

**Parent/Student
Handbook
2017-2018**



**Butterfield Charter
High School**

900 Pioneer Ave
Porterville, CA 93257
(559) 782-7057

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PUSD Outcomes Creating Opportunities: Changing Lives

Our Vision: PUSD Students will have the skills and knowledge to be prepared for college and career and make a positive impact in a dynamic global society.

Our Mission: The mission of PUSD is to provide students dynamic, engaging and effective educational experience that prepares them with skills to be productive citizens in a global society.

Expected Graduate Outcomes:

As a result, all students will develop and demonstrate:

- Critical thinking and problem solving skills
- Cultural awareness and the ability to collaborate with diverse groups
- Technical skills in digital media applications and information management
- Effective communication skills of listening, speaking and writing
- Creativity and innovation
- Leadership, self-management and organizational skills obtained through real world applications and community involvement
- Adaptability, responsibility and ethical behaviors
- The ability to navigate the global world of work and further their education

Independent Study Program Overview

The Independent Study Program is an optional and voluntary educational program that affords students the opportunity to engage in an alternative instructional strategy. The program is designed to assist students in meeting the required State Standards, the charter's curriculum objectives in the content areas, and graduation requirements. The primary purpose for Independent Study is to offer a means of individualizing the educational program for pupils whose needs may be best met through study outside of the regular classroom setting as independent learners.

A student is enrolled in the Independent Study program after he/she follows the required process:

- Referred to program by school counselor or administrator
- Attends mandatory parent and student orientation workshop
- Completes all necessary paperwork to enroll

The Independent Study program is not for everyone. Remember, students enter the program as independent learners, where individualized instruction is implemented as the instructional strategy. Each student is responsible for meeting their weekly contract as assigned by their Supervising Teacher. A student must implement a work/study schedule that should include time- management, organizational discipline and the necessary focus to be successful in this alternative program.

Once enrolled as a Butterfield Charter High School student, BCHS students are not allowed on any other PUSD campus. Violators will be subject to search and seizure.

Students who fail to meet with their Supervising Teacher and/or failure to complete assigned course work will be evaluated to determine if the program is a viable school strategy.

I urge you to take the time to thoroughly read this handbook.

Parent and Student Orientation

All new students and their parent/guardian will be expected to attend an orientation meeting before beginning classes. In the orientation, procedures and policies of BCHS will be explained and discussed. During this meeting, the student's transcript will be reviewed and courses assigned.

First Student Teacher Meeting

Parents are required to attend the first student/teacher meeting. All students have an Individual Learning Plan, which will be discussed at this meeting with the student, parent, teacher, and administrator. All other questions about the program will be addressed at this time. Parents are welcome to attend subsequent meetings.

The Master Agreement Contract and Individual Learning Plan

BCHS guidelines require a detailed agreement among the individual student, parent/guardian, and teacher. This agreement is called the Master Agreement Contract, and it must be completed and signed by the teacher, parent/guardian, and student at the beginning of each semester thereafter. This contract is not activated until the student, parent, and teacher have signed and dated it. No attendance or credits can be awarded until all of these signatures are on the Master Agreement.

Counseling Appointments

Parents and/or students may request a counseling appointment with the counselor, principal, or the master teacher. Call 559-782-7057 the school to schedule an appointment.

Attendance Information

There is a high correlation between positive attendance and school success. Students are responsible for attending school with a positive attitude toward studying and learning as evidenced by regular, punctual attendance and completion of assigned work. The school asks parents to give students the best opportunity to be successful by insisting that they attend regularly and by calling to clear absences immediately. Students who receive benefits under Cal Works are required to maintain attendance requirements of 90%. Assembly Bill 1542 requires the school to notify the county Health and Human Services of any student not meeting these requirements. Notification will occur on a quarterly basis.

Clearing Absences

It is the student's responsibility to have absences cleared by parent/guardian or person authorized by parent/guardian, by calling 782-7057 on the day of the absence between the hours of 8:00 a.m. to 4:00 p.m. Failure to do so will result in disciplinary action or dismissal from the Independent Study Program.

Attendance must be cleared within 20 school days following an absence. Any absence not cleared within 20 school days will remain unexcused (as per Ed Code.)

If a student is 18 and living with parents, the parents are responsible for clearing absences as described above. If a student is 18 and living independently, they have the responsibility of clearing their own absences in accordance with school rules and regulations.

Frequency of Appointments

Students will meet with their supervising/master teacher for a minimum of one hour every week. Generally, these appointments are the same time each week. A teacher may require additional time if needed. Students also have the option of coming on site more than once a week to stay on track to completing credits. Some students may also be required to attend a tutorial lab or lecture to complete their course of study. All assigned work is due at the end of every designated attendance period. Students should plan to arrive at the school at least an hour before their teacher meetings to take any tests on units completed.

Missing an Appointment

Missing an appointment is a violation of the written Master Agreement and may lead to the student being dropped from the program. After three missed appointments and/or nonproductive weeks (not completing the assigned work), the Master Agreement and placement at BCHS will be reviewed for termination in the program.

If an illness or emergency occurs, it is the responsibility of the student to telephone the BCHS office at (559) 782-7057 before the appointment time. Remember that each teacher is on a set schedule and does not usually have the flexibility to reschedule. If the absence is due to illness, the student will need to bring a note from the doctor verifying this reason.

Consequences for Absences or Incomplete Homework

Regular attendance is mandatory to remain in the program. Each student is obligated to meet with his/her teacher at the time agreed upon, even if the work is not completed. Failure to make this meeting may lead to a referral back to his/her home school.

The student may face any of the following consequences:

1. Increase in the amount of time the student must be on campus or in an equivalent supervised situation.
2. Revocation of any work permit issued until the school work is satisfactorily completed.
3. Termination of the Master Agreement and return to the home school or other appropriate placement.
4. Referral to the School Attendance Review Board (SARB).

Textbooks

The instructors will issue all textbooks and an accurate record will be kept. Each student is responsible for the care of each book assigned to him/her. Students must return the same textbook they were assigned when they complete a course or leave the program. A fine will be issued for lost or damaged books. Grades, transcripts, and diplomas will not be issued until all fines are paid and textbooks are returned to the school.

Course Assignment

Students are assigned courses at the beginning of the semester. Students will work on 2-4 of these courses at a time and are expected to complete a **minimum of 35 credits** per semester. Each semester course is worth 5 credits. The more able and motivated students are, they may be able to complete credits at an accelerated rate. We strongly encourage students to work ahead. Mutual consent of the parent/guardian, student, teacher, and administrator is required to change the courses listed on the Master Agreement and the Individual Learning Plan.

Guidance and Counseling

Appointments may be scheduled by calling the Office at 782-7057.

The counselor provides an important service to the students. Students and parents are encouraged to use their services, consult with them on matters pertaining to school, class choices, future plans, scholarship information, college applications, and personal problems. The Counselor can also arrange referrals to Porterville Youth Services.

Checking on Student Progress

Communication between home and school is essential for the success of your child. Here are some guidelines to assist you in establishing and maintaining contact with the BCHS staff.

- BCHS is equipped for email. You may contact teachers through email. To find email addresses go to our website, <http://butterfield.portervilleschools.org>
- You can arrange for a teacher to call you regarding your child's progress at the teacher's convenience. Since teachers meet with different students every hour, in order to respect other student's appointment time, teachers will not be able to take phone calls during that time.
- Some teachers work part-time and are not at school every day. However, you may phone the school at (559) 782-7057 and ask to have the teacher return your phone call.

Parent Conferences (Highly Encouraged)

A parent/teacher conference can be arranged by contacting your child's teacher directly. Please note that it usually takes a few days to set up conferences. Typically, conferences are set up during the student's regular meeting time.

Always make an appointment before visiting with a teacher. BCHS welcomes visitors, but due to the fact that some of our teachers are part-time and meeting with students when they are on campus, calling for a conference ensures that they will be available to meet with you.

Teacher Initiated Contact

BCHS teachers will contact the parents when there has been a Contract Violation or the teacher feels that a conference is necessary for other reasons. Missed appointments are followed up by a phone call and a written Contract Violation. Contract Violations may cause dismissal from the Independent Study program and a return to the student's home school.

Citizenship and Attitude

Students are expected to display satisfactory citizenship in the classroom, on the campus, and as a participant in extra/co-curricular activities. Unsatisfactory behavior will be determined by the site administration.

Dress Code and Appearance

Butterfield Charter High School is a place where the best possible educational environment must be created and maintained. Appropriate dress and grooming are necessary in order to maintain order, provide safe school environment, and promote discipline. The Board of Trustees encourages pupils to dress appropriately for school. The Board believes that pupils should be neatly and cleanly dressed. Dress or grooming that draws undue attention or detracts from the educational process is unacceptable. This dress code applies to both sexes and will be enforced at school sites, at school functions, and on school buses. The dress code is adopted to promote standards of dress and grooming that promote safe school setting conducive to a positive learning environment.

1. Pupils must dress safely. For example, shoes must be worn at all times at school or during school activities.
2. Pupils must dress appropriately for educational activities in which they will participate so as not to endanger their health, safety, or welfare.
3. Clothing, hats, tattoos, and jewelry shall be free of writing, pictures, or any other insignia, which are crude, vulgar, profane, obscene, libelous, or sexually suggestive. Clothing or jewelry that advocates racial, ethnic, or religious prejudice, or other unlawful acts, or the use of tobacco, drugs, or alcohol is prohibited.
4. Dark glasses shall not be worn in classrooms or offices unless a documented, related health problem exists.
5. Clothes shall be clean so as not to promote unhealthy or unsanitary conditions. Clothes must be sufficient to conceal undergarments at all times. Underwear-type

- sleeveless shirts, see-through, fishnet fabrics, or other attire which expose the body in a sexually suggestive manner, bare midriffs, tube tops, or halter tops, etc., are not acceptable. Straps must cover undergarments. Dresses, skirts and shorts shall be at least mid-thigh length (to fingertips when arms are extended at one's side).
6. Bandanas and hairnets are not allowed.
 7. Clothing will be worn, as its design was traditionally intended. Pants must be worn with the top around the wearer's waist (NO SAGGING PANTS).
 8. Earrings and other body piercing items, to be worn in ears only.
 9. Hair shall be clean and neatly groomed. Haircuts or hairstyles that draw undue attention to the wearer or detract from the educational process are not acceptable.
 10. Attire that may be used as a weapon may not be worn (e.g., steel-toed boots, chains, items with spikes or studs, etc.).
 11. Pupils shall not display any material or paraphernalia that incites a disruption of the school process or creates a clear and present danger of either the commission of unlawful acts on school premises or the violation of District or school-site policies or rules.
 12. Gang-related apparel or paraphernalia, including symbols, emblems, insignia, or other gang identifiers, red/blue shoelaces, may not be worn or displayed. This rule prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, or other attribute, denotes membership in or affiliation with gangs. In case of doubt as to whether an item is gang related, the principal or designee will consult with local law enforcement or other school personnel with expertise in gangs. ***Confiscated items may be turned over to the local law enforcement agencies for appropriate action. Confiscated items will not be returned to the student. Parents may request return of items from the appropriate agency.***
 13. Any apparel, hairstyle, hair color, cosmetics, accessory, or jewelry, even if not specifically mentioned above, that creates a safety or health concern, draws undue attention to the wearer, or tends to detract from the education process, is prohibited.
 14. Hats/head coverings may only be worn outside of school buildings. Hats worn inside school buildings, including classrooms will be considered a violation of the dress code. **Site approved school hats sold by the student store, furnished by a school athletic team or otherwise approved by site administration are permitted. School approved hats/head coverings shall not be altered.** Students may not wear any other hats/head coverings that are not site approved.

Any student that need assistance in acquiring an approved hat/head coverings for medical, religious or other special circumstances must see an administrator for approval. The principal may make limited written exceptions to this policy for special days, special events or other unusual circumstances.

Consequences for Dress Code Violations

Student violations of these regulations are deemed willful defiance of the valid authority of the school principal and the following administrative guidelines are a range of penalties to be utilized with each classification of student misconduct. The guidelines are designed to provide for variations in the circumstances associated with individual students involved in each episode of dress code violation. The circumstances associated with an aggravated case may result in the omission of the preliminary steps in the guidelines and the application of the last steps.

1. Verbal warning and student asked to immediately correct the dress code violation. Student will remain in office until the inappropriate dress is corrected. Available corrections are:
 - a. Student may change into acceptable clothing that is already at school.
 - b. Student may call parent to bring appropriate clothing.
 - c. Student may be temporarily supplied with suitable clothing by the school until the end of the day or until appropriate clothing is brought by parent.
2. If student refuses to immediately correct the dress code violation, the student will be in defiance of school authorities. Parents will be notified and a parent conference held. Parent and student will review the dress code regulations with an administrator.
3. Continued defiance of school authority or violation, which threatens a safe and secure educational environment, may result in recommendation for alternative placement.

Electronic Devices

Electronic signaling devices such as cell phones, IPOD's, MP3's, Walkmans, CD players, etc. are legal to possess on a school campus (E.C. 48901.5). The following policy will be followed for violations:

Electronic Device violations:

1. 1st offense – Item will be confiscated & picked up by student.
2. 2nd and 3rd offense – Item confiscated & parent/guardian must pick it up.
3. 4th Offense - Item confiscated & picked up by parent. Parent/Student conference with School Administrator.

Possession or use of laser pointers is prohibited on campus, except when used for an instructional or other school-related purpose (Penal Code 417.27) Prior to bringing a laser pointer on school premises, students must first obtain permission from the principal or designee. The above items will be confiscated and turned over to the Principal.

Confiscated items will be returned after 3:30 p.m. ***Students bringing cellular phones, electronic signaling devices, or other electronic equipment to school do so at their own risk. School officials will not investigate theft damage or loss of cellular phones, electronic signaling devices, or any other electronic equipment.***

Electronic signaling devices shall be turned off during instructional time. The removal of the chip from the cell phone by a student, after a school authority attempts to rightfully confiscate the cell phone, shall be grounds for immediate suspension." Violation of Ed Code 48900 K (Disrupted school activities or otherwise

willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties).

Disciplinary Violations

Violation of California Education Code 48900, Section (A) – (L) and 48900.2-48900.4

Fighting: 48900 Section A

- Students are expected to seek non-violent and constructive solutions to conflict.
- Caused, attempted to cause, or threatened to cause physical injury to another person.

Consequences: Students involved in fighting for the first offense within a four-year period while enrolled at Butterfield Charter High School: Suspension for five days, citation by Police. **Consequence for a second offense** while enrolled at Butterfield Charter High School: the student will be suspended for five days, cited by Police and referred to alternative education. **Students who commit an assault, battery or cause severe injury are subject to arrest and referral to the Governing Board for expulsion.**

Dangerous Objects: 48900 Section B

- Students are expected to maintain a safe environment in the school.
- Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, with concurrence by the Principal or the designee of the Principal.

Consequences: Five-day suspension, citation by Police, and referral to the Governing Board for expulsion on the first offense.

Controlled Substances: 48900 Section C & D

- Students are expected to be drug and alcohol free.
- Students may not possess, use, sell, be under the influence of, or furnish any amount of controlled

substance, alcohol, or intoxicant of any kind. These include, but are not limited to all alcoholic beverages, narcotics, marijuana, methamphetamines, inhalants, hallucinogens and the prescription drug Soma. All prescription and over-the-counter medication must remain in the possession of the school nurse. In addition, students may not offer, arrange or negotiate to sell any controlled substance, alcoholic beverage or intoxicant and then furnish a substitute item intended to represent the controlled substance, alcoholic beverage, or intoxicant.

Consequences: Alcohol: Students found in possession of alcohol or who use alcohol while under the school's jurisdiction will be suspended for five days. Upon return, student will participate in on-campus Substance Abuse Counseling. If the student has committed a previous alcohol-related infraction, he/she will be referred to alternative school setting. Students who furnish (provide or give) or sell alcohol to another will be suspended for five days and may be referred to the Governing Board for expulsion on the first offense.

Other Controlled Substances: Students who possess, use, furnish, or sell, or are under the influence of any controlled substance will be suspended from school for five days and referred to the Governing Board for expulsion on the first offense.

False Representation: Students who provide other persons with an item intended to represent any alcoholic beverage; intoxicant or controlled substance will be suspended from school for five days and referred to the Governing Board for expulsion on the first offense.

Robbery: 48900 Section E

- Students are expected to respect the property of others.
- Students may not commit or attempt to commit robbery or extortion. This includes the theft of any property not belonging to student or any attempt made to force or create fear in others while attempting to steal or while stealing another's property.

Consequences: The consequences for robbery or extortion will range from suspension to referral to the Governing Board for expulsion. In addition, law enforcement will be contacted. The student and/or parent will be responsible for returning the stolen property or for full payment.

Damage to Property: 48900 Section F

- Students are expected to respect the property of others.

Consequences: The consequences for attempting to cause or causing damage to other's property will range from one to five day suspension, to referral to the Governing Board for expulsion. The student and/or parent will be responsible for payment for the damage. In addition, law enforcement may be contacted.

Theft: 48900 Section G

- Students are expected to respect the property of others.

Consequences: The consequences for theft will range from suspension to referral to the Governing Board for expulsion. The student and/or parent will be responsible for returning the stolen property or for full payment of the property. In addition, law enforcement may be contacted.

Tobacco: 48900 Section H

- Students are expected to live healthy lifestyles.
- Students may not possess or use tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

Consequences: Possession and/or use of tobacco on the Butterfield campus are strictly forbidden. Students found in possession or who use tobacco, or products containing tobacco or nicotine within a four- year period while enrolled at a Butterfield Charter High School will receive the following consequences:

- 1st offense: Home suspension for the remainder of the day.
- 2nd offense: Three-day home suspension referral to the Insight program.
- 3rd offense: Five-day home suspension, referral to the Insight program.
- 4th offense: Citation by the police department, and referral to alternative school site.

Obscenity, Profanity, and Vulgarity: 48900 Section I

- Students are expected to treat all members of the school community with respect and practice responsible and honest behavior.
- Students may not engage in obscene acts or engage in habitual profanity or vulgarity, which includes: writing, speaking, gesturing or acting in contempt of sacred or holy things, or using irreverent, or coarse language.

Consequences: Will range from detention to referral to the Governing Board for expulsion

Paraphernalia: 48900 Section J

- Students are expected to live healthy lifestyles and be drug, alcohol and weapon free.
- Students may not possess, offer, arrange, or negotiate to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code. Examples of paraphernalia include, but are not limited to, pipes, bong, roach clips, rolling papers, and any other devices used in conjunction with illicit substances.

Consequences: Students who possess, offer, arrange or negotiate to sell drug paraphernalia will receive consequences ranging from suspension through referral to the Governing Board for expulsion.

Defiance and Disruption: 48900 Section K

- Students are expected to follow all school rules and respect the authority and direction of school staff. To behave in a safe and orderly manner and treat all members of the school community with respect.
- Students may not be defiant, disruptive, disrespectful, or deceptive. These behaviors negatively impact the orderly operation of the classroom or general educational environment of the school. This shall include racial slurs.

Consequences: Students who defy the directions of a school employee or disrupt the orderly operation of any school-related activity will receive consequences ranging from a detention, suspension through referral to the Governing Board for expulsion. In addition, students who run from or attempt to evade a school official may be referred to alternative education on the first offense.

Receiving Stolen Property: 48900 Section L

- Students are expected to respect the property of others.

Consequences: Students who knowingly receive stolen property will be suspended and may be referred to the Governing Board for expulsion. In addition, law enforcement will be contacted.

Imitation Firearm: 48900 Section M

- Students are expected to maintain a safe environment at school
- Possessed an imitation firearm; as used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

Consequences: Will range from detention to referral to the Governing Board for expulsion.

Sexual Harassment: 48900.2:

Sexual harassment is a violation of Title IX of the Education Act Amendments of 1972, Title VII of the Civil Rights Act of 1964, and California Education Code Sections 210 through 214, inclusive. Porterville Public Schools Board Policy 5145.7(a)

Students may not engage in conduct constituting sexual harassment such as, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, severe enough to have a negative impact upon another student's academic performance or to create an intimidating, hostile, or offensive educational environment. Any student wishing to make a complaint of sexual harassment should immediately report it to an Administrator.

Definition: As used in this policy and regulation "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by anyone in or from the District, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term of a condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution

Complaint Procedure

Informal Resolution Process - To accommodate the unique nature of sexual harassment complaints, an informal process is provided for the primary resolution of a complaint at the earliest possible date. This process shall start the Dean and/or Principal receiving the sexual harassment complaint from the student.

Formal Resolution Process - If the complaint is not resolved by the informal process to the satisfaction of the alleged victim, a formal process is in place (see board policy 5145.7(c) to resolve the sexual harassment complaint.

Consequences: The consequences for sexual harassment will range from a warning through referral to the Governing Board for expulsion. The consequences for sexual battery (intentionally touching the breasts, buttocks, or groin area of another person without his/her consent) will range from suspension through referral to the Governing Board for expulsion. In addition, law enforcement may be contacted.

The complete Sexual Harassment Policy can be found in the Porterville Unified School District's

"Information for Students and Parents".

Hate/Violence: 48900.3:

- Students are expected to treat all members of the school community with respect.

- Students may not cause, attempt to cause, threaten to cause, or participate in an act of hate violence.

This includes, but is not limited to, any violent behavior associated with anger towards other persons based upon race, gender, ethnicity, or religious preference.

Consequences: The consequences for hate violence will range from suspension through referral to the Governing Board for expulsion.

Harassment, Threats, and Intimidation: 48900.4:

- Students are expected to treat all members of the school community with respect.
- Harassment of students or staff, including bullying, intimidation, hazing or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering. Harassment, threats or intimidation for the purpose of either preventing the student or staff from being a witness or retaliation against that student or staff for being a witness or both.

Consequences: The consequences for harassing, threatening or intimidating behavior will range from suspension to referral to the Governing Board for expulsion.