

# **GUAJOME LEARNING CENTERS**

## **2011-2012 Student Handbook**

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# GUAJOME LEARNING CENTERS

**MISSION:** Our mission is to inspire and mentor all learners to become responsible, critical thinking, global leaders through excellence and innovation in education.

## **PARAMETERS:**

- Excellence
- Accountable
- Innovative
- Student Centered
- Fiscally Responsible

## **BELIEFS:**

### *Excellence*

- We believe student potential is unlimited.
- We believe in using research based best practices to drive instruction.
- We believe in providing cutting edge experience.

### *Accountable*

- We believe in producing future global leaders who embody our mission.
- We believe that a community working together will achieve student success.
- We believe that a quality staff that engages in continuing professional development, collaboration, and peer mentoring, will result in academically competitive students.

### *Innovative*

- We believe charter schools equal innovation.
- We believe the future is made through education.
- We believe all students should have the opportunity to be creative, unique risk takers.

### *Student Centered*

- We believe all students thrive on success.
- We believe all students have strengths.
- We believe students are simpler than you think and more complicated than you can imagine.
- We believe all students can be active participants in their education.
- We believe authentic tasks lead to meaning, connection, and application.

### *Fiscally Responsible*

- We believe you don't have to spend a lot to learn a lot.
- We believe in looking for creative options to fund an innovative education.
- We believe that we must invest wisely to maximize student achievement.

## **EXPECTATIONS:**

All members of the GLC learning community – students, parents, and staff – work together to achieve the school’s mission and vision. As members of a community, each group has responsibilities to fulfill expectations of the other groups in the community.

### **Student Expectations**

Each student at GLC is required to meet the following pupil benchmarks to maintain satisfactory academic, attendance, and behavioral standing:

- Maintain a 98% attendance ratio per semester.
- Maintain 100% completion rate and 70% competency level on all class assignments, homework, and authentic assessments.
- Participate in the STAR, CAHSEE, or other testing programs designated by GLC or the State of California.
- Adhere to all academic, attendance, and behavior policies of GLC.

In addition, each GLC student is expected to:

- Reflect a positive attitude towards learning.
- Take responsibility for his/her own educational growth and development.
- Communicate proactively with GLC instructors, counselors, and administrators.
- Show respect for all GLC students, parents, and staff.
- Contribute and interact in a positive manner within the community.

### **Parent/Guardian Expectations**

Research shows that one of the most influential factors in student success is the involvement by parents/guardians in the student’s educational program. Parents/Guardians of GLC students are expected to:

- Insist on daily engagement in educational assignments.
- Monitor the daily and weekly completion of student’s work.
- Be actively involved in student’s learning program.
- Provide transportation to and from all school appointments and activities.
- Support the discipline codes and behavior guidelines of GLC.
- Complete all applicable school paperwork and meet stated deadlines.
- Provide or facilitate instructional assistance for student.
- Participate regularly and actively in parent meetings, activities, and workshops.
- Proactively ask questions or seek assistance from GLC staff.
- Stay informed by reading the GLC handbook, course catalog, and other school communications, and by visiting the GLC web site regularly.
- Show respect for all GLC students, parents, and staff.

### **Staff Expectations**

The GLC staff recognizes that they serve a diverse population of students who have varying learning styles and abilities. The education of GLC’s students will be most productive when instructors:

- Create and maintain safe and effective environments for student learning.
- Understand and organize subject matter for student learning.
- Communicate with and inform parents/guardians of student progress regularly.
- Plan instruction and design learning experiences for all students.

- Engage and support all students in learning.
- Systematically evaluate student achievement/performance with a variety of assessment tools.
- Continue to develop as professional educators.
- Correctly maintain all appropriate paperwork and meet all deadlines.
- Provide tutorial assistance/instruction when appropriate.
- Show respect for all GLC students, parents, and staff.
- Model Professional Behavior.

The goal of Guajome Learning Centers (“GLC”) will be to educate all members to strive to achieve the qualities of the Expected School-wide Learning Results (“ESLRs”) as listed below:

1. GLC students will be prepared for academic success in post-secondary education by:
  - Critically reading and responding to informational and literary text,
  - Communicating ideas in an organized manner,
  - Analyzing and developing solutions to problems,
  - Synthesizing multiple sources of information,
  - Understanding and implementing instructions, and
  - Utilizing technology to enhance learning or presentation of assignment.
2. GLC students will demonstrate proficiency with computer skills necessary in the 21<sup>st</sup> century by:
  - Demonstrating information literacy,
  - Participating in electronic communications,
  - Creating assignments using computer applications,
  - Publishing in an electronic format, and
  - Developing projects in order to display information/data with a computer application.
3. GLC students will demonstrate proficiency in the content areas by:
  - Creating visual displays and productions,
  - Producing products that meet objective expectations and standards,
  - Critiquing, writing, evaluating and analyzing assigned work and specific curriculum content,
  - Scoring proficient on formative and summative tests, designated assignments and general assessments
4. GLC students will be responsible citizens and possess a solid foundation for life-long learning by:
  - Attending meetings and classes by arriving punctually,
  - Being prepared to work individually and collaboratively,
  - Respecting themselves and others,
  - Contributing to their community, and
  - Demonstrating ethical usage of technology.

Guajome Learning Center students will exhibit ESLR achievement in the following areas upon graduation: Core academic standards, life-long learning skills, and social/interpersonal skills.

## **ACADEMICS**

GLC provides opportunities for students to participate in challenging learning experiences; and strives to offer students educational programs which are flexible, demanding, and appropriate. GLC includes programs for students who are better served with a more individualized learning approach.

GLC includes the following instructional platforms:

1. Small learning environments.
2. Technology-integrated instruction
3. Home School/Independent Study
4. Classroom-based seminars for core and elective courses

GLC provides opportunities for students to participate in challenging learning experiences in and outside of the classroom. GLC's multi-tiered programs for Grades Kindergarten-12 are based on the California Content Standards. Every student who gives evidence of a sincere desire to remain in school, to be diligent in his/her studies, and to profit by the educational programs provided will be given every opportunity to do so. GLC also encourages students to participate in the concurrent enrollment program with the local community colleges.

### **Grades Kindergarten – Grade 8**

The GLC primary grades (Home School Instruction) students have access to state adopted curriculum and texts, resources, enrichment opportunities, and seminar learning environments.

### **Grades 9-12**

GLC's Independent Study Program for Grades 9-12 provides students the opportunity for credit recovery and/or accelerated learning. The four core subjects (math, English, social science, science) are provided through an online learning system ("APEX") and an array of elective options are provided to fulfill the graduation requirements. The opportunity for credit recovery is available for students who are deficient in credits. The High School graduation requirements are addressed in the Course Catalog.

### **Special Education and Other Special Circumstances**

Identified Special Education students may take an alternative course of study as specified in an Individual Education Plan ("IEP") to meet state and local graduation requirements for a diploma. Additionally, within the guidelines of the IEP, if a student with a disability does not meet all state and local requirements for earning a high school diploma, then the local educational agency may award the student a certificate of completion in lieu of the traditional diploma.

### **Library**

GLC students will have access to the Guajome Park Academy library. The library is a great place to do research, reading, or studying. Hours of operation are posted on the Guajome Park Academy website [www.guajome.net](http://www.guajome.net). The following guidelines ensure that use of the library is a pleasant experience.

- No food, drinks, chewing gum, and/or candy in the library.
- Parents are invited to visit at any time as long as prior arrangements are made and the visitor procedures are followed.
- Respect students and staff while maintaining a quiet working environment.
- Clean up and respect your work station (furniture, computers, etc.) before leaving the library.

### **Library Check Out**

To check out materials, a current GLC student ID is required. At the beginning of each school year, a copy of the student's class schedule is acceptable as well as the previous year's ID from GLC. If a student loses ID, a \$10.00 replacement fee will be assessed.

## **Library Books**

- Library books are checked out for two weeks and can be renewed twice if there are no requests for the book.
- Reference books can only be used in the library and cannot be checked out.
- Videos can be checked out for one day only if not requested by a teacher.
- Library books and textbooks will not be checked out to anyone who owes a book or fine to the library. Report cards, diplomas, and official transcripts will also be held if materials are not returned and fines are not paid.
- Books or materials may be placed on hold by request if the book is currently checked out. The librarian will notify student when the item is available. The requested book will only be held for five days.
- Damage to book or barcode will result in a fine. For damages, including water damage, the entire cost of the book will be charged. For removal or destruction of the bar code, a \$5.00 fine will be levied.

## **Textbooks**

Textbooks are provided to students and are checked-out to the students through the library and the individual student is responsible for the care and return of the book. A student ID is required to check out any textbook or literature book. Textbooks are checked out for the duration of the class or lesson.

Please note:

- Each student is responsible for the books student has checked out. If the student turns in a different book, student is still responsible for the book checked out in student's name.
- Any damage to textbooks or literature books will result in a fine and/or charge for the full replacement costs of those items.
- Each student should carefully check for any previous damage at the time of check out and notify the librarian so that it can be noted in the book.
- Student must not destroy or remove the barcodes from library resources or a \$5.00 fine will be charged.
- It is recommended that students cover each textbook to help keep the book clean and from getting bent corners. Student should make sure not to tape covers to the actual book. Any damage caused will result in a fine.

Textbooks and literature books are to be returned to library staff in order to verify that the books returned are the books checked out.

## **Technology**

GLC is committed to providing students with opportunities to use technology in general education and in the development of information seeking skills, which are essential for learning, working, and living in the 21st Century.

GLC believes the Internet offers students a wide variety of resources which support student learning. It is GLC's goal to educate students about efficient, ethical, and appropriate use of the resources. The Internet connection will be used to meet the goals of GLC's curriculum. Specifically, students will have the ability to:

- Access a wealth of additional resources for reference and research
- Conduct searches, evaluate resources, locate relevant material, and interact with up to date primary sources

It is to be understood that Internet access for students is a privilege, not a right. Proxies may not be used to access blocked Internet sites.

All computers connected to the GLC network systems are GLC owned equipment. Students are not allowed to bring personal computers to school, and connection of personal computers and/or USB key drive devices to the GLC networks is a violation of the rules for use of GLC technology.

Considering the provisions mentioned above, GLC will not assume responsibility for:

1. The reliability of the content of a source received by a user. Students must evaluate and cite sources appropriately.
2. Costs that the student incurs if a product or service for a fee is requested by student.

3. Though every effort will be made to ensure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or other students. In this event GLC is not responsible for the consequences of disruption in service.
4. Privacy of email; though GLC does support privacy of e-mail, users must not assume that this is guaranteed. The technology coordinator and GLC administration reserves the right to investigate possible misuses or to monitor any e-mail connected through GLC's computers.

In order for a student to use the technology and to gain access to the network, student and parent(s) must sign the Acceptable Computer and Internet Use Policy ("AUP"). Revocation of Internet and/or email access will only be for violation of policy, the AUP, school rules, and/or for disciplinary issues/incidents. The Internet user and parents understand that student accesses the Internet at student's own risk.

### **Acceptable Computer and Internet Use Policy ("AUP")**

Regulations and procedures provided in the GLC AUP provide students, parents, and staff with information about the privileges and responsibilities of using the Internet and school computer networks and resources. Students, parents, and staff are required to read and sign the agreement.

### **Assessments**

By utilizing a variety of assessment tools, teachers and parents gain a more complete picture of a student's ability level and academic growth. GLC's assessment system incorporates daily work, authentic assessments, and comprehensive tests. Students demonstrate the knowledge, concepts, and skills that should be acquired during the school years by performing course-related tasks that are valued in the workplace, in higher education, and throughout society.

### **California Standardized Testing and Reporting Program**

One part of the state testing system is the Standardized Testing and Reporting ("STAR") Program. This program is administered annually, and was authorized in 1997 by state law (CCR, Title 5, Div. 1, Ch 2, §3.75). The purpose of the STAR Program is to measure how well students are learning basic academic skills based on California State Standards. ***The results from STAR may be used as one measure for placement in academic classes.*** All Guajome Learning Center students in Grades 2-11 participate in the STAR Program.

The STAR Program includes four elements:

- *The California Standards Tests ("CST") are a major component of the STAR Program. The CST's are developed by California educators and test developers specifically for California. The tests measure Grades 2-11 student progress toward achieving California's state-adopted academic content standards, which describe what a student should know and be able to do in each grade and subject tested.*
- *The Standards-Based Tests ("STS") in Spanish are multiple choice tests that are required for Spanish-speaking English learners. The STS is administered to students in Grades 2-11 and to students who meet the criteria for taking the end-of-course Algebra I and Geometry tests. Items on these tests are developed by bilingual, bi-literate California educators and test developers, and are written specifically to assess a student's achievement of California's content standards in reading/language arts and mathematics.*
- *The California Modified Assessment ("CMA") is a grade-level test for students who have an IEP, are receiving grade-level instruction, and, even with interventions, will not achieve grade-level proficiency within the year covered by the student's IEP. The purpose of the CMA test is to allow a student with disabilities a greater opportunity to demonstrate achievement of the California content standards in English-language arts, mathematics, and science. Eligible students in Grades 6-7 will complete a writing assessment as part of the CMA English-language arts test.*
- *The California Alternate Performance Assessment ("CAPA") is administered to students in Grades 6-11 with significant cognitive disabilities who are unable to take the CST or the CMA.*

### **Early Assessment Program**

The Early Assessment Program (“EAP”) developed in collaboration with the California Department of Education, the State Board of Education, and the California State University (“CSU”) system. The program is a voluntary assessment program designed to provide students in the eleventh grade early indicators for college-level English and mathematics readiness. Students who seek to enroll in a CSU or California Community College (“CCC”) complete the EAP Readiness for College English and Mathematics EAP Augmentation sections on their answer sheets during STAR testing. The EAP results are only released to the CSU or CCC through this process. By taking this assessment, students may be exempt from having to take an English and/or mathematics placement exam for the CSU or CCC system. It will be strongly encouraged that all juniors take this test.

### **College Placement Exams**

Many colleges require placement exams in subjects such as English, reading, and mathematics to assess a student’s current skills to help determine appropriate placement in courses. A student who meets specific college requirements may be exempt from college placement exams. Student should contact individual colleges to determine placement exam policies and procedures.

### **ReadiStep – An 8<sup>th</sup> Grade Assessment**

A low-cost eighth-grade assessment is available in order to help students on the College Readiness Pathway. College Board developed this exam as part of the integrated assessment system that includes the PSAT/NMSQT and SAT. These feedback tools help educators identify and close achievement gaps from middle school through high school to help all students graduate ready for the rigors of college. Readistep helps identify the skills students need to develop, and it identifies students who are ready for more challenging course work.

### **California High School Exit Exam**

California public school students must pass the California High School Exit Exam (“CAHSEE”) in order to receive a high school diploma. This graduation requirement was authorized by *California Education Code 60851*, and became state law in 1999. The purpose of the CAHSEE is to ensure that a student who graduates from high school can demonstrate grade-level competency in the state content standards for reading, writing, and mathematics. Tenth grade students have one opportunity to take the CAHSEE during the school year. Students in eleventh grade, who have not yet passed both parts of the exam, have two opportunities to take the test and twelfth grade students have five opportunities. Guajome Learning Center will send testing notifications to all eligible students prior to each testing date.

### **California English Language Development Test**

All students who indicate home language is other than English are administered the California English Language Development Test (“CELDT”) are tested within thirty days of initial enrollment and at least annually thereafter between July 1 and October 31 until re-designated as fluent English proficient. Guajome Learning Center will provide notification to all parents of Guajome Learning Center’s responsibility for CELDT administration and of CELDT results within 30 days of receiving results from Guajome Learning Center’s publisher. The CELDT shall be used to fulfill the requirements under the ESEA for annual English proficiency testing.

### **PSAT/NMSQT**

The Preliminary SAT/National Merit Scholarship Qualifying Test is a program co-sponsored by the College Board and National Merit Scholarship Corporation. It is a standardized test that provides firsthand practice for the SAT, as it measures critical reading skills, math problem-solving skills, and

writing skills. The PSAT will be an optional assessment (yet highly encouraged) for students in Grades 9-11, and will be offered in October. Students must sign up and pay a registration fee for this test.

### **College Entrance Testing**

Many colleges require entrance exams to measure and compare the student's ability with other students from different schools to college-level work. College exams are not the only criteria the school reviews for admission. Colleges also review the student's academic performance, submitted application with essays and recommendations, and the student's outside activities. However, the college entrance exam is a key measurement, so students are encouraged to prepare thoroughly in order to perform well.

There are two major college entrance exams. Students will be directed to check with each applicable college to see which exam(s) is required. Students will be encouraged to consider taking the ACT and/or SAT tests by the spring of the eleventh grade year. A student may repeat the tests to improve the scores for college eligibility. A student applying for admission to the fall term must take these tests no later than the fall of senior year, preferably earlier, to ensure that student's application receives prompt and full consideration.

### **Other**

Other assessments may include a Student Portfolio, the Armed Services Vocational Aptitude Battery ("ASVAB"), and various vocational assessments. Additionally, Guajome Learning Center students will be required to participate in all applicable mandated school assessments, including but not limited to:

- Benchmark assessments
- Instructor assigned authentic assessments
- Instructor assigned comprehensive tests
- Pre and post assessments
- Service Learning Project
- Senior Graduation Portfolio
- Graduation exit outcomes

### **High School Student CST Incentive**

High School students are provided an opportunity to receive a grade bump on their transcript as an incentive to score proficient or advanced and/or improve performance on the CST's.

- A student who scores **proficient** or **advanced** on a CST will receive a **half letter grade bump** for the respective year long course.
- A student who **increases any level** on the CST will receive a **half letter grade bump** for the respective year long course.
- If a student qualifies for a grade bump, the parent/guardian will be responsible for initiating the petition with the Registrar for a grade change.
- The grade bump will be posted on the student's transcripts prior to the spring semester of the following school year.

Examples:

- A student who scores proficient in an English CST will receive a grade bump for each semester of the English level course. If the student earned a C for the fall semester, the student's grade for the course would be bumped to a C+; and if the student earned a D+ for the spring semester, the student's grade for the course would be bumped to a C-.
- If a student who previously scored far below basic on an Algebra 1 CST earns below basic on the Mathematics Grade 7 CST, the student will receive a grade bump for each semester of their Algebra 1 course. If the student earns an F for the fall semester, the student's grade for the course would be

bumped to a D-; and if the student earned a B for the spring semester, the student's grade for the course would be bumped to a B+.

The form used to petition for a grade bump is available from the Registrar in the Guidance Department. Petitions must be completed and submitted on or before September 30 for the prior year grading period.

### **Academic Policies**

1. All students are expected to engage in assigned work each GLC scheduled school day.
2. All students must sign an agreement to abide by the policies and expectations stated in the GLC Student Handbook and the Course Catalog.
3. Students must abide by the GLC Acceptable Use Policy (computer contract – see “AUP”).
4. Students are expected to abide by the GLC Master Agreement signed upon enrollment at GLC.

### **Academic Probation**

A student who, at the end of a grading period, earns a grade point average below 2.0 and/or are not on track with graduation requirements will be placed on academic probation. A Student Intervention Plan (“SIP”) will be initiated and a meeting held with the student by either counseling or administration. During this meeting, a written plan of action will be determined to support the student engaging expectations and commitments from school, student, and parent.

A student who fails to implement the action plan and stay academically compliant may be considered for an alternative educational placement and/or may jeopardize their placement at GLC.

### **Academic Integrity Policy**

Honest behavior and integrity is an expectation for all students at GLC. GLC is committed to creating an ethical academic atmosphere. Specific types of academic dishonesty, which will result in disciplinary action, are defined below:

1. Cheating - any intentional giving of or use of external assistance relating to an examination, test or quiz without explicit permission of the teacher. This includes looking on another student's paper, sharing answers, copying another student's paper, or using answers written on a cheat sheet, part of the body, the desk, etc.
2. Fabrication - any intentional falsification or invention of data, data citation, or other authority in an academic exercise.
3. Unauthorized collaboration - while collaboration is often encouraged, unauthorized collaboration is not permitted.
4. Plagiarism - any intentional representation of other's ideas, words, or works as one's own. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another to copy, without the permission of the teacher, is also engaged in plagiarism.
5. Alteration of materials - any intentional and unauthorized alteration of student, teacher, or library materials.
6. Forgery - any unauthorized signing of another person's name to school related documents.
7. Theft - any theft of materials.
8. Transfer of unauthorized materials - any giving or selling of unauthorized materials.

### **Consequences of Academic Dishonesty**

Consequences are listed in this handbook; Behavior section; Behavior Matrix.

All incidences of academic dishonesty must be reported to the appropriate designated staff member and recorded in the student's cumulative file.

### **Withdrawals from School**

Students planning to transfer to another school must present a written request from a parent/guardian (or student over the age of 18) to the Registrar. The Registrar will issue a withdrawal slip for the student to present to teachers (on the last day of attendance) in order to receive grades, return textbooks, and clear all debts (i.e. library fines).

Transcripts will be sent to the student's new school upon request. Withdrawing from school for any reason requires contact or a meeting with a Counselor and/or Administrator prior to withdrawal. California state laws require all students to enroll and attend school until they have received a diploma or are 18 years old.

A student in good standing who voluntarily withdraws from GLC during the first two weeks of a school year is eligible for re-enrollment if space is available.

A student who is dismissed from GLC due to non-compliance will be eligible to apply for re-enrollment if student is in good standing upon application. A dismissal from GLC, due to non-compliance, is for a period of the semester in which the dismissal occurred plus two additional semesters (up to 18 months). Student may appeal and request a conditional re-enrollment.

### **Student Transfers**

High school students may submit transfer requests from GLC to a district school. Students must be grade-level credit compliant and have a current transcript available. Students transferring into GLC from any high school must meet GLC graduation requirements in order to receive a diploma. For coursework offered at GLC, work in-progress will be considered. For courses not offered at GLC, credit may not be given to students for these courses.

### **Repeated (Remedial) Classes**

Only a grade of "D" or "F" can be repeated. Students who fail a course required for graduation must repeat the course and earn a passing grade. An "R" will be placed next to the original grade on the transcript, and the new grade with the appropriate credit will be recorded in the year the course is repeated. It is highly recommended that students retake failed courses in the alternative sessions immediately following the corresponding school year. Please note that NOT ALL courses are available through an alternative means. Students may need to go to other accredited institutions in order to retake a course. Students are strongly encouraged to repeat any course in which a "D" or lower grade was earned. (UC and most four year colleges do not accept grades of "D" or lower.) Only the new grade will be used in computing the grade point average. Please refer to the course catalog and contact the Counselor for specific subject area course requirements.

### **Incomplete Grades**

Upon Administrative approval, a student may receive an incomplete ("I") only when some occurrence beyond the student's control prevented completion of the class requirements on time. A student will be required to make up an incomplete grade within two weeks of the end of the term following the term which the "I" was given. If course requirements are not completed within two weeks, a "zero" maybe be given for the incomplete work and a final grade will be determined and recorded.

### **Homework/Missed Exams/Late Work Policies**

Each teacher has his/her own policy for homework, missed exams, and acceptance of late work. It is the student's responsibility to become familiar with the teacher's policies and adhere to them. Some grade levels or subject areas establish a common grade level policy on late work. Teachers will let students know if there is a common grade level or subject area policy for late work. School policy will provide late work make up based on the number of days of excused absences plus an additional two days to complete the work to avoid any teacher late policies. Upon return from absence, students are responsible to make immediate contact upon return with teachers to collect and submit missing work during this window. Make up work for unexcused absences is at the sole discretion of the teacher.

### **Off-Campus Credit Policy**

GLC encourages students to attend community college and complete credits that will be applied towards either high school credit to meet graduation requirements or college credit after graduation from GLC. GLC has approved off-campus course guidelines and forms for both MiraCosta and Palomar community colleges. GLC students wishing to receive credit at GLC for classes taken from accredited institutions off campus (i.e. other high school programs, college, on-line courses, etc.) must complete a "GLC Off-Campus Credit Approval Form" **PRIOR TO ENROLLING IN AN OFF-CAMPUS CLASS**. Forms may be obtained from the High School Counselor. The

Counselor will maintain a copy of the completed and approved form. The official “GLC Off-Campus Course” guidelines are detailed in the GLC Course Catalog.

### **Work Permits**

All students and persons under 18 years of age, including emancipated minors and high school graduates, **MUST** have a work permit to be legally employed. Work permits are issued by the Work Experience Coordinator or designee and are valid for one school year at a time. Students must renew work permit yearly, as well as each time they change jobs. Students who are not performing well in school, have excessive tardies/absences, or who engage in behavior that leads to expulsion, risk having work permit taken away by school personnel, meaning student may no longer legally remain employed. Additionally, students may **NOT** be employed during scheduled school hours.

### **Student Representation**

Students who participate in internships, job shadowing, or other opportunities in the community are representing GLC and must adhere to GLC rules, regulations, and appropriate behavior, as outlined in this handbook under *Expectations*, keeping in mind to represent GLC properly at all times. Students who violate GLC rules and regulations or engage in behavior that reflects negatively on GLC will no longer be allowed to participate in these activities.

### **Transcripts and Records**

College applications, and sometimes a job application, require a copy of school grade record. Transcripts are maintained by the Registrar. A student may request that transcripts be sent to another school by completing a transcript request form in the Registrar’s Office. Transcript request forms will require a parent/guardian signature. If the student is 18 years of age, student may sign the transcript request form. Please allow five business days for these requests to be processed. There is no charge for the first transcript. For the second request and beyond, a \$2.00 charge must be paid at the time of the request (cash or money order only).

## **ATTENDANCE**

Student attendance is the most essential element of meeting the educational needs of the student. GLC expects students to maintain a minimum of 98% attendance rate. This practice aligns with GLC's mission of excellence and accountability, which supports student success. GLC's desire to provide "real-world" accountability of being on time to scheduled appointments and/or class and taking personal responsibility for attendance is a life skill that the student's future employers will always value. GLC desires to equip students to embrace ownership and responsibility and be a productive part of the future workforce. And finally, student attendance provides resources for GLC to support programs that enrich the learning environment.

GLC's student attendance is determined by a combination of value of work completed and daily engagement.

GLC recognizes that families may not evenly distribute student's work assignments over weekdays. However, due to strict state law requirements for charter school attendance, the Charter School expects each student to be engaged in an educational activity required of them in the assignment on each weekday that GLC is in session, and asks that this "daily engagement" be documented on a daily basis on these forms by the parent/guardian. This should not be read to prohibit schoolwork on weekends and should not be read to dictate the manner in which a family distributes the assignments over the independent study period.

GLC asks that a parent/guardian refrain from documenting any "daily engagement" on a day where a student did not engage in any educational activity required of them by the assignment. Work done on weekends or other days when school is not in session cannot be used to "make-up" weekdays where no "daily engagement" occurred.

Because of the nature of Independent Studies and how attendance is mandated based on daily engagement of assigned work, there are no excused or unexcused absences. Attendance compliance is based upon completion of work within the stated timelines.

The Attendance Office phone number is (760) 631-8500 ext. 1122. After school hours, a voicemail message may be left at (760) 631-8505.

### **Leaving School Early and On-Site Access**

Because GLC is an independent studies program, labs and enrichment classes are primarily voluntary in nature. Some courses and seminars may have specific attendance expectations that must be maintained for continued placement and access. Administration and staff can require students to leave campus if they are not following designated policies and classroom expectations. On-site access to all seminars, labs and support classes and programs are a privilege and not a right. Attendance, behavior and academic compliance must be maintained at all times to maintain these privileges. Students between grades K-8 must have a parent/guardian with them while on-site unless students are participating in enrichment or designated extra-curricular activities. The Antique Gas and Steam Engine Museum ("AGSEM") is considered part of GLC's campus; however, students are only allowed in designated areas. These areas will be communicated to you by your case manager. Additionally, students are only allowed to travel to the GPA site during school hours if the student has been given approval by administration or designee, or is being supervised by staff member/authorized adult.

## **BEHAVIOR**

The GLC community promotes a safe, positive learning environment where all students are empowered to become decision-makers, take ownership for their actions, inspire life-long learning, and become responsible productive citizens. Citizenship in a democracy requires personal responsibility and respect for the rights of others. Student conduct shall reflect consideration for the rights and privileges of others, and cooperation with all members of the school community is expected. Students are required to respect self and others and to follow directions from GLC staff. *Expectations* for student behavior are outlined in section *About Guajome* in this handbook.

## **Student Intervention Policy**

Student Non-Compliance and Dismissal Procedures: Satisfactory attendance, behavior, and academic standing are required for continued enrollment in GLC. Attendance, behavioral, and academic requirements, expectations, and policies are outlined in this handbook, which each student receives each year upon enrollment. Each student and parent/guardian is responsible to review and understand the information presented herein. Administration is available to provide additional clarification of the handbook upon request.

Classroom policies are distributed by individual teachers to student/parent at the beginning of each school year. Such policies align with the GLC charter, policies, and procedures outlined in this handbook and the GLC Board adopted policies, procedures, and regulations.

Administration regularly monitors individual student attendance, behavior, and academic standing. A student's failure to maintain compliance with attendance, academic, and/or behavioral expectations will result in the implementation of the following intervention strategies.

- Administrator, designee, and/or Counselor meet with the student and create an *Intervention Action Plan* that documents concerns and indicates methods of resolution to address the student's needs. The *Intervention Action Plan* will be provided to the student and parent.
- If the *Intervention Action Plan* does not result in the student regaining and maintaining satisfactory standing, a *First Warning Letter of Non-compliance* is sent to the parent/guardian listing concerns and recommending that contact be made with the teacher.
- If the non-compliant status continues or recurs, a *Second Warning Letter of Non-Compliance* is sent to parent/guardian requesting that immediate contact be made with administration.
- Continued or recurring non-compliance will result in a placement review by an administrative panel. The review may result in dismissal from GLC. A decision to dismiss student from GLC, will result in a formal *Notice of Dismissal* and notification of the dismissal to the student's district of residence. Additionally, the parent/guardian will be informed of California's compulsory attendance laws.

A student who receives the Second Warning Letter of Non-Compliance will lose all privilege of participating in co and extra-curricular activities including, but not limited to, athletics, senior activities, drama productions, dances, and other after school events.

A student who commits flagrant or recurring violations of the discipline and behavioral guidelines may be subject to immediate review and dismissal or loss of on-site privileges.

## **Petitioning a Notice of Dismissal**

A dismissed student from GLC who has received their final non-compliance letter has the right to petition the school for re-admittance. To petition the Notice of Dismissal, the petitioner (parent/guardian or student over 18 years old) must submit a signed and dated letter, petitioning the dismissal. The GLC administration must receive the letter within ten (10) business days of the dismissal date.

Support documents may include:

- An explanation indicating special circumstances, which in the opinion of the petitioner warrant a suspension of the dismissal.
- Support documentation (i.e. input from teachers, parents, student) advocating a suspension of the dismissal and return to GLC based on extenuating circumstances or a commitment to remediate the issues
- A plan that leads to student success at GLC
- A request for an oral presentation to petition the panel for re-admittance into GLC

Upon receipt of the petitioning letter, GLC will conduct a review within ten business days of receipt of the petition. The petitioner will be notified of the decision by phone within three workdays of the review and by a written confirmation, which will be mailed. The panel review decision is final.

### **Distribution of School-Related Publications**

Publications, advertisements, or other written materials may not be distributed on campus without prior administrative approval. If a school club wants to advertise an event, administrative approval is required. Designated areas are provided for display of approved materials.

### **Dress Code**

Student behavior is greatly improved, which leads to a more productive working environment, when a student is dressed appropriately for school. GLC has established a dress code that gives families flexibility in the way their student dresses. Use good judgment when dressing for all activities and when on campus; including but not limited to; all school related events or attending your case manager meetings. A student will not be allowed to remain at school in clothing that is inappropriate or otherwise unsafe, offensive, or disruptive to instruction. Consequences for inappropriate clothing range from a simple change of clothing and/or detention to student suspension from school, depending on the specific infraction of school policy.

**State law requires that students wear shoes at all times.**

### **The following clothing items are not allowed:**

- Visible undergarments or midriff/backless tops or dresses/tube tops/overalls with inappropriate skin exposure
- Shorts with less than a three inch inseam or that are inappropriately worn or tattered
- Revealing clothing; if needed, appropriate clothing will be provided in the GLC Health Office.
- Tank style underwear shirts with less than 1 ½ inch wide straps
- Excessively large pants that sag or drag on the ground; pants with one leg rolled up
- Belt buckles, wristbands, belts, jewelry, or any clothing with spikes
- Chains
- Clothing written on or marked in a “tag” or graffiti style
- Clothing displaying inappropriate images/messages such as alcohol, tobacco, drugs or violence
- Clothing displaying images/messages that may be offensive to others and would be interruptive to the learning process
- Rings or jewelry that could be considered a weapon or choker style pet chains
- Gang style clothing or accessories including gang colors or emblems; this includes bandanna print scarves, hairnets, hoods, etc.

**Repeated violation of the dress code(s) shall be considered disruption of school activities and/or willful defiance of valid school personnel authority. Appropriate consequences shall be specified and implemented according to the discipline policies and may lead to suspension, expulsion, or dismissal from GLC.**

### **Drug/Alcohol Possession**

If a student possesses, uses, sells, or otherwise furnishes a controlled substance, an alcoholic beverage, or an intoxicant of any kind while on school grounds, while going to or coming from school, during lunch period on or off campus, during or while going or coming from any school sponsored activity, student will immediately be suspended and may be subsequently recommended for expulsion. Student may be referred to law enforcement. Upon further investigation, expulsion may be recommended. If student offers, arranges, or negotiates to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then sells, delivers, or otherwise furnishes another person something that looks like that controlled substance/alcoholic beverage, the same penalties listed above apply.

### **Electronic Devices**

#### **A. Cell Phone Use**

Cell phones are not to be used inside any school building. Cell phones must be off except for: before and after school, and during break, lunch, and passing periods. Cell phones are not suitable calculators in classes and are

not to be used as a calculator or utilized as an iPod platform to listen to music. Cell phones are not to be used to access the web, to send text messages during instructional time, or for any use other than as a phone. A student is expected to always follow adult directions regarding cell phone use. The following protocol for violation of cell phone rules will include:

1. First Violation - if phone is out – the teacher will take the phone and the student must retrieve the phone from the teacher at the end of the day.
2. Second Violation – if phone is out – the phone will be given to administration and the student must retrieve the phone from an Administrator at the end of the day.
3. Third Violation – if phone is out – the phone will be given to administration and the student’s parent/guardian must retrieve the phone from an Administrator.

### **B. Personal Audio Devices**

Personal audio devices may be used during non-instructional time and must be off except for: before and after school and during break, lunch, and passing periods. In-class use is only allowed with teacher discretion and permission. The volume of personal audio devices should be at a safe, respectable level. No external speakers are allowed. A student is expected to always follow adult directions regarding personal audio device use. The following protocol for violation of personal audio devices will include:

1. First Violation - if personal audio device is out – the teacher will take the device and the student must retrieve the personal audio device from the teacher at the end of the day.
2. Second Violation – if personal audio device is out – the device will be given to administration and the student must retrieve the personal audio device from an administrator at the end of the day.
3. Third Violation – if personal audio device is out – the device will be given to administration and the student’s parent/guardian must retrieve the personal audio device from an administrator.

### **C. Other Electronic Devices**

All other electronic devices **will not** be used or turned on anytime during the school day, unless a teacher gives permission to an individual student.

**Bringing electronic devices to school is not recommended. Students have access to school phones upon request or for emergency purposes. If parent/guardian has an urgent need to contact students during school hours, the parent/guardian may contact the front desk and the message will be relayed to the student. A parent/guardian is not to call a student during instructional time as this disrupts the instructional environment and places the student in violation of the school policy. If a student chooses to bring an electronic device to school, GLC is not responsible for loss or theft.**

### **Facility Rules**

To ensure the safety for all GLC students, students are allowed in student-designated areas only. Non-student areas include but may not be limited to elevators, railings, retaining walls, roofs, building ledges, blocked walls, planter bed areas, fire lane, etc. A student must follow GLC staff directions and refrain from disruptive and unsafe behavior at all times. A student in violation of facility rules may receive a non-compliance letter and may be subject to discipline and/or dismissal from GLC.

### **General Information**

The following behaviors are not permitted on or near campus, on the way to or from school, or at any school function regardless of location. Students pretending to engage in any of the behaviors listed may be subject to the same consequences because pretending disrupts school activities. The behaviors are punishable by detention, suspension, removal from class, restitution, expulsion, and/or dismissal from GLC. (A list of offenses that, if committed, can lead to disciplinary action, are included in this handbook. However, this list does not preclude GLC from implementing disciplinary action, at administration’s discretion, for behaviors deemed inappropriate that may not be included in the list.)

## **Electronic Surveillance**

Video recording systems are installed and used at any time for purposes including, but not limited to, the following:

- the security of the facility
- to inhibit vandalism to the site and other misconduct on the site
- evidentiary purposes

The Superintendent, or designee, oversees the implementation and operation of the video recording system and will comply with the following guidelines and restrictions:

1. The video cameras will record pictures only, and will not record such areas as inside restrooms, classrooms, or counselor offices, as opposed to areas generally accepted as public, such as, but not limited to:
  - outdoor campus areas
  - parking lots
  - walkways and hallways
2. The video cameras will generally not be monitored and are intended to read and store the images for future reference.
3. The video cameras may be programmed to record continually.
4. Video recordings may be erased, deleted, or destroyed after ten (10) days, unless there is an administrative decision to maintain recordings for a longer period of time.
5. Video recordings are the property of GLC and may be reproduced only as permitted by law.
6. The automatically operating video cameras might record conduct upon school grounds and may not be continually monitored.
7. Video cameras will not record audio.

## **Fighting and Intimidation**

Fighting and intimidation are not tolerated and are dealt with immediately. If student engages in intimidation or fighting, student is subject to suspension and/or possible immediate expulsion from GLC. Engaging in any violence (hitting, throwing, fighting, etc.) may result in referral to law enforcement authorities depending upon the act committed. Parents may be held liable for their student's actions, which mean they can be held financially responsible for a crime that their student commits

## **Law Enforcement Notification**

1. Law enforcement shall be notified prior to suspension or expulsion of student of any kinds of acts, which may constitute an assault upon another with a deadly weapon or instrument other than a firearm, or, by any means of force likely to produce great bodily injury.
2. Law enforcement shall be notified of any acts of a student that may involve bringing or possessing a firearm, dirk, dagger, knife having a blade longer than 2 ½ inches, folding knife with a locking blade, a razor with an unguarded blade, a taser, or stun gun.
3. Law enforcement shall be notified within one school day after suspension or expulsion of any acts of a student that may involve the use, possession, or sale of narcotics, or a controlled substance, alcohol, or an intoxicant of any kind.
4. Law enforcement has the right to meet with student without prior parent/guardian permission. However, notification will be provided to parent/guardian by GLC at some point whether before, during, or after incident involving law enforcement.

## **Non-Harassment and Non-Discrimination Policy**

GLC is committed to providing an academic environment that is free from all forms of intimidation, exploitation and harassment, including sexual harassment. In keeping with that commitment, the school maintains a strict policy prohibiting harassment based upon race/color, national origin, ancestry, sex/gender, sexual orientation, citizenship, age, religion, disability, medical condition, or any State protected class. This policy prohibits all types of harassment, including verbal, physical, and visual harassment. Any student who believes that he/she has been the victim of unlawful harassment should immediately report the matter to a teacher, Counselor, and/or Administrator. Complaints of harassment will be promptly investigated and appropriate corrective action will be taken. Anyone who violates this policy will be subject to discipline, up to and including dismissal or expulsion. In all instances of

alleged harassment involving members of the GLC community, such incidents shall be reported immediately by the teacher, Administrator or designee, or Counselor receiving such allegations to the Superintendent and/or designee.

### **Off Limit Areas**

Students are not to visit off limit areas during school hours. Areas that are off limits at all times during the school day are:

- The parking lots
- Public streets adjacent to campus
- Other classrooms
- Museum grounds
- Sidewalks along the perimeter of the school
- The area behind the gym/wellness center

### **Parking Permits**

If a licensed student wishes to drive to and park at school, student must have a valid and up-to-date parking permit issued by the school. Student must obtain parking permit application forms from lower floor of Administration Building, complete the required forms, and return completed forms with originals of the following: driver's license, car registration, and proof of car insurance. Student signature is required to process the application. If the application is approved, a parking permit will be issued and placed on/in the student's car. Students are required to park in designated areas, and parking permits must be displayed on vehicles.

Parking at GLC is a privilege. If a student violates school rules, the permit to park on campus may be suspended or revoked. If a student is in receipt of a non-compliance letter during the current year, student may be ineligible for parking privileges. If any unauthorized vehicle is located on GLC's campus without permission, it can be towed at owner's expense. Additionally, all vehicles can be searched without owner consent per local ordinance.

Students are expected to engage in safe driving practices within and outside school grounds. If student engages in unsafe driving on campus property (speeding, failure to yield to pedestrians, etc.), student's driving permit may be suspended or revoked as well as other consequences may be assigned.

Summary of DMV law:

1. A driver with a provisional driver's license must be accompanied and supervised by guardian or other licensed driver 25 years of age or older, or by a licensed or certified driving instructor when:
  - Transporting passengers under 20 years of age at any time, for the first **twelve months**;
  - Driving between 11:00 p.m. and 5:00 a.m. for the first **twelve months**.
2. When student turns 18 years of age, the provisional part of your license ends.

A student must have a signed parent/guardian permission slip prior to being a passenger in another student's vehicle. The driver must meet DMV criteria #2 outlined above in order to have a passenger in the vehicle.

### **Personal Items**

GLC is not responsible for loss of student's personal items. If a student brings personal items to school, the student is responsible for potential loss of items.

### **School Property Damage**

California Law permits the charter school to hold parents liable for damages caused by their student for up to \$16,675 on any equipment, materials, and/or school property; *Civil Code 1714.1*.

### **Student Drop-off and Pick-up**

For safety of students, drop off time is after 7:45 a.m. each school day. Pick up time is no later than 3:15 p.m. Monday-Thursday and 1:15 p.m. on Friday. If a student is participating in an afterschool program, pick up time is no later than 30 minutes after the class is finished.

## **Public Displays of Affection**

Public displays of affection are defined as anything determined to be inappropriate by school staff members. Inappropriate behavior includes but is not limited to sharing chairs or sitting on someone else's lap (regardless of the gender), kissing, hugging, inappropriate touching, etc. If a teacher or other GLC staff member asks student to stop the behavior, student must do so. Failure to stop the behavior when asked is equivalent to defiance and subject to disciplinary action.

## **Robbery, Theft, or Extortion**

Robbery or extortion is strictly prohibited. Students are not to steal, attempt to steal, or knowingly receive stolen property. Such acts are punishable by suspension, expulsion, police intervention, and/or dismissal from GLC.

## **Search and Seizure**

GLC recognizes and has determined that the occurrence of incidents which may include the possession of firearms, weapons, alcohol, controlled substances, or other items of contraband prohibited by law or GLC rules and regulations, jeopardizes the health, safety, and welfare of students and GLC employees. Incidents which jeopardize the health, safety, and welfare of GLC students and employees may necessitate the search of students and their property.

### **1. Student Searches**

A student's person and/or personal effects (e.g. backpack, purse, etc.) may be searched if a school official has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or GLC rules and regulations, including, but not limited to, possession of illegal, unauthorized, or contraband materials. Illegal, unauthorized or contraband materials include those materials which are dangerous to the health or safety of students or GLC employees, are disruptive or potentially disruptive, or which have been cited as unauthorized in school rules or regulations.

Any search of a student and/or their personal effects shall be conducted by a school official of the same gender as the student and in the presence of another adult witness. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction. For example, if a school official has reasonable suspicion to believe that a student has on his or her person an item imminently dangerous to the student or others, a more intrusive search of the student's person may be conducted.

In no case shall a strip search be conducted by school officials. These types of searches are prohibited by law and require a student to remove or arrange some or all of their clothing, and undergo the inspection of parts of the student's body.

A search of a group of students where no particular student within the group is suspected may be conducted only if there is reasonable suspicion of conduct imminently dangerous to students, others, or school property.

Prior notification to parent/guardian is not required. Refusal by student to cooperate with search could result in dismissal from GLC.

### **2. Vehicles**

Students are permitted to park on school premises. However, any public school ground utilized by any student contained therein or any other area that may be set aside for the personal use of the student remains under the exclusive control of GLC. As such, student vehicles may not be used to store illegal, unauthorized, or contraband materials.

Pursuant to California Vehicle Code 2113, the acceptance and use of the parking facilities for privately owned vehicles on school campus by any student shall constitute consent by the student to the search of such vehicles by authorized school personnel and/or law enforcement.

## **Sexual Harassment**

Sexual harassment means unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. GLC recognizes that harassment on the basis of gender is a violation of both federal and state employment discrimination laws as well as Board policy and administrative procedures. GLC is committed to providing students with an academic environment free from sexual harassment and will not tolerate such conduct on the part of any student or GLC employee. Any student with a complaint of sexual harassment should notify an adult staff member including, teacher, Counselor, or an Administrator who will begin the complaint process contained in GLC's administrative procedure. Copies of the administrative procedures may be obtained from the school. No individual will suffer reprisals from reporting incidents of sexual harassment or making any complaint.

## **Student Freedom of Speech and Expression**

Students attending GLC have the right to exercise free expression and communicate appropriately through the use of designated areas which have been identified by administration such as; bulletin boards, distribution of printed materials or petitions, and wearing buttons, badges and other appropriate insignia. GLC respects students' rights to express ideas and opinions, take stands and support causes, whether controversial or not, through their appropriate speech, their writing, their clothing, and the printed materials they choose to post or distribute which do not disrupt the learning environment of GLC. Students cannot use school equipment to duplicate, produce, or facilitate reproduction and/or distribution of any materials that are non-school sanctioned.

Student liberties of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health, and safety of all members of the school community.

### ***Circulation of Petitions and Other Printed Matter***

Students shall be allowed to distribute petitions and other printed matter subject to these procedures. GLC administration will designate a location for posting and distribution of materials. Distribution will be limited to designated location. Students (unless receiving administrative approval) cannot use school property to copy, create or reproduce any material for personal use and/or communication.

The time of distribution shall be limited to the half hour before school begins, during lunch period, and the half hour after school is dismissed.

The manner of distribution shall be such that coercion is not used to induce students to accept the printed matter or to sign petitions. Materials are not to be left undistributed or stacked for pick-up while unattended at any place in the school or on school grounds.

### ***Buttons, Badges and Other Insignia of Symbolic Expression***

Students will be permitted to wear buttons, badges, armbands, and other insignia as a form of expression.

Students will be subject to disciplinary action when expressive activities such as the distribution of materials, wearing of buttons or displays, or posting of notices or other materials:

1. Are obscene, libelous or slanderous
2. Incite students so as to create a clear and present danger of the imminent commission of unlawful acts on school premises or of the violation of lawful school regulations or of the substantial disruption of the orderly operation of the school
3. Express or advocate racial, ethnic or religious prejudice so as to create a clear and present danger of imminent commission of unlawful acts on school premises or of the violation of lawful school regulations or of the substantial disruption of the orderly operation of the school
4. Are distributed in violation of the time, place and manner requirements
5. Are in violation of current federal, state and local laws

### ***Unofficial School Publications***

School officials may not ban the distribution of non-school-sponsored publications on school grounds. Writers and editors of unofficial student publications who violate any state or federal law may be disciplined after distribution.

Students distributing or posting any materials which are obscene, libelous or slanderous, or which demonstrably incite students to commit unlawful acts on school premises, violate school rules, or substantially disrupt the school's orderly operation will be subject to disciplinary action.

The following points apply to unofficial student publications:

1. GLC may disassociate from the material printed inasmuch as it is not an official publication of the school.
2. GLC administration or designee may reasonably regulate the time, place and manner of distribution. This distribution will be limited to:
  - a. One half hour before school begins, during lunch period or the half hour after dismissal.
  - b. In locations that do not obstruct the normal flow of traffic within school or at entrances.
  - c. Without undue noise.
3. No student shall use coercion to induce students or any other persons to accept printed matter or to sign petitions.
4. "Distribution" means dissemination of a publication to students at a time and place of normal school activity, or immediately prior to or subsequent thereto, by means of handing out free copies, accepting donations for copies of the publication, or displaying the student publication in pre-approved areas of the school which are generally frequented by students.

School officials cannot:

1. Prohibit the distribution of anonymous literature or require that literature bear the name of the sponsoring organization or author.
2. Ban the distribution of literature because it contains advertising.
3. Create regulations that discriminate against non-school-sponsored publications or interfere with the effective distribution of non-sponsored publications provided such publications abide by time, place and manner regulations.

### ***Other forms of Student Expression***

Forms of student expression may include, but are not limited to speech, debate, assemblies, posters, bulletin board announcements, and the wearing of buttons, badges and armbands. In general, the laws pertaining to all forms of student expression are the same. The rights of students to express their opinions are recognized by law and are not limited to verbal expression. The basic guidelines listed above for publications apply to all forms of student expression. No teacher or administrator shall interfere with such expression on the grounds that the message may be unpopular with students or faculty unless deemed as a health, safety issue or cause disruption to the learning environment of GLC.

In conforming to state and federal laws, student expression must obey copyright laws; for example, student posters cannot use nationally registered and copyrighted characters such as those from Walt Disney or "peanuts" publications.

### **Threats**

Students are not to threaten, bait, harass, or intimidate other students.

### **Tobacco Use or Possession**

Possession of tobacco by anyone under age of 18 is illegal. Possession of tobacco by a student may lead to suspension, possible expulsion, and/or non-compliance action. Students are not to possess any incineration or combustible materials, e.g., matches, lighters, flares, etc...

### **Trespassing**

Students are not to trespass on the GLC campus when school is not in session or when student is suspended/expelled. Students are not to be on or near any other school campus when school is not in session as it is considered trespassing. Violation will result in the student being cited and possibly appearing in front of a judge for a hearing during a court proceeding.

## **Verbal Threats**

GLC is committed to providing a safe and orderly learning environment. In keeping with that commitment, the GLC Board adopted a policy to deal with threats in a serious manner. The types of behavior that will be considered threatening include:

- Stating that one has a weapon or bomb in his or her possession at school
- Stating that one plans to bring a weapon or bomb to school
- Stating that one plans to cause physical harm to a student or staff member
- Making a false statement that there is a bomb or other destructive device at school

In such cases, in addition to parental notification, possible consequences that may be imposed for issuing a threat include suspension, non-compliance action, and/or expulsion. In such cases, notification to law enforcement agencies leading to discussion with the student committing the act and/or possible arrest and prosecution for disorderly conduct or criminal mischief may be made.

In addition to having a right to feel safe at GLC, everyone also has a responsibility to contribute to keeping the school safe. These responsibilities include:

- Reporting any knowledge of possession of weapons, or a person's plans to engage in actions that would cause physical injury or death
- Never fabricating a report as a joke or to cause problems with another student.
- Avoiding promising other students that a secret will be kept in regards with anything related to physical safety

## **Weapons**

The possession, sale, or otherwise furnishing of firearm, knife, explosive, or other dangerous object poses a clear and serious danger. It is GLC's policy that any student who possesses a weapon at school or at a school activity on or off school grounds will be expelled. A weapon, dangerous instrument, or replica weapon is any object that a reasonable person could perceive to be a weapon. Examples include, but are not limited to: a gun, rifle, pistol, revolver, "zip gun", cap gun, pellet gun, BB gun, spot marker gun, squirt gun, taser, dirk, dagger, ice pick, awl, knife, sword, razor, box cutter, pipe bomb, time bomb, destructive devices, fireworks, firecrackers, containers of inflammable fluids, tear gas, pepper spray, billyclub, blackjack, slingshot, nunchuck, sand club, sandbag, metal knuckles, or any metal plate with radiating points with one or more sharp edges, model gun, model rifle, model pistol, model semi-automatic weapon, toy gun, toy rifle, toy pistol, toy semi-automatic weapon, laser pen or pointer. It is also a rule and regulation of GLC that a student may not use a weapon, dangerous instrument or replica weapon in any manner that would constitute cause for disciplinary action. A student in violation of the no weapons rule may be subject to law enforcement referral.

## **Behavior Matrix**

The following chart is a guideline for most disciplinary situations. The teacher, Administrator or designee, or administrator may utilize discretion when determining the final consequence. Consequences may vary based on severity and circumstances of the violation. **Repeat offenses of disciplinary actions, in combination with academic and attendance non-compliance, can result in non-compliance letters or expulsion.**

<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>Repeat Offenses</b>
Academic dishonesty	Zero on assignment Parent contact Unsatisfactory citizenship for 6 week grade report	Zero on assignment Teacher/parent conference Non-compliance Action Unsatisfactory citizenship for 6 week grade report	Zero on assignment Admin conference Non-compliance Action Unsatisfactory citizenship for 6 week grade report	Fail course if in same class
Cell Phone Violation*	Confiscation Parent contact	Confiscation Parent pickup after school	Confiscation Parent pickup after school Friday School	Friday School Non-compliance Action
Class Disruption	Administrator or designee conference Parent contact Detention Friday School Suspension	Administrator or designee conference Parent contact Detention Friday School Suspension Non-Compliance Action	Same Dismissal	Same Dismissal
Defiance	Administrator or designee conference Friday School Suspension Non-compliance Action	Same	Same Dismissal	Same Dismissal
Dress Code Violation*	Send to Health Office to change/fix clothing Parent contact Confiscation	Send to Health Office to change/fix clothing Parent contact Confiscation	Parent contact Friday School Confiscation	Non-compliance Action In-School Suspension
Electronic Device Violation*	Confiscation Parent contact	Confiscation Parent pickup after school	Confiscation Parent pickup after school Friday School	Confiscation Parent pickup after school Friday School Non-compliance Action
Fighting	Friday School Suspension Expulsion Non-compliance Action	Suspension Expulsion	Same	Same
Hat/head gear Violation*	Warning Change/fix clothing	Confiscated Parent pickup after school	Confiscated Parent pickup after school Friday School	Friday School Non-compliance Action
Inappropriate Use of Technology or School Equipment	Loss of computer use Parent Contact Friday School Suspension Expulsion Payment of Damages Criminal Charges Compliance Action	Same	Same	Same
Motor Vehicle Violation	Warning Parent Contact Revocation of parking permission	Parent Contact Revocation of parking permission	Same Vehicle will be towed at owner's expense	Revocation of parking permission Vehicle will be towed at owner's expense
Possession or use of -alcohol/drugs/drug paraphernalia or tobacco	Confiscation Police contact Suspension Expulsion Non-compliance Action	Confiscation Non-Compliance Action Police contact Expulsion	Student Dismissal	--
Furnishing or selling alcohol/drugs/drug	Confiscation Police citation	Confiscation Suspension	--	--

<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>Repeat Offenses</b>
paraphernalia	Suspension Expulsion Non-compliance Action	Expulsion		
Profanity/Vulgarity/Hate Speech	Warning Parent contact Detention Friday School Suspension	Parent Contact Friday School Suspension Non-Compliance Action	Friday School Suspension Non-Compliance Action	Non-Compliance Action
Theft	Administrator or designee conference Friday School Suspension Non-compliance Action Expulsion	Same	Same	Same
Vandalism	Restitution Community Service Possible Police contact Friday School Suspension Expulsion Non-compliance Action	Same	Same	Same
Weapons	Confiscation Parent contact Police Contact Suspension Expulsion Non-compliance Action	--	--	--
Harassment, Bullying, Cyber-Bullying	Detention Friday School Suspension Expulsion Police contact Non-compliance Action	Same	Same	Same

*\*All confiscated items unclaimed at the end of the year will be donated to local charity or discarded.*

### **Suspension and Expulsion Policy**

#### **Grounds for Suspension, Expulsion or Dismissal of Students**

A student may be suspended, expelled, or dismissed for prohibited misconduct if the act is related to school activity or school attendance occurring at GLC or at any other school or a GLC sponsored event at anytime including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school sponsored activity.

A student is subject to dismissal due to continued non-compliance after receiving Second Warning Letter of Non-Compliance due to attendance and/or behavior issues as stated in the Student Intervention policy.

When on suspension or recommended for expulsion, student is not to be on or near the school campus unless prior permission has been granted from a school administrator. Student is not allowed to attend any school function during this time. Student can be arrested for trespassing.

#### **Enumerated Offenses**

Students may be suspended or expelled for any of the following acts when it is determined the student:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force of violence upon the person of another, except self-defense.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Superintendent, Administrator or designee, and/or Administrator's or designee's concurrence.

3. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, 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.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
11. Disrupted school activities or otherwise willfully defied the valid authority of Administrator or designee, teachers, Administrators, other school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen property including school property or private property.
13. Possessed an imitation firearm, i.e.: 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.
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
17. Engaged in or attempted to engage in hazing of another.
18. Aiding or abetting as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
19. Made terrorist threats against school officials and/or school property.
20. Committed sexual harassment.
21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
22. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment.
23. Continual defiance towards school authorities
24. Continual disruption of educational environment

In addition to the offenses listed above, a student may be suspended or expelled when it is determined the student:

- 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.

As used in this policy, "bullying" means one or more acts by a student or group of students including making terrorist threats against school officials and/or school property; committing sexual harassment; and causing, attempting to cause, threatening to cause, or participating in an act of hate violence.

As used in this policy, an "electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager.

*\*Note: Restitution may also be required in cases of damage or destruction of GLC property.*

## **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 Administrator or designee. The conference may be omitted if the Administrator or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or 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 student 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.

This conference shall be held within two school days, unless the student 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 student for failure of the student's parent or guardian to attend a conference with school officials. Reinstatement of the suspended student shall not be contingent upon attendance by the student'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 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 Placement/Expulsion**

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension.

Upon a recommendation of placement/expulsion by the Administrator or designee, the student and the student's parent/guardian or representative will be invited to a conference to determine if the suspension for the student should be extended pending an expulsion hearing. This determination will be made by the Administrator or designee upon either of the following determinations: 1) the student's presence will be disruptive to the education process; or 2) the student poses a threat or danger to others. Upon either determination, the student's suspension will be extended pending the results of an expulsion hearing.

## **Authority to Expel**

A student may be expelled either by the Executive Board following a hearing before it or by the Executive Board upon the recommendation of an Administrative Panel to be assigned by the Superintendent or designee under the direction of the Executive Board as needed. The Administrative Panel should consist of at least three members who are certificated and neither a teacher of the student or a Board member of the GLC's governing Board. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

## **Expulsion Procedures**

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Administrator or designee determines that the student has committed an expellable offense. In the event an Administrative Panel hears the case, it will make a recommendation to the Executive Board for a final decision whether to expel.

The hearing shall be held in closed session unless the student makes a written request for a public hearing three (3) days prior to the hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the student. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of the school's disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

## **Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses**

GLC may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by GLC, Panel Chair or the hearing officer in the expulsion. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the student.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. GLC must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the person or panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
4. The person conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The person conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.

7. If one or both of the support persons is also a witness, GLC must present evidence that the witness' presence is both desired by the witness and will be helpful to GLC. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.
8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the student being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.
10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

### **Students With Disabilities**

A student identified as an individual with disabilities or for whom GLC has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Act ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for disciplinary action, including suspension and expulsion, and is accorded the same due process procedures applicable to regular education students except when federal and state law mandates additional or different procedures. GLC will follow the IDEA, Section 504, and all applicable federal and state laws when imposing any form of discipline on a student identified as an individual with disabilities or for whom GLC has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

### **Record of Hearing**

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

### **Presentation of Evidence**

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay and sworn declarations may be admitted as testimony from witnesses of whom the Executive Board, Administrative Panel or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled student, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Executive Board who will make a final determination regarding the expulsion. The final decision by the Executive Board shall be made within ten (10) school days following the conclusion of the hearing. The decision of the Executive Board is final.

If the expulsion hearing panel decides not to recommend expulsion, the student shall immediately be returned to his/her educational program.

### **Written Notice to Expel**

The Administrator or designee following a decision of the Executive Board to expel shall send written notice of the decision to expel, including the Executive Board's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following:

1. Notice of the specific offense committed by the student.
2. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with GLC.

The Administrator or designee shall send a copy of the written notice of the decision to expel to the sponsoring District and school district of residence.

This notice shall include the following:

- a) The student's name
- b) The specific expellable offense committed by the student
- c) The Executive Board's decision to expel shall be final.

### **Disciplinary Records**

GLC shall maintain records of all student suspensions and expulsions at GLC. Such records shall be made available to the sponsoring District upon request.

### **Rehabilitation Plans**

A student who is expelled from GLC shall be given a rehabilitation plan upon expulsion which will be approved Executive Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the student may reapply to GLC for readmission.

### **Readmission**

The decision to readmit a student or to admit a previously expelled student from another school district or charter school shall be in the sole discretion of the Executive Board following a meeting with a GLC Administration and the student and guardian or representative to determine whether the student has successfully completed the rehabilitation plan and to determine whether the student poses a threat to others or will be disruptive to the school environment. The GLC Administrator shall make a recommendation to the Executive Board following the meeting regarding his or her determination. The student's readmission is also contingent upon GLC's enrollment capacity at the time the student seeks readmission.

### **Appeal**

A student or parent may request a review of GLC's decision to suspend or expel a student by making a written request to the GLC Superintendent or designee. The GLC Superintendent or designee, within five school days of receiving the request, will hold a meeting with the student and the student's parent or representative to hear the appeal. At the appeal meeting, the student and the student's parent or representative may present the CSS or designee with any documentation the student wishes the

Superintendent to consider supporting the student's appeal. In the event of an expulsion, the Superintendent will also consider the findings and recommendation of the Administrative Panel. However, the student or student's representative may not be allowed to call witnesses or to question the Superintendent or others on any substantive or procedural matters regarding the student's suspension or expulsion. The GLC Superintendent or designee, after considering the facts presented by the student at the meeting, and, if applicable, the Administrative Panel's findings and recommendation, will then make a recommendation to the GLC Executive Board. The GLC Executive Board will then vote upon the recommendation and will notify the student in writing of its decision within five school days of the appeal meeting. The GLC Executive Board's decision is final.

### **Provision of Education during Suspension Period**

GLC will make available to the student, continued education through a Short Term Independent Study Agreement during the suspension period up to the final decision regarding expulsion.

### **Expelled Students/Alternative Education**

Students who are expelled from GLC shall be referred back to district of residence for appropriate educational placement.

### **Discipline/Suspension/Expulsion Records**

At the end of student's senior year at GLC, upon written request, the Superintendent may expunge all discipline records from student's cumulative student file.

### **Parent/Guardian Notification(s)**

All mandated notifications of procedures and rights are provided to the parent/guardian according to the timelines outlined within the *Suspension/Expulsion Policy*. The notifications include the following:

#### Suspension Notifications

- Suspension Notice – provided to the student and the parent on the day it is determined the student will be suspended following the infraction
- Extension of Suspension Notice – mailed on the fifth day of the original five-day suspension

#### Stipulated Expulsion Notifications

- Recommendation for Stipulated Expulsion – mailed on the fifth day of the original five-day suspension
- Parents Rights – mailed with the Recommendation for Stipulated Expulsion notice
- Agreement to Recommended Stipulated Expulsion – mailed on the fifth day of the original five-day suspension
- Board Decision to Parent/Guardian – mailed the day following the Executive Board's approval of the Stipulated Expulsion

#### Expulsion Notifications

- Recommendation for Expulsion – mailed following personal communication with the parent/guardian on the fifth day of the original five-day suspension
- Parents Rights – mailed with the Recommendation for Expulsion notice
- Hearing Notice – mailed prior to the date and time of the hearing
- Board Decision to Parent/Guardian – mailed the day following the Executive Board's decision to expel

#### Re-admittance Notification

- Re-admittance Notice to Parents – mailed one month prior to student's scheduled return from expulsion date

Students being dismissed or expelled from GLC will be immediately referred back to district of residence for possible further action or intervention.

## CO-CURRICULAR

The GLC Board of Directors acknowledges the value of student involvement in extra-curricular activities, including athletics. Believing that academics are a student's number one priority, students wishing to participate in co/extra-curricular activities must model exemplary academic and behavioral standards. Co/extra-curricular activities will be aligned with the vision of GLC; will be life-long in nature; and will be supervised by GLC employees.

### Co/Extra-Curricular Academic Criteria

Students participating in co/extra-curricular activities must have a 2.0 gpa or better in all classes attempted. If a participant has failed to achieve the required gpa, he/she will become scholastically ineligible until the first subsequent grading period in which passing grades are made.

1. In order to try out, practice, or participate in co/extra-curricular activities, a student must meet the following academic criteria:
  - a. A student in receipt of the *Second Warning Letter of Non-Compliance* per the *Student Intervention Policy* is ineligible for participation during the school year in which the letter is applicable.
  - b. A 2.0 grade point average with no more than one grade of "D" and no grade of "F" renders a student eligible for participation in co/extra-curricular activities.
  - c. A student with less than a 2.0 gpa with more than one grade of "D", and/or with a grade of "F" in any class will be placed on probationary status for a three (3) week period. After the three (3) week probationary period, student must not have an "F" in any class and not more than one grade of "D" in order to be reinstated as eligible.
  - d. The probationary procedure will be implemented at each of the six-week grading periods. During the probation period, the student may not travel nor compete and must have a weekly academic/behavior check from all current teachers. The student must attend (with noted improvement) a weekly tutorial session in the area of weakness. Failure to show this document to the coach on a weekly basis will render the student ineligible at the end of the three (3) week probationary period.
  - e. A student may only be placed on probationary status two (2) times per year.
  - f. For determining fall semester eligibility, students who are enrolled in and complete a remedial course will be able to count a course with a grade of "C" or better toward the final 2<sup>nd</sup> semester grades of the previous school year.
  - g. For the purposes of determining an exact date of eligibility/ineligibility, eligibility dates will be established which will be incorporated into the school's master calendar. Each six-week grading deadline will be the eligibility dates, which will be posted during the school year.
  - h. The beginning date for non-participation will be the Tuesday following the Friday that progress/grade reports are mailed home.

Additionally, during the prior grading period a student must:

- i. Have no citizenship marks of "Unsatisfactory," and must maintain ongoing satisfactory behavior.
- j. Any out-of-school suspension is considered unsatisfactory behavior for the period of suspension.
- k. Demonstrate acceptable attendance
  - i. Ten or more absences (unexcused or excused) per year is considered excessive. Doctor verified absences may be considered as an exception to this policy.
  - ii. Four or more tardies per year is considered excessive. (Ed. Code)
  - iii. Student must attend school at least a minimum day the day of the performance/competition.
  - iv. Fulfill/support GLC graduation requirements.

Each academic year the student-athlete and his/her parent/guardian must complete a paperwork process and be "cleared" by the Athletic Director, or his/her designee, before any try outs, practice, participation, or play.

Successful clearance includes:

- l. A physical by a medical practitioner.
- m. Emergency phone numbers and other pertinent emergency information.
- n. Releases for medical care.
- o. Waiver of liability.

- p. Insurance verification.
  - q. A signed CIF "Ethics In Sports" form (athlete, parent, and coach)
  - r. A signed "Informed Consent" form.
  - s. A GLC "Co/Extra-curricular Code of Conduct" form.
  - t. A signed acknowledgement of receipt of the GLC student handbook.

All of the above information must be checked by the Athletic Director, or his/her designee, prior to the student being "cleared." Only after the Athletic Director, or his/her designee, verifies that all of the information has been successfully completed may a student-athlete participate in any manner.

### **Eligibility and Ineligibility Periods**

- a. Periods of eligibility shall be equal to periods of ineligibility for the purpose of this rule.
- b. Periods of eligibility/ineligibility may be based upon a four to six school-day delay following the end of the quarter. This is because of the time lapse required to collect and print grades.
- c. In determining eligibility/ineligibility, it is the official "grade of record" which is used. Only when a legitimate "Change of Grade" form is completed and signed by site administration, the Athletic Director, or his/her designee, will be notified in order to clear the student-athlete for participation.
- d. Per CIF-SDS policy, "Incomplete" (I) grades are considered an "F" for determining eligibility.
- e. Each of the items below is subject to review by site administration and/or the Athletic Director, or his/her designee, for extenuating circumstances.
- f. In the case of a CIF ethics violation, in addition to mandated CIF sanctions, school discipline will be imposed.

### **Co/Extra-Curricular Financial Guidelines**

Co/extra-curricular athletics are primarily financially financed through fundraising efforts and activities conducted by the students participating in the activity, club, sport, or student organization.

- 1. Fundraising guidelines for athletics are included in the general ASB Finance Guidelines.
- 2. Fundraising activities must have pre-approval of the student body representatives who serve on the ASB and the ASB advisor.
- 3. The school financially supports the co/extra-curricular athletic program through providing coaching stipends to the coaches and identifying an established dollar amount to assist with the cost of transportation and some start-up expenses.

### **Co/Extra-Curricular Scheduling**

- 1. Every effort needs to be made to prevent students from missing scheduled class time.
- 2. Classroom teachers will need to clearly reiterate and post class standards no later than September 1, relating to students leaving class early for an athletic or co/extra-curricular activity.
- 3. Coaches will schedule as many athletic contests as possible at home, to avoid missing classes.
- 4. Only two activities per week per athletic team: one home, and one away.
- 5. Every effort will be made to participate with schools located in our area, (i.e., Calvary, Tri-city, Escondido Adventist, Calvin Christian, Army/Navy, etc.)
- 6. Every effort will be made to schedule:
  - a. Outside Fall Sports at 4:00 p.m. until the fall time change.
  - b. Inside winter sports at 4:00 p.m.
  - c. Soccer as close to 4:00 p.m. as possible.
  - d. Spring sports at 4:00 p.m. if possible, after the time change in spring.
  - e. Saturday events are exempt from time constraints.

### **Staffing**

Staffing for co/extra-curricular activities include GLC certificated and classified personnel for clubs and athletics, as well as walk-on coaches for some athletic sports teams. All co/extra-curricular advisors/coaches are hired per

GLC personnel policies and procedures, and are First Aid/CPR certified. The coaches for athletic teams report directly to the Athletic Director.

### **Co/Extra-Curricular Programs**

A complete list of approved clubs and sports is available online @ [www.guajome.net](http://www.guajome.net). Admission and concessions may be charged at any program using a GLC facility.

### **Approval Process**

Request for approval of co/extra-curricular programs is through submission of an Activities Application to administration. Administration will review and either deny or approve the application. After approval by administration the request is presented to the Board of Directors for approval. All co-curricular clubs must obtain official approval prior to beginning meetings, activities, etc.

### **Additional Eligibility Information**

All students in Grades 9 – 12 who participate in extra-curricular or co-curricular activities must demonstrate satisfactory academic performance and satisfactory progress towards meeting graduation requirements. Eligibility is also dependent upon the student maintaining a minimum cumulative grade point average of 2.0 and upon individual grades at the end of each progress report period. If students fail to meet the expectations, policies, and procedures outlined; or the policies of the individual activity; or if students become academically, behaviorally, or attendance non-compliant; administration may temporarily suspend or revoke all privileges to participate in any activity or event sponsored by GLC during a school year. Students can lose these privileges up to the day of the event or activity and GLC is not responsible for any costs incurred or associated with this action. Some activities may include a student and/or parent agreement outlining the expectations and qualifications for each activity with which the student participates. Agreements may be revoked by administration due to the student's failure to adhere to the criteria reflected in the agreement. All revocations are final. The senior graduation ceremony is also considered an extra-curricular event that is sponsored by GLC. Administration does have the right to suspend a student's participation at this event, if justified.

### **Co-Curricular Program Offerings**

GLC administration reserves the right to discontinue any co-curricular activity if the applicable program offered fails to meet the minimum participant numbers, if transportation issues arise, or for financial reasons.

## ENROLLMENT

Enrollment procedures are in place at GLC in order to fulfill its mission, maintain quality instruction, and provide sufficient tools for student success.

Admission to GLC is open to California students who wish to enroll, subject to capacity. Applications will be accepted from the beginning of October for the following school year. In the event that the number of applicants to GLC exceeds the number of available openings, a random lottery will be held on a specified and publicized date in April.

Enrollment preference during the registration or re-enrollment process shall be in the following order:

- Currently enrolled students
- Siblings of students presently enrolled
- Students of GLC employees
- Students residing within the attendance boundaries of Vista Unified School District
- GLC partnership schools
- All other interested students

If students with enrollment priority do not adhere to designated registration/ re-enrollment protocol and/or procedures timelines, the enrollment priority will be forfeited.

### Registration Protocol and Procedures for New Students

Specific dates, times, and information for new student registration will be posted on GLC's website prior to enrollment. The following criteria must be met in order to register in the GLC main campus Middle School and High School Programs:

1. Pick up an application.
2. Submit a fully completed application within the stated deadline.
3. Student will be required to meet additional criteria as follows:
  - a. An incoming middle school student must have a current report card showing a minimum of a 2.0 cumulative grade point average
  - b. An incoming 9<sup>th</sup> grade student must show proof of having met applicable 8<sup>th</sup> grade exit standards
  - c. An incoming high school student must have a current transcript showing a minimum of a 2.0 cumulative grade point average
4. Once student is eligible for enrollment, student will be provided an enrollment packet. The following must be completed and submitted with the enrollment packet:
  - a. A transcript for the incoming high school student or a copy of student's most current report card for all middle school students will be required.
  - b. A copy of discipline history
  - c. A copy of attendance record with no history of SARB
  - d. An incoming student who has an Individualized Education Program ("IEP") must participate in a transition meeting prior to enrollment
  - e. Student and parent/guardian are required to thoroughly read the GLC Student Handbook
  - f. A student must complete any pre-assessment testing which "might" be required for placement into English/ math or other designated courses
  - g. A student must attend orientation **with a parent/guardian including siblings of current GLC student.** Orientation *is a requirement* that must be met prior to being officially enrolled. Failure to attend the assigned orientation will result in loss of enrollment status. The purpose of attending orientation is to familiarize new students and families with expectations and policies unique to GLC and foster a more successful transition.

### Re-Enrollment Protocol and Procedures for Returning Students

Students who are currently enrolled at GLC must meet the following requirements if student wishes to re-enroll the following year:

1. Complete and return a re-enrollment packet, course request sheet, and all other required paperwork by stated deadlines.
  - a. Failure to adhere to these stated deadlines will result in a student losing priority placement. If at capacity, this will result in student being placed on the waiting list and participating in the lottery which will take place in April.
2. Student must be on track for GLC graduation requirements with **no more than 20 credits behind. By senior year, student must be able to meet all graduation credit requirements with course schedule offered.**
3. Student must have fulfilled annual applicable community service requirement.
4. Student must have passed all applicable grade-level projects.
5. Student with suspensions/expulsions will be reviewed for approval by GLC administration.
6. Student attendance records will be reviewed for compliance.
7. A student dismissed from GLC due to the *Student Intervention Policy* (non-compliance) will be ineligible for re-enrollment for the current semester in which dismissal occurred plus two additional semesters. Once eligible – student will be required to adhere to all re-enrollment protocol and procedures. (*The Student Intervention Policy is in the Behavior section of this handbook.*)

Space in classes may be limited and enrollment and priority in specific classes will be given to students with the most urgent need to meet graduation requirements. Additionally, if class enrollment does not meet the projected numbers, the class may be cancelled and alternative courses added to student's schedule.

NOTE: Students, who have been enrolled at GLC and choose to leave, and then return, will be regarded as new applicants and must go through the admission process before re-enrollment at GLC.

### **Registration/Re-Enrollment Protocol and Procedures**

The following criteria must be met in order to register for GLC:

1. Complete and return an application or re-enrollment packet and all other required paperwork by stated deadlines.
  - a. Failure to adhere to these stated deadlines will result in student losing priority placement. If at capacity, this will result in student being placed on the waiting list and participating in the lottery which will take place in April.
2. An incoming student must provide a current transcript.
3. An incoming student must provide a copy of discipline history.
4. An incoming student with any suspensions/expulsions will be reviewed for approval by GLC administration.
5. An incoming student must provide a copy of attendance records with no history of SAR.B
6. An incoming student who has an IEP must participate in a transition meeting prior to enrollment.
7. An incoming student will be required to attend an orientation prior to enrollment.
8. An GLC contract will be required for a new and returning GLC student each school year.

Re-enrollment eligibility in the GLC will be determined based on fulfillment of the GLC contract requirements.

Placement in GLC is for one full year. GLC contracts are established per semester. The enrollment application must be filled out annually.

### **Student Entering GLC Late**

Students enrolling at GLC are highly encouraged to initiate enrollment at the start of each school year. If enrollment at the start of the school year is not possible, GLC encourages a student to enroll at the beginning of the semester in order for the student's educational needs to be best met.

A student entering GLC after the semester has started will be required to submit withdrawal grades from student's previous school or present a transcript or report card from their previously attended school. Counselors will attempt to align courses accordingly, and teachers will make every effort to average correlating withdrawal grades with the grades a student earns while at GLC to assign a semester grade. GLC will only grant a weighted transfer grade to courses that match the curriculum GLC offers. After nine weeks into the semester, courses that were non-transferrable will receive a NM (no mark) on the transcript, and the student will not receive credit. Grades and credit will not be given to courses that are not offered at GLC.

### **Foreign Exchange Students**

The J-1 Exchange Visitor Program is a nonimmigrant visa category intended for use by private, nonprofit organizations to promote educational and cultural exchange. Organizations which have nonprofit exchange programs are designated as approved J-1 sponsors by the United States Information Agency after completing an application process that reviews the program, its finances, and its mission. The exchange program sponsor is authorized to issue certificates of eligibility for use in securing a United States visa and admission to the United States. Consequently, the exchange visitor is the responsibility of the program sponsor for U.S. immigration purposes, not of the host family or the school where the student is placed. Special additional requirements are imposed on teenager exchange programs including the stipulation that the program sponsor is tax exempt, participants are between the ages of 15 and 19 years of age, adequate orientation is provided to the participants and their host families, and program participants are not clustered together in one school.

In order for a nonprofit exchange organization to place an exchange student at GLC, the exchange organization must be registered with the California Attorney General. The list of California nonprofit organization is available at <http://ag.ca.gov/exchangestudents/registrylist.php>. When nonprofit student exchange organizations place exchange students with host families at GLC, these students may be enrolled, providing that the following criteria have been met:

- a. The student is 18 years of age or younger on the first day of school. Students who reach 19 years of age prior to the first day of school will not be accepted.
- b. The student has not completed a course of study in his or her native country which is equivalent to GLC's high school diploma.
- c. Appropriate immunization records and an official transcript are provided.
- d. The student has demonstrated a good command of written and spoken English so that English as a second language ("ESL") services are not required. At the least, transcripts should reflect completion of a minimum of three years of English language study in the native country.
- e. Advance permission, in writing, must be given by the GLC Superintendent or designee prior to enrollment. If all of the criteria have been met, a review of transcripts will be done to determine grade level status. Approval for senior activities, senior status, and graduation ceremony will only be granted if the foreign exchange student meets the same criteria as all seniors.
- f. Foreign exchange programs must submit complete application packets (inclusive of official transcripts, immunization records, proof of student medical and accident insurance, affidavit authorizing host family to

make emergency medical decisions, and assurance of responsible resident adult sponsor which includes authority to make academic decisions) by June 15 prior to new school year. Students accepted by the school are expected to attend for a complete school year.

GLC has limited space available for J-1 students. Foreign exchange students will not be permitted to simultaneously enroll in another high school and/or college while attending GLC.

Subsequent to enrollment, if it becomes known that the student has not met the above criteria; the student may be dropped from the school. GLC Administration will communicate specific problems to the U.S. Information Agency regarding inappropriate placement by sponsoring program.

### **Withdrawal Procedures**

Exiting students, leaving voluntarily or leaving as the result of non-compliance, **should not** enroll in another school until officially withdrawn from GLC. Students who have been dismissed are not eligible to return for a full year in addition to the semester of withdrawal.

1. Sign out with the Registrar on the second floor of the GLC Administration Office. The parent or guardian must sign the student withdrawal report form. If the student is 18 years or older, student may sign self out. Student's school ID card must be returned to the Registrar at this time.
2. All textbooks must be returned to the library at the time of exit. Any damaged or outstanding books will be billed accordingly. All school records including report cards, transcripts, and diplomas will be withheld from student, until the debt is cleared. Necessary records will be provided to the new school of enrollment along with a notification of any debt owed to GLC.
3. Students will need to be signed out by finance office and library.
4. Once officially cleared, an exit form for the next school of enrollment and any additional records needed for registration will be released to the parent/guardian or student over 18 years or older.
5. The Charter school will hold parents liable for damages incurred by student on any equipment, materials, and/or school property up to but may not be limited to \$16,675. No student records will be released unless all materials and/or damages have been cleared.

State law requires that a student remain enrolled in school through age 18 or until a high school diploma or a California High School Equivalency Certificate is earned. Upon exiting GLC, students under 18 years of age must enroll in a public or private school. Parents choosing to school a student at home must file a "Private School Affidavit" with the California Department of Education at <http://www.cde.ca.gov/privateschools> or contact CDE Policy and Program Coordinator, 1430 N. Street, Suite 4309, Sacramento, CA 95819 4309, Sacramento, CA 95819, and must provide the GLC Registrar with a copy of that document prior to officially exiting.

### **Withdrawal Grades for Withdrawal During the Semester**

A student who is withdrawing from GLC before the semester has ended will receive withdrawal grades from student's teachers to take to the new school. GLC does not grant partial credit for courses, and it will be up to the student's new school to decide how to grant credit for these courses. The Guidance Departments at most local and traditional high schools operate on a five or zero credit policy.