



CLEVELAND CHARTER HS STUDENT HANDBOOK 2016-2017

Vision Statement

The Grover Cleveland Charter High School community nurtures global citizens who pursue academic excellence, realize personal success, and social responsibility.

Mission Statement

To promote student achievement, Grover Cleveland Charter High School will:

- Maximize student potential and growth opportunities
- Implement support systems that address the needs of the whole child
- Strengthen parental communication and involvement
- Support innovative initiatives among stakeholders
- Incorporate current educational research and practices
- Optimize the allocation and utilization of resources
- Network with educational institutions and community agencies

21st Century Learner Outcomes

Academic Excellence

- Think critically, read broadly, write effectively, listen carefully, and speak thoughtfully
- Research, process, analyze, synthesize, and evaluate information and resources
- Envision, create, and produce original works using multimedia applications
- Foster curiosity, examine ideas, and generate solutions

Personal Success

- Prepare for and adapt to constant change
- Develop positive self-identity, healthy life choices, and meaningful goals
- Value ethical principles, demonstrate personal integrity, and assume ownership
- Balance individual talents with educational pursuits and career interests

Social Responsibility

- Explore and appreciate different cultures and languages
- Contribute to the enhancement of civic life
- Collaborate with others to perform humanitarian efforts
- Respect and protect the local environment and global community

Message from the Principal

Welcome to the Land. Whether you are here for the first time or you are returning to the school, thank you for being a part of our Cleveland family.

We are proud to be a California Gold Ribbon School and Title I Academic Achieving School. At Cleveland, we promote academic excellence, and our highly qualified and dedicated faculty and staff strive to afford all of our students the best possible education personalized according to their abilities and interests as well as their postsecondary educational and career goals.

We welcome parental involvement and view education as a partnership between school and home. Indeed, students' success in school and, by extension, our school's overall performance and reputation depend to a great degree on parental support and participation.

Please review the enclosed information carefully. Students must return the following forms signed by a parent or legal guardian to their Period 2 teacher by *Friday, August 19*:

- Emergency Information
- Revised Attendance Policy
- Receipt of the Student Handbook
- LAUSD Directory Information Release
- Grover Cleveland Charter High School Student Information Release
- Pesticides Notification
- Responsible Use Policy for District Computer Systems
- Grover Cleveland Charter High School Family-School Compact

During the year, you will receive regular communication from the school in various forms, including letters and automated telephone messages, regarding our instructional program, student activities, and athletics. Please take advantage of our website, www.clevelandhs.org, for the latest and most detailed information, announcements, and calendars, and other resources as well. You can also like us on Facebook at Grover Cleveland Charter High School to receive regular updates.

I wish all of you and successful and memorable school year.

Sincerely,
Cindy Duong
Principal

ADMINISTRATIVE AND SUPPORT STAFF

Principal	Cindy Duong
Assistant Principal	John Ford
Assistant Principal	Damian Goodman
Assistant Principal	Robert Rakauskas
Assistant Principal	Patricia Russell
Assistant Principal	Stephanie Slaughter
School Administrative Assistant	Michelle Graham
Learning Communities	Coordinators
AOAT Coordinators	Donna Mercer/Gabriela Rosillo
GAIMS Coordinator	John Latimer
Humanities Magnet Coordinator	Jennifer Macon
ISLA Coordinator	Susana Cantu
SAS Coordinator	Rita Hall
STEM Coordinator	Mariam Davidian
Counseling Breakdown	Counselors
AOAT	Ami McColl
ELD 1-4 * Magnet 10 th -12 th L-Z	Priscilla Morales
GAIMS * AUT * MR	Diane Shapiro
STEM	Teresa Frias
SAS * SDC	Raquel Alotis
Magnet 9th * Magnet 10-12 th A-K	Lori Howe
College Counselor	Sharon Drell
Support Staff	
Athletic Directors	Jeff Laidlaw/Greg Venger
Cafeteria Manager	Sofy Azouri
Deans of Discipline	Carol Holton, Jose Orellana
ELD Coordinator	Arelis De La Vega
Librarian	Lori Broger-Mackey
Nurse	Gina De La Luna
Plant Manager	Javier Pena
School Financial Manager	Julio Ortiz
Special Education Coordinator	Vanessa Frnzyan
Title I Coordinator	William Smith

BELL SCHEDULES

<u>Daily</u>		<u>Minimum Day Schedule</u>	
<u>Period</u>	<u>Time</u>	<u>Period</u>	<u>Time</u>
A.	7:00 - 7:50	A.	7:00 - 7:50
1.	7:57 - 8:54	1.	7:57 - 8:33
2.	9:00 - 10:02	2.	8:39 - 9:19
Nutrition	10:02 - 10:22	3.	9:25 - 10:00
3.	10:28 - 11:25	Brunch	10:00 - 10:30
4.	11:31 - 12:28	4.	10:36 - 11:11
Lunch	12:28 - 12:58	5.	11:17 - 11:52
5.	1:04 - 2:01	6.	11:58 - 12:34
6.	2:07 - 3:04		
<u>Professional Development</u>		<u>Extended Lunch</u>	
<u>Tuesdays</u>			
<u>Period</u>	<u>Time</u>	<u>Period</u>	<u>Time</u>
A.	7:00 - 7:50	A.	7:00 - 7:50
1.	7:57 - 8:39	1.	7:57 - 8:53
2.	8:45 - 9:33	2.	8:59 - 10:00
Nutrition	9:33 - 9:53	Nutrition	10:00 - 10:20
3.	9:59 - 10:41	3.	10:26 - 11:23
4.	10:47 - 11:29	4.	11:29 - 12:26
Lunch	11:29 - 11:59	Lunch	12:26 - 1:10
5.	12:02 - 12:47	5.	1:16 - 2:13
6.	12:51 - 1:34	6.	2:19 - 3:18
<p>Note: There are <i>no 6:00 pm, late buses</i> on Staff Development Tuesdays.</p>			

CHARACTER COUNTS

TRUSTWORTHINESS

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

RESPECT

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

RESPONSIBILITY

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

FAIRNESS

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

CARING

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

CITIZENSHIP

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

STANDARDS OF STUDENT BEHAVIOR

Students are responsible for knowing and obeying all school rules and regulations.

- Every student is expected to be on time to school, to attend all classes, and to behave in a proper manner, adopting good study habits and abstaining from using vulgar or profane language.
- Students are expected to conduct themselves in a manner respectful to the school, home, family and community. Horseplay is dangerous and will not be tolerated.
- Students are expected to comply with all reasonable requests from adult staff members.
- Students are expected to resolve conflicts or personal problems in a socially acceptable manner with the help of deans, counselors, or other members of school-related organizations.
- Students are to conform to the dress code (see below).
- Students are expected to take care of our school facilities and to maintain the campus neat and clean, throwing away all trash in trash cans.
- Students are expected to refrain from cheating in class, plagiarism and obtaining tests illegally. Consequences for academic dishonesty will include a grade of Fail on the assignment or exam in question and a parent conference, and, possibly, a Fail in the course and further disciplinary measures.
- Students are not to park on campus, including staff parking lots.
- Cell phones and electronic devices, including earphones, may not be used and must be turned off and stored out of sight during class time, otherwise they will be confiscated and held for parent pickup.
- Bicycles, skateboards, Hover boards, scooters, and roller skates may not be ridden or carried on school grounds, including parking lots, at any time; otherwise they will be confiscated and held until picked up by the parent in person. (State law requires helmets for roller skates, bicycles and skateboards, and violators are subject to citation.) Bikes are to be parked in the designated bike compound. The school is not responsible for theft of or damage to bicycles. Skateboards must be stored in the student locker.
- Gambling paraphernalia, squirt guns and water balloons are also prohibited on campus.

DRESS CODE

Clothing and accessories that are deemed disruptive of the instructional program and other school activities are not allowed. Clothing is to be neat and clean. The following pieces of clothing, styles of clothing, and accessories are prohibited:

- Gang-related clothing or paraphernalia
- Baseball caps or beanies, unless they are Cleveland High School caps or beanies
- Hoods, wave caps, and bandanas
- Hairnets, spikes, or curlers
- Oversized pants or shorts (pants must stay up without a belt)
- Stapled or artificially creased pants
- Initialed belts, extra-long belts, and extra-long chains
- Cutoffs with high stockings
- Clothing or jewelry of another school or off-campus organization
- Clothing or accessories displaying words, brand names, or graphics involving drugs, alcohol, tobacco, profanity, obscenity, weapons, violent or illegal acts, or graffiti vandalism
- Clothing or accessories displaying words or images degrading of any culture, gender, or religion, or of ethnic values
- Shorts or dresses with hem not extending to fingertip level as student stands straight with arms at sides
- Visible undergarments

Failure to obey the dress code may result in disciplinary measures, including suspension, detentions, and/or loss of student privileges.

ACTIVITIES THAT MAY RESULT IN SUSPENSION, EXPULSION, AND/ OR POLICE INVOLVEMENT

- Crimes of violence
- Assault or battery on another person
- Any type of hate crime
- Possession of a weapon, including any type of knife, stun gun, taser, pepper spray or mace
- Use or possession of drugs or alcohol
- Any type of gang activity or sexual harassment/battery
- Defacing school property (the student and parent will be responsible for restitution)
- Possession of any marking device, including spray cans, paint, and markers
- Stealing or extortion
- Possession of stolen property
- Climbing of fences or gates
- Forgery
- Gambling
- Hazing
- Cyber Bulling
- Persistent use of degrading language or profanity
- Publication or distribution of unauthorized materials
- Any illegal activity

INTERNET AND RESPONSIBLE USE POLICY

The Los Angeles Unified School District provides computer network and Internet access for its students. This service allows students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites.

Every year, any student who wishes computer network and Internet access for the upcoming school year must sign and submit a Responsible Use Policy. Students who are under eighteen must also have a parent or guardian sign this policy. By signing the agreement, the student, and parent or guardian, agree to follow the rules set forth in the policy and to report any misuse of the computer network or the Internet to a teacher or supervisor.

Violation of the policy may lead to the revocation or suspension of a student's account.

Unacceptable uses of the computer network or the Internet include:

- Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law
- Selling or purchasing any illegal substance
- Uses that cause harm to others or damage to their property
- Transmitting or downloading confidential information or copyrighted material
- Uses that involve obtaining and or using an anonymous e-mail site, disguising one's identity, impersonating other users, or sending anonymous e-mail messages
- Threatening, harassing, or making defamatory or false statements about others
- Using profane, abusive, or impolite language
- Accessing, transmitting, or downloading offensive, harassing, or disparaging material
- Commercial uses of the school network
- Damaging computer equipment, files, data or the network
- Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting the performance of any computer system
- Using any district computer to pursue hacking, internal or external to the district, or attempting to access information that is protected by privacy laws
- Uses that jeopardize access or lead to unauthorized access into accounts or other computer networks
- Deleting, copying, modifying, or forging other users' e-mails, files, or data
- Accessing other users' e-mail without their permission
- Accessing, transmitting or downloading large files, including "chain letters" and any type of "pyramid scheme"

ATTENDANCE AND ATTENDANCE OFFICE POLICIES

Attendance Law: All students between the ages of six and eighteen must attend school daily, and parents or guardians are responsible for sending their children to school (*Education Code 48200*). A student who is absent three full days without a valid excuse, or who, on three occasions, is tardy or absent from class for more than thirty minutes without an excuse, or for whom any combination of the two applies, is considered a truant (*Education Code 48260*).

Parents should make every effort to schedule student medical and personal appointments for after school or non-school days. Students found off campus during school hours, without school permission or parent supervision, may be cited for truancy by local police. Truancy can lead to severe consequences, including fines and criminal prosecution.

Cleveland's attendance goal requires all students to be in attendance 96% of the school year, and more than ten absences is considered excessive. Parents are notified of students' absences by telephone, mailings, and quarterly progress reports.

Students with more than ten uncleared full day absences or ten uncleared single period or partial day in a single year also become ineligible for participation in the graduation ceremony. To clear an absence for graduation eligibility a student must bring an illness or medical note. An absence is not considered cleared if marked unexcused or truant. For more information please refer to the attendance policy included in the students' annual opening day packet.

Clearing Absences: When returning from an absence, students must report *to the Attendance Office, before period 1*, with a signed note from home indicating their date of birth, the days of the absence and the reason for the absence. Students absent five or more days due to illness must also be cleared by the School Nurse for re-admittance.

Early Leaves: To leave school before the normal conclusion of the school day, students must present a *note* from the parent or guardian, with a *contact telephone number* for verification purposes, *to the Attendance Office before period 1* on the day of the early leave. Students will not be released unless the request is verified, and they will be released only to adults whose names appear on a student's current Emergency Card.

Students who feel ill during the day are to see the School Nurse, who will verify the illness and contact the parent, if advisable.

No early leaves will be allowed during final exam schedule. Students over 18 must present proof of medical or other legitimate appointments to receive an early leave.

Class Interruptions: District policy prohibits the interruption of class instruction and the delivery of messages or articles to students except in the case of genuine emergencies. Flowers, balloons, gifts, money, valuables, and other item will not be accepted for delivery to students, and students are expected to arrive at school prepared for the school day.

Deliveries: No deliveries may be accepted by students at the front door, with no exceptions. Contact with or deliveries to students may be from parents or authorized adults only and be processed through the Attendance Office. Unauthorized deliveries to students will be refused.

HEALTH AND HEALTH OFFICE POLICIES

The Health Office is located in the Administration Building next to the Attendance Office. To see the School Nurse, students must request a hall pass from their classroom teacher and have their student ID card.

Medications on Campus: A student who needs to take medication during school hours must have a statement to this effect, signed by the prescribing physician and the parent or guardian, on file at the school. Self-administration of medication may be permissible by special arrangement with the School Nurse. The required forms are available from the Health Office. School health personnel do not prescribe or give advice regarding medication.

Students Returning to School with Injuries: Students returning to school with sutures, casts, or crutches must have a doctor's written permission to return to school and must comply with all safety procedures required by the school.

DISCIPLINE AND DEANS' OFFICE POLICIES

Deans' Office is located in room J-1. The Deans work to resolve conflicts and to promote order, safety and security on campus. Students are encouraged to get to know our Deans and to feel free to seek their assistance and offer them their support.

The Restorative Justice Room is located in GPLR. The Restorative Justice Teacher Advisor works to resolve school disciplinary incidents by providing strategies as stated in the School Climate Bill of Rights.

Classroom Discipline:

Students shall not interfere with the learning process of others and are expected to follow classroom rules. Failure to do so may result in:

- The denial of class privileges
- A parent conference
- Referral to a Dean
- A student/teacher contract
- Suspension
- Permanent removal from a class with a grade of Fail

Tardy Policy: *Students must be in the classroom in their assigned seats when the class bell rings.* Tardy sweeps are conducted every day and before each class period. Students that arrive late to class are issued a tardy slip, and the tardy is recorded. Every three detentions equals 1 detention. Students must clear detentions as soon as possible to avoid further consequences such as not being able to participate in school extra-curricular activities.

Hall Passes: *To be legitimately excused from a classroom while class is in session, students must receive from their classroom teacher a properly completed hall pass.* Hall passes cannot be issued during the first or last ten minutes of a class period. Teachers are issued a new, different-colored hall pass each month, and the student must be in possession of the current month's hall pass. In addition to the hall pass, students must have their school ID card. Students without a hall pass and their school ID card will be sent back to class.

Student and Locker Searches: LAUSD mandates daily, random student searches. Students may be wanded, and backpacks and lockers may be searched. Additional searches are conducted as deemed warranted, and in accordance with LAUSD guidelines.

Campus Visitor's Policy: All campus visitors must:

- Schedule an appointment with the teacher or appropriate staff member by telephone or e-mail, or by completing the Request for Parent Visit form in the Main Office indicating the staff member and the date and time requested for the visit. Visits are to be scheduled at least one full school day in advance to allow for teacher notification. The school day extends from 7:57 a.m. to 3:04 p.m.
- Sign in at the front door of the Administration Building when arriving on campus, be prepared to show identification.
- Obtain from the Main Office, and prominently display on their person, a visitor's pass approved by an administrator or administrative designee before proceeding to the designated location on campus, and return the pass and sign out upon departure.
- Determine the classroom activity they wish to observe and keep the classroom observation time and frequency within reasonable limits. Observations will be during the class period of the student unless the teacher and parent/guardian agree to an observation of the teacher's other classes.
- Enter and leave the classroom as quietly as possible.
- Not converse with the students, teacher and/or instructional aides during the visitation.
- Not interfere with any school activity during the visitation.
- Not disrupt or cause disorder to any class, office, or school activities.

Any individual who disrupts a school site or fails to follow school rules and /or procedures is subject to removal from the school site and may be further restricted from visiting the school.

COUNSELING AND COUNSELING OFFICE POLICIES

Counselors are located in the Counseling Office in the Administration Building. Students are encouraged to approach their assigned counselor as early as possible with all questions and concerns regarding their academic progress and graduation.

Class Changes: Class changes are not possible after the fourth week of the semester without administrative approval. A Fail will be assigned for all courses dropped after the first four weeks of the semester.

THE COLLEGE AND CAREER OFFICE

Our College and Career Office is located in room H-2. The office provides information concerning college options, admissions, placement testing, financial aid workshops, and school-to-work information. Information on specific colleges and their requirements, registration for PSAT, SAT and ACT exams, and the application process to colleges and for financial aid is also available.

STUDENT LIFE

Student ID Cards: All students must carry a current Cleveland Charter High School ID card at all times. This ID card will be required in order to use a hall pass, check out library books, receive a cafeteria PIN, buy a Cav Activity Card, participate in school-sponsored social events, leave campus for any reason, and, in general, participate in campus life.

Lunch Passes: Seniors with a GPA of 2.0 and Juniors with a GPA of 3.0 may apply for a lunch pass application to leave campus for lunch with parental permission. *Parents must come to the school in person and sign the authorization form in the presence of school personnel.* Lunch pass applicants must have a valid, current Cleveland student ID card, as well as a current emergency card on file. *Lunch passes will be revoked for poor attendance, excessive tardiness, and*

disciplinary referrals. Students must leave campus within ten minutes of the start of the lunch period and return prior to the ringing of the passing bell at the end of lunch. *Students must show their passes at the school main entrance each time they leave and return for lunch.* Any student who presents an altered pass or someone else's pass, or who lends another student a pass, will face disciplinary action, and the pass will be automatically revoked.

Lockers: Combination lockers are issued to students at the start of each year or after enrollment through the Student Store. Combinations should not be shared with other students. Lockers are intended for the storage of textbooks only and at no time should be used to keep money or other valuables. Gym lockers are issued each year by the PE department to students enrolled in PE classes or involved in the athletic program. The school is not responsible for losses or theft. Students with hall locker problems should report them to the Student Store; with gym lockers, to their coaches or PE teachers.

Textbooks: Students are responsible for the textbooks issued to them. Textbooks must be covered, and the student's name and the room number of the class must be written on each textbook's inside front cover. Students will be required to pay for lost or damaged textbooks.

Lost and Found: The Lost and Found is located in the Textbook Room and the Student Store. It is highly recommended that students mark their name in a conspicuous place on all their personal belongings and that they do not leave them unattended.

Theft and Vandalism: Students should report all incidents involving theft, damage, vandalism, or other unusual circumstances to the Deans' Office.

Clubs and Organizations: Cleveland teachers sponsor many clubs and organizations, and students are encouraged to join one or inquire about starting a new club. Students should listen to the PA announcements and check the clubs list on the school website to find out meeting dates and times of the clubs they are interested in attending.

IMPACT: IMPACT is a program available to Cleveland students to assist with personal problems, often related to substance abuse. This is a voluntary program to which students self-refer or are referred by other school professionals with the assistance and consent of their parents. More information can be obtained from the student's counselor.

Student Store: The Student Store is located in the lunch area and is open before and after school and during lunch and nutrition. Items available for purchase at the Student Store include:

- PE clothes
- Cleveland Cavalier hats and gear
- CAV Activity Cards
- Yearbooks

Library: The school library provides students with access to current print, electronic and audiovisual resources, ranging from graphic novels to reference materials. Students may avail themselves of computers, printers and a photocopier as they develop their assignments and research projects. Regular hours are 7:30 AM to 3:30 PM (Tuesdays to 7:30 AM-Dismissal). During class time, students must be accompanied by, or have a pass signed by, their teacher.

Cavalier Athletics: Cleveland Charter High School has a strong tradition of excellence in athletics. To be eligible to compete on a Cavalier team, students must be enrolled in a minimum of 20 course credits and maintain a 2.0 grade point average. In addition, aspiring athletes must have a doctor's clearance, be cleared by the school nurse, have parental permission, and present proof of medical insurance. Questions about participation in athletics should be directed to the Athletic Director.

FALL SPORTS are:

Cross Country, Football, Golf-Girls, Tennis-Girls, Volleyball-Girls, F/S Basketball-Boys, Water Polo-Boys

WINTER SPORTS are:

V/JV Basketball-Girls, V/JV Basketball-Boys, Soccer-Girls, Soccer-Boys, Wrestling, Water Polo-Girls

SPRING SPORTS are:

Baseball, Track, Swimming, F/S Basketball-Girls, Golf-Boys, Tennis-Boys, Volleyball-Boys

Our motto in athletics is "Victory with Honor," and all athletes are expected to follow the dictates of good sportsmanship.

For spectators, a ticket is a privilege. Spectators must refrain from all negative behavior, such as booing, heckling and name calling, as well as all distracting behavior, such as yelling, the waving of arms or the drumming of feet.

School-wide Policy against Hazing: Cleveland Charter High School strives to maintain a healthy learning environment and athletic program in which all students feel safe and welcome and can be proud of the school and programs they represent. Hazing in any form, including degrading forms of initiation, is strictly forbidden by California State Law. According to the law, no student shall conspire to engage in hazing or commit any act that causes or is likely to cause bodily danger or physical harm to a fellow student or any other person. Hazing of any kind, even verbal or psychological, is not allowed on this campus or in the athletic program, and students violating this policy will be subject to District discipline, misdemeanor penalties and the forfeiture of entitlements. It is the duty of the student to report any acts of hazing to a school administrator or coach.

NONDISCRIMINATION INFORMATION

It is the policy of the LAUSD to comply with the following:

TITLE VI

"No person...shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the Department of Education" (Civil Right Act of 1964).

TITLE IX

"No person...shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance" (Education Amendments of 1972).

SECTION 504

"No otherwise qualified individual with a disability ...shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance" (Rehabilitation Act of 1973).

TITLE II

"No otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in programs or activities sponsored by a public entity" (American Disabilities Act).