



**Architecture, Construction & Engineering
Charter High School**

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Principal - Joseph Clausi

Policies and Procedures Parent/Student Handbook 2017-2018

Architecture, Construction, and Engineering (ACE) Charter High School

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President- Tony Skinner

Vice President- Gary Cushing

Secretary- Richard Urias

Chief Financial Officer- Dr. Roger Rice

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Our Mission

To provide our students an educational opportunity to explore architecture, construction, and engineering related careers through rigorous contextual, hands-on curriculum that prepares students for direct entry into college, professional apprenticeships programs, or a career.

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Acceptance of High School Credits Policy

As a part of the California public school system, ACE Charter High School has an obligation to make sure that all credit posted on an ACE Charter High School transcript is credible and consistent with the spirit of the law. Any high school transcript from a school that does not meet the criteria below for “Acceptance of High School Credit” will be evaluated on a case by case basis. ACE Charter High School will apply credits, from other educational institutions, to a student’s transcript as they are received and verified for accuracy.

Acceptance of High School Transcript: (All criteria listed below)

- Any current WASC accredited public or private school **Single School Accreditation
- Meets legal requirements for operation in California
- No transcript concerns identified by ACE Charter High School Administration

Recommendation for Acceptance of High School Transcript: (One of the criteria listed below)

- Public schools without WASC accreditation if a representative of the responsible Local Educational Agency (district) identifies the type of school, verifies that it operates consistent with all laws required by California Education Code and, if necessary, provides evidence that credits awarded are supported by student activities and demonstrated proficiency.
- In the absence of L.E.A. verification the student/parent may have the opportunity to provide evidence of competence.
- Private schools without WASC accreditation if a representative of the private school produces evidence that it operates consistent with all laws required by California Education Code and, if necessary, provides evidence that credits awarded are supported by student activities and demonstrated proficiency.
- In the absence of private school verification the student/parent may have the opportunity to provide evidence of competence.

ACE Charter High School Acceptable Use Policy

Electronic information services (Internet) are available to students and teachers at school programs operated by ACE Charter High School. ACE Charter High School strongly believes in the educational value of such electronic services and recognizes their potential to support curriculum and learning. The goal in providing these services is to promote educational excellence by facilitating research, innovation, and communication. Student access at school will be for educational purposes and under staff supervision. ACE Charter High School is currently making Internet services available through our school-based local area networks.

As a member of a school community and as representatives of their school in the global electronic community, students are expected to abide by a *code of conduct*. Access to the ACE Charter High School Internet will be limited to students who have agreed to this *Code of Conduct*.

Consent and Waiver

Valid signatures are required for permission to use the computers at ACE. Permission is effective for the duration of the student's enrollment at ACE or until the parent/guardian rescinds the permission in writing to the principal.

By signing this Consent and Waiver, I _____ (print name) and my parent(s)/Guardian(s) agree to abide by its terms and conditions. We realize that network access is provided to students to further educational goals and objectives and agree that students use shall be legal, efficient, and consistent with school purposes and with general standards of decency. In addition, we understand that students are expected to show consideration and respect for other users communicating on-line, as well as respect for the equipment and school property.

We acknowledge there is some material accessible via the internet that may be offensive, defamatory, graphic, inaccurate, illegal, or otherwise objectionable despite our best filtering and monitoring efforts. However, **we agree that the school shall not be held liable for any objectionable materials a student may encounter**. While the school will strongly attempt to maintain the integrity of network use, it is not ultimately responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. By our signatures, we agree that it is the student who holds sole responsibility for his or her conduct on-line, for any material accessed through the network, and for any costs incurred as a result of network use.

The school holds activities such as the following as just cause for taking disciplinary action, revoking network privileges, and/or making a referral to legal authorities:

- Degrading or disrupting equipment or system performance
- Gaining intentional access to obscene or inappropriate files
- Using the network for any illegal activity, including violation of copyright or other licenses or contracts
- Using abusive or otherwise objectionable language in either public or private messages
- Harassing, insulting or attacking others
- Posting anonymous messages
- Causing undue congestion of the network through lengthy downloads of files, or by engaging in frivolous activities
- Accessing or tampering with the data of another user
- Gaining unauthorized access to resource files
- Identifying one's self with another person's name
- Using an account or password of another user
- Using the network for financial transactions
- Theft of data, equipment, or intellectual property
- Invading the privacy of individuals

Student disciplinary measures may include any or all of the following for violations: parent conference, revoking network use privileges, detention, in-school suspension, out of school suspension or expulsion.

ACE Charter High School ATTENDANCE POLICY

Please report excused absences to the main office at 805-437-1410

Students who are between the ages of six and eighteen years, and not otherwise exempted, are subject to compulsory full-time education. Students who are at least sixteen years of age are allowed to attend school part-time through a continuation or other alternative education program. Parents are required by law to send their children to school and ensure they are on time. Failure to comply with these requirements may lead to legal action taken against the parents or the student, depending on who is responsible for failing to comply. (E.C. 46010, 48200, 48260-2)

In the event a student has excessive absences, and lateness's, excused or unexcused, the student may be returned to his school of residence and dropped from enrollment at ACE Charter High School.

Student absences and tardiness have a direct impact on performance and grades. Students with justified absences will be allowed, upon their return to school, to complete all assignments and tests within a reasonable amount of time for full credit. Assignments and tests shall be reasonably equivalent to those missed but not necessarily identical. (E.C. 48205)

EXPECTATIONS

Students are expected to be in class on time daily in order to receive maximum benefits from the instructional program. **Students absent from school for any length of time (one period, one day, or many days) must verify the absence by a phone call or a note from a parent/ guardian** within 3 days. *Attendance procedures must be followed even after the student's 18th birthday.*

TARDY POLICY

1. Tardiness at the beginning of school is unacceptable and is cleared only with a note or call from a parent/guardian within five school days.
2. Unexcused tardiness during the school day will result in disciplinary action.
3. Students identified with habitual tardiness will be placed on attendance contracts.
4. Students can have two excused tardiness per semester before an initial conference with parent/guardian is requested. .
5. **Every unexcused tardy results in 1 cafeteria cleanup detention.**
6. Checking into a class equal to or more than 30 minutes late is considered a cut.
7. **Any unverified absence or cut results in 2 days of cafeteria cleanup.**

DETENTION

1. Students can be assigned cleanup detention for attendance or behavior related offenses.
2. Detention is held **during or after lunch** each day
3. Students sign in before and sign out after they have completed clean up in the main office.
4. Students that are assigned cleanup detention **must** begin serving on the issued day.
5. **Failure to serve cleanup detention the following day will result in the addition of 1 day of detention to their total.**

EXCUSED ABSENCES

ACE Charter High School authorizes certain absences to be classified as "excused" if they are for the following reasons:

1. Illness or injury – with doctor's note
2. Having medical or dental services rendered – with doctor's note
3. Quarantine under the direction of a County or City Health Officer.
4. Funeral/memorial service and/or bereavement.
5. Court Appearance.
6. Religious holidays.

CLEARING ABSENCES

1. Verification of absences are to be made by telephone or note from the parent/guardian or doctor indicating the date and reason. Telephone calls should be made the same day as the absence.
2. **Failure to clear an absence by a telephone call or a note within three (3) days will result in an unexcused absence.**

TRUANCY

1. ACE will exhaust all of the following in attempt to remedy truancy:
 - a. Phone calls
 - b. Conferences with all necessary parties
 - c. Letters of documentation
 - d. In certain cases, a SARB file will be created.
2. A student, who is absent without a valid excuse, will be subject to disciplinary action.

CLOSED CAMPUS/CHECKING STUDENT OUT

1. **ACE Charter High School is a closed campus. Guests are not permitted unless cleared by the main office.**
2. **Parents, pre-scheduled guest speakers, or military guests need to sign in at the ACE main office.**
3. Permission to leave campus must be communicated by written note, phone call, or a personal appearance by the parent/guardian prior to the school authorizing the student to leave campus.
4. **Students wishing to leave campus for lunch must be checked out in person by a parent/guardian.** Students requesting permission to do so, must be approved by the principal via the off campus pass.
5. Parent's Responsibility: Write a note containing:
 - Student's first & last name.
 - Date, time and reason the student is leaving.
 - Your signature and daytime phone number.
6. Student's Responsibility:
 - Bring note to the attendance window **before school, at break, or at lunch** to receive a check-out slip.
 - Show the check out slip to the teacher at the beginning of class and watch the clock to leave on time.
 - Agree with parent/guardian on a place to be picked up.
 - Students **MUST** check in at attendance window upon late arrival or return to campus any time from 7:45a.m. – 3:15p.m.
 - While ACE Charter High School understands that sometimes scheduling conflicts between school and outside appointments are unavoidable, please make sure to always

- attempt to schedule medical, dental, and other appointments for after the school day. If it is mandatory that you need to pull your son/daughter from school, please pre-arrange a time to meet in front of the attendance office.
- Failure to comply with the above discipline policy will result in disciplinary action.

PREARRANGED ABSENCES

Students who foresee being absent for five (5) or more days must speak with the principal prior.

GENERAL ATTENDANCE INFORMATION

1. A student who attempts to clear an absence through a forged note or an impersonated phone call will have the absence declared a truancy and will receive disciplinary action for the forgery.
2. A student must be in attendance the full regular school day of a scheduled event, contest, or extra-curricular activity to be eligible to participate. There are possible exceptions, subject to interpretations by the principal.
3. A student is considered absent from class if they miss 30 minutes or more of a class.

BUS BEHAVIOR POLICY

Rules and Regulations for Riding School Bus

Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. If students fail to comply with the following rules they will be prohibited from riding the bus.

Skateboards on the bus

ACE Charter High School is aware that many students use skateboards to get to and from the bus stops. If students need to have a skateboard on the bus it is to be on the floor of the bus, not on the seat or in the isles. Any skateboard that is deemed dangerous or damages the bus will be confiscated and will be ample reason to not allow students to ride the bus and they will have to find other transportation to school.

Drivers shall enforce the following rules at all times:

1. Students shall not leave their seats while the bus is in motion.
2. No unnecessary noise or commotion shall be permitted on the bus.
3. There shall be no tampering with the bus or bus equipment.
4. All students shall sit facing the front of the bus.
5. Students shall not use vulgar or profane language.
6. Students shall not eat on the bus.
7. Students shall not leave debris of any kind on the bus.
8. Students shall not shout or throw anything while on the bus.
9. Students shall not put head or arms out of the window.
10. Students shall not smoke or light matches on the bus.
11. Students shall not cross street or highway to the rear of the bus.
12. Students shall show valid bus pass when entering the bus.
13. Students shall ask for permission before opening windows.
14. Students shall be respectful of other passengers and driver at all times.

Complaint Procedure

If there is a problem that a parent wants to have solved, the correct procedure is the following:

1. Discuss the problem with the Teacher and try to resolve the situation.
2. If the problem persists, file a written complaint with the Principal. Be specific about details – time, place, people involved, and what the resolution attempts have been up to this point. The Principal will investigate and verify the details of the situation described in the report.
3. Meet with the Principal to discuss resolution of the problem.
4. If a resolution is not agreed on, the written complaint along with a report from the Principal will be forwarded to the ACE Charter School Governing Board. The decision made by the Board President in consultation with other members of the Board will be final.
5. ACE reserves the right to mandate that all parties be respectful at all times. Although it is common for parents and guardians to become passionate regarding school decisions, once they become irrational with hurtful words and/or threatening tones, ACE reserves the right to withdraw the student.

* Please note – ACE is not governed by OUHSD, and therefore going to the superintendent or any parties thereof, will not equate in any further action regarding such complaint. The steps above must be followed, and complaint/statement forms can be issued in the main office.

In all dealings, the tone of all parties must be respectful.

Community Service/ Service Learning

As a condition of graduation, each student is to complete 20 hours of community service per school year and provide documentation to the school of its completion. If there are questions about what would be acceptable contact the office for clarification. Acceptable forms of documentation are:

- A letter on letterhead from the organization stating the number of hours and type of service rendered.
- A form indicating the dates and hours of service given and signed by a representative of the organization.
- An award or certificate indicating completion of service or acknowledgement of service to an organization.
- A letter from a parent or guardian explaining the service that was given, including dates, times and places.

The official form to document all community service hours, must also be filled out, and kept on file at the school.

Concurrent Enrollment Policy

Education code 48800 states that districts may determine which student may benefit from academic enrichment or vocational work. The purpose of the code is to provide educational enrichment for a limited number of eligible students. Student may be authorized, with parental consent, to attend a community college as a special part-time student and to enroll in one or more courses of instruction offered at the community college level. All approvals must be obtained prior to the beginning of courses taken.

1. Participation in concurrent enrollment is to provide an educational enrichment opportunity for a limited number of eligible pupils. (EC48800)
2. The educational enrichment opportunity will usually result in a request for concurrent enrollment in courses currently not offered by the approving school.
3. Pupils shall be enrolled in a combined course of study that is full load, as defined by ACE Charter High School.
4. After consultation with appropriate college representatives and/or college catalogues, the principal/designee will determine which courses will be considered for concurrent enrollment and whether they will apply to high school and/or college credit.
5. If a course is offered at ACE Charter High School, students will not be given approval to enroll in the same course in college for high school credit. The principal or designee may grant exceptions.
6. Any college course taken for high school credit to meet subject graduation requirements must meet ACE Charter High School content expectations for that discipline, as judged by the principal/designee.
7. Credit for academic coursework shall be awarded on a case by case basis with each course not to exceed 10 high school credits per course.
8. Activity-based courses will be approved on an individual basis, by the principal or designee.

College Entrance Requirements

In addition to the rights described in Education Code §51100-§51102, students and parents have the right to be informed of college entrance requirements. It is critically important to know how to assist those students who choose to pursue a college education.

Students and parents need to know the series of college preparatory classes to take in high school. The minimum requirements vary, depending on the selected college or university.

The "a-g" requirements can be summarized as follows:

- (a) History/Social Science – Two years, including one year of world history, cultures, and historical geography and one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government.
- (b) English – Four years of college preparatory English that include frequent and regular writing, and reading of classic and modern literature.
- (c) Mathematics – Three years of college preparatory mathematics that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry.
- (d) Laboratory Science – Two years of laboratory science providing fundamental knowledge in at least two of these three disciplines: biology, chemistry, and physics.
- (e) Language Other Than English – Two years of the same language other than English.
- (f) Visual & Performing Arts – One year, including dance, drama/theater, music, or visual art.
- (g) College Preparatory Elective – One year (two semesters), chosen from additional "a-f" courses beyond those used to satisfy the requirements above, or courses that have been approved solely for use as "g" electives.

To gain admission to college, students must also take and submit scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Contact our office for test dates and locations. Most tests can be taken at your students' school of residence.

Discipline Policy

Learning self-discipline is an important part of a student's education. Parents are encouraged to teach their children the positive character traits of honesty, respect for others, self-reliance, independence, integrity, and kindness. While participating in school-sponsored events, all students of ACE Charter High School must conduct themselves in a manner that demonstrates these qualities.

The staff of ACE Charter High School wants to provide the best educational opportunities possible for all students. In order to have an environment that facilitates a safe and sound education for all students, a standard of behavior is expected from all students. When this standard of behavior is not met, the nature, seriousness, and frequency of the inappropriate behavior will determine the action taken.

The discipline policy for ACE Charter High School applies:

- While students are on school grounds.
- While students are going to and from school.
- During nutritional breaks.
- During or while going to or coming from a school sponsored activity.

This policy states that all students and staff employed at ACE, will follow as scripted, and will work in tandem with the CHAMPS model of classroom management.

Three categories will determine the level of severity for each infraction, and the frequency and pattern will suggest modification for the decision. These levels will determine the consequence.

Infraction Category 1.

These are the least severe, and include the following possible infractions:

- * Cheating, copying, colluding
- Cursing in class
- Using headphones/ear buds
- Excessive lateness (in which a numerical value is subject to change based on individual student)
- Engaging in verbally rude or disrespectful behavior
- Cutting class
- Excessive talking during class
- Disruptive behavior in the hallway
- Gambling on campus
- Posting or distributing material on school premises which is deemed as detrimental to character; this includes posting electronically
- Wearing clothing, hoodies, or headgear which expresses illegalities or disrupts the educational environment
- Misuse of Chromebook during class
- Wearing hats or head gear in classrooms
- Misusing property belonging to others
- Being disrespectful to staff
- Misuse of cell phones, computers, or class materials
- Using the vending machines during class time without permission
- Violating the policy of campus permitted zones

* the severity of cheating may vary based on assessment/assignment and when considered major the infraction will fall in category 2

Infraction Category 2.

These are more severe, and include the following possible infractions which are subject to higher levels of consequence:

- Failure to attend or comply with attending detention or school issued disciplinary response
- Engaging in or causing disruptive behavior on the school bus, or violating the ACE school bus policy agreement
- Using profane, obscene, vulgar or lewd language, gestures, or behavior
- Leaving school without permission
- Knowingly possessing property belonging to another without authorization
- Using slurs based on actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, religion, gender, gender identity, gender expression, sexual orientation, or disability
- Shoving, punching, or engaging in a minor altercation or similar physical confrontational behavior towards students or school personnel, or throwing an object, or spitting at another person
- Cheating, copying, colluding on major assessments/assignments decided by the teacher
- Engaging in vandalism, graffiti or other intentional damage to school property or property belonging to staff, students or others
- Engaging in a pattern of persistent Category 1 behavior

Infraction Category 3.

These are the most severe, and include the following infractions which are subject to the highest level of consequence:

- Making sexually suggestive comments, innuendoes, propositions, or similar remarks, or engaging in nonverbal or physical conduct of a sexual nature
- Threatening violence towards someone else
- Bullying of any kind, or acting in an intimidating way towards another person, including cyber bullying
- Engaging in physically aggressive behavior other than minor altercations as described in category 2
- Possessing a controlled substance or prescription medications without appropriate authorization
- Falsely activating the fire alarm or making a bomb threat
- Taking or attempting to take property belonging to another person or the school without authorization, with or without using force
- Using a controlled substance or prescription medication without appropriate authorization
- Using force against a staff or student, or inflicting or attempting to inflict serious injury upon students or staff
- Engaging in persistent Category 2 behavior.

Disciplinary Response to Infractions listed in Category 1:

- A. Student/teacher conference
- B. Phone call home
- C. Peer mediation
- D. Chromebook confiscation
- E. Cell Phone confiscation (depending on occasion, parent may be required to pick it up)
- F. Parent conference
- G. In-school disciplinary action (e.g. – detention, lunch duty)
- H. Exclusion from extracurricular activities
- I. Communal Lunchtime in a designated location
- J. Removal from classroom by teacher
- K. Reprimand by appropriate supervisor (e.g. – advisor or administrator)

Disciplinary Response to Infractions listed in Category 2:

- A. Any of the above responses from Category 1
- B. Student/Teacher/Advisor or Administrator conference
- C. Behavioral contract created with student, appropriate staff, and the parent

- D. Exclusion from trips and events for the semester
- E. Removal from classroom to separate location for 1 – 3 days (work must be provided)
- F. In school suspension for 1 – 3 days
- G. Out of school suspension, where student comes in from 3:15pm – 5:15pm for 1 – 5 days

Disciplinary Response to Infractions listed in Category 3:

- A. Any of the above responses from Category 2
- B. Exclusion from trips, events, and extracurricular activities
- C. In school suspension for 1 – 5 days
- D. Out of school suspension, where student comes in from 3:15pm – 5:15pm for 1 – 5 days
- E. Recommendation for Transfer
- F. Recommendation for independent study
- G. Expulsion

Suspension/Expulsion Procedures:

1. Any time a student violates an infraction and a suspension or expulsion is possible as consequence, the school will immediately conduct classroom removal, and a parent/guardian will be notified asap.
2. If the infraction is severe and the school deems parental pick up is necessary, the student will remain out of class until a parent or guardian arrives.
3. In the event of either potential outcome, a letter will be issued documenting the event and steps moving forward.
4. Both suspensions and expulsions are decided via the principal and Faculty Advisory Committee. Expulsions are brought to the Board of Trustees in extreme cases.
5. Students are responsible for maintaining contact with the school to pick up and hand in work.
6. If a parent/guardian would like to discuss the decision of an expulsion, they can set up an appointment by contacting the main office. Decisions regarding suspensions are final.
7. All suspensions and expulsions are documented on permanent records.
8. All decisions are guided by the above policies under ACE Charter High School Discipline Code and California Education Code.

Teacher's responsibilities for disciplinary accountability:

1. Always make every attempt to work out a solution with the student 'in-house'.
2. If a student has been spoken to repeatedly, an ACE reflection form can be used.
3. If the need to seek the usage of the ACE Policy exists, please do the following:
 - a. The situation must be documented at all times. Fill out the referral form, and hand in to the main office. If a student is removed from class, it must be documented accordingly, otherwise persistence will not be proven possible.
 - b. Documentation will be done using the Zangle program, and only Zangle. Do not email the situation, as it will foster the correct route to take with follow up. Linda Ah Sue will assist in the documentation of this.
 - c. Parents/Guardians must be contacted and updated when infractions are violated, and this must be documented as well.
 - d. If the need arises to send a student to the office, you must call to ensure someone is there first. Do not send a student otherwise. You must document the removal on a referral. The student will be dealt with in the appropriate manner, and you will be notified of the update.
 - e. Once a student is sent out, Linda will fill out the Zangle part as described on the referral form. Progress and outcome will be documented on the form. A copy will be put in your mailbox of the outcome. A meeting with staff same day to discuss the situation must be had. The pink copy

of the referral will be sent home. The original copy will be kept for each student, in their file in the main office.

- f. 4th period time, can be used for student conference as follow up and planning.

Parents are liable for all the damages caused by the willful misconduct of their minor children that results in death or injury to other students, school personnel, or school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$10,000 in damages and another maximum of \$10,000 for payment or reward, if any. (E.C. 48904)

The school may withhold grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a volunteer program in lieu of payment money. (E.C. 48904)

If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of the school day with your child. (E.C. 48900.01)

Sexual Harassment: Students in grades 4 through 12 may be suspended or expelled for sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which interfere with an individual's performance at school and/or creates an intimidating, hostile, or offensive educational environment. Students who believe they have been harassed or have witnessed sexual harassment are encouraged to report it immediately to a resource teacher or the office staff. (E.C. 48980, 48900.2, and 212.8)

Search: The school principal or designee may search the person of a student (including backpack, purse, bag, etc.) if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband.

Suspensions and Expulsions: Students may be suspended from school activities by the principal for up to 10 days of activity for infractions of the discipline code and Grounds for Suspension listed in State Education Code 48900. Student may also be dropped from ACE Charter School for these offenses and returned to their school of residence. For more serious offenses as defined State Education Code 48915, the administration will ask the Board to expel a student from ACE Charter High School.

Dress Code Policy

The dress code at ACE Charter High School is in place for the safety of your student and will be enforced. Please read and discuss with your student the items that are appropriate and inappropriate for school.

Dress Code Goals:

1. Promote a productive school environment where students feel safe and learning can take place.
2. Set a tone that ACE Charter High School is an educational institution where students should present themselves in a dignified manner that promotes success.
3. Affirm our commitment to a "Zero Tolerance" for drugs, alcohol, tobacco, and gang attire.
4. To allow self expression without being vulgar, crude or offensive to others.

Clothing/Apparel that is disruptive and should not be worn at ACE Charter High School:

1. Clothing which compromises modesty including, but not limited to:
 - Bare midriff/crop tops/strapless tops/halter tops/see-through tops
 - Clothing that resembles undergarments
 - Clothing that resembles sleepwear
2. Clothing that allows underwear to be exposed.
3. Clothing/apparel considered to be dangerous or a health hazard including but not limited to: chains, wallet chains, stud/spike bracelets or collars.

4. Clothing that advertises controlled substances, denotes membership in a group that advocates drug use, gang or disruptive behavior, is considered to be offensive or that is distracting to the learning process.
5. Clothing associated with negative group behavior.
6. Hats, beanies, or other head coverings that contain logos, or insignias other than the ACE Charter School logos or colors.
7. Slippers are not allowed and open toed shoes may not be allowed in some classes for safety reasons. **If a student wears inappropriate shoes in the construction classes, they will not be allowed to participate in the class for the day. Parents will be contacted to bring the correct shoes if available. Students may miss the instruction for the day and be unable to make up the work for that class period.**

As part of the enrollment packet, each parent and student affirm they have read, understand and will follow the dress code for ACE Charter High School. Parents and students understand that dress code violations will result in the item being confiscated, a parent conference, and/or the parent/guardian taking the student home to remedy the dress code violation.

Electronic Communication Devices Policy

The following policy sets guidelines for limited use of electronic communication devices on school grounds and at school-sponsored activities. Students may possess and use electronic communication devices on school district property and at school-sponsored activities subject to the following:

1. All electronic communication devices, MP3 players, Cell Phones, laptops, etc. must be turned off during classroom and instructional time unless the teacher has given permission for the devices to be used to aid in the instruction or for a specific purpose tied to the learning in that class that day. Students may use electronic devices during lunch and breaks as long as they are used in accordance with the acceptable use policy.
2. If a student wishes to use an electric communication device at an unauthorized time for medical purposes, his/her parent or guardian must submit a written request for permission to the school principal or his/her designee to determine the validity of the request.
3. It is the student's responsibility to ensure that their devices are turned off and secured at all times.

Any student who violates the above is subject to disciplinary action, including confiscation of the electronic communication device for the remainder of the official instructional day.

ACE Charter High School is not responsible for lost, stolen, or damaged electronic communication devices or any charges incurred as a result. Students and parents agree to be solely responsible for all electronic devices brought on to campus, used at school sponsored activities, or carried to and from school and will not hold ACE Charter High School responsible for these items.

Emergency Authorization

Each student must have emergency information on file at the school with up-to-date phone numbers. The information was either submitted on a card or on the new student application. Authorization cards are to be: (1) filled out and signed by the parents or guardians, and (2) returned to the school the following day.

In the event of an emergency at school, first aid will be given as indicated. The parents, whenever possible, or other authorized personnel, will be contacted according to the "Authorization Card." The school does not assume any financial responsibility for ambulance transportation or medical care. First aid is given only for injuries received at school, and it is expected that other injuries will be cared for at home.

The importance of maintaining an up-to-date card cannot be overemphasized. If a school cannot contact a parent in an emergency, the card authorizes emergency medical treatment at a hospital or by a physician. Please keep these cards up to date. Call the school and inform them of changes in telephone number, residence, or work location.

Grading Policy

The Governing Board believes that grades serve a valuable instructional purpose by helping students and parents/guardians identify the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's achievement.

The teacher of each course shall determine the student's grade. The Board or ACE Charter High School Administration shall not change the grade assigned by the teacher, unless the teacher who determined such grade is given an opportunity to state the reasons for which such grade was given.

Teachers shall evaluate a student's work in relation to standards, which apply to all students at his/her grade level. The principal shall ensure that student grades conform to this system. Teachers shall inform students and parents/guardians how student achievement will be evaluated. Grades shall be based on impartial, consistent review of the quality of the student's work and his/her mastery of course content and objectives. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as program participation, homework, tests, and portfolios.

Definition of Credit

Students receive credit based on the number of courses taken each year. Successful completion of semester courses earn ten (10) credits and quarter courses earn five (5) credits. Students are generally required to take three courses per semester in order to be on track to graduate at the end of 4 years of high school, but can take four in order to allow student to take ROP or community college classes. As a result, most students earn an average of sixty (60) credits per year but can earn up to eighty (80) credits per school year.

* Please note – any student with 20 or more absences cannot earn a grade higher than a D in the class.

Basis for Credit

Credit in any course is based upon satisfactory participation in the activities of the classroom, satisfactory achievement and mastery of the subject, satisfactory educational growth, and satisfactory attendance.

Partial Credit

ACE does not offer partial credit for any course that is not completed in full.

Credit from Other Institutions

Transferable credits will be evaluated on a case by case basis. ACE will accept credit from all accredited institutions on a class by class basis. Credit from non-accredited private schools/programs, home school programs or other programs will be approved on case by case basis with a maximum of five credits per semester course and ten credits per two-semester course awarded.

Work Experience Education/Internships

Work experience education is a partnership between community and school, providing opportunities for juniors and seniors 16 years of age or older to discover their career interests and aptitudes by doing "real" work. All students in the 12th grade will be required to complete a one semester internship.

Credit for Courses Being Repeated

Students may receive credit only once. Students receiving at least a grade of D and repeating a course receive a grade but no credit for the second course. Students repeating a course they have failed will receive both grade and credit provided they pass the course a second time.

Credit from a Community College or University

Students may enroll in a college course to fulfill requirements for graduation with the exception of those that are indicated must be taken at ACE. Students are encouraged to take community college or university classes while enrolled at ACE. Check with the administrative staff to ensure that the courses being taken will earn high school credit. Upon successful completion of the course, credit will be applied toward high school graduation, course for course. Students must acquire principal approval, have a "B" average, and complete the application process prior to enrolling.

Class Withdrawal

Withdrawals during the first three weeks of a quarter (first 15 days) –

Student receives no credit and no grade. No record is made on the student's Cumulative Record. A student may drop a class by bringing a note signed by the parent requesting the program change to the administrative staff in the office.

Withdrawals during the middle weeks of a quarter –

Student receives no credit and no grade. Any class dropped after the third week of a quarter requires the approval of a student's parent and counselor. Any student who drops a class after the six (6) week drop period will receive an "F" on his/her quarter report card for that class. Students withdrawing from the school receive the grade that has been earned up to the date of withdrawal. The grade is recorded and the receiving school will determine credit status.

Withdrawals during the last three weeks of a quarter (last 15 days) –

Student receives a grade of "F" (unless moving on to another school) and the date of withdrawal is also recorded on the student's Cumulative Record. No credit given unless granted by school. If illness warrants a grade of Incomplete, the student will be expected to complete the remaining work to receive an official grade by the end of the following quarter. A grade of "F" will be given should the incomplete not be cleared. Students withdrawing from the school receive the grade that has been earned up to the date of withdrawal. The grade is recorded and the receiving school will determine credit status. Students and their parents are counseled on the benefits of remaining in a course for the duration of the semester. The student's continued participation in the course may increase his/her opportunity for success when the course is retaken. Required courses must be repeated regardless of whether a student withdraws or receives a grade of "F". Thus the additional knowledge gained from remaining in the course is helpful.

Grades for achievement

Grades for achievement shall be reported for each marking period as follows:

Letter Grade	Grade Point Equivalent
A	4.0 Grade Points
A-	3.7 Grade Points
B+	3.3 Grade Points
B	3.0 Grade Points
B-	2.7 Grade Points
C+	2.3 Grade Points
C	2.0 Grade Points
C-	1.7 Grade Points
D+	1.3 Grade Points
D	1.0 Grade Points
D-	.7 Grade Points
F	0 Grade Points
I	0 Grade Points

Grades of "D" in academic subjects are not accepted by colleges or universities as meeting specific subject requirements.

Report cards and progress reports will be sent home every 4-5 weeks, but we encourage parents to check their student's grades often. Parents will have access to the grades on line through Zangle Parent Connect.

Eligibility Requirements for Participation in Extracurricular Activities

To be eligible to participate in extracurricular activities, students must demonstrate satisfactory progress in the previous grading period including but not limited to maintenance of a minimum 2.0 grade point average on a 4.0 scale. Classes taken during the summer session will be credited to the grade point average of the immediately preceding semester for eligibility purposes.

Incompletes

An incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up by the end of the following quarter, the incomplete shall become an F unless deemed an extenuating circumstance.

Pass/Fail Grading

The Principal or designee may identify courses or programs, for which students may, with parent/guardian permission, elect to earn a Pass or Fail grade instead of an A-F grade. Students who receive a Pass grade shall acquire the appropriate semester units of credit for the course. The grade shall not be counted in determining class rank, honors list, or G.P.A.

Adding/Dropping Courses

A student who drops a course during the first three weeks of the semester may do so without any entry on his/her transcript. The student and parent must contact the administration and discuss the decision to add or drop classes. A change of request form must be filled out, in order to ensure the appropriate changes have been made to the student's schedule. A student who drops a course after the first three weeks of the semester shall receive an F grade on his/her transcript, unless otherwise decided by the principal because of extenuating circumstances.

Unsatisfactory Achievement

When it becomes evident to a teacher that a pupil is failing a course (less than a grade of "C"), a written report will be provided to the student and parent. This notification is a progress grade report card or quarter grade report card. This notice of failing/unsatisfactory work is issued to warn the student that extra effort is needed in order to pass the course. Also, at any time during the school year, a teacher may contact a parent by telephone, note, or arranged conference for the purpose of discussing a student's progress and to suggest how the student may improve.

Withholding Grades, Diplomas and/or Transcripts

Education Code 48904b states that any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages. This code has been amended to provide for the withholding of grades, diplomas, or transcripts if a student fails to return borrowed school property upon demand from school authorities.

Changing a Final Grade

Per California Education Code 49066, a grade given to a student for any course of instruction shall be final and can only be changed by the teacher who gave the grade. In addition, "no grade of a pupil participating in physical education may be adversely affected due to the fact that the pupil does not wear standardized physical education apparel where the failure to dress arises from circumstances beyond the control of the pupil." Should an issue arise concerning a grade, the school principal should be contacted, only after the issue has been discussed with the teacher and no resolution was achieved. A grade change must be initiated and completed within one semester of when the student receives the disputed grade.

Evaluation of Transcripts

Prior to enrollment, the student and parent must provide transcripts of coursework from all other institutions. This will enable the coursework earned, during previous high school years, to be evaluated by ACE Charter High School staff.

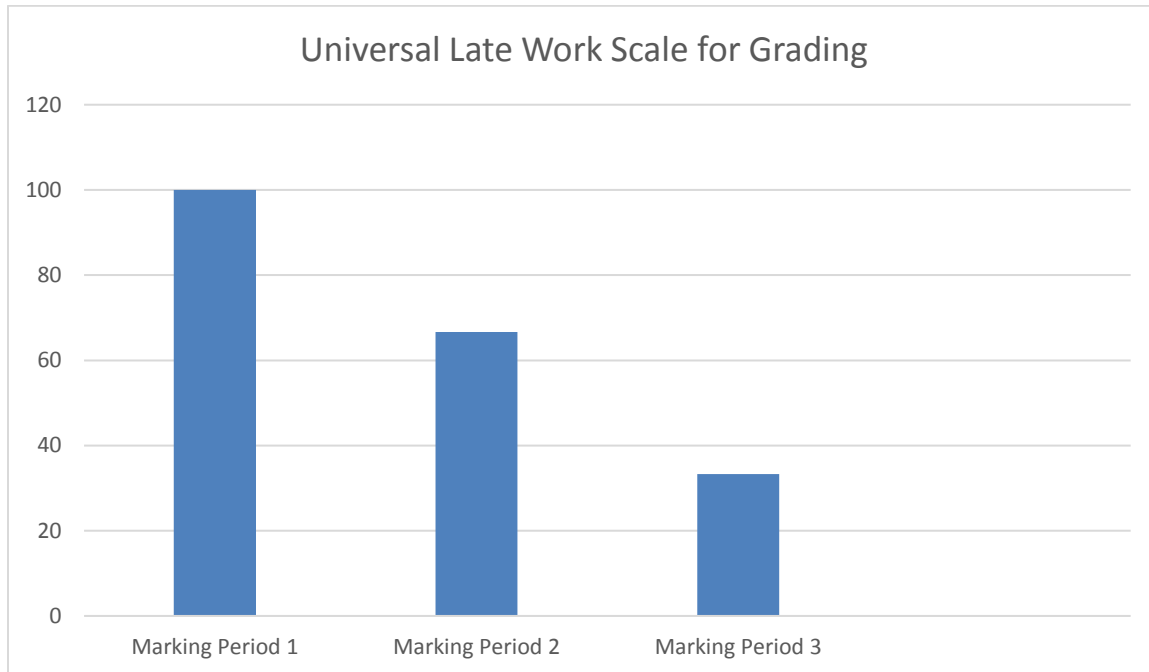
Accepting Late Work School Wide Grading Policy

Each semester is broken down into 3 grade reporting periods. During the first grading period, the teacher has the option for awarding 100% of the points available for a project/assignment handed in late. The teacher can reserve the right to award less credit, however the school recognizes that 100% of the points for the given assignment can be earned.

If an assignment issued in the first marking period, is not handed in until the second marking period, than only 66% of the total points for the late task can be awarded to the student.

If an assignment issued in the first marking period is handed in during the third marking period, than only 33% of the points available to be earned for that assignment can be issued to the student.

*Please note that under certain circumstances when approved medical or other excuses have been verified by administration, than regardless to when work is handed in, more points can be awarded to that student which exempt them from following the scale below.



Graduation Requirements and Policy

To receive an ACE Charter High School diploma, students must meet the following requirements:

All students must complete 230 credits and complete the senior internship program to receive a high school diploma from ACE Charter High School.

CTE Requirement

All students are required to complete a minimum of 10 credits in Architecture, Construction, and Engineering prior to graduation.

Physical Education Requirement

All students are required to earn 20 credits of Physical Education. The physical performance test will be offered. Passing the physical performance test is not a graduation requirement.

Service Learning

All students must complete 20 hours of service learning/ community service per year, to fulfill the high school graduation requirement. Students are encouraged to complete the majority of the hours by the end of the first semester each year. Opportunities are available through clubs on campus, community events, or local organizations.

Credit Requirement

Currently, every student must earn a total of 230 semester credits in grades 9 through 12 in order to graduate and receive a high school diploma. Students must receive at least a "D-" to receive credit for high school graduation.

Specific Course Requirements

Every student is required to earn credit as indicated in the following courses in grades 9-12. Courses with an asterisk (*) must be taken at ACE Charter High School:

For students graduating in 2017:

**Construction:* 10 credits minimum of Construction classes.

**Drafting:* 10 credits minimum of Drafting classes.

** Engineering:* 10 credits minimum of Engineering classes.

English: 40 semester credits.

History/Social Science: 30 semester credits in World History, United States History, United States Government and Economics.

Foreign Language/Fine Arts: 20 credits of any combination.

Mathematics: 30 semester credits in mathematics with at least one course or a combination of two courses that meet or exceed Algebra 1.

Physical Education: 20 semester periods of credit in grades 9 and 10. Students must pass five out of six areas of the state physical performance test to receive an exemption for PE in grades 11 and 12.

Science: 20 semester periods of credit: 10 credits in biological/ life and 10 credits in physical/earth; or 20 credits in integrated science.

Internship: All students must complete the internship program and take and pass internship prep, or take a full course load of college classes during the senior year. All students must complete the senior project.

For Students graduating in 2017 and beyond:

All core requirements remain the same.

CTE: 30 Credits

Pathway: 10 Credits

This replaces credits in construction, deafting, & engineering

To receive a diploma all students designated "special education" shall have completed the necessary total credits and met the requirements specified in their I.E.P.'s (Individualized Education Program), including any alternative

means and modes necessary for the student to complete the ACE Charter High School's prescribed course of study. The IEP Team shall declare a student ineligible for graduation if the requirements of the IEP have not been met.

Identification Cards

Each student is issued a student identification card for ACE Charter High School use. It will include a photo ID. It should be carried with the student when attending school and school sponsored activities or events.

Injuries and Insurance

ACE Charter High School does not provide medical insurance coverage for injuries occurring during school activities. This means that you are responsible for the medical bills if your child gets hurt during school or while participating in school activities. Student accident/health insurance plans are offered to help you obtain medical coverage.

Mandated Reporters

All staff members of ACE Charter High School are mandated reporters. If staff members have any suspicions about possible abuse or neglect of a child, they are required by law to report their suspicions to Child Protective Services.

Medication

The parent or guardian of any student who is on a continuing medication program is required by law to tell the school about the medication being taken, the amount being taken and the name of the supervising physician. With the parent's or guardian's consent, the school staff may then talk with the student's doctor and inform other school staff members about possible effects of the medication on the student's behavior. (E.C. 49480)

Any student who is required to take medication prescribed by a physician during the school day may be helped to do so by a school employee if the school receives (1) a written statement from the physician telling the method of taking, the amount, and the time schedule of the medication and (2) a written statement from the parent or guardian asking that the school give this assistance. (E.C. 49423)

Pupils and guardians may consult the school nurse regarding self-administration of epinephrine and asthma medication. (E.C. 49423, E.C. 49423.1)

All medication must be kept in the main office and given out only through the main office. No over the counter medication will be administered without written consent.

Nondiscrimination Statement

Ace Charter High School is committed to providing a working and learning environment that is free from discrimination and harassment based on an individual's sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability or any other basis protected by federal, state, local law, ordinance or regulation. Harassment under Title IX (sex), Title VI (race, color, or national origin), and Section 504 and Title II of ADA (mental or physical disability) is a form of unlawful discrimination that will not be tolerated by the school. Harassment is intimidation or abusive behavior towards a student/employee that creates a hostile environment, and that can result in disciplinary action against the offending student or employee. Harassing conduct can take many forms, including verbal acts, graphic and written statements, or conduct that is physically threatening or humiliating. The school prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation.

Parent Participation and Rights

Parental Rights: Education Empowerment Act of 1998

The Education Empowerment Act of 1998 establishes various rights for parents, in addition to other rights identified in this Annual Notice. Your rights, as a parent or guardian, include the following:

Inspection of Instructional Materials

All primary supplemental instructional materials and assessments, including textbooks, teacher's manuals, films, tapes, and software shall be compiled and stored by the classroom instructor and made available promptly for your inspection in a reasonable time frame.

Observation of School Activities

You have the right to observe instruction and other school activities that involve your child in accordance with procedures determined by the ACE Board to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents and guardians shall be considered by the ACE Board. Upon written request by you, school officials shall arrange for your observation of the requested class or classes or activities in a reasonable time frame and in accordance with procedures determined by the ACE Board.

Consent for Evaluations

Your child may not be tested for a behavioral, mental, or emotional evaluation without your informed written consent.

Affirmation or Disavowal of Beliefs

A pupil may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. This law does not relieve pupils of any obligation to complete regular classroom assignments.

Health Component of Any Program or Class

Parents may exempt students from the health component of any course or class if that instruction conflicts with a parent or guardian's religious training or beliefs.

Dissection of Animals

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, then the teacher may work with him/her to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. (E.C. section 32255)

Excused from Instruction Due to Religious Belief

Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction upon your written request. (E.C. section 51240)

Other rights of parents and guardians

1. To observe in your child's classroom (upon reasonable notice).
2. To meet with your child's teacher and the school principal (upon reasonable notice).
3. To volunteer your time and resources at the school.
4. To be notified on a timely basis if your child is absent from school without permission.
5. To be notified concerning your child's classroom and standardized test performance.
6. To have a safe learning environment for your child.
7. To examine curriculum materials of your child's class.

8. To be informed of your child's progress and appropriate school personnel to contact in the event of problems.
9. To access student records for your child.
10. To receive information concerning expectations for student learning.
11. To be informed in advance about school rules, policies, dress codes, and procedures for visiting the school.
12. To receive information about any psychological testing of your child and to deny permission for such testing.
13. To participate as a member of any school site councils or parental advisory councils at the school, in accordance with governing membership.
14. To question, and receive an answer regarding, items in your child's record that appear inaccurate, misleading, or that invade privacy.

Pesticide Warnings

The school is leasing the facility from the Ventura County Office of Education (VCOE). VCOE has implemented an integrated pest management (IPM) program designed to effectively control pests using a combination of techniques.

Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment may be used according to established regulations and treatment thresholds.

Pursuant to the Healthy Schools Act of 2000, the district is required to notify staff, parents, or guardians of the name of all pesticide products expected to be applied at the school facility during the upcoming year. These warnings will be visibly posted onsite. Should you choose to receive an individualized notification, please contact the office to register for pesticide application notification.

Further information regarding pesticide application may be obtained at the website for the California Department of Pesticide Regulation at www.cdpr.ca.gov.

Plagiarism and Academic Dishonesty Policy

ACE Charter High School believes that academic honesty and personal integrity are fundamental components of a student's education and character development. It is expected that students, parents, and school staff will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. The school will not accept work submitted that is not the original work of the student. When a resource is being cited, care must be given to give credit to the originator of the work. That credit should be stated in a format that is appropriate to the developmental age of the student.

Students found to have committed an act of academic dishonesty shall be subject to the ACE discipline policy, up to and including suspension or expulsion from school. Teachers reserve the right to accept and grade work based on each incident.

Pupil Records

You have a right to inspect and review your child's school records; to challenge their contents; to have an administrator assist you in interpreting the records; request amendment to ensure that they are not inaccurate, misleading, or otherwise in violation of your child's privacy rights; to have a hearing to appeal the decision not to change records; and to file a complaint with the state and/or United States Department of Education if the school fails to comply with state and federal law with regard to your child's records.

Except for certain exceptions, pupil records are confidential and will not be disclosed without your consent. Please be aware, however, that when your child enrolls or intends to enroll in another district, we will send his or her records to that district. Your child's records may be shared with school officials and employees, and other persons connected with the school who have a legitimate educational interest and who may need them to perform his or her

tasks. For example, pupil records may be used to identify and verify eligibility for certain services under the federal No Child Left Behind Act.

For further information or assistance contact ACE Charter High School or the Family Policy Compliance Office, U. S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605. (E.C. §49063 and §49070; Family Educational Rights and Privacy Act (FERPA) 34 CFR Part 99)

Release of Directory Information

The law allows schools to release 'directory information' to certain persons or organizations. Directory information may include a student's name, address, telephone information, e-mail, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. If you wish that the district withhold any of this information, contact the school principal. (E.C. §49061(c), §49070)

Skateboards/Rollerblades/ Bicycles

1. Students are not permitted to ride bikes/skateboards or rollerblades on campus. **Skate boards are not permitted in class or on campus. Students are required to either leave skateboards in a classroom or the office for the entire day and may not carry them around campus.**
2. Riding a skateboard or rollerblading on school grounds result in 1 hour detention and the confiscation of the device for guardian pick-up.
3. The school is not responsible for damaged or stolen bikes/skateboards/rollerblades nor their parts.
4. Students must obey established traffic rules regarding the safe operation of bicycles/skateboards/rollerblades to and from campus.

Smoking

All smoking or use of tobacco products by anyone on school premises is prohibited. There is no smoking or possession of tobacco products allowed anywhere in the airport complex since all areas are part of the county superintendent of schools property. This policy includes all electronic items as well.

Supervision of students

Whenever possible, parents should accompany their children to school activities. Parents are responsible for turning over supervision of their children to a staff member. If a teacher has not arrived at an activity or class site, the parent must remain with the student until a staff member arrives.

Work Permits

Students who wish to be employed while they attend school may do so under the conditions established by the State of California Department of Labor and ACE Charter High School. The employment should never interfere with enough quality time to complete required studies. Conditions of issuing work permits include the following:

1. A student must be an enrolled student in good standing with the school and passing all classes.
2. The student must be enrolled in a full schedule of coursework. The student needs to be enrolled in 6 classes per semester in order to be considered a full time student.

Note: The principal or designee will call an employer and invalidate a work permit if any of the following conditions occur:

- The student drops
- The student has more than 3 unexcused absences in any semester or has tardiness issues.
- The Principal determines that schoolwork is suffering because of employment

Questions about the handbook?

Please do not hesitate to ask questions or make suggestions. Our staff welcomes the opportunity to grow and change with you and your student. ACE Charter High School is committed to bringing you the best quality education and without your suggestions and feedback we would not reach our goal.

