress code is in effect on school days and at all school functions on or off the campus, unless other dress is specified.

All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school.

Please read the list below carefully:

- Clothing should not look provocative or sexy.
- Shirts/Tops – No bare midriffs, no bare cleavage, no suggestive, vulgar messages. No messages or references to tobacco, drugs or alcohol printed on them. Spaghetti strap tops are not permitted. Tops must fall below the waist or be tucked in.
- Vests must have a shirt underneath.
- Undergarments must not be visible.
- Clothes may be tailored but should not fit as a second skin.
- Clothing should be in good repair.
- Shorts and skirts must be at least mid-thigh length (halfway between the knees and top of the leg).
- Dresses or skirts may be worn above the knee, but not as high as mid-thigh length.
- Pants may be loose, but not baggy.
- Tattoos and facial piercings should be discrete.
- Flip-flops are not allowed for safety reasons.
- Sandals and open toed shoes must have a strap. **Tennis shoes are recommended due to recess and PE.**

Students representing AJJCS off campus and in the community at-large are expected to dress appropriately for the event.

The administration of AJJCS reserves the right to change or modify the dress code at any time. Violations of the dress code will follow our discipline policy and may receive a consequence or parents may need to bring appropriate clothing to school.

Admission Policy

Pupils currently attending the school shall be guaranteed placement for the subsequent year if the intent to re-enroll is submitted by the posted deadline (newsletter and website); otherwise, the child loses his/her guaranteed placement and must participate in the open enrollment process. Placement for subsequent years also depends on the timely completion of all forms required for yearly enrollment including re-enrollment forms by the posted deadline. AJJCS does follow a lottery for admission as needed.

Donations

AJJCS welcomes donations. Tax deductible donations to the AJJCS support all areas of the operating budget and enhance the education of our children, in partnership with the AJJCS family community, in a secure and joyful environment. AJJCS supports program expansion, improvement of facilities, and unforeseen expenses that may arise throughout the year. Your donation will:

- Provide access to technology and educational software for AJJCS students.

- Provide additional enrichment support to expand the AJJCS program: gardening, STEAM, and Art/Media.
- Fund educational field trips so AJJCS students are able to explore the world through hands-on experiences.

Each year, annual giving provides the additional funds necessary to meet the many expenses not covered by funds our school receives from the State. These unrestricted funds support numerous areas that contribute to the uniqueness of an AJJCS education, including gardening, STEAM, art/media education, special programs in technology and science, and much more. Additionally, these funds make possible the purchase of equipment and supplies in a variety of areas such as physical education, art, music and library programs, and help to maintain a safe and secure school environment. Your gifts to AJJCS enhance the education of our students and help to ensure their success in the classroom and beyond.

Donations to the AJJCS can be done in person or by mail.

Closed Campus

AJJCS is a closed campus. This is for the safety and security of our students. Students are not allowed to leave during the day without permission; a parent or legal guardian must check them out, or the school must be in possession of written permission of parents or legal guardians. Students who are 18 years old may not leave campus.

Dismissal via note must occur with the note delivered on the day of dismissal; we will not maintain waiver notes for students to depart on non-specific days. Visitors are not allowed on campus without administrative approval.

Students should not be dropped off for school any earlier than 8:15 AM for breakfast or more than 15 minutes before class starts.

If a student is involved in an extracurricular activity, a sport or school service, he/she should be off campus no more than 30 minutes after activity dismissal.

After-School Program

When the After-School Program begins, students in grades TK-5th will be picked up from their classrooms when school is dismissed. Thereafter, students will be assigned a room on campus to go to, where they will check in and learn about the day's events. Students must be picked up by 5:00 PM. On Regular Days, students will attend the After-School Program from 3:00 - 5:00 PM. On Early Release Days, students will attend the After-School Program from 1:30 - 5:00 PM. There is no charge for the After-School Program. The Charter School does reserve the right to charge

parents for late pick-up. The cost will be \$5 per 15 minutes after 5:15 PM. If the parent, guardian or emergency contact is unreachable by 5:30 PM, the Sheriff will be contacted. The student may not be allowed to continue the After-School Program if they are not picked up on time.

Sign In/Out Sheets

- ◆ The parent, legal guardian, or emergency contact **MUST** sign the child **OUT DAILY**. Your full legal signature is required and initials are not acceptable. Additionally, the actual time of pickup must be clearly recorded. Failure to do so may result in termination from the program.
- ◆ Any individual who is picking up your child from the After-School Program must be authorized to do so in writing on the Charter School's School Emergency Form. A PHOTO ID will be required from all persons listed on the Emergency Form in the School Office.
- ◆ Sign Out sheets are audited monthly.

After-School Program Discipline

The After-School Program follows and enforces the school code of conduct. If there are behavioral issues that are easily addressed (excessive talking, acting out, not sharing, etc.), the leader immediately discusses the problem with the child and what he/she can do to change it. Please instruct your child regarding our policies as they are listed in this handbook. There are times when the After-School Program must dismiss a child due to severe behavioral issues that preclude the child from participating safely or effectively in a group. Dismissal will take effect only after consultation among parents, the child, After-School Program Leader, and the Executive Director.

After-School Program Student Code of Conduct

On occasion, dismissal may be necessary for disciplinary reasons. This action will take effect only after consultation among parents, the child, After-School Program Leader, and the Executive Director.

Disciplinary discussions and actions are the responsibility and prerogative of the After-School Program Leader. Concerns and complaints should be discussed with the Leader first, and if there is no resolution, then concerns and complaints should be discussed with the Executive Director.

AJCS will make every effort to ensure that your child's After-School Program experience is a positive one, however, we are under no obligation to keep a child in the program. If a determination is reached that behavioral needs exceed the services/staff we provide your child will be asked to leave the program.

- All children will refrain from fighting, stealing, swearing or use of other inappropriate language or actions.
- All children are to report to the After-School Program directly after school and remain with their After-School Program Leader.

- Willful destruction of another child's or school's property will require the replacement of the destroyed property by the parent/guardian.
- Electronic devices such as tablets, phones, toys, games or other valuables should not be used after school. The After-School Program is not responsible for any lost or stolen personal items.
- Cell phones are not to be used during After-School Program hours. If cell phones are seen being used, they will be taken away and released by the parent/guardian at the end of the day. (If you need to contact your child, please call the school office).
- All children are expected to respect the authority of all After-School Program staff members. The staff of the After-School Program is committed to providing a safe and enjoyable experience for your child. With that said, your child has a responsibility to contribute to these efforts. Students, parents and After-School Program staff members are subject to the same code of conduct. The Code of Conduct must be signed by the student and parent on the last page of this handbook.

PARENTS ARE RESPONSIBLE TO MAKE SURE THEIR CHILD UNDERSTANDS THE FOLLOWING GUIDELINES.

CODE OF CONDUCT

BEHAVIOR

1. Students must respect each other.
2. Students must respect others and their property. Students will refrain from touching others in any harmful or inappropriate manner.
3. Students will not tease each other for any reason.
4. Students will not use foul language or profanity.
5. Students will follow directions the first time they are given. The directions are for the safety of the students.
6. Students must listen to all After-School Program staff, which includes visiting staff members and substitute teachers.
7. Students must respect and protect school property.

DISCIPLINE

1. The student will be given a verbal warning for inappropriate behavior.
2. If the inappropriate behavior continues, the student will be issued a documented INCIDENT REPORT form placed in the Sign Out Binder. The staff member will explain to the student the reason for the INCIDENT REPORT and work with the student to come up with ways to redirect the inappropriate behavior.
3. Repeated violation of the CODE OF CONDUCT with documented INCIDENT REPORTS may be grounds for dismissal.

4. The student and parent(s)/guardian(s) must meet with the After-School Program Leader and the Executive Director to determine the conditions for reinstatement into the program.

SAFETY

1. When traveling through the school facility, an adult and/or classmate must accompany students in 2nd-5th grade. Kindergarteners and 1st grade students are never to walk throughout the campus on their own and must always be supervised by an adult.

2. Students should make every effort to pay attention to their surroundings and practice caution in all activities.

3. Students must adhere to all safety rules and regulations given for each activity he/she participates in while at the After-School Program.

GENERAL

1. Students should inform After-School Program staff members if they are experiencing issues while at the After-School Program, especially if it involves another student. If After-School Program staff members remain uninformed, it will be challenging to come to the student's aid.

2. The After-School Program would like all students to have FUN in the Afterschool Program, but not at the expense of others.

The After-School Program reserves the right to refuse service for the following reasons:

◆ Failure of parents/guardians or child(ren) to follow the After-School Program policies and procedures.

◆ Parents/guardians or child(ren) are verbally or physically abusive to staff and/or other children.

◆ Disruptive behavior that cannot be redirected after conferencing with parents/guardians.

◆ Failure to provide updated information and records.

◆ Failure to adhere to site closing time. (Late pick up after 5:15 PM, after three times).

◆ Failure to sign out your child out after three times.

◆ Failure/refusal to sign CCRC attendance sheets in a timely manner (1st week of next calendar month)

Drop In or Emergency Care in the After-School Program

Please notify the School Office as soon as you know the After-School Program is needed for the day, but **NO LATER** than one hour before dismissal (2 PM for Regular Days and 12:30 for Early Release Days). If no one is available to answer your call, please leave your name, child's name, contact information and what day you are requesting the After-School Program on the School Office voicemail. You may also email us at: info@ajjcharter.com. **You must receive confirmation from the School Office before your child can attend.** It is imperative that all

families using the Drop-In Care sign out their child each time for safety purposes. Failure to do so can result in termination from the program.

Valuables

Students should not bring large amounts of money or other valuable items to school. Anything of value should be kept at home. If a student must bring an item to school, we recommend that it be kept on his/her person and not be discussed with other students. AJJCS is not responsible for lost or stolen items.

Students should not bring items to sell or trade, such as toys, trading cards, magnifying glasses or electronic devices, or large sums of cash to school. In the event of a theft, it should be reported to the Executive Director. The student and parent should file a report with the Humboldt County Sheriff's Office, if they wish.

Responsibility, Security and Damages

Responsibility to keep personal technology devices (phones, computers, ipads, etc.) secure rests with the individual owner. AJJCS is not liable for any device stolen, infected, or damaged on campus or at school functions. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that custom identification be used to physically identify your device. Example: School appropriate decals. Additionally, protective cases for technology are strongly encouraged.

It is a privilege, rather than a right, for a student to bring personal technology devices to school. When the policies are followed, our learning environment will be enhanced. However, when policies are abused, the privileges may be taken away and confiscation and/or disciplinary action may occur.

Keys/Classrooms

Students shall never be in possession of school keys, nor should students ever be in a classroom, gym or other room without a staff member present.

Confidentiality

Teachers, counselors, administrators and other AJJCS school personnel will respect verbal and/or written confidences of students, except in cases where the health or safety of the student or others is involved.

Personal Gifts

It is not appropriate for students or parents to give gifts in excess of \$50 to any staff member. If parents would like to donate to a teacher's classroom, please make a donation to AJJCS in the name of the teacher.

Classroom Parties

Classroom Parties must be scheduled in coordination with the teacher with approval from the teacher a minimum of 1 week prior to the function. These should be related to instruction and should limit the loss of instructional time. Individual student birthdays must follow the same procedure as above. Please prepare snacks appropriate for gluten free and diabetic children.

Lost and Found

Lost and found articles should be turned in to the school office. Students are cautioned not to leave clothing, books or other materials around the school. AJJCS is not responsible for lost or stolen items. Items will be held for two months. After two months, items will be sold or given to charity.

Student Property

Skateboards, skates, bicycles, etc. may be ridden to campus, but are not to be ridden on campus at any time. If a student rides one of the aforementioned vehicles on campus, it will be confiscated and returned to parents/guardians only.

Skateboards, bicycles, roller skates, rollerblades and scooters are not the responsibility of the school.

Students riding bicycles to school should plan a safe route. Students are not permitted to ride bikes on campus. Bikes should be locked in the bike racks. Bicycles which are not parked in approved locations may be removed. This may include cutting the lock. Helmets are required for bicyclists and scooter riders.

Any personal item found (cell phone, kindle, IPOD, wallet, jewelry, etc.) must be returned to the administrator of the school immediately. Any student keeping an item not belonging to them will be considered stealing and consequences will follow.

Confiscated Items

Items which have been confiscated from students will be held for one month following the end of the school year before they will be sold or given to charity.

Search of Personal Property

In order to keep AJJCS safe, state law allows your person and/or personal possessions to be searched whenever a school authority has reasonable suspicion that you are in possession of illegal or unauthorized materials. This authority also includes the inspection of your locker or vehicle when reasonable suspicion exists. Such inspections will be conducted without your consent and without a search warrant. Random classroom/locker/vehicle searches utilizing a drug/weapon-sniffing canine may also occur.

Entering and Exiting Campus

Parents/Guardians are required to:

- Provide authorization to the School Office as soon as you know if someone other than the person(s) on the emergency list is picking up your child. You may call the office NO LATER than one hour before dismissal (2 PM for Regular Days and 12:30 for Early Release Days. You may also email or deliver a note to the School Office. The person must be 18 years or older and provide identification.
- Maintain updated emergency cards throughout the school year
 - In order to keep your child's records accurate, please notify the School Office if any of the following changes:
 - ◆ Phone numbers, home address, workplace, doctor and emergency contact(s).
 - ◆ Individuals authorized to pick up your child.
 - ◆ Court orders (custody documents, restraining orders)
 - ◆ Child's health status or allergy update.
- Check their students out (when students have permission to leave early) through the front office and have their students sign out.
- Check into the front office for approval prior to entering any classrooms or administrative offices.

- Not double-park in front of any dismissal areas, drive into the parking lots or block the driveways to drop off or pick up children. Do not park in RED.
- Follow site-specific drop-off/pickup rules.

Child Custody

AJCS follows child custody decisions made by the courts. The school cannot and will not modify a judge's ruling regarding the custody of a child. The parent or guardian must provide current legal documents of any child custody arrangement to the school stating this. If there are no custody documents on file, AJCS cannot enforce it. AJCS is not a mediation service and will not intervene, settle personal differences or speak on behalf of one parent/guardian to another. All co-parenting issues need to be settled amongst the parties involved. Any student pick-up arrangements must be sorted out by time of arrival. AJCS will double check custody status if there is a question, and administrators retain the right to not release the child until legal proof can be verified. Sheriff may be called.

Release of Minor to Peace Officers

Peace officers have the right, during the school day, to interview students who are suspects or witnesses. School officials may not hinder the release of a student for this purpose, or any legitimate law enforcement purpose. A proper standard of care will be used if the student is taken from the school grounds.

When a student is taken into police custody and removed from the school during school hours, school personnel will inform the parents/guardians and will maintain a record of the circumstances. In the case of child abuse, parental notification is the responsibility of the sheriff or social worker.

Disruptive Parents

We welcome and encourage our parents to visit our school campuses, however parents that become disruptive may be asked to immediately leave the school campus pursuant to California Penal Code section 62.6. If the parent/guardian refuses to leave the school the staff will immediately contact law enforcement. Under Educational Code Section 44811, disruption by a parent or guardian or other person at a School or School sponsored activity is punishable, upon the first conviction, by a fine of not less than five hundred dollars (\$500) and not more than one thousand dollars (\$1000) or by imprisonment in a county jail for not more than one (1) year, or both.

Parents are to report any issues with a child other than their own to the Executive Director. Parents shall never discipline another person's child or speak in a threatening or disciplinary manner to another person's child. The parent who violates this policy will be considered a disruptive parent.

Calendar

Please note the calendar below and put holidays and no school days on your personal calendar. There will be no After-School Program on days when school is not in session.

Daily Schedules

Early Release Day Schedule (Subject to Change)

Grades TK-8		
Subject	Time	Instructional Minutes
Breakfast	8:15-8:30	0
Welcome/Mindfulness	8:30-8:45	15
Language Arts	8:45-9:35	50
PE	9:35-10:00	25
Snack/Recess	10:00-10:15	0
Mathematics	10:15-11:05	50
Science/Social Science	11:05-11:40	35
Lunch	11:40-12:25	0
Mindfulness Practice	12:25-12:35	10
ELD/UA	12:35-1:05	30
Art/Music/Agriculture/Spanish	1:05-1:25	20
Dismissal/Mindfulness	1:25-1:30	5
After-School Program	1:30 - 5:00	0

240

Sample Regular Day Schedule (Subject to Change)

Grades TK-8		
Subject	Time	Instructional Minutes
Breakfast	8:15-8:30	0
Welcome/Mindfulness	8:30-8:45	15
Language Arts	8:45-10:00	75
Snack/Recess	10:00-10:25	0
Mathematics	10:25-11:40	75
Lunch	11:40-12:30	0
Mindfulness Practice	12:30-12:40	10
Social Science/Science	12:40-1:30	50
PE	1:30-1:55	25
ELD/UA	1:55-2:25	30
Art/Music/Agriculture/Spanish	2:25-2:55	30
Dismissal/Mindfulness	2:55-3:00	5
After-School Program	3:00 - 5:00	0

315

Charter school will have at least 175 days of instruction and for each fiscal year, offer, at a minimum, the following number of minutes of instruction:

- (A) To pupils in kindergarten, 36,000 minutes.
- (B) To pupils in grades 1 to 3, inclusive, 50,400 minutes.

- (C) To pupils in grades 4 to 8, inclusive, 54,000 minutes.
- (D) To pupils in grades 9 to 11, inclusive, 64,800 minutes.

Grading System

AJJCS will use two types of grading systems. In grades TK-6, AJJCS will use a standards-based grading system. Students will be evaluated on standard mastery. In grades 6-12, AJJCS will use a letter grade grading system on a semester schedule.

Grades TK-6 Grading System

A student may score as below:

- M - Meets the standard
- P - Progressing toward the standard
- E - Emerging (needs practice and support)
- C - Concern area (far below the standard)
- NR - Not reported at this time

Grades 7-12 Grading System

A student will be evaluated by a letter grade A-F on all assignments, quizzes, tests, projects and courses.

Percent Breakdown

A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	0-59	0.0

These grades are determined on the following:

- Quality of Work
- Interpretation and application of facts, concepts, and principles of the subject
- Originality, initiative, and reasoning
- Quantity of completed class and homework (effort is important here)
- Meeting the standards of the course/subject

Category Weighting Grades 4-12

10 Homework

30 Participation/Classwork

40 Projects

20 Test/Quiz/Essay

Social Emotional Development

The grade in any given course represents the degree to which the student has met the standards and achieved the goals of the course. Grades reflect the quality of the student's work and the student's degree of mastery of academic standards. The semester grade reflects cumulative achievement for the entire semester. Attendance, and related participation and contributions are contributing factors in meeting the standards and earning a grade.

The grade does not explain a student's social emotional development; therefore, progress toward social emotional development will also be reported on a four point rubric based on effort.

EFFORT SCALE

4 - Consistently

3 - Usually

2 - Occasionally

1 - Rarely

Revision opportunities

Students may revise homework, classwork, quizzes, tests, mid-terms, essays, and projects within one week from the day the assignment is returned, or grade is posted. Teachers will accept revisions and will determine the amount of credit earned based on the quality of the work submitted. The grade will be replaced with the revision unless the revision grade is lower than the original grade.

Deficiency Notices

Deficiency notices will be sent three weeks before the end of each quarter in grade 4-12 if a student's grade is below a C- or lower or a C-Concern Area in any core content/class. While phone calls and emails are used frequently, these deficiency notices serve as a formal notice and are placed in the student's file. Teachers will also communicate with parents/guardians through emails, phone calls and emails. It is the responsibility of the teachers to contact parents/guardians if a student is academically low achieving or receiving a C- or lower or a C-Concern Area in any course.

Grade Point Average

The Grade Point Average (GPA) is based on the grade points times the number of credits earned in middle school and high school. The sum of the grade points divided by the credits attempted constitutes the GPA. All attempted credits and grades, even for repeated courses, are included when the GPA is calculated. A plus or minus on a progress grade indicates the range within the grade. It is for student and parent understanding and will not appear on a transcript. Advanced Placement courses and some designated Honors courses, which are recognized by the University of California, will be given additional weight when calculating the Weighted GPA, one of three GPAs included on a transcript.

Report Cards and Conferences

Students and parents will receive quarter progress reports and semester report cards. A variety of conferences will be conducted throughout the school year and include:

1. **Parent/Teacher Conferences:** These will be scheduled twice per year in person (Fall and Spring Conferences). During these conferences, parents have the opportunity to share their expectations, ask questions and share any concerns they have about their child.
2. **Student/Teacher Conferences:** Teachers will regularly confer with their students individually during small group instruction to discuss progress toward goals and provide actionable feedback. The teacher will begin with sharing a positive statement about the student's academic strengths and share one specific strategy or information (actionable feedback) that the student can use to continue to grow and achieve.
3. **Other Conferences:** Regular communication with parents about student achievement is important at AJCS. Conferences may be arranged and initiated by the teacher, parent, or administration throughout the school year to ensure that the academic program is meeting the student's needs.

Title I Parents' Right to Know

As a parent of a student attending a school that is receiving Federal Title I funds, you have the right to know the professional qualifications of the teacher(s) and instructional aides/paraprofessional(s) who instruct your child.

Federal law requires every Title I school district to comply and to provide you with the requested information in a timely manner.

We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and

- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from an instructional aide/ paraprofessional. If your child receives this assistance, we can provide you with information about the instructional aide's/paraprofessional's qualifications.

Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include:
 - subject matter tested,
 - purpose of the test,
 - source of the requirement (if applicable),
 - amount of time it takes students to complete the test, and
 - time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable California state requirements.

Promotion/Retention

Retention is not considered an effective strategy to increase student achievement or to motivate students to learn. As a rule, students shall be promoted to the following grade at the end of each school year. It is the Charter School's policy to abide by grade-level placement as determined by birth date. If a student is not meeting grade level standards, the Charter School believes that it is in the child's best interest to receive additional interventions.

Therefore, it is only considered as a last resort after other avenues have been exhausted and the student is not making adequate progress. Students may be considered as not making adequate progress for retention purposes if they are consistently within the bottom 1% of student performance for their class, if they have struggled with attempted interventions, or no other reasonable explanation can be found for the student's lack of progress (for example, previously undiagnosed learning disability, chronic absences/truancy, etc.). Any student being considered for retention, must have participated in the SST process prior to February 1st, and it will be the recommendation of the SST to retain taking into consideration that another year in the same grade will provide the needed intervention for the student. In the event a student is retained, all documentation will be included in the student's cumulative folder. If the student transfers or moves to another school, the

retention paperwork will accompany the student in the cumulative folder. Regardless of reasons for retention, a student cannot be retained without the consent of the parent or guardian.

Promotion Ceremonies

AJJCS will recognize “Rites of Passage ” ceremonies. These will be similar to the traditional “promotion ceremony.” At the end of Kindergarten, students will participate in a “Kindergarten Celebration.” At the end of 8th grade, students will participate in a “Promotion.” At the end of high school, in the second term of the Charter, students will participate in a “Graduation.” AJJCS will not host a 5th grade culmination activity or ceremony as the Charter School services TK-8th grade in a site based program.

Students with sufficient credits will be honored at a Promotion Ceremony at the following grades:

Kindergarten: Each student promoting to Kinder or grade 1 [Kindergarten Certificate]

Grade 8: Each student with sufficient credits promoting to grade 9 [Promotion Certificate]

HS Graduation: Each student with sufficient credits graduating from high school. Students in NHS have seals affixed to their diplomas and are eligible for other items worn with graduation gowns. Colleges and universities look with great favor upon students who are members of one or both of these organizations. [Diploma or Certificate of Completion]

A student who is suspended or expelled at the time of the end-of-year activity will not be eligible to participate. A student who is being retained at the end of the school year will not be eligible to participate in promotion activities. Students who are failing or who do not have enough credits for promotion or graduation will not be eligible to participate in end of the year activities.

Guidance Services

AJJCS is committed to providing the following services to students and parents. The program is designed to help students plan for a positive and productive high school and post-high school career.

Grades 9 and 10:

- Four-Year Plans and transition to high school
- Registration and scheduling
- Credit evaluation and review of student’s graduation progress; adjustments to 4-year education plans
- College/Career center orientation and presentations

- Emotional, behavioral, and personal problem counseling
- College/Career Field Trips

High School A-G Course Requirements

AJCS will strive to ensure that all students meet the University of California's A-G requirements and the National College Athletic Association (NCAA) requirements by the time they graduate, so that our students will be prepared should they want to attend a UC or CSU campus or play sports for a Division I or Division II school.

In accordance with the A-Gs, high school level math and foreign language, taken in middle school may be counted toward pre-requisites for high school provided the student continues taking upper-level math and continues their specific foreign language study while in high school. These instances must have prior approval from the Executive Director.

Students in grades 9-12 follow applicable California standards. AJCS maintains the following graduation requirements that are in accordance with University of California A-G requirements and for WASC accreditation.

High School Graduation Requirements

AJCS high school students will be offered two diploma tracks. The Independent Study Teacher/Executive Director will meet with students and their parents to determine which diploma will best meet the student’s strengths, goals, and aspirations.

AJCS Diploma Graduation and College Prep Requirements (Subject to Change)

SUBJECT CATEGORY	High School Graduation Requirements 210 credits	College Prep/A-G Requirements 220 credits
English	40 credits	40 credits
English 9 A/B	10 Credits	10 Credits
English 10 A/B	10 Credits	10 Credits
English 11 A/B	10 Credits	10 Credits
English 12 A/B	10 Credits	10 Credits

	*Exception Possible: with alternate proficiency, substitute with 10 elective credits.	
Mathematics	20 credits	30 credits (must include Algebra II)
Algebra I A/B	10 credits	10 credits
Math (Geometry A/B or Algebra II A/B equivalent or higher.)	10 credits	10 credits-Geometry A/B
Algebra II A/B		10 credits-Algebra II A/B
Social Science	30 credits	30 credits
World History A/B (grade 10)	10 credits	10 credits
US History A/B (grade 11)	10 credits	10 credits
Am. Government (grade 12)	5 credits	5 credits
Economics (grade 12)	5 credits	5 credits
Science	20 credits	20 credits
Biological/Life Science	10 credits	10 credits –must be Bio Lab
Physics/Physical/Earth Science	10 credits	10 credits-Phys or Chem
Physical Education	20 credits	20 credits
Health	5 credits	5 credits

	*Substitute for elective if previous school has health embedded in another course.	
Foreign Language	20 credits Two years of the same Foreign Language.	20 credits Two years of the same Foreign Language.
Spanish I	10 credits	10 credits
Spanish II	10 credits	10 credits
Visual and Performing Arts	10 credits One year of visual and performing arts.	10 credits One year of visual or performing arts.
Career Technical Education	10 credits One year of career technical education.	10 credits One year of career technical education.
Elective Community Service	10 credits	10 credits
Electives/Special Interest	25 Credits	25 credits One year (or two semesters) of a course approved specifically in the “g” subject area, including courses that combine any of the “a-f” subject areas in an interdisciplinary fashion; or

		One year (or two semesters) of an additional approved “a-f” course beyond the minimum required for that subject area.
TOTAL CREDITS	210	220

WASC Accreditation and Transferability of Courses

The Charter School will serve students in grades 9-12, and before the Charter School graduates its first class of students, the Charter School shall obtain, and thereafter maintain, Western Association of Schools and Colleges (“WASC”) accreditation. The Charter School will work with WASC to obtain accreditation during the third year of the Charter term so that the first graduating class will have courses that are transferable to college or to other high schools. If this is not possible, AJJCS will provide verification that AJJCS is in the process of being WASC accredited to any colleges requesting proof of WASC accreditation status. The courses are transferable to other high schools and colleges as they are accredited through Accelerate Learning. If the parents or students have any additional or specific questions, they can set an appointment with the Executive Director to further explain the transferability of courses.

Display of Affection

The school recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors on campus or at school related events. Students should be aware of what is acceptable behavior on campus or at any school activity or trip. Overt physical contact and/or excessive displays of affection are not permitted. Inappropriate displays of affection may include, but are not limited to: kissing, touching, fondling, and/or long embraces with no space between bodies. Students failing to use good judgment will be warned and parents notified. Repeated or especially inappropriate behavior in this regard may result in disciplinary action.

Academic Dishonesty

AJJCS values academic integrity very highly and does not permit any forms of dishonesty or deception that unfairly, improperly or illegally enhances a grade on an individual assignment or a course grade. The following is a list of behaviors that constitute academic dishonesty. We are aware, however, that new forms of cheating, plagiarism and other forms of dishonesty may arise and therefore, we expect every student to interpret the requirement of academic honesty and

integrity broadly and in good faith. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask a teacher before you do it!

Academic dishonesty includes, but is not limited to:

Cheating on Exams

- 1 Copying from others.
- 2 Having or using notes, formulas or other information in a programmable calculator or other electronic device without explicit teacher review and permission.
- 3 Having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information.
- 4 Taking an exam for another student, or permitting someone else to take a test for you.
- 5 Asking another to give you improper assistance, including offering money or other benefits.
- 6 Asking for or accepting money or any other benefit in return for giving another improper assistance.
- 7 Providing or receiving information about all or part of an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information).
- 8 Having or using a "cheat sheet" (a piece of paper with answers, formulas, information, or notes of any kind) that is not specifically authorized by the teacher.
- 9 Altering a graded exam and resubmitting it for a better grade.
- 10 Working together on a take-home exam, unless specifically authorized by the teacher.
- 11 Gaining or providing unauthorized access to examination materials.

Note: Simply having possession during an exam of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.

Plagiarism in Papers and Assignments

1. Giving or getting improper assistance on an assignment meant to be individual work. (When in doubt, ask.)
2. Including in any assignment turned in for credit any materials not based on your own research and writing. This includes:
 - a. Using the services of a commercial term paper company.
 - b. Using the services of another student.
 - c. Copying part or all of another person's paper and submitting it as your own for an

assignment.

3. Acting as a provider of paper(s) for a student or students.
4. Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers (self-plagiarism).
5. Failing to use quotation marks where appropriate.
6. Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, endnotes and/or a bibliography.
7. Making up data for an experiment (“fudging data”).
8. Citing nonexistent sources (articles, books, etc.).

Other

- 1 Misrepresenting your academic accomplishments, such as by tampering with computer records.
- 2 Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.
- 3 Failing to promptly stop work on an exam when the time allocated has elapsed.
- 4 Forging a signature.
- 5 Hoarding or damaging library materials.

Note: Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.

The administration has the authority to determine appropriate consequences for offenses not specifically covered above.

Complaint Procedure

Agnes J. Johnson Charter School has the primary responsibility

Uniform Complaint Procedure

Agnes J. Johnson Charter School has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

Agnes J. Johnson Charter School shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure (“UCP”) adopted by our Governing

Board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital status, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any Agnes J. Johnson Charter School program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- After School Education and Safety Programs
- Agricultural Vocational Education Programs
- Foster and Homeless Youth Services
- Consolidated Categorical Aid Programs
- Migrant Education
- Career Technical and Technical Education and Training Programs
- Child Nutrition Programs
- Regional Occupational Centers and Special Education Programs
- Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII)
- Economic Impact Aid
- Tobacco-Use Prevention Education

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- A pupil fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with the Executive Director of the school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to

pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Executive Director
Agnes J. Johnson Charter School
73 School Rd., Weott, CA
707-946-2347 X 102
admin@ajjcharter.com

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Executive Director or his or her designee in writing.

Complaints will be investigated, and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The compliance officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with Agnes J. Johnson Charter School's procedures.

The complainant has a right to appeal Agnes J. Johnson Charter School's Decision to the California Department of Education ("CDE") by filing a written appeal within fifteen (15) days of receiving the Decision. The appeal must include a copy of the complaint filed with the School and a copy of Agnes J. Johnson Charter School's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of Agnes J. Johnson Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the UCP policy and complaint procedures shall be available free of charge in the Main Office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Executive Director.

California Assessment of Student Performance and Progress ("CAASPP")

Agnes J. Johnson Charter School shall annually administer required state testing to the applicable grades (e.g., the California Assessment of Student Performance and Progress.)

Pupil Records, including Challenges and Directory Information

The Family Educational Rights and Privacy Act (“FERPA”) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student's education records within 5 business days after the day Agnes J. Johnson Charter School receives a request for access. Parents or eligible students should submit to Agnes J. Johnson Charter School Executive Director or designee a written request that identifies the records they wish to inspect.

The Agnes J. Johnson Charter School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask Agnes J. Johnson Charter School to amend a record should write the Agnes J. Johnson Charter School Executive Director or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If Agnes J. Johnson Charter School decides not to amend the record as requested by the parent or eligible student, Agnes J. Johnson Charter School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before Agnes J. Johnson Charter School discloses personally identifiable information (“PII”) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to Agnes J. Johnson Charter School officials with legitimate educational interests. An Agnes J. Johnson Charter School official is a person employed by the Charter School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the School board. An Agnes J. Johnson Charter School official also may include a volunteer or contractor outside of the Charter School who performs an institutional service or function for which the Charter School would otherwise use its own employees and who is under the direct control of the Charter School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an

official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another Agnes J. Johnson Charter School official in performing his or her tasks. An Agnes J. Johnson Charter School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Agnes J. Johnson Charter School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Agnes J. Johnson Charter School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of PII from a student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to Agnes J. Johnson Charter School officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires Agnes J. Johnson Charter School to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. Agnes J. Johnson Charter School may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

1. To other Agnes J. Johnson Charter School officials, including teachers, within the educational agency or institution whom Agnes J. Johnson Charter School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the Charter School has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1)).

2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)).

3. To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35).
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)).
5. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)).
6. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)).
7. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)).
8. To appropriate officials in connection with a health or safety emergency, subject to §99.36.(§99.31(a) (10)).
9. Information the School has designated as “directory information” under §99.37. (§99.31(a) (11)).

“Directory Information” is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish year books. Agnes J. Johnson Charter School has designated the following information as directory information:

1. Student’s name
2. Student’s address
3. Parent’s/guardian’s address
4. Telephone listing
5. Student’s electronic mail address
6. Parent’s/guardian’s electronic mail address
7. Photograph

8. Date and place of birth
9. Dates of attendance
10. Grade level
11. Weight and height of members of athletic teams
12. Degrees, honors, and awards received
13. The most recent educational agency or institution attended
14. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's social security number, in whole or in part, cannot be used for this purpose.)

If you do not want Agnes J. Johnson Charter School to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing at the time of enrollment or re-enrollment.

Please notify the Executive Director at: 707-946-2347 X 102 or admin@ajjcharter.com

Behavior Expectations

This Pupil Suspension and Expulsion Policy (PLEASE SEE WEBSITE FOR COMPLETE POLICY) has been established in order to promote learning and protect the safety and well-being of all students at the Charter School. In creating this policy, the Charter School has reviewed Education Code Section 48900 *et seq.* which describes the noncharter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 *et seq.* The Charter School is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as the Charter School's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements. Charter School staff shall enforce disciplinary rules and procedures fairly and consistently among all students.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

Grounds for Suspension and Expulsion of Students

FOR A COMPLETE LIST OF REASONS FOR SCHOOL SUSPENSION, PLEASE VISIT OUR WEBSITE.

Reason for School Suspension:

A student who has committed the following acts is subject to discipline by suspension or expulsion:

- (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (3) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- (4) Committed or attempted to commit robbery or extortion.
- (5) Caused or attempted to cause damage to school property or private property to include but not limited to, electronic files and databases.
- (6) Stole or attempted to steal school property or private property.
- (7) Possessed or used tobacco, or any products containing tobacco.
- (8) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (9) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- (10) Knowingly received stolen school property or private property.
- (11) Possessed an imitation firearm. As used in this section, means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (12) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- (13) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (14) Engaged in, or attempted to engage in, hazing.
- (15) Made terroristic threats against school officials and/or school property.
- (16) Committed sexual harassment.
- (17) Caused, attempted to cause, threatened to cause or participated in an act of hate violence.
- (18) Intentionally harassed, threatened or intimidated school personnel or volunteers, and/or a student or group of students.
- (19) Engaged in an act of bullying, including, but not limited to, bullying Committed by means of an electronic act, directed specifically toward a pupil or school personnel.
- (20) A pupil who aids or abets the infliction or attempted infliction of physical injury to another person may be subject to suspension.
- (21) Possessed, sold, or otherwise furnished any knife.
- (22) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object.

A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds, or at an off campus event.
- (2) While going to or coming from school.
- (3) During the lunch period on or off campus.
- (4) During, or while going to or coming from, a school sponsored activity.

Suspension Procedure

Suspensions shall be initiated according to the following procedures:

1. Conference

Suspension shall be preceded, if possible, by a conference conducted by the Executive Director or the Executive Director's designee with the student and his or her parent and, whenever practical, the teacher, supervisor or Charter School employee who referred the student to the Executive Director or designee.

The conference may be omitted if the Executive Director or designee determines that an emergency exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense, in accordance with Education Code Section 47605(b)(5)(J)(i). This conference shall be held within two (2) school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

2. Notice to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If Charter School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

3. Suspension Time Limits/Recommendation for Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of expulsion by the Executive Director or designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. In such instances when the Charter School has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the pupil or the pupil's parents, unless the pupil and the pupil's parents fail to attend the conference.

This determination will be made by the Executive Director or designee upon either of the following: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

Authority to Expel

A student may be expelled either by the Charter School Board of Directors following a hearing before it or by the Charter School Board of Directors upon the recommendation of an Administrative Panel, to be assigned by the Board of Directors as needed. The Administrative Panel should consist of at least three members who are certificated and neither a teacher of the pupil or a member of the Charter School Board of Directors. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

Sexual Harassment Policy for Students

It shall be the policy of the AJJCS to provide an educational, employment, and work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and Federal statutes. Sexual harassment is unlawful and is prohibited between students, between employees and students, between supervisors and employees, between employees, and between non-employees and employees. AJJCS will not tolerate any conduct which is considered

harassing, coercive or offensive, including sexual harassment. Violation of this policy by any student will result in disciplinary action up to and including expulsion.

The Executive Director shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion. (EC 48900.2)

Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal as per the collective bargaining unit. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the Executive Director or designee. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

The Executive Director or designee shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the Executive Director or designee in accordance with the school's uniform complaint procedures.

A. Definitions to be used for purposes of this Policy:

1. Sexual advances, (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

a. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.

b. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.

c. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment.

d. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

2. Types of conduct which are prohibited in the district and which may constitute sexual harassment include:

a. Unwelcome leering, sexual flirtations or propositions.

b. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.

c. Graphic verbal comments about an individual's body, or overly personal conversation.

d. Sexual jokes, stories, drawings, pictures or gestures.

e. Spreading sexual rumors.

f. Teasing or sexual remarks about students enrolled in a predominately single-sex class.

g. Touching an individual's body or clothes in a sexual way.

h. Purposefully limiting a student's access to educational tools.

i. Cornering or blocking of normal movements.

j. Displaying sexually suggestive objects in the educational environment.

k. Any act of retaliation against an individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

l. Limiting a student's access to educational tools.

3. Sexual harassment is an unlawful practice in violation of Education Code §212.5.

4. Sexual harassment is a form of misconduct which undermines the integrity of the students/student or student/educator relationship. No individual, either female or male, should be subjected to sexual overtones or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with educational and work effectiveness. Such harassment may include, but is not limited to:

a. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impending or blocking movement, leering, gestures, display of sexually suggestive objects or pictures, or cartoons, or

b. Continued expression of sexual interest after being informed that the interest is unwelcome, or

c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. This may include, but is not limited to, either implying or actually withholding support for an appointment or change of assignment; suggestion of a poor performance report or failed probation; either implying or actually withholding grades or credits earned or deserved; suggestion

of a poor performance evaluation or denial of a scholarship recommendation or college application, or

d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the educational opportunities, grades, credits, and/or learning environment of students, or

e. Offering favors for educational benefits in exchange for sexual favors. This may include but is not limited to grades, credits, or promotions; favorable performance evaluations, assignments; or recommendations.

B. Communication of Policy with Students, Parents and Staff

A copy of the district's sexual harassment policy and regulation shall:

1 Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980)

2 Be displayed in a prominent location near school office and in other locations containing district rules and regulations (Education Code 212.6)

3 Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session (Education Code 212.6)

4 Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct (Education Code 212.6)

5 Be provided to employees and employee organizations

C. Actions resulting from violation of policy

Students who act in violation of the sexual harassment policy and administrative regulations may be subject to disciplinary action up to and including expulsion. Such disciplinary action shall be in accordance with applicable policies and laws.

D. Confidentiality

Any person initiating a sexual harassment complaint, and other parties involved in the complaint, have a right to confidentiality. If the complaining party so desires, the investigation may be conducted in such a way that the person's identity will not be disclosed. When confidentiality cannot be assured, the complaining party will be apprised of this fact before additional proceedings commence. Maintaining confidentiality may serve to make the investigation and/or resolution difficult or impossible and should be carefully considered before complete confidentiality is requested.

Legal Reference:

Civil Code

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

Education Code 200-262.4 Prohibition of discrimination on the basis of sex, especially:

212.5 Sexual harassment

212.6 Sexual harassment policy 230 Particular practices prohibited 48900.2 Additional grounds for suspension or expulsion;

sexual harassment

48904 Liability of parent/guardian for willful student misconduct 48980 Notice at beginning of term

Complaint Procedures for Sexual Harassment

These complaint procedures are specifically for actions that may constitute sexual harassment.

A complaint and the results of the investigation shall be confidential to the extent reasonably possible under the investigation process. Witnesses and those interviewed shall be informed of the confidential nature of the issues and the investigation and shall be informed that it will be a violation of policy to disclose the complaint or the nature of the investigation to others not involved in the investigation.

The initiation of a complaint of sexual harassment will not cause any reflection on the complainant or witnesses nor will it affect such as student's grades, credits, or status in class.

A. Informal Resolution

When the student who complained and the person accused of harassment so agree, the Executive Director or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided.

The Executive Director or designee shall tell the student who complained that he/she has the right to file a formal complaint at any time in accordance with the school's uniform complaint procedures. If the student wishes to file a formal complaint, the Executive Director or designee shall assist the student in doing this.

B. Formal Complaints Brought By Students and or Parents

If an aggrieved student is unable to communicate directly with the person whose conduct is offensive or if direct communication has been unavailing, the aggrieved student may file a formal complaint with the Executive Director or designee.

Employees serving in supervisory or managerial positions who receive complaints or observe harassing conduct shall inform the Executive Director. The process will follow the Uniform Complaint Procedure Policy.

C. General Provisions for Filing a Complaint

A complaint shall be filed as soon as reasonably possible after the alleged sexual harassment/incident has occurred.

Complaint should be in writing and shall be filed with the Executive Director or designee. Any complaint received, whether in writing or not, shall be investigated.

The Executive Director or designee shall review the complaint and, as soon as reasonably possible after receipt of the complaint, the employee or other person accused of sexual harassment shall be informed of the nature of the complaint while being mindful of confidentiality as previously described.

The Executive Director or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation the Executive Director or designee also may discuss the complaint with the following persons:

- a. The Executive Director or designee
- b. The parent/guardian of the student who complained
- c. The parent/guardian of the person accused of harassing someone
- d. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth.

In reaching a decision about the complaint, the Executive Director or designee may take into account:

- a. Statements made by the persons identified above
- b. The details and consistency of each person's account
- c. Evidence of how the complaining student reacted to the incident
- d. Evidence of past instances of harassment by the accused person
- e. Evidence of past harassment complaints that were found to be untrue

To judge the severity of the harassment, the Executive Director or designee may take into consideration:

- a. How the misconduct affected one or more students' education
- b. The type, frequency and duration of the misconduct
- c. The number of persons involved.
- d. The age and sex of the person accused of harassment
- e. The subject(s) of harassment
- f. The place and situation where the incident occurred

g. Other incidents at the school, including incidents of harassment that were not related to sex

D. Appealing Decisions

All decisions made under the uniform complaint procedure may be appealed by the aggrieved person or the accused person to the Executive Director or designee.

E. Continued Harassment Actions

Subsequent harassment actions will be subject to disciplinary action under EC 48900.2, which provides for suspension and possible recommendation for expulsion. Students who have alleged harassment will be protected.

F. At the conclusion of the investigation of the complaint, the Executive Director or designee will report the results of the investigation to the complainant and the person accused of sexual harassment, within 20 days.

The Executive Director or designee will prepare a written report of the complaint and investigation within 30 days. If they verify that sexual harassment occurred, this report shall describe the actions they took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment. The Executive Director shall keep a record of each incident and its disposition.

The Executive Director or designee shall determine whether or not the student who complained is being further harassed. The Executive Director or designee shall keep a record of this information and shall continue this follow-up at his/her discretion.

G. Confidentiality

Any person initiating a sexual harassment complaint, and other parties involved in the complaint, have a right to confidentiality. If the complaining party so desires the investigation may be conducted in such a way that the person's identity will not be disclosed. When confidentiality cannot be assured, the complaining party will be apprised of this fact before additional proceedings commence. Maintaining confidentiality may serve to make the investigation and/or resolution difficult or impossible and should be carefully considered before complete confidentiality is requested.

H. Enforcement

The Executive Director or designee shall take appropriate actions to reinforce the school's sexual harassment policy. As needed, these actions may include any of the following:

- 1 Removing vulgar or offending graffiti
- 2 Providing staff in-service and student instruction or counseling
- 3 Notifying parents/guardians
- 4 Notifying child protective services and law enforcement

- 5 Taking appropriate disciplinary action, up to and including expulsion.
- 6 The Executive Director or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

The complainant may seek help from agencies such as legal assistance agencies, local mediation centers or the county office of education. Local resources includes:

Legal Aid Society

Dispute Resolution Center

The AJJCS Board of Directors is committed to equal opportunity for all individuals in education. School programs and activities shall be free from discrimination based on gender, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability, or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all school activities.

The Executive Director or designee shall ensure that the school provides auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity. Individuals with disabilities shall notify the Executive Director if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program or meeting.

The Executive Director or designee shall notify students, parents/guardians, employee organizations and sources of referral of applicants for admission and employment about the district's policy on nondiscrimination. Such notification shall be included in each announcement, bulletin or application form distributed to these groups.

The Executive Director or designee shall also provide information about related complaint procedures.

Student Net Use Agreement and Release from Liability

Agnes J. Johnson Charter School agrees to allow the enrolled student to use the school's technology to access the internet and intranet (referred to collectively as "the Net") under the following terms and conditions:

1. **Conditional Privilege.** The Student's use of the school's access to the Net ("School Net Access") is a privilege conditioned on the Student's agreeing to the terms of this agreement and on the Student's abiding by this agreement. No student may use the School's access to the Net ("School Net Access") unless the Student and his/her parent or guardian have read and signed this agreement.
2. **Acceptable Use.** The Student agrees that he/she will use the School's Net Access for educational purposes only. In using the Internet through the School Net Access, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Net use rules instituted at the Student's school or class, whether those rules are written or oral.
3. **Penalties for Improper Use.** If the Student violates this agreement and misuses the School's Net Access, the Student may be subject to disciplinary action, revocation of the Student's user account and access to the Net, as well as legal or criminal action where appropriate.
4. **"Misuse of the School's access to the Internet" includes, but is not limited to, the following:**
 - (a) use of the district's access to the Net for other than educational purposes;
 - (b) gaining intentional access or maintaining access to materials which are obscene, pornographic, or whose dominant appeal is sexual arousal;
 - (c) using the Net for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - (d) accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
 - (e) using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - (f) posting anonymous messages on the system;
 - (g) using encryption software;
 - (h) wasteful use of limited resources provided by the school including paper;
 - (i) causing congestion of the network through lengthy downloads of files, or by engaging in idle activities;
 - (j) vandalizing data of another user;
 - (k) obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - (l) gaining unauthorized access to resources or files;
 - (m) identifying oneself with another person's name or password or using an account or

password of another user without proper authorization;

(n) using the network for financial or commercial gain without district permission;

(o) theft or vandalism of data, equipment, or intellectual property;

(p) invading the privacy of individuals;

(q) attempting to gain access to or gaining access to student records, grades, or files;

(r) introducing a virus to, or otherwise improperly tampering with the system;

(s) degrading or disrupting equipment or system performance;

(t) creating a web page or associating a web page with the school or school district without proper authorization;

(u) providing access to the School Net Access to unauthorized individuals;

(v) failing to obey school or classroom Net use rules; or

(w) taking part in any activity related to Net use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.

5. **No Expectation of Privacy.** The Student and parent signing below agree that if the Student uses the Net through school access, that the Student waives any right to privacy the Student may have for such use. The Student and parent agree that the district may monitor the Student's use of School Net Access and may also examine all system activities the Student participates in, including but not limited to email, voice, and video transmissions, to ensure proper use of the system. The Charter School may share such transmissions with the Student's parents.
6. **No Guarantees.** The Charter School will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time in signing this agreement the parent and Student recognize that the school makes no guarantees about preventing improper access to such materials on the part of the Student.
7. **School Held Harmless and Promise Not to Sue.** In order to protect itself from future lawsuits where a student or parent alleges that the student suffered some kind of injury because the student used the School's Net Access, the school requires that the student and parent promise to forego such claims against either the School or its employees in return for being allowed to use the School's Net Access. Therefore, the Student and parent agree to hold the district and its employees harmless from any claim or liability arising out of or resulting from the Student's use of the School's Net Access, even though the nature, extent, and seriousness of such claims are currently unknown. In other words, the student and parent agree that they will not sue the school or any school employee over any claim which comes about as a result of the Student's using the school's Internet and intranet access. By signing this agreement, the parent and student waive any such claims which may occur in the future, whether they are now aware of how the student could be injured by using the Net, or the extent of such alleged injury. In doing so the student and parent waive any protection they have under Civil Code section 1542 with regard to claims arising from the student's use of School Net Access.

School Compact TK-12

Our school philosophy is that families, students, school staff and the community should work in partnership to help each student reach his/her potential. As partners, we agree to the following:

Staff Pledge:

I agree to carry out the following responsibilities to the best of my ability:

- Be dedicated to students and the mission and vision of AJJCS.
- Provide high-quality curriculum and instruction.
- Communicate high expectations for every student.
- Engage students in a rigorous project-based learning.
- Actively participate in collaborative decision-making, and consistently work with families and school colleagues to make our campus accessible and welcoming to parents so that together we can help each student achieve high academic standards.
- Integrate state standards into lessons and promote higher level of thinking.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Enforce rules equitably and involve students in creating a warm and caring learning environment in the class.
- Communicate regularly with families about their child's progress in school.
- Provide assistance to families on what they can do to support their child's learning.
- Respect the school, students, staff, and families.
- Provide before or after-school opportunities for student questions, concerns and/or extra help.
- Provide meaningful homework assignments to reinforce and extend learning.

Date: _____ Teacher Signature: _____

Student Pledge:

I agree to carry out the following responsibilities to the best of my ability:

- Believe that I can learn and will learn.
- Read for at least 30 minutes, 5 days a week.
- Come to class on time, ready to learn and with assignments completed.
- Set aside time every day to complete my homework.
- Know and follow the school and class rules.
- Follow the school's dress code.
- Regularly talk to my parents and my teachers about my progress in school.
- Respect my school, classmates, staff, and family.
- Ask for help when I need it.

Date: _____ Student Signature: _____ Parent/Guardian Signature: _____

Family/Parent/Guardian Pledge:

I agree to carry out the following responsibilities to the best of my ability.

- Talk to my child regularly about the value of education.
- Communicate with the school when I have a concern.
- Monitor TV viewing and recreational use of electronics and make sure that my child reads every day.
- Support the school's discipline, dress code, and other policies.
- Make sure that my child attends school every day, on time, and with homework completed.
- Monitor my child's progress in school.
- Make every effort to attend school events, such as parent-teacher conferences, Open House, and Back to School Night.
- Ensure that my child gets adequate sleep, regular medical attention, and proper nutrition.
- Ensure that my child has a proper place to study and access to computer/internet access at home, computer lab, after school or at the public library.
- Make every effort to participate in school, home, and community-sponsored activities.
- Participate in shared decision-making with school staff and other families for the benefit of students.
- Respect the school, staff, students and families.

Date: _____ Parent/Guardian Signature: _____

Volunteer Policies and Forms

Dear Parents and Guardians:

In order to safeguard students, an **approved Volunteer Information Form is required for all visitors and volunteers** on campus. A Volunteer Information Form must be completed and approved each year. **ALL visitors and volunteers are required to sign in and obtain a visitor's badge from the office.** If you are able to visit or volunteer in your child's classroom, please complete the attached Volunteer Information Form.

When completing the Volunteer Information Form:

- Fill out the form completely.
- TB clearance and LiveScan fingerprinting is only required for those volunteers who work 5 or more hours per week, on a regular basis. *If you think you will be volunteering 5 or more hours per week, on a regular basis, please come to the office to obtain TB test and LiveScan information.*
- You may use one form for multiple children. Be sure to include their names and teacher's names.
- Use "2022-23 School Year" for dates or days volunteer services will be performed. You can let the individual teacher(s) know which days you are available. **Teachers will schedule classroom volunteers as needed.**
- Description of services to be performed should include "class help" and if you would like to drive on a field trip, indicate "field trips"
- Attach a clear copy of your **Driver's License or other picture I.D.**
- If volunteer is someone other than parent or legal guardian (i.e. grandparent, aunt, uncle, etc.), a letter from parent or legal guardian giving permission to volunteer is required.

In addition to volunteering in the classroom, parents are sometimes needed to drive and chaperone students on field trips. Only parents and legal guardians may drive on field trips. All drivers must have an approved Volunteer Form on file, Field Trip by Private Vehicle Driver's Statement Form on file, a valid California driver's license, carry \$100,000//\$300,000/\$25,000 in liability insurance, and be the owner of the vehicle. This information must be on file with the office no less than 5 school days prior to the field trip. At this time, we would like to encourage parents wishing to drive on field trips to bring a copy of the declaration page of your insurance policy and current registration to the office to have on file.

If you have any questions, please feel free to call the office.

Sincerely,

Jeff Landry
Executive Director

VOLUNTEER INFORMATION FORM

Agnes J. Johnson Charter School recognizes the tremendous positive impact that volunteers make in enriching educational programs and greatly appreciates the contribution of your time and energy in this regard. In order to safeguard students, the following identifying and background information is required of all volunteers who work with and around students.

School at which you wish to volunteer: _____
(a copy of this form must be filed at each school where you wish to volunteer)

Name: _____ **Home Phone:** _____

Address: _____

City, State, Zip: _____

Student(s) name: _____ **Teacher Name:** _____

Yes No **Have you ever been convicted of or are you awaiting conviction for any crime?**

If you answered yes to the above question, please attach a complete and accurate explanation of the circumstances to this form. An answer of yes will not necessarily disqualify you from volunteering. Any information provided in connection with a yes response will be kept confidential.

Dates or days volunteer services will be performed: _____

Brief description of services to be performed: _____

Yes No **Can you perform all the essential functions of the volunteer position?**

Identification: Please attach a copy of your driver’s license or other picture identification card.

Certification

I hereby certify that all statements made on this form and any attachments are true and complete to the best of my knowledge and authorize investigation of all statements herein record.

Signature of Volunteer _____ **Date:** _____

Signature of Executive Director _____ **Date:** _____

Business Office Use

Date

_____ TB Clearance Submitted Valid through _____

_____ Fingerprint Verification _____ Copy of Driver’s License Initials of HR _____

Signature of Executive Director _____ Date: _____

NOTE: Volunteers may not provide services until this form is completed and on file in the School Office.

SCHOOL VOLUNTEER PROCEDURE

Volunteer help is defined as an adult providing help and performing duties for students at a school site without compensation.

Types of Volunteers

1. Parent Club or Special Event Volunteers

These volunteers provide assistance with snack bars, chaperone dances, help set up special activities, drive field trips and other limited events or special occasions. They work with other volunteers, are supervised by certificated staff, and do not have direct responsibility for supervising students.

These volunteers are required to complete the Volunteer Information Form that includes names, address and phone number, a brief description of service to be provided, a copy of their driver's license, and name of supervisor: teacher or Executive Director. Volunteers who are driving on field trips must also complete the Field Trip By Private Vehicle Driver's Statement Form.

2. Program, Classroom, or Office Volunteers

These volunteers provide assistance in administrative and/or academic areas on a regular or frequent basis (five hours or more each week), such as a three-day-per-week after-school volunteer, daily assisting with a class, or a two-day-per-week office assistant. These volunteers are generally supervised by certificated staff and may work alone with students. These volunteers are required to meet the following conditions:

- a) Completion of a Volunteer Information Form that includes names, address and phone number, a brief description of service to be provided, a copy of their driver's license, and name of supervisor: teacher or Executive Director.
- b) A valid tuberculosis (TB) clearance.
- c) LiveScan Fingerprint Verification
- d) No volunteer may provide services until the form, livescan and TB clearance are completed and on file with the School Office.

**Family Handbook Acknowledgement
2022-2023**

Please visit the Agnes J. Johnson Charter School website (<https://ajjcharter.com/>), click on the Parents Tab, then click on the link to the 2022-23 Family Handbook.

Please read and share the information in this Family Handbook 2022-2023 with your child. I have read and understand the information and policies. Communication and understanding are the keys to success. If you have any questions, please call or email the school office.

Print Student Name _____ Grade _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Teacher/Homeroom Teacher Name _____

* Please return this form to your child’s teacher/homeroom teacher within one week of the start of the school year.