

**Alta Vista Community Charter School**

**is**

**SAFE, RESPECTFUL &  
RESPONSIBLE**

**and we all have a  
GREAT ATTITUDE.**

**School Guidelines  
2012-2013-2014**

**BUCKING THE STATUS QUO**

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Auburn, CA 95603  
Telephone: (530) 745-1220  
Website: [www.avccschool.org](http://www.avccschool.org)

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May 21, 2013

Dear Parents/ Guardians,

As we come to the end of our inaugural year here at Alta Vista Community Charter School, it is time to look forward to building on our strengths and further growing toward becoming the jewel of the foothills we desire to be.

This year we were able to purchase and begin implementing the Social Emotional Learning Curriculum of Katia Peterson as well as some of the Seven Habits of Happy Kids curriculum of Sean Covey. Next year Social Emotional Learning will grow to become a centerpiece of our culture here at AVCCS. The keystone of 21<sup>st</sup> century skills is the ability to collaborate and communicate with those around us. Starting in Preschool and Kindergarten continuing through fifth grade we are working to explicitly teach students the skills necessary to work with others in our ever changing world.

I, along with the teachers and several parents, have observed at Sierra Expeditionary Learning School in Truckee. We have decided that this model of student centered, experiential, inquiry and standards based instruction is definitely the path to success. We plan on future visits and training with them to perfect many of the practices we began this year.

Having been granted the Public Charter Schools Grant for \$575,000, we will now be able to put into place many of the programs we feel are essential for this journey. With grant money to purchase 55 ipads, 30 laptops, 8 smart projectors, Compass Learning and MAPS subscriptions, as well as the technological infrastructure and training to support these, we can now begin to truly realize our vision.

Our students have all worked for a year on their vocal, guitar and piano skills. All students have also mastered the basic rhythmic notation of the half note, quarter note, eighth note and sixteenth note. Next year we will continue on this path and build on these skills with more extensive instruction.

All students have begun daily practice of Spanish using the Pimsleur Method. We are finishing the first four units of phase one and while continuing on that daily, next year we hope to introduce Sombrero Time with a specialized teacher working weekly with our individual classes.

Next year we will be expanding the Individualized Learning Plans to include a learning styles questionnaire for the parents and students to complete to help us determine the best learning method for each and every student. Many teachers are also adding student led components to their classes ILP's. Working with the ILP's, teachers will be able to shape a year around their students' interests and learning styles.

The staff has decided that next year's theme will be "Exploring the Seven Continents". We have begun calendaring our leaning modules, field trips, extension activities and enrichment classes to all coordinate with this lens. The daily schedule is being crafted to allow more flexibility with grouping and allow some lessons to be delivered to students group by need while still providing core instruction of grade level standards to all students within that grade level.

Our parent club, the Bucks' Boosters has accomplished quite a deal this year. Establishing a new 501 C-3, kicking off a family movie night, creating and selling student designed AVVCS shirts, holding two rummage sales, and planning a huge fundraising concert for this August is just the beginning for this great group of fans. 2013-2014 is looking to be another fun-filled productive year for this organization. We are planning for 100% membership this year.

Our independent study component is continuing to progress and this process is becoming more and more refined. Next year an online as well as a hard-copy intent to IS form will be available to make parent to school communication even easier.

Moving forward is always challenging, but the students, parents and staff at AVCCS have made the process fun. In the words of Ralph Waldo Emerson, "Life is a journey not a destination", and let's continue on this fabulous and worthy journey together.

Sincerely,

Principal Pattiey

## Alta Vista Community Charter School: Partners in Learning Contract

We believe that children learn from adults and that love, care, encouragement, positive support, and a wholesome, nurturing environment are critical to the healthy development of every child. We are committed to working together, with each of us doing our best to promote the achievement of \_\_\_\_\_.

### *As a student, I will:*

- Be safe, respectful, responsible and have a good attitude.
- Work as hard as I can and complete all of my school and homework assignments.
- Talk to my parents about what I am learning in school.
- Ask my teachers for help when I don't understand something.
- Follow my classroom and school rules and procedures.
- Arrive at class on time and prepared to work.
- Be involved in my classroom program.
- Enjoy learning.

### *As a parent, I will:*

- Provide a quiet study time at home and encourage good study habits.
- Talk with my child about his/her activities every day.
- Play an active role in my child's education.
- Ensure my child arrives at school on time.
- Provide an environment that includes adequate food and rest so my child is ready to learn each morning.
- Encourage my child to read.

### *As a school, we will:*

- Provide motivating and interesting learning experiences in our classrooms.
- Model 21<sup>st</sup> Century Learning (Communication, Collaboration, Creativity, Critical Thinking etc.)
- Provide scaffolded, inquiry-based, experiential lessons driven by student interest.
- Explain goals, expectations, and assignments so students have a clear understanding.
- Use teaching methods and materials appropriate for each student.
- Explain assignments so my students have a clear understanding.
- Hold high expectations for every student's achievement.
- Work with parents to ensure that their child receives the best possible education that we can provide.
- Provide a safe and positive atmosphere for learning.

### *As administrators, I will:*

- Create a welcoming and positive learning environment at our school.
- Talk with students and parents about the school's mission and goals.
- Provide a safe, orderly learning environment.
- Support the partnership between parent, student, and staff.
- Provide appropriate in-service and training for teachers and parents.

**We have read the Alta Vista Community Charter School Handbook and discussed its contents and agree that we will promote safe, respectful, and responsible behavior.**

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**AFTER YOU SIGN THIS PAGE, DETACH IT, and RETURN IT TO YOUR TEACHER.**

# Escuela Charter de la Comunidad de Alta Vista: Contrato de Socios en el Aprendizaje

Nosotros creemos que los niños aprenden de los adultos y que el amor, cuidado, estímulo, apoyo positivo y un buen ambiente son esenciales para el sano desarrollo de cada niño. Estamos comprometidos a trabajar juntos, y cada uno de nosotros haremos nuestro mejor esfuerzo para promover el logro de \_\_\_\_\_.

## Como estudiante, yo:

- Estaré seguro, seré respetuoso, responsable y tendré una buena actitud.
- Trabajaré tan duro como pueda y completaré todos los trabajos de mi escuela y las tareas.
- Hablaré con mis padres sobre lo que estoy aprendiendo en la escuela.
- Hablaré con mis profesores en busca de ayuda cuando no entienda algo.
- Seguiré las reglas de mi salón de clases y procedimientos escolares.
- Llegaré a clase a tiempo y preparado para trabajar.
- Estaré involucrado en el programa del salón de clases.
- Disfrutaré aprendiendo.

## Como padre, yo:

- Proporcionaré un tiempo y lugar tranquilo en casa y fomentaré buenos hábitos de estudio.
- Hablaré con mi hijo/a sobre sus actividades todos los días.
- Desempeñaré un papel activo en la educación de mi hijo.
- Me aseguraré de que mi hijo llegue a la escuela a tiempo.
- Proporcionaré un entorno que incluya la alimentación y el descanso adecuados para que mi hijo esté listo para aprender todas las mañanas.
- Animaré a mi hijo a leer.

## Como escuela, nosotros:

- Proporcionaremos motivación y experiencias de aprendizaje interesantes en nuestras aulas.
- Modelo de Aprendizaje del Siglo 21 (Comunicación, colaboración, creatividad, pensamiento crítico, etc)
- Proporcionaremos educación escalonada, lecciones vivenciales basadas en investigaciones conducidas por el interés de los estudiantes.
- Explicaremos los objetivos, las expectativas y las tareas para que los estudiantes tengan un entendimiento claro.
- Usaremos métodos de enseñanza y materiales apropiados para cada estudiante.
- Explicaremos las tareas para que los estudiantes tengan una comprensión clara.
- Tenemos altas expectativas para el logro de todos los estudiantes.
- Trabajaremos con los padres para que sus hijos reciban la mejor educación que podemos ofrecer.
- Proporcionaremos un ambiente seguro y positivo para el aprendizaje.

## Como administrador(a), yo:

- Crearé un ambiente de aprendizaje acogedor y positivo en nuestra escuela.
- Hablaré con los estudiantes y padres de familia acerca de la misión y las metas de la escuela.
- Proporcionaré un ambiente de aprendizaje seguro y ordenado.
- Apoyaré la colaboración entre padres, estudiantes y todo el personal de la escuela.
- Proporcionaré entrenamientos adecuados en el empleo y la formación de los maestros y padres de familia.

**Hemos leído el Manual de la Escuela Charter de la Comunidad de Alta Vista y discutido su contenido y estoy de acuerdo que vamos a promover un comportamiento seguro, respetuoso y responsable.**

-----  
Firma de maestro

-----  
Fecha

-----  
Firma de estudiante

-----  
Fecha

-----  
Firma de padre/madre

-----  
Fecha

## Staff Contact Information

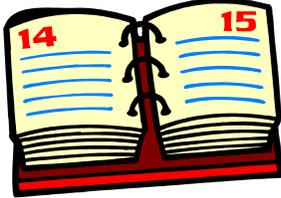
All staff members can be reached by dialing 530-745- plus their extension.  
You may also reach staff members via email.

Staff Member	Position	Room	Extension	Email
* Patricia Leftridge	Principal/Music Teacher	Office	1221 530-613-4116	<a href="mailto:pleftridge@auburn.k12.ca.us">pleftridge@auburn.k12.ca.us</a>
Kim Casbeer	Administrative Assistant	Office	1220	<a href="mailto:kcasbeer@auburn.k12.ca.us">kcasbeer@auburn.k12.ca.us</a>
	Preschool Teacher	15	1219	
Laura Kessler	Preschool Teacher	15	1211	<a href="mailto:lkessler@auburn.k12.ca.us">lkessler@auburn.k12.ca.us</a>
Allison Rudig	Kindergarten Teacher	4	1225	<a href="mailto:arudig@auburn.k12.ca.us">arudig@auburn.k12.ca.us</a>
Tammy Dyer	1 <sup>st</sup> grade Teacher	3		<a href="mailto:tdyer@auburn.k12.ca.us">tdyer@auburn.k12.ca.us</a>
Christina Cowan	2 <sup>nd</sup> grade Teacher	8		<a href="mailto:ccowan@auburn.k12.ca.us">ccowan@auburn.k12.ca.us</a>
Jennifer Turner	3 <sup>rd</sup> grade Teacher	9	1226	<a href="mailto:jturner@auburn.k12.ca.us">jturner@auburn.k12.ca.us</a>
Kelly Bennett	4 <sup>th</sup> grade Teacher	11	1222	<a href="mailto:kbennett@auburn.k12.ca.us">kbennett@auburn.k12.ca.us</a>
Tim Tomlin	5 <sup>th</sup> grade Teacher	10	1223	<a href="mailto:ttomlin@auburn.k12.ca.us">ttomlin@auburn.k12.ca.us</a>
Claudia Malin	RSP Teacher	5	1215	<a href="mailto:cmalin@auburn.k12.ca.us">cmalin@auburn.k12.ca.us</a>
Dixie Marino	School Psychologist	7a	3393	<a href="mailto:dmarino@auburn.k12.ca.us">dmarino@auburn.k12.ca.us</a>
Rena Hardin	Kitchen Assistant	Cafeteria	1202	

\* Podemos hablar en español.

# Alta Vista Community Charter School 2013-2014

## Important School Calendar Dates

MINIMUM DAYS (Early Dismissal)	NO SCHOOL FOR STUDENTS & SCHOOL HOLIDAYS	GRADING PERIODS
<p style="text-align: center;">Conferences November 19, 20, 21, 22</p> <p style="text-align: center;">Day before Winter Break December 18</p> <p style="text-align: center;">Conferences March 5, 6, 7</p> <p style="text-align: center;">Last Day of School June 5</p> 	<p>August 12 - Inservice Day August 13 - Teacher Work Day September 2 - Labor Day November 1 - Inservice Day November 11 - Veterans' Day November 18 - Conference Days November -25-29 - Thanksgiving Dec 19-31 - Jan 1-3 - Winter Break January 6 - Inservice Day January 20 - Martin L. King Day February 10 - Lincoln's Day February 17 - President's Day March 14-21 - Spring Break May 26 - Memorial Day</p>	<p style="text-align: center;">School Starts August 14, 2013 School Ends June 5, 2014</p> <p style="text-align: center;"><u><b>FIRST TRIMESTER</b></u> August 14- October 28, 2013</p> <p style="text-align: center;"><u><b>SECOND TRIMESTER</b></u> November 4, 2013- February 28, 2014</p> <p style="text-align: center;"><u><b>THIRD TRIMESTER</b></u> March 3, 2014 - June 5, 2014</p>

	Regular School Day	PLC Mondays	Minimum Days
School Starts	8:10	8:10	8:10
1 <sup>st</sup> Recess	10:00	10:00	10:00
Lunch Starts	11:30	11:30	11:30
Lunch Ends	12:15	12:15	12:15
Kindergarten Dismisses	1:00	1:00	12:30
School Dismisses	2:25	1:30	12:30

Kindergarten dismisses at 1:00 p.m. daily except on minimum days.

## *After School Programs*

**The Boys & Girls Club** is available, for a nominal fee, to all students. Parent permission and registration is required. The Boys & Girls Club can be reached by taking the public bus. The Boys & Girls Club offers Power Hour Tutoring after school in addition to their other enrichment activities. Applications are available by contacting the *Boys & Girls Club of Auburn* at:

679 Lincoln Way  
Auburn, CA 95603  
530-889-2273

<http://www.bgc-auburn.org/>

**After School Tutoring** is available for each grade level, and individual tutoring is available on an as needed basis when an appointment is made with a teacher.

## *Anti-Harassment/Anti-Bullying Policy*

Harassment is defined as unwelcome verbal or physical advances, name calling or bullying. It may be related to race, ethnicity, sexual orientation, gender, or religion. The district prohibits harassment at school, and/or at school-sponsored or school-related activities. Anyone who engages in harassment will be subject to disciplinary action. Staff members will clearly communicate to students that harassment is prohibited, and will advise students to report any harassment that they experience or observe to an adult. The harassment of witnesses or students who report harassment is prohibited by California Education Code and will result in disciplinary action.

## *Arrival/Departure*

Please refer to the Bell Schedule for arrival and departure times. Please do not arrive before 7:50 a.m., as there is **no** adult supervision until that time. Staff members are on duty from 7:50 a.m. - 8:10 a.m. **Alta Vista Community Charter School is a closed campus, and students may not leave school grounds once they are on school property. If students are caught leaving campus, they will be subject to disciplinary consequences.**

At the end of the day, staff members are on duty for 15 minutes. Students are expected to leave campus after the final bell sounds unless they have permission to remain on campus (e.g., Detention, After School Tutoring, School Activities, etc.). Students are not to remain on campus past 2:35 p.m. unless under the direct supervision of a staff member.

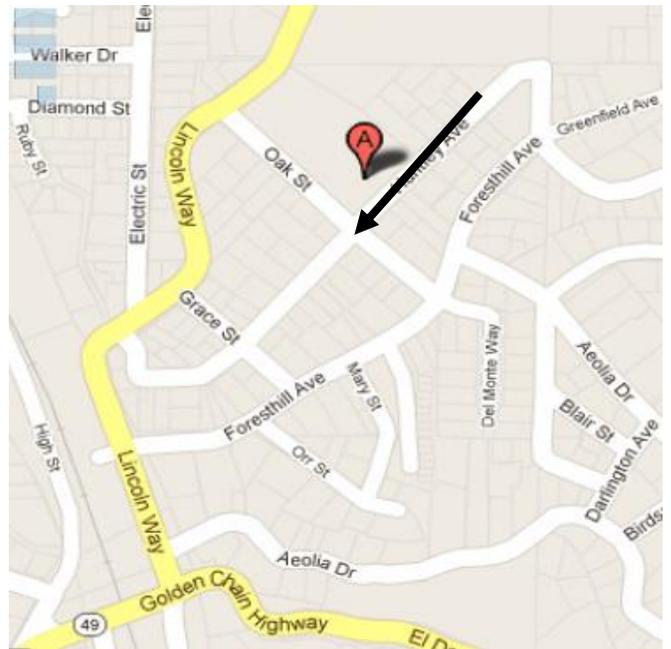
## *Dropping-Off students is only done on Huntley Street.*

In order to ensure the safety of all students we only want students dropped off on the school side of the Huntley Avenue. To the right is a map which shows the area that has staff supervision from 7:55-8:10 am and again from 2:25-2:35 pm.

Parking is very limited in this area. As we have moved staff parking, parents may now park in the upper lot. If that is full and you must park on the street, be a good neighbor to our residents. Avoid parking on landscaping and blocking driveways.

The Huntley Avenue drop-off leads through the Head-Start preschool playground, so we must be good neighbors and make sure the gate is closed behind us.

Also as tempting as it is, we need to respect that their playground is designed for little ones (much smaller than our little ones) and we have our own play equipment.



## ***Attendance***

Alta Vista Community Charter School's attendance number is 1-530-885-7067

### **It is the responsibility of the parent/guardian to report the absence of a student on the day of the absence.**

Daily school attendance is critical for a student's success. By law, parents are obligated to send their child to school daily. Parents are strongly encouraged to schedule medical appointments during non-school hours. Whenever possible, a student who is absent for a reason other than illness should attend at least part of the school day.

**The following reasons are legally excused absences (*Education Code 4820.5*):**

1. .... Personal illness or injury
2. .... Quarantine under the direction of a county or city health officer
3. .... Medical, dental, optometric, or chiropractic services rendered
4. .... Attendance at funeral services for a member of the immediate family
5. .... Personal court appearance
6. .... Exclusion for failure to present evidence of immunization
7. .... Exclusion from school because student is either the carrier of a contagious disease or not immunized for a contagious disease
8. .... Religious observance or exercise with prior written notice to office.

School absences are monitored carefully throughout the year. If a student has more than fourteen absences in a year for illness, a physician must verify further absences for illness.

Students who are habitually absent or tardy may be referred to the School Attendance Review Board (SARB). This is a truancy mediation program operated by the county's district attorney, probation office and/or juvenile court.

Pre-arranged absences may be approved for Independent Study. At least two (2) school days prior to this type of absence, a request must be made by a parent/guardian and the absence must be approved by the school administration. Absences require an Independent Study form to prevent loss of learning for the student and loss of revenue for the school. The Independent Study form must be completed and returned to the main office upon the return to school. (*Education Code 48200*).

## ***Behavior Standards and Discipline - Code of Conduct***

Alta Vista Community Charter School has four primary values: **Be Safe, Be Responsible, Have a Good Attitude and Be Respectful.** We maintain behavior standards in accordance with the California Education Code and our values. Everyone is expected to comply with these values when on our campus. School rules reinforce these values.

The resolution of academic and behavior problems is a joint effort between the students, parents, teachers, and school administrators. Subsequently, communication between students, parents, teachers, and school administrators shall be completed in a timely and respectful manner.

At Alta Vista Community Charter School Discipline is progressive in nature. Progressive discipline is a system of discipline where the penalties increase upon repeat occurrences. For this reason it is not possible to attribute static consequences for set violations. The process followed does move through these steps.

### **Classroom Interventions**

Minor student disciplinary problems such as excessive talking, not bringing materials to class, homework-related issues, along with other posted classroom rules, will be dealt with by teachers, teams, and parents. Teachers, teams, and administrators will follow these progressive discipline steps when working with students and their families:

### **Academic Interventions**

**Level 1:** Students below proficient who have not taken the initiative to fix the problem.

- Parent signs a notice or progress report.
- If missing assignments are not cleared up in a timely manner, student is referred to Level 2.

**Level 2:** Teacher calls the parent, and refers the student to an administrator.

- Student enrolled in intervention class in lieu of elective.
- Student attends after school intervention in either the teacher's classroom or an alternate location.
- If the academic issues are not resolved at this level, student is referred to Level 3.

**Level 3:** Teacher schedules a conference with the parent, student, and administrator.

### **Behavior Interventions**

**Level 1:** Warning issued to the student.

- Student takes Behavior Slip home to be signed by the parent and returned to teacher the following day.

**Level 2:** Student earns a detention.

- Student takes Behavior Slip home to be signed by parent and returned to the teacher the following day.
- Student serves a 30-minute detention, either before or after school, within four school days of the incident.

**Level 3:** Classroom Suspension (California Education Code 48910).

- Teacher calls office to notify office that a student is on the way.
- Teacher will call a parent/guardian before the teacher leaves for the day. The teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension.
- Teacher will inform an administrator.
- Student serves his/her classroom suspension in the office for up to two of the days that follow, during that class period.

**Level 4:** Administrative Referral.

- Student sent to an administrator with a completed Behavior Slip.
- Administrator issues a disciplinary consequence and contacts the parent/guardian.

**For serious infractions, administrators may waive levels 1 and 2.**

# Behavior Slip

Classroom teachers and staff members use behavior slips to document his/her progressive, classroom and campus-related disciplinary actions.

An example of a behavior slip is displayed below:

<i><b>AVCCS Behavior Report</b></i>	
Student Name: _____ Grade: _____ Date: _____ Time: _____	
Referring Staff Member: _____ Location: _____	
Behavior was (circle): NOT Safe NOT Respectful NOT Having a good attitude NOT Responsible	
<b>Staff Managed Behavior (Minor)</b> <input type="radio"/> - Inappropriate Language <input type="radio"/> - Physical Contact/Horseplay <input type="radio"/> - Disrespect/Defiance Dress Code- <input type="radio"/> <input type="radio"/> - Technology Violation Tardy - <input type="radio"/> <input type="radio"/> - Property Misuse Disruption - <input type="radio"/> <input type="radio"/> - Other _____	<b>Referral to Admin. - Office Managed Behavior (Major)</b> <input type="radio"/> - Verbally or physically threatening <input type="radio"/> - Fighting/Assault/Physical Aggression <input type="radio"/> - Disrespect/Defiance/Disruption <input type="radio"/> - Harassment/Bullying <input type="radio"/> - Vandalism <input type="radio"/> - Possession of Prohibited Item <input type="radio"/> - Forgery/Plagiarism <input type="radio"/> - Lying/Cheating <input type="radio"/> - Theft <input type="radio"/> - Technology Violation <input type="radio"/> - Other _____
Explanation (What happened?): _____ _____	
Suspected Motivation (circle one): Peer/Adult Attention Anger Avoidance Other: _____	
Consequences Given By _____ Date(s) of Consequence(s): _____ <input type="radio"/> - Time in Office <input type="radio"/> - Conference with Student <input type="radio"/> - Parent Phone Call <input type="radio"/> - Loss of Privilege _____ <input type="radio"/> - Class Suspension (Days: _____) <input type="radio"/> - Out of School Suspension (Admin. Only) (Days: _____) <input type="radio"/> - Detention (circle which time) M-TH AM (7:30-8:00) PM (2:30-3:00) Must be served within four days of behavior report	
Date Detention Served _____ Signature of Detention Supervisor: _____	
<b>Parent's signature below is required in order for student to attend detention.</b>	
Student Signature: _____ Parent Signature: _____	
<i>White Copy: Office      Yellow Copy: Home with Student for Signature/Return      Pink: Referring Adult</i>	

If a student earns a behavior slip, he/she is expected to review the behavior slip with his/her parent(s) that evening. Parents are expected to sign the behavior slip that evening, and the student is expected to return the signed form to his/her teacher the following day. Parents are encouraged to contact their student's teacher, in a timely manner, if they have any questions. Telephone, email, or comments written on the behavior slip would be considered appropriate ways to communicate with your student's teacher.

## Suspension from School

Serious behavior infractions may result in a suspension at home, suspension in school (i.e. time in the Office), or a combination of these options, as determined by a school administrator or designee. A student may accrue no more than twenty days of suspension within a school year. If a student does reach twenty days of suspension, he or she will be considered for expulsion from the school district.

Students who are suspended at home will typically have a long term behavior contract. A student who violates a behavior contract may be considered for expulsion from the school district.

Some violations of the California Education Code will automatically lead to consideration for expulsion.

### **Students may be suspended from school by administrator or designee for any of the following violations of California Education Code 48900:**

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (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.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" 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.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a 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.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. 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.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity.

While the above are the most recent and common reasons for suspension, State Education Code is regularly updated. We follow the most current law at all times. California State Education Code can be found in its entirety at:

<http://leginfo.legislature.ca.gov/faces/codes.xhtml;jsessionid=9fc183e981acbea08604e0110732>

### ***Bicycles, Scooters, Skateboards, Rollerblades etc.***

*(What applies to bicycles below applies to scooters, skateboards, rollerblades etc.)*

Anyone that chooses to ride his/her bicycle to school must abide by the following rules:

1. Everyone shall ride bicycles in a safe manner at all times.
2. Everyone shall observe all traffic rules and laws.
3. Everyone must wear helmets and provide their own locks.
4. Bicycles shall not be ridden on campus, and shall be stored in the designated bicycle area during school hours.
5. When leaving, bicycles must be walked off campus.

If a student violates any of the above rules and regulations, his/her bicycle riding privileges may be suspended. Parents will be notified of each offense, and students may be cited by law enforcement for repeat violations of bicycle-related laws. If a student continues to violate bicycle rules, he or she may not be allowed to ride his or her bicycle to school for a period of time designated by an administrator.

**The purpose of this policy is not to discourage bicycle riders, but rather to encourage and promote safety for the welfare of all students.**

### ***Cell Phones and other Electronics***

Cell phones may be used before first bell and after the last bell, and must be turned off throughout the entire school day. Staff members and other adults may have phones on them, but should be courteous to others and the learning environment and place the phones on silent whenever possible. If a student has received permission and is being supervised by a staff member, he or she may turn on and use the cell phone. If a cell phone is found in the "on" position or used during the school day without permission, it may be confiscated by a staff member. Parents may pick up their child's confiscated cell phone in the main office. Students who chronically violate our cell phone policy may be required to turn in their cell phones to the main office during the school day, or may not be permitted to have it on campus for the remainder of the school year. The same rules apply to all non-school provided electronics.

**AVCCS is not responsible for valuables brought to school. For best safety, keep valuables at home.**

## ***Change of Address, Restraining Orders, Custody Issues***

Please inform the main office of any change in address, telephone number, and/or emergency number. This will enable us to contact parents in a timely manner. Upon enrollment, the parent(s) enrolling the student will be considered the “primary contact.” In cases of joint custody, the primary contact parent is expected to share student/school information with the other parent. The parents should provide the school with a written request if both parents request mailings, along with a supply of self-addressed, stamped envelopes. **If a restraining or other court order is in effect, it is the parent’s responsibility to provide the school’s administration with a copy of the order in a timely manner.**

## ***Cheating***

Cheating is defined as any use or attempt to use the work efforts of another student, with or without the consent of that student, or any previously published material to benefit their grade status. This includes plagiarism. All students involved in the incident will be held accountable for their actions. Students involved in cheating on examinations may be referred to a school administrator for disciplinary action. [See Board Policy 5131.9]

## ***Closed Campus***

To ensure student safety and their supervision, the Board of Trustees established a closed campus policy at all district schools. Once students arrive on the school grounds, they must remain on campus until the end of the school day unless there is a note from the parent or guardian and permission from school office staff. If a student leaves school grounds without this permission, a student is considered truant and is subject to disciplinary action [Education Code 44808.5]. Parents must sign students out of school in the main office.

The following exceptions apply:

Appointments	<b><u>If a student must leave school for any reason during the school day, the student must have a note with him/her to give to the teacher stating at what time the student should be waiting in the office.</u></b> Students will only be released to a parent/guardian or emergency contact person listed on the Emergency Card. Students will not be removed from their classroom until the parent/guardian or emergency contact person is present in the main office.
Illness/Injury	Students who become ill or receive an injury will obtain a pass from their teacher prior to reporting to the nurse’s office. Students will only be released to a parent/guardian or emergency contact person listed on the Emergency Card. Students are required to report all injuries to the health assistant.
Field Trips and Extracurricular Activities	Students will not participate in field trips unless they have given their teacher a completed permission slip three days prior to the event. Students must also meet behavior/citizenship requirements in order to be eligible for field trips and extracurricular activities.

## ***Communication***

**Teachers** communicate with students and parents in the following manner:

### Regular Communication

Telephone  
Email

### Grades

Progress Reports  
Report Cards

**Administrators** communicate with students and parents in the following manner:

Regular Communication

Telephone  
Email

Weekly

***Monday Email  
Printed and distributed  
on Tuesday for non-email families***

As Needed

Recorded telephone messages to all or selected families

***Dress Code Policy***

School is for learning. It is important for everyone on campus to be prepared to sit, play and stand while being both comfortable and non-distracting to others. Dress appropriately and this includes shoes. Dress or appearance which, in the view of the teaching or administrative staff, substantially disrupts the educational process will be addressed. Students may be required to go home and change if alternate clothing is unavailable. We do ask that everyone on the campus follows the guidelines to make sure no one is distracted from their work. If you have any questions regarding this policy, please call the school office at 530-745-1220.

- ❑ Any clothing depicting or promoting violence, drugs, alcohol, or tobacco, is gang related, or can be considered as sexually harassing or suggestive in nature is unacceptable.
- ❑ Clothing that promotes racism, hate, violence, or contributes to a hostile learning environment is unacceptable.
- ❑ At no time shall private body parts or undergarments be exposed or displayed for others to view.
- ❑ All tops must have two straps. The top must cover the chest, midriff, sides, and back. Tube tops, backless tops, and one shoulder tops are not permitted at school.
- ❑ Tops and pants must meet, and no underwear or midriff shall be showing. Students wearing dresses are encouraged to wear shorts underneath to make playtime easier.
- ❑ Shoes must be worn at all times and must be safe. Athletic shoes are required for physical education.

***Emergency Procedures***

Emergency drills (e.g. fire and lock down) are required by law, and teachers practice emergency drills with their students on a trimester basis. Students are expected to listen to and cooperate with staff members during emergency procedures. Teachers receive training for fire drills, lockdowns, and evacuations. Copies of the fire, lockdown, and evacuation plans are posted in each classroom. Teachers are responsible for making this information accessible to substitute teachers.

**Students will be disciplined for disrupting emergency drills and/or misusing fire alarm devices.  
A referral to law enforcement can be made.**

***Field Trips***

Most field trips are for one day, but there are some overnight field trips.

Students who ride the bus to a field trip location must return to school on the bus. Students who do not honor our values of **safe, respectful, good attitude** and **responsible** behavior may not be permitted to attend class, grade level, and team field trips. Teachers may, at their discretion, permit these students to attend a field trip provided that the student's parent(s) accompany him/her on the field trip.

Students who will not be participating in a field trip activity, whether it is a one-day field trip or an overnight field trip, are still required to attend school. Teachers will arrange for students who are not attending a field trip to work in an alternate classroom during the school day. Students who do not attend on the day(s) of a field trip will accrue unexcused absences for the day(s) that they miss.

Parents must pick up students promptly after field trips. If a student is not picked up promptly, teachers are required to call the authorities to take your child home. Parents attending field trips must be cleared before doing so. Please call main office or the district office for more information.

### *Food/Cafeteria*



Breakfast is available in the cafeteria from 7:50 a.m. to 8:10 a.m. The cost of breakfast for students is posted on the Front doors of the school. Lunch is available during the lunch periods, and that cost for students is also posted. If costs increase, families will be notified in a timely manner. Eligibility for free or reduced-price meals is based on federal guidelines. The reduced price of breakfast is posted, and the reduced price of lunch is also. Application forms for free or reduced price lunches are available in the beginning of the year packets, or at the school office, and must be renewed annually.

Students may put money on their cafeteria accounts and withdraw the daily cost from their accounts, or they may pay cash. Please review the cafeteria information in the beginning of the year packet for additional details. Meal prices are subject to change.

**Due to food allergies and family preferences, students are never allowed to share food.**

### *Food-Allergy Aware Campus*

Alta Vista Community Charter School wants our campus to be a safe place for everyone to learn. This includes students with life-threatening food allergies. While students may eat nuts and nut products as well as other food allergens on campus, to protect our vulnerable students we insist that no school lunches or snacks are brought into the classrooms and that students with nuts and/or other allergens in their personal lunches avoid eating in the nut-free zone (which is clearly marked in our indoor and outdoor eating areas). Also students are reminded to wash their hands regularly and keep all food out of the play structure area. Teachers using food in lessons may use it in the classroom with prior administrative approval and are encouraged to communicate with parents about these type of projects ahead of time.

**If you have specific limitations for your child's diet and do not want them being offered certain foods or treats during lessons, please communicate that with your child's teacher.**

### *Gum*

Alta Vista Community Charter School prides itself in keeping and maintaining a clean, healthy environment for all to enjoy. All trash, including gum, must be disposed of properly. Gum chewing is restricted. Each student is responsible for following classroom rules regarding chewing gum. Teachers may create and implement classroom rules for chewing gum, and may assign consequences for violating gum-chewing rules. Improperly disposing of gum, such as leaving it on furniture or the floor, is absolutely prohibited.

## ***Health/Medication***

A health assistant is on duty in the Health Office during part of the school day. The district recognizes that students may have special medical needs. The California Education Code 49407 outlines conditions for administering medications at school.

**Medications can only be given if there are written instructions from a medical doctor and permission from the parent/guardian. Written instructions must be renewed at the start of each school year. Medication must be labeled and in the original over-the-counter or pharmacy container.**



Medications are placed in a locked cabinet in the Health Office. Specific guidelines must be followed for students to consume medication at school. Any student who carries required medication must have the proper consent form signed by their Doctor on file in the health office.

## ***Homework - Unfinished Schoolwork***

Students should use their notebooks to record their daily and long-term homework assignments. Schoolwork can be an extension or practice of what was learned in the lesson. Students are expected to complete and hand in schoolwork in a timely manner. Schoolwork is a vital part of a student's education and serves to teach responsibility as well as reinforce skills. We ask that parents communicate with their child's teachers so that reasonable accommodations can be made to assist their sons and daughters if an issue outside of school is interfering with a student's ability to complete schoolwork assignments.

Students who miss school due to an excused absence will be given the opportunity to complete comparable schoolwork assignments and get full-credit if work is completed satisfactorily and within a reasonable amount of time (EC 48205). Students who miss schoolwork due to unexcused absences may be given the opportunity to complete comparable homework assignments for either partial or full-credit.

### ***Alta Vista Community Charter School's Teacher & Parent Schoolwork Partnership:***

- If a student is chronically not submitting work in a timely manner, the teacher should contact the parent(s), in a timely manner, to discuss the situation. A conference, telephone conversation, or a returned email are all considered forms of parent contact.
- It is the parent's responsibility to check a student's notebook to monitor classroom assignments. Parents are encouraged to contact their son's/daughter's teachers in a timely manner regarding questions and/or discrepancies.

The amount of schoolwork assigned shall be related to the maturity and ability level of the students in each class. Schoolwork is a vital part of a student's education and serves to teach responsibility as well as reinforce skills. The specific amount of time per week shall be determined by grade level.

### ***Extended Absences:***

- If a student will be out for one or more days, parents may request independent study through the main office. Please allow 2 school days from the time of the request so that teachers may prepare a complete packet.

## ***Homeschool Study***

Alta Vista Community Charter School runs a fantastic homeschool program. Families wishing more information can call 530-745-1220.

### ***Independent Study***

Independent Study is an option for any time a family needs or desires to miss in-seat attendance. Parents should request independent study 2 school days ahead of the absence in the main office. The office/teacher will coordinate with the parent and have the prepared work contract and supplies ready for parent pick-up BEFORE the absence. Students failing to complete the assigned work may lose the option of participating in future independent study.

### ***Lost and Found***

Many articles become lost or are left unclaimed. All personal belongings should be marked, and found items should be turned in to the lost and found located in the main interior hallway. Items not claimed by the end of each trimester will be given to a local charity.

### ***Passes***

All students are expected to have a pass either when leaving a classroom during scheduled class time, or when leaving the office. Students are expected to show passes at the request of a school employee. Students will be directed back to their classroom if they do not have a pass.

### ***Positive Recognition Program***

Students at AVCCS are recognized for positive school achievement in academics, effort, attendance, and citizenship. Students may be recognized in more than one area. We will hold trimester recognition assemblies. Students are also recognized throughout the school year in many ways.

- ❑ **Academic Honors:** Students can qualify for academic honors as a result of the grade point average (GPA) that they achieve.
- ❑ **Perfect Attendance:** Student attendance and academic achievement are closely related to one another. At the end of each trimester, teams will recognize students with perfect attendance. Students who have tardies are not eligible for Perfect Attendance.
- ❑ **Outstanding Students of the Trimester:** Each trimester, one male and female student from each grade will be selected as the “Outstanding Student of the Trimester.” Students will receive a certificate. Teachers will select the students based on effort, attitude, and achievement.
- ❑ **Other Trimester Awards:** Teachers may challenge other teams to spirit and other creative competitions, and they may hold drawings for special prizes such as a front of the line passes or treats to local establishments. If you want to have fun, you need to be an active member of your team. We believe in rewarding students for their excellence!
  - ✓ **Caught Ya Being Good Awards** - distributed to students for exhibiting safe, responsible, respectful, and good attitude behavior. They are awarded at staff members’ discretion to recognize exemplary behavior that improves our school culture. Students may place their Awards in raffles that are held regularly for books.

### ***Progress Reports***

Official progress reports will be distributed midway through each trimester for grades 2-5.

## ***Prohibited Items***

We want to do everything possible to create a safe and orderly learning environment at Alta Vista Community Charter School. To accomplish this, we prohibit certain items from our campus, school activities, and on our buses. This is not an all-inclusive list, but contains items that have a potential for causing problems. These items will be confiscated and returned only to parents. The school is not responsible for the theft of these items, and they may not be brought to school or on a school bus:

Items that disrupt the education process such as but not limited to:

Water Balloons

Matches/Lighters

Stink Bombs/Poppers

Weapons

Confiscated items are turned in to the main office, and will be returned to parents, or students if unique circumstances exist. The school is not responsible for personal property (e.g. iPods, jewelry, cell phones, etc.).

Please leave your valuables at home.

Toys and other distractables may only be brought to school with signed permission from a staff member.

## ***Student Records***

Parents or legal guardians may access and/or have copies of their student's permanent, cumulative records. Please make an appointment with an administrator in order to access student records.

## ***Substitute/Guest Teachers***

Substitute teachers shall receive safe, respectful, good attitude and responsible behavior from all students while they are on our campus. This is our opportunity to show pride in our school to outside visitors. Please help by making all of our visitors feel welcome.

## ***Tardies***

Students who are not present in the cafeteria for morning announcement are tardy. Teachers may issue a consequence for irresponsible and disrespectful behavior if students are chronically tardy.

Students who arrive at school after the morning announcements begin must report to the attendance office for a Late Slip. Teachers/Teams may, at their discretion, assign chronically tardy students to after school detention, classroom clean-up, Lunch Detention for the duration of their lunch period, or another reasonable consequence. The teacher/team may make arrangements, if necessary, with the student's parent(s) and administrators, when necessary, prior to implementing after school or weekend consequences.

## ***Telephone Usage***

Students may use the **office phone** provided they ask for permission from a staff member. The office phone is typically reserved for emergency reasons. **Classroom telephones** should be used for detention, forgotten homework, or to notify parents of deviations from a pre-arranged plan. Classroom telephone usage will be at the teacher's discretion.

**Cell phones** may be used until the school day begins, and may be used after the last class of the day is dismissed. Cell phones must not be turned on or used during the school day, unless the student has received permission from and is being supervised by a staff member. This includes lunchtime and recess.

### ***Tobacco and Drug Free Zone***

The use of alcohol, tobacco or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. Therefore, all schools and district facilities are tobacco, alcohol and drug free sites. **The use of any alcohol, tobacco, or other drug products is prohibited within any district property, facility, or vehicle.** This prohibition also applies to all individuals attending events on school campuses or representing the district at school-sponsored activities that are held at locations other than district property.

### ***Valuables from Home***

Valuables from home are not required at school. Alta Vista Community Charter School and the Auburn Union School District are not responsible for any damage to or theft of these items, and may not assist students with their recovery. These items include, but are not limited to, the following: Cell phones, cameras, iPods, laptops, tablets, clothing, shoes, jewelry, and toys.

***Please leave your personal valuables at home.***

### ***Visitors-Family Friendly Campus***

All visitors, guests, and parents must check in at the main office front desk before entering any part of our campus, but are encouraged to come and volunteer in the classroom or just come and observe.

### ***Our Values***

In addition to encouraging everyone to have a good attitude, our school staff and community is committed to reinforcing **safe, responsible, good attitude and respectful** behavior. **The expected behaviors on campus will be taught to all students and consistently reinforced by all staff members.** This will provide a safe, orderly, and caring learning environment.