



**CHOICES**

**CHARTER SCHOOL**

*An Extraordinary Choice*

*20<sup>th</sup> Anniversary*

**PARENT/STUDENT HANDBOOK  
2019-2020**

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# **VISION**

To create an extraordinary learning environment for students to acquire the knowledge and 21st century skills necessary for living a meaningful life through responsible citizenship, life-long learning, and productive employment.

## **MISSION STATEMENT**

Choices Charter School is a public educational option for students in grades 6 through 12. Our mission is to graduate confident, self-directed students who are contributors to their community. This is accomplished through a partnership with parents, students, staff, and community in an extraordinary environment where student learning is individualized and relevant to student goals and future plans.

**LEARN      LEAD      SERVE**

Fall 2019



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A **FREE**  
Personalized  
Learning Public  
Charter School

Dear Parents and Students,

Welcome to San Juan Choices Charter School.

This independent study program was founded to serve the students/families who have become dissatisfied with the traditional school setting and seek success in an alternative educational environment. Students and parents who are searching for a more personalized, safe learning environment; who want to take a more active role in their student's education and who want teachers who take a more personalized approach to their student's education will find Choices a refreshing educational option. A key goal of Choices is to keep students in school and engaged while expanding their options for the future through academic success and connections with business/community partnerships. The over-arching educational goal of Choices is to create self-directed independent learners that can transition seamlessly to college or career.

San Juan Choices Charter School is a zero-tolerance school. Staff, family, and students hold each other accountable to the established rules and guidelines. Our counselor works with students/families to establish an Independent Learning Plan for each student which is evaluated and updated regularly. Skills in organization and time management are taught as part of the process, but parent participation is essential for student success.

As a student in San Juan Choices Charter School, your success depends greatly on your motivation and attitude. Be honest with yourself and with others. Focus on the educational tasks you are assigned. Attend all classes and appointments as scheduled and be an active participant in your learning process.

Invest in your education. Invest in your future. Invest in yourself.

Sincerely,

Tony Oddo  
Director

mee/08/15

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Choices Charter School Calendar																				
2019-2020 Traditional School Year																				
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	School Schedule for Students						
AUGUST							FEBRUARY							8/26/2019	First Day of School					
				1	2	3							1	1/23/2020	First semester ends					
4	5	6	7	8	9	10	2	3	4	5	6	7	8	1/24/2020	Teacher Workday/Non-Instructional Day					
11	12	13	14	15	16	17	9	10	11	12	13	14	15	1/27/2020	Second Semester Begins					
18	19	20	21	22	23	24	16	17	18	19	20	21	22	6/12/2020	Last Day of School					
25	26	27	28	29	30	31	23	24	25	26	27	28	29	<b>Holidays</b>						
Student School Days: 5							Student School Days: 15							9/2/2019	Labor Day					
SEPTEMBER							MARCH							10/14-18/2019	Choices Fall Break					
1	2	3	4	5	6	7	1	2	3	4	5	6	7	11/11/2019	Veteran's Day					
8	9	10	11	12	13	14	8	9	10	11	12	13	14	11/25-29/2019	Thanksgiving Recess					
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12/23/2019- 1/3/2020	Winter Recess					
22	23	24	25	26	27	28	22	23	24	25	26	27	28	1/20/2020	M.L. King Day					
29	30						29	30	31					2/17-21/2020	President's Week/Non Instructional Days					
Student School Days: 20							Student School Days: 22							4/6-10/2020	Spring Break					
OCTOBER							APRIL							5/25/2020	Memorial Day					
		1	2	3	4	5				1	2	3	4	Non-Instructional Inservice/Workdays						
6	7	8	9	10	11	12	5	6	7	8	9	10	11	8/19 & 20/2019	Teacher Inservice					
13	14	15	16	17	18	19	12	13	14	15	16	17	18	1/24/2020	Workday - No School					
20	21	22	23	24	25	26	19	20	21	22	23	24	25	6/15 & 16/2020	Teacher Inservice					
27	28	29	30	31			26	27	28	29	30			6/11/2020	High School Graduation					
Student School Days: 18							Student School Days: 17							1/16/2020			Celebration of the Arts; 3:00 PM			
NOVEMBER							MAY										6/4/2020			Celebration of the Arts; 3:00 PM
				1	2						1	2								
3	4	5	6	7	8	9	3	4	5	6	7	8	9							
10	11	12	13	14	15	16	10	11	12	13	14	15	16							
17	18	19	20	21	22	23	17	18	19	20	21	22	23							
24	25	26	27	28	29	30	24	25	26	27	28	29	30							
Student School Days: 15							Student School Days: 20													
DECEMBER							JUNE							April-May 2020			CAASPP TESTING GRADES 6 - 8, 11, 12			
1	2	3	4	5	6	7		1	2	3	4	5	6							
8	9	10	11	12	13	14	7	8	9	10	11	12	13							
15	16	17	18	19	20	21	14	15	16	17	18	19	20							
22	23	24	25	26	27	28	21	22	23	24	25	26	27							
29	30	31					28	29	30											
Student School Days: 15							Student School Days: 10													
JANUARY							JULY							<b>P.E. Clinics - One Per Semester</b>						
		1	2	3	4				1	2	3	4	<b>Semester 1</b>	9/18, 12:30 PM	10/7, 12:30 PM	11/4, 12:30 PM				
5	6	7	8	9	10	11	5	6	7	8	9	10	11		11/20, 12:30 PM	12/9, 12:30 PM				
12	13	14	15	16	17	18	12	13	14	15	16	17	18	<b>Semester 2</b>	2/12, 12:30 PM	2/26, 12:30 PM	3/9, 12:30 PM			
19	20	21	22	23	24	25	19	20	21	22	23	24	25		3/23, 12:30 PM	4/1, 12:30 PM				
26	27	28	29	30	31		26	27	28	29	30	31								
Student School Days: 17							Student School Days: 0													

## ENROLLMENT PROCESS

There are **no** residency requirements for enrollment in San Juan Choices Charter School. An inter-district agreement is **not** required. If there are openings in the program the following steps are required to enroll:

- Attend an information session and complete testing in math and reading
- Complete the online registration process, which includes:
  - review the San Juan Choices Charter School Charter and sign indicating that you understand and agree with its vision
  - the San Juan Choices Charter School contract and homework policy contract
  - providing a copy of the student's birth certificate and immunization record

## CONDITIONS OF ENROLLMENT

**SCHEDULED MEETINGS:** Student agrees to meet with supervising teacher at least once a week to sign attendance logs or turn in any required forms such as a PE log, or; attend scheduled classes as necessary or required and complete assignments each week, on time, or; complete all online-only assignments on time, each week, and come on site for required testing, including course exams. Additional hours may be required to attend a class, use the computer lab or receive tutoring assistance. It is the responsibility of the student to reschedule appointments. ALL students must complete mandatory state testing during the designated testing window, or plan for make-up tests which shall be arranged by the student/family with the testing coordinator or master teacher.

**MINIMUM REQUIREMENTS:** Student agrees to complete all assigned homework each week by **Friday at 11:59 pm** as stated in the **San Juan Choices Charter School Parent/Student Work Contract**. Grades and credits can only be issued after a student meets requirements for each semester course taken. Failure to complete the assigned work will result in an intervention and could result in termination of the contract and disenrollment.

## AGREEMENT

**Student:** I have read the terms and conditions of this agreement and hereby agree to all conditions and limitations set forth. I understand that failure to complete assigned work may result in a grade of "F". I understand any violation of the Student Conduct and Discipline Policy or failure to meet contract requirements is cause for dismissal from San Juan Choices Charter School. **I understand that lack of transportation is not an acceptable reason for missing an appointment.**

**Parent:** I understand that the major objective of Independent Study is to provide an off-campus education for my student. I also understand that:

- Individual course objectives are evaluated in the same manner as in a comprehensive school program.
- Unless otherwise indicated above, a supervising and/or classroom teacher will meet with my student on a regular basis to direct and measure progress in the program; time and location of meeting to be determined at enrollment.
- I agree to call the Supervising Teacher or Classroom Teacher when my student or I have questions about completing an assignment.
- I am required to verify that my son/daughter has completed all assigned work each week by **Friday at 11:59 pm**.
- I am responsible for transportation.
- In case of student illness, I will bring in the completed work by **Friday at 11:59 pm**.

**Both: Students coming on campus are required to attend scheduled classes, on time. If a student does not have a class scheduled, they must be working - on school assignments - in the computer lab or other classroom under the supervision of a teacher, an instructional assistant, or other staff member. Students may take breaks at the top of every hour, but must attend scheduled classes on time. Breaks may not interfere with being to class on time.**

## PARENT INFORMATION

**COMMUNICATION/CONTACT RESOURCES:** Communication is vital in order for the learning needs of all students to be met and academic success achieved. The most helpful form of communication with the teaching staff is either by telephone or email. San Juan Choices Charter School encourages staff members to inform parents of any learning problems that may arise or to share positive performance of students. Parents are encouraged to use **School Pathways** to email teachers or locate teacher contact information at

[www.choicescharter.com/who-we-are/our-staff](http://www.choicescharter.com/who-we-are/our-staff). If questions still exist, parents should phone appropriate personnel with any further questions they may have. The following will aid in determining whom to call:

Director	Tony Oddo	979-8806
Assistant Director	Russell Brown	979-8392
Administrative Assistant	Maria Espinoza	979-8378
Student Services Representative	Kate Gollos	979-8378
Community Outreach Worker	Melodie Smith	979-8377
Counselor	Martine Cermak	979-8410

**CAMPUS VISITORS:** Choices is a closed campus. Students may not bring visitors to campus. Outside visitors may not be on site without an appointment. **Any visitors (family/guardians) that do visit the school must check in at the front office.**

**LOST AND FOUND:** Lost and found items may be claimed or turned in to the main office. Choices Charter School is not responsible for lost or stolen items. Students should not bring valuables to school.

**WORK PERMITS:** California State law requires students under the age of 18 to have permits to work. These permits are subject to denial/cancellation due to poor attendance and/or grades. Students may obtain these permits from the Community Outreach Worker.

**SCHOLARSHIPS:** Application for scholarships are available to students planning to attend college through computer programs and the Internet. Students/parents may obtain related information from the Counseling Office.

**STUDENT PARKING:** There is limited parking available at San Juan Choices Charter School. Students may not park in Staff, Visitor or other reserved parking, Yellow or Red Fire Zones. Violators are subject to fines and/or towing at owner's expense. **The speed limit is 5 mph in and around the school and strictly enforced. Reckless and/or high speed driving in or near the school is not tolerated. Students will be cited.**

**STUDENT IDENTIFICATION CARDS:** At registration San Juan Choices Charter School will issue student identification cards. A student must carry the identification card at all times. **There is a \$5.00 charge to replace lost cards.**

**SCHOOL ATTENDANCE:** Attendance is critical for student success. More than two absences in a semester can jeopardize the amount of credit a student earns and determine whether or not the student may remain in independent study..

**Attendance is based solely on class assignments being completed on time each week in each course. There are no excused absences. Students not completing assignments in a timely manner are not allowed to remain enrolled in an Independent Study Program (Ed. Code 51747). All student work must be completed each week by Friday at 11:59 pm for students to stay on track for successful completion and to stay enrolled in the school.**

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***There are no excused absences.*** This includes family vacation. Please schedule time off from school in accordance with calendar holidays:

September 9	Labor Day	January 20	MKL Holiday
Oct. 14 - 18	Choices Fall Break	February 17-18	Washington/Lincoln Days
November 11	Veteran's Day	February 19-21	Non-Instructional Days
November 25-29	Thanksgiving Break	April 6-10	Spring Break
Dec. 23-Jan. 3	Winter Break	May 25	Memorial Day

It is the **student** and/or **parent** responsibility to contact his/her teacher(s) if a scheduled appointment cannot be met.

#### DISTRICT-WIDE DRESS CODE

The dress code is established to promote a positive, psychologically safe, and appropriate learning environment. Extremes in dress or clothing regarded as disruptive or a distraction from the learning environment are not permitted. Clothing will promote

physical and psychological safety. Students at San Juan Choices Charter School are expected to dress appropriately. It is believed that a student's appearance on campus should reflect that of a professional work place.

#### **Prohibited Clothing/Accessories**

- Clothing or accessories with pictures/messages that promote or imply the use of drugs, alcoholic beverages, or tobacco.
- Clothing that has messages that are sexually suggestive or promote violence.
- Clothing or accessories considered by school officials or law enforcement to connote gang affiliation, cult affiliation, satanic reference, or any profane or racially offensive item.
- Pajamas or sleep wear.

#### **Specific Clothing Restrictions**

- Shoes must be worn at all times; house slippers may not be worn. Underwear may not be exposed.
- The torso must be covered; bare midriffs, backs, or cleavage must not be exposed.
- Strapless or spaghetti strap tops, muscle shirts, tank tops, tube tops, or any excessively revealing clothing is not permitted; this includes backless tops and see-through clothing.
- Skirts must be of moderate length; shorts and cut-offs must have a three-inch inseam; swim suits and running shorts are not permitted.
- Sagging is not permitted. Belts may not hang from the waist.

#### **Specific Accessory Restrictions**

- Bandanas of any color, hairnets, headbands, and wave caps are prohibited.
- Chains and spiked jewelry of any type are prohibited.

**Students who do not follow the dress code guidelines will be sent home, and their parents will be contacted.**

## **ACADEMIC HONESTY/PLAGIARISM**

Academic dishonesty in all its forms, in course work, on examinations, or in other academically related activities, includes but is not limited to the following:

- Copying from another student or knowingly allowing another to copy.
- Using unauthorized materials and/or technologies.
- Plagiarizing work, which means the use of any other person's work without proper citation.

When a student has been found to break the academic honesty policy, the following will occur:

#### **First Offense**

- The student will receive a zero for the assignment/test/paper, etc.
- The teacher will call the parents.
- The teacher will write a referral to school administration for appropriate disciplinary action.

## **COMPUTER USE RULES**

Except as required, the use of school computers and access to the Internet is a privilege. Students who do not follow the computer use rules may be disciplined and may lose computer privileges. When students use the school computers they agree to follow:

- The directions and rules of the school, the school staff and the school district.
- Rules of any computer network they access
- Students also agree to be considerate and respectful of other users.
- Use school computers for school-related education and research only.
- Not to use school computers and networks for personal or commercial purpose
- Not to change any software or documents (except student created documents.)
- Not to produce, distribute, access, use, or store information which:
  - Is prohibited by law, district or school rules.
  - Violates copyright laws.
  - Is obtained by trespassing in private or confidential files.
  - Is obscene, pornographic, or sexually explicit.
  - Causes delay, disruption or harm to systems, programs, networks or equipment.
  - Is otherwise prohibited in the workplace or on a school campus.
  - Protect password - Do not allow anyone else to use your password.
  - Do not use anyone else's password.



## **ELECTRONIC DEVICES**

Students may use electronic devices outside of class time only or when given special permission by the instructor. All other times during the school day electronic devices must be turned off and be out of sight. Students in violation of this policy will be referred to administration for disciplinary action.

Again, Choices Charter School is **not responsible** for the loss of personal property. This includes property stored in classrooms, vehicles, or confiscated from students.

## **STANDARDIZED TESTING**

**BECAUSE CHOICES IS A SMALL SCHOOL, PARTICIPATION IN STATE-MANDATED TESTING IS A REQUIREMENT OF ENROLLMENT**

### **SMARTER BALANCE TEST/CAASPP: COMPUTERIZED**

- English language arts/literacy and mathematics in grades 6–8 and 11
  - Computer Adaptive Test (CAT)
  - Performance Task (PT)
- Science Pilot in grades 8 and 12
  - California Science Test (CAST)

### **ACT ASSESSMENT (Optional)**

The ACT (American College Test) is designed to assess high school students' general education development and their ability to complete college-level work. The ACT is a national college admission exam that tests four skill areas: English, mathematics, reading, and science reasoning. Registration materials are available in the Counseling Office and online at [www.act.org](http://www.act.org).

### **ADVANCED PLACEMENT (AP Tests)**

The AP Program gives high school students an opportunity to take college-level courses and exams, and earn credit, advanced placement, or both for college.

### **CALIFORNIA HIGH SCHOOL PROFICIENCY EXAM (CHSPE)**

The CHSPE provides an opportunity for eligible persons who are proficient in the basic skills taught in California public high schools to have that proficiency verified. The State Board of Education awards each person who passes the CHSPE a Certificate of Proficiency, which is equivalent by law to a high school diploma. The CHSPE may be taken by a person who is 16 or older on the day of the test and must remain in school until notification of passing is given. The test is given in October, March, and June. Application forms are available in the Counseling Office and online at [www.chspe.com](http://www.chspe.com).

### **PSAT/NMSQT**

(Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) The PSAT/NMSQT, a 2-hour examination given only in October, measures critical reading, math problem-solving, and writing skills students have been developing throughout their academic careers. This is a shorter version of the SAT, giving students the opportunity to find out what the SAT is like. By taking the PSAT/ NMSQT students may qualify to enter competitions for prestigious scholarships and participate in recognition programs. Typically, this is a junior test; however, freshmen and sophomores may take the test for practice. Information is available in the Counseling Office.

### **SAT I: REASONING TEST**

The **SAT I** is a 3-hour, multiple choice test that measures students' verbal and math reasoning abilities. It is generally taken by college bound students in their junior or senior year since it is part of the entrance requirements for most colleges and universities.

### **SAT II: SUBJECT TESTS**

These tests are 1-hour examinations that measure students' knowledge or skills in a particular subject and their ability to apply that knowledge. Many colleges require taking one or more of the subject tests for admission or placement.

## ONLINE CURRICULUM/TEXTBOOKS

Because Choices Charter School curriculum is largely online, we are committed to having the most current and comprehensive courses available. Some elective courses require a textbook - students must have a student ID for textbook checkout.

### ONLINE CURRICULUM

Students access their online curriculum via the school website at [www.choicescharter.org](http://www.choicescharter.org).

Students and parents should click on the School Pathways link to access grades, curriculum, PE logs, learning logs, and more.

### CHECKOUT

Textbooks are checked out to students by the textbook clerk or classroom teacher. Books checked out to students will be entered into the Follett Asset Management system. When a student finishes a class or withdraws from the school all textbooks checked out must be returned. Students are responsible for their books. If damaged, lost or stolen the student must pay for the books before another textbook is issued. Transcripts are withheld pending the return or payment of textbooks. The school is not responsible for book thefts. Diplomas are held from any graduating senior until all fines are paid and books returned.

### RETURN

Textbooks can be returned to the textbook clerk in the Resource Room next to the computer lab, or they can also be left in the front office.

### LOST OR DAMAGED

Lost or damaged textbooks must be paid for by the student/parent. Cash, check or money order is accepted. When the amount owed is a hardship to the family a payment plan will be set up so that a portion of the total can be paid monthly.

### VIRTUAL TEXTBOOKS AND ONLINE WORK

When virtual textbooks are used the student can access the textbook in the Choices computer lab or in the supervising teacher's room when the student does not have a computer at home. Online work can also be printed out at school when students do not have access to a computer at home. The completed work must be entered into Edline by the student for correction.

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## GRADING POLICY

### ACADEMIC GRADES

A letter grading system is used which reflects the following scale:

- A Superior
- B Above Average
- C Average
- D Below Average
- F Failing

An academic grade reflects teacher judgment in assessing content standards for the course, the quality and quality of academic work completed during the grading period. Teachers distribute policies at the beginning of each year/semester about homework and grading.

### CITIZENSHIP GRADES

Each student is responsible for his/her behavior. It is the responsibility of school personnel to monitor student behavior to ensure that the classroom and school environment is safe, orderly, and conducive to learning. The citizenship grade for each student is based on conduct, cooperation, integrity, effort, attitude and tardiness. Please refer to the Choices Charter School Citizenship Rubric in the **Choices Student Binder** for specific guidelines.

## **REPORT CARDS**

Parents may check grades in progress at any time online through School Pathways and GradPoint. Official progress reports will be sent home after the first 9 weeks of class. At the end of each semester (January and June) report cards/transcripts are mailed to parents. Academic grades are reported on the transcripts. Only final semester grades are recorded on the transcript, which is the student's permanent record. Constant monitoring of graduation requirements is the joint responsibility of the student, the parent and the school staff. Five units of credit toward graduation are earned each semester a high school student receives a passing grade. Students and parents are encouraged to contact teachers for questions or concerns about the grades. Contact information for all staff is available on the school website. Teachers have the ultimate authority and responsibility for assessing the academic achievement of students. Only the teacher can change a grade.

## **DROP "F" POLICY/WITHDRAWAL FROM CLASS(ES)**

Students enrolled in classes are expected to complete these classes. However, a student who drops a course during the first six weeks of the semester may do so without any entry on his/her permanent record card. After 6 weeks, students who drop a class will receive a drop "F" on the transcript, unless otherwise decided by the principal or designee because of extenuating circumstances.

## **REPEATED CLASSES**

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. The student shall receive credit only for taking the course once. The highest grade received will be the permanent grade on the student's transcript.

## **GRADE CHANGES/REVISIONS**

Grades submitted by teachers at the end of the term are final and are not subject to change on the basis of revision of judgement such as a new exam or additional work completed after the original grade has been submitted. Grades may only be changed due to the following:

1. Correction of error in grading, or entering a grade wrong
2. Submitting a final grade for an "I" grade (see Incomplete Grade Policy below)
3. Grade changes must be approved by a school administrator

The Teacher of Record is responsible for requesting a grade change using the grade change process outlined below. Any correction of a grade must take place within one year of the start date of the course in which the grade was assigned.

## **INCOMPLETE GRADE POLICY**

An Incomplete "I" is a temporary grade which may be given at the Teacher of Record's discretion to a student for the purpose of unit/missed work recovery. Specific guidelines apply as follows:

- The student has one term (or other timeframe as determined by the teacher and/or administrator) to demonstrate mastery and earn a grade & credit before the grade turns to a "F."
- "I's" must be updated within one year of the start date of the course in which the grade was assigned.

## **SCHOOL/DISTRICT RULES**

### **BICYCLES/SKATEBOARDS**

A student who uses a bicycle or skateboard for transportation must stop riding it when reaching the edge of the campus. Bicycles and skateboards must be checked in and left in the Main Office while student is attending school.

### **FLYERS**

A student or adult may not distribute or past any flyer on campus without permission from the administrator.

### **GAMBLING**

Gambling (playing cards, dice, and coin pitching or flipping for money) is illegal and not allowed on campus or at any school activity.

**GRAFFITI/VANDALISM**

Damaging, defacing or destroying school property is against the law. Students guilty of such acts will receive consequences to the full extent that the California Education Code, the Penal Codes and San Juan district policies allow, including, suspension, social probation and possible recommended expulsion. There may be a referral to law enforcement. Parents are responsible and financially liable for acts of vandalism by their student. In addition, the district may withhold a student's grades, diploma and transcript until restitution for damages is made.

**INAPPROPRIATE DISPLAYS OF AFFECTION**

In a public place such as at school or at school-sponsored activities, excessive displays of affection are inappropriate.

**LITTERING**

Students have the responsibility for keeping the campus litter free while at school, especially during classroom breaks and/or lunch. Students must put their trash in the garbage containers placed around the campus. It is not the job of the custodian to pick up after students. Abuse will result in disciplinary action including "trash detail".

**LOITERING**

All students are required to be in class during school hours. Students may not loiter on or about the campus at any time. Students coming to or leaving the campus may not linger or gather at homes or on the streets next to campus. Students observed doing this will be subject to disciplinary action and possible referral to law enforcement. Private citizens have the option of calling law enforcement if students habitually loiter at the property.

**FOOD DELIVERY**

Students are not to order food to be delivered to the school. Parents may request permission from the office for special occasions, but in no instance may the operation of the school or student learning be disrupted.

**PROFANITY OR SLURS**

Students must not use profane language. Profanity directed at individuals or in loud excessive displays and/or slurs (racial, ethnic, sexual, religious, handicapped, etc.) are prohibited at all times. The use of such language will result in suspension.

**QUESTIONING BY OUTSIDE AGENCY**

A law enforcement agent upon request and with appropriate identification has the authority/right to question students while at school.

**SALES/EXCHANGES/BARTERING**

Selling, exchanging or bartering is prohibited except as fundraisers authorized by the administration and/or student government.

**SEARCHES**

To ensure the health, safety and welfare of students, school authorities and law enforcement officers may conduct searches as allowed by law. Backpacks and student vehicles may be searched at any time. In addition, district Safe Schools Officers (Sheriff's deputies) may use trained dogs to indicate the presence of drugs in vehicles, backpacks, and other locations.

**NONDISCRIMINATION/HARASSMENT/INTIMIDATION/BULLYING**

The Board of Education is committed to equal opportunity for all individuals in education. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived sex, race or ethnicity, color, national origin, nationality, religion, age, sexual orientation, sexual preference, ancestry, ethnic group identification, gender, gender expression, gender identity, physical or mental disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or sexual harassment in any district service, program and/or activity that receives or benefits from state financial assistance. The Board shall promote programs which ensure that unlawful discriminatory practices are eliminated in all district activities. Any student, staff member or parent who feels that harassment has occurred should immediately contact the teacher, principal of the school, or district Title IX Coordinator. If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the district Title IX Coordinator. Copies of the Uniform Compliant Form may be obtained from the school office or district Title IX Coordinator.

Any student who engages in discrimination, harassment, intimidation, and/or bullying may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in unlawful discrimination, harassment, intimidation, and/or bullying may be subject to disciplinary action up to and including dismissal.

**Bullying** is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Education Code section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil or pupil in fear of harm to that pupil's or those pupils' person or property
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health
3. Causing a reasonable pupil to experience substantial interference with his or her academic performance
4. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

Electronic act of bullying is the transmission, originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

1. A message, text, sound or image.
2. A post on a social network website including, but not limited to:
  - a. Posting to or creating a burn page. (Burn page means a website created for the purpose of having one or more of the effects listed in the definition of bullying.)
  - b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in the definition of bullying. (Credible impersonation means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe or has reasonably believed that the pupil was or is the pupil who was impersonated).
  - c. Creating a false profile for the purpose of having one or more of the effects listed in the definition of bullying. (False profile means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile).

Notwithstanding an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet. "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

### **UNIFORM COMPLAINT PROCEDURE**

Use this form, available from the director's secretary, to make a formal complaint alleging unlawful discrimination based on actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, color or physical or mental disability, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, career technical and technical education and training programs, Indian education, migrant education, child care and development programs, child nutrition programs and special education programs. Complainants shall be protected from retaliation and the identity of a complainant alleging discrimination shall remain as confidential as appropriate.

### **HEALTH EDUCATION**

Comprehensive sexual health and HIV prevention education **are both mandated instruction** and shall occur once in middle school and once in high school. The *EC* defines comprehensive sexual health education as "education regarding human development and sexuality, including education on pregnancy, contraception, and STIs" and HIV prevention education as "instruction on the nature of HIV and acquired immune deficiency syndrome (AIDS), methods of transmission, strategies to reduce the risk of HIV infection, and social and public health issues related to HIV and AIDS."

### **WILLIAMS UNIVERSAL COMPLAINT PROCEDURE**

Use this form, available from the director's secretary, to make a formal complaint alleging insufficient textbooks or instructional materials, teacher vacancy or misassignment, or threatening facility conditions.

### **TOBACCO USE OR POSSESSION**

The possession or use of tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, electronic cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel is prohibited. This applies on campus and includes attendance at school activities, in front of the school and streets and/or properties next to the school property. All San Juan Unified School District property is a tobacco and drug free zone for students and adults.

### **WEAPONS**

Students who bring guns, knives (or replicas/imitations) or other dangerous objects to school or school activities will receive a 5-day suspension, recommendation for expulsion and referral to law enforcement.

## **STUDENT EXPECTATIONS**

### **SCHOOL RULES**

California Ed Code 48908 states, "All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools." All students are expected to follow Choices Charter School's policies, rules and procedures to promote cooperation, consideration of others, care of property, conservation of resources and self-discipline. These rules apply at all times on campus and at all school-sponsored activities on or off campus. Guest teachers and all other school personnel are considered as regular faculty.

## **DISCIPLINE**

**The discipline policy at San Juan Choices Charter School is based on three premises:**

- **San Juan Choices Charter School is where student, family, and staff work together to establish educational goals, build strategies for success and student self-esteem while learning school-to-career skills.**
- **All students have a right to attend school without threat to their health and safety.**
- **All persons on campus should be treated with courtesy and respect.**

This policy provides students a means to cooperate so that San Juan Choices Charter School can maintain an environment in which the **BEST EDUCATION CAN TAKE PLACE.**

## **BEHAVIOR**

Students are expected to behave in a respectful manner and obey all policies and procedures or state laws related to behavior while at San Juan Choices Charter School. All discipline matters will be conducted in compliance with constitutional due process. Parents are expected to work closely with San Juan Choices Charter School staff to reinforce the school rules and behavioral expectations.

Students may be withdrawn from San Juan Choices Charter School by the school director and referred back to their district of residence for non-compliance with the master agreement.

Students may be recommended for expulsion upon determination that the student has committed one of the acts listed below while on school district property or engaging in a school related event or in the presence of any CCS staff member or credentialed teacher while any activities related to independent study are being conducted:

- **Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense.**
- **Used tobacco or any products containing tobacco or nicotine products, including but not limited to cigarettes, electronic cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.**

- Unlawfully possessed, used, 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.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- Possessed 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 unless, in the case of possession of any object of the type, the student had obtained written permission to possess the item from a certified school employee, with the Administrator's or designee's concurrence.

Students will be recommended for expulsion upon determination that the student has committed one of the acts listed below while on school district property or engaging in a school related event or in the presence of any CCS staff member or credentialed teacher while any activities related to Independent Study instruction are being conducted:

- Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object.
- 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, alcohol beverage or intoxicant.
- 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.
- 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.

Students shall be expelled as set forth in the policies and procedures of the San Juan Unified School District. San Juan Choices Charter School students recommended for expulsion will have all the rights and constitutional due process afforded any student enrolled in San Juan Unified School District.

Parents will be expected to work closely with San Juan Choices Charter School staff to reinforce the school rules and behavioral expectations.

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## SPECIAL EDUCATION

*Choices Charter School* (CCS) adheres to all provisions of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. Parents who choose to place their children in Choices Charter School are aware that:

- ▶ CCS is an Independent Study program in which parents accept responsibility for their children's education and become the primary facilitators in their children's learning program. The services of a special education teacher will be on a consultation basis only. The services of a credentialed regular education teacher will be a maximum of three hours per week.
- ▶ Each student identified with special needs must have an IEP stating that the independent study schooling program offered through CCS is the least restrictive environment for that student.
- ▶ A representative from your district of residence may be invited to participate as member of the IEP team.
- ▶ If the IEP team determines that CCS is not the least restrictive environment for a student, then the student will return to his/her district of residence for appropriate placement.
- ▶ All non-San Juan Unified School District residence students who withdraw from CCS must follow the policies and procedures related to inter-district transfer in order to enroll in another school program within the San Juan Unified School District

## GOVERNANCE

*Choices Charter School* shall operate as an extension of the San Juan Unified School District and be responsible to the SJUSD Board. An Advisory Council will advise the Director.

- (1) Director
- (4) Certificated Teachers
- (3) Students
- (3) Parents or Community Members
- (1) Classified Staff
- (1) District Liaison from K-12

The Advisory Council consisting of at least twelve members will meet quarterly with additional meetings as needed. Advisory Council members, except for the district liaison and the director, will be elected annually by the individual group they represent.

**Director** – The Director will serve as full time administrator. The work year will be 225 days. The director is responsible for implementing the policies and procedure of the charter. The duties include:

- ▶ Provide annual report to the SJUSD Board of Education
- ▶ Coordinate and implement policy
- ▶ Develop Budget
- ▶ Report to the Advisory Council
- ▶ Supervise and evaluate staff members of the CCS
- ▶ Recommend hiring and dismissal of personnel

### **Charter School Staff will:**

- ▶ Engage and motivate students towards mastery of academic skills
- ▶ Teach and assess student progress
- ▶ Create a nurturing environment for learning
- ▶ Understand cultural differences and needs of "at-risk" youth
- ▶ Utilize methods that incorporate learning styles



## **COMMUNITY SERVICE PROGRAM**

Student may participate in the Community Service Program through enrollment in a class, on weekends, or at a time agreed upon by the school counselor, the agency/organization, student and parent. Program length, units and grades will be awarded in accordance with SJUSD graduation requirements.

Length: Semester (5 units – 80 hours), quarter (2.5 units – 40 hours). The total number of units earned for community service shall not exceed 30 units per year or 15 per semester. This is a voluntary program.

### **Community Service Program Placements**

Community agencies and organizations participating in the Community Service Program will have non-profit status, registered with the Internal Revenue Service. Select a pre-approved agency from information listed in the Community Service Packet located in the Room 5. If you wish to use another site, contact your teacher for pre-approval.

#### **INSTRUCTIONAL METHODS:**

- A. Discussion with teacher
- B. Reflective writing with teacher
- C. Oral presentations with teacher
- D. Active participation with teacher

### **Grades**

The supervising teacher shall be responsible for awarding the grade and units which will be based upon the:

1. Completion of Community Service Packet (Description of participation, agency/organization, program agreement, program contract, student performance evaluation, student survey, Community Service log sheets completed and turned in on time to Supervising teacher);
2. Student's accomplishment of three established objectives agreed upon by the agency/organization, the school representative, student, and parent (see form B- Community Service Program Agreement);
3. Students completing a written essay and an oral presentation related to experiences gained through the Community Service Program.

### **Attendance**

Students will be present and on time at their assigned agency or organization on the designated day. In case of illness, it is the student's responsibility to inform both the agency/organization and the supervising teacher. The attendance of students enrolled in a Community Service Program will be monitored by the school representative and students will be held accountable in the same manner as the regular school program.

### **Transportation**

Transportation to the Community Service Program site will be the responsibility of the student.

### **Monetary Compensation**

Monetary compensation will not be awarded to students participating in the Community Service Program.

### **Program Termination**

The Community Service Program site may terminate the student placement if the student does not perform satisfactorily or if the community service program site supervisor determines the site is no longer suitable as a placement site.

The supervising teacher may terminate student placement if the site placement violates the terms of the agreement or if the student does not comply with the agreement or if the student develops negative attendance and academic patterns.

The student, in counsel with the community service site supervisor, teacher, and parent, may terminate the participation in the program. Based on reason for termination, partial credit may be given.

If the student attended the Community Service Program during regular school hours and the program is terminated the student will return to his or her supervising teacher for appropriate placement in another course.

### INDEPENDENT STUDY P.E. REQUIREMENTS

Physical Education credits may be earned through San Juan Choices Charter School at a rate of **5 credits per semester**. This means 80 hours of physical activity each semester which students will record daily physical (aerobic) activity on a four-week PE log. This log should be completed by the student and signed and initialed by a parent or guardian on a weekly basis. The form will be collected by the student's supervising teacher at the end of the four week period. Choices staff have developed a PE rubric, please see the **Choices Student Binder** for guidelines. Students are graded on the variety of activity, frequency of activity, and timeliness and accuracy of completed paperwork as stated in the PE rubric. In addition to the PE log, 9<sup>th</sup> grade students are required to complete weekly reading assignments and worksheets. All students **must** attend **one** PE clinic **each** semester to receive the **full five credits** for the semester.

### 2019-2020 SCHEDULE FOR PHYSICAL EDUCATION CLINICS

All 7<sup>th</sup> and 9<sup>th</sup> grade students must attend one PE clinic each semester for State-mandated testing. During the PE clinic, students will be tested using the six Fitnessgram standards.

The Healthy Kids Fitnessgram assesses each student's level of fitness in comparison to the expectations of healthy students of the same age and gender. The Fitnessgram tests aerobic capacity (measured by the mile run), body composition (body fat tested using a bioelectrical impedance apparatus), abdominal strength and endurance (curl ups), trunk strength and endurance (trunk lift), upper body strength and endurance (pushups), and flexibility (shoulder stretch or sit and reach). Results from this mandated testing will be placed in the student's cumulative folder and sent to the State of California in the beginning of May.

The final date for testing this year will be April 25. Please register through our website at [choicescharter.org](http://choicescharter.org). Click on the student weblinks button and choose PE clinics.

Clinic times:

#### **Fall Semester**

September 18  
October 7  
November 4  
November 20  
December 9

#### **Spring Semester**

February 12  
February 26  
March 9  
March 23  
April 1

1. Wear appropriate shoes and clothing to P.E. Clinics.
2. Students must sign up with their supervising teacher to attend the clinic. No more than 15 students will be registered for each clinic.
3. Results of the Fitnessgram Tests for all 7<sup>th</sup> and 9<sup>th</sup> grade students (collected during the PE clinics) are sent to the state to fulfill physical fitness testing requirements established by the State of California.

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## GRADUATION INFORMATION

### PARTICIPATION POLICY

Graduation recognizes seniors who have successfully completed the required course of study through attendance and completion of 220 units. SJUSD board policy states, seniors enrolled but not attending **four** classes will be denied participation in graduation ceremonies even though all other graduation requirements have been met. A senior placed on social probation anytime during the last month of school may not participate in any school-related activity including the commencement ceremony.

### GRADUATION REQUIREMENTS

Choices Charter School

<u>SUBJECTS</u>	<u>Number of Credits Required</u>
English	40
Mathematics At least 10 credits of IM 1 or higher	20
Science	
Biology	10
Earth Science	10
Social Studies	
World History	10
U.S. History	10
American Government	5
Social Science Elective	5
Economics	5
Health	5
Physical Education	20
Visual/Performing Arts	10
Electives	70
 TOTAL CREDITS NEEDED FOR GRADUATION	 220

### IMPORTANT INFORMATION FOR STUDENTS IN THE CLASS OF 2023 AND BEYOND!

SJUSD has increased their graduation requirements for the class of 2023 and beyond. These changes are equal to the US/CSU University entrance requirements. Please go to <https://www.sanjuana.edu/Page/44716> for details on these new requirements.

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**Graduation Participation**

All students meeting the course/credit requirements by the annually stated deadline, and complete the senior check-out process, may participate in graduation. Details on graduation will be given to seniors and families via email, newsletter, and ParentSquare.

**Graduation Attire and Accessories**

Graduation attire consists of the gown and cap available for purchase from Choices. Loaner attire is available on a limited basis.

Students may wear school-supplied stoles, cords, or medallions which are earned for special achievement or participation.

Stoles are earned for:

- Honor Roll – student earned a cumulative 3.5 GPA or higher over their 8 high school semesters.
- Scholar Athlete – 3.5 cumulative GPA plus 4 years participation in the same high school sport(s).
- Student Athlete – 3.0 cumulative GPA plus 4 years participation in the same high school sport(s).

Cords are earned for participating in specific courses at Choices for 2 years or more, including:

- Visual and Performing Arts (VAPA)
- Foreign Language (Spanish, French)
- Student Leadership

Medallions are given for earning a Seal of Biliteracy, which includes the following criteria:

- Completion of all English language arts requirements with an overall GPA of 2.0 or higher, and
- Scoring “At Standard” or “Above Standard” on their 11<sup>th</sup> grade Smarter Balanced Assessment, and
- Proficiency in one or more languages other than English through: passing a foreign language AP exam with a 3 or higher, or; successful completion of a four-year course of study in a foreign language with an overall GPA of 3.0 or higher, or; pass the SAT II foreign language exam with a score of 600 or higher, and
- Successful completion of an oral proficiency exam designed for the seal of Biliteracy.

**No other accessories are allowed. This includes flower leis, necklaces, scarves, and/or cap adornments.**

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## CALIFORNIA COMMUNITY COLLEGE ENTRANCE REQUIREMENTS

Any student who has earned a high school diploma or has reached their 18<sup>th</sup> birthday is eligible to enroll at a California Community College. The community college awards Associate of Arts and Associate of Science Degrees, Occupation Certificates and transfer credits to students who wish to continue their education at a four-year college or university. Los Rios Community College District (**American River College, Sacramento City College, and Consumnes River College, Folsom Community College**) requires students to take Math and English Assessment Tests prior to registration.

Sierra College will accept the results of the Assessment Tests from ARC, but will require additional testing.

Enrollment is a five-part process:

1. Application for admission
2. Assessment tests
3. Orientation and registration
4. Education planning with a counselor
5. Registration for classes

## CALIFORNIA STATE UNIVERSITIES ENTRANCE REQUIREMENTS

Admission is determined by (1) high school grade point average, (2) scores on either the ACT or SAT I tests and (3) completion of the specific subject requirements listed below with a grade of "C" or better. The G.P.A. is based on work completed in grades 10, 11, 12 excluding physical education and military science.

1. **English: 4 years**  
Courses must be college preparatory English
2. **Mathematics: 3 years**  
Algebra 1, Geometry, and Algebra 2
3. **U.S. History or Social Science, World History, American Government, Economics, Psychology, Geography, World Today or Political Science: 2 years**
4. **Laboratory Science: 2 years**  
Biology, Chemistry, or Physics
5. **Foreign Language: 2 years (3 years recommended)**  
Two years of the same Foreign Language
6. **Visual/Performing Arts: 1 year**  
Art, Drama, or Music
7. **Electives: 1 year**  
One year of college preparatory courses from the following fields: History, English, Advanced Math, Laboratory Science, Foreign Language, Social Studies, and the Visual/Performing Arts.

The California State University System includes **Bakersfield, Channel Islands, Chico, Dominguez Hills, Fresno, Fullerton, East Bay, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, and Stanislaus.**

**CSU planning may be done at the web site at: <http://www.csumentor.edu>**

English Placement Test (EPT) and Entry Level Math (ELM) testing must be done before registering for classes. These may be satisfied by appropriate scores on the SAT I or ACT tests, achievement tests, SAT II, AP tests, or successful completion of the appropriate community college courses. Students who score 560+ in math on the SAT I and 550+ in English are exempt from taking the EPT and ELM test. Students who don't pass the test must take remedial classes the first year of college.

**UNIVERSITY OF CALIFORNIA  
ENTRANCE REQUIREMENTS**

The required classes for entrance into the UC system are outlined below. Students must take 15 units of high school courses to fulfill the Subject Requirement – seven units of which must be taken in the last two years of high school. (A unit is equal to an academic year, or two semesters of study.)

**UC requirements are subject to change. Final changes will be forthcoming.**

**A. History/Social Science – 2 years**

One year of U.S. History or one-half year of U.S. History and one half year of Civics or American Government; and one year of World History, Cultures and Geography.

**B. English – 4 years**

Four years of college-preparatory English. (Not more than two semesters of 9<sup>th</sup> grade English may be used to meet this requirement.)

**C. Mathematics – 3 years required, 4 recommended**

Three years, including Algebra 1, Geometry, and Algebra 2 (above courses taken in 7<sup>th</sup> and 8<sup>th</sup> grades are acceptable.)

**D. Laboratory Science – 2 years required, 3 recommended**

Two years of laboratory science in at least two of these three areas: Biology, Chemistry, and Physics (not more than 1 year of 9<sup>th</sup> grade lab science may be used to meet this requirement.)

**E. Languages other than English – 2 years required, 3 recommended**

Two years of the same language other than English. Courses in languages other than English taken in 7<sup>th</sup> and 8<sup>th</sup> grade are acceptable if they meet our high school requirements.

**F. Visual and Performing Arts – 1 year**

One yearlong course of visual and performing arts chosen from the following disciplines: dance, drama/theater, music, interdisciplinary arts or visual art — or two one-semester courses from the same discipline is also acceptable.

**G. College Preparatory Electives – 1 year**

One year, in addition to those required in “a-g” above, chosen from the advanced areas: Visual and Performing Arts, History, Social Science, English, Advanced Mathematics, Laboratory Science, and languages other than English (1 - third year in the language may be used for the “3” requirement or two years of another language.

The University of California system includes **Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, Santa Barbara, and Santa Cruz. San Francisco does not accept undergraduates. Undergraduate admissions information may also be obtained on the web at: <http://www.ucop.edu/pathways>**

**REMEMBER – UC REQUIREMENTS ARE SUBJECT TO CHANGE**

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