Expectations & School Policies



2024-2025

TK-8 Campus 730 45th Street San Diego, CA 92102 High School Campus 4481 Estrella Avenue San Diego, CA 92115

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Parent/Guardian Communication

AFCS uses ParentSquare School Messenger to communicate with families, students and staff regarding school news, events, emergency situations, attendance, and other important information.

- ParentSquare allows us to send written and voice messages via phone, text, email and the ParentSquare app to your phone, family's home, work or cell phones, and also contact you through text messaging.
- Families and guardians are responsible for the cost of text messages if selected as a means of communication.
- We are able to reach everyone in the region within minutes based on ParentSquare capabilities which improves school and region wide communication with parents and employees.
- Keeping families informed and involved leads to higher student achievement and student safety.
- Please help us by ensuring that you update the main office with your current contact information.

Please download the ParentSquare app.





Aeries - Family/Guardian Portal

AFCS uses Aeries as the online attendance and grading tool used by teachers. Students and families are encouraged to check their student's grades and attendance online.

- Families and students may also download the Aeries app for ease of access available for iPhone and Androids.
- Families will receive login information at the beginning of the school year.
- Please speak to the Main Office Team for any assistance or questions.





General School-Wide Expectations

1. Students will come to school prepared and on time.

2. Students will behave in a manner that allows the teacher to teach and other students to learn.

3. Students will treat others with respect, kindness, and courtesy (teasing, put-downs, foul language, bullying or harassment will not be tolerated).

4. No physical contact: aggressive or overly affectionate

5. Students will respect the rights and properties of others. (Students may not use words or body gestures that will bring harm to, embarrass, threaten or intimidate any other student on campus. Students will treat school and other people's property with care and respect.)

6. Students will not use cell phones or other electronic equipment during school hours unless permission is granted by a staff member (TK-8)

7. Students will follow the directions of any campus supervisor or staff member the first time the directions are given.

9. Students will keep all language free from profanity and rude remarks.

- 10. Students will use all restrooms appropriately.
- 11. Students will walk on all school grounds. Running is reserved for the playgrounds.
- 12. Students will dress appropriately at all times.

Cell Phones: Students may not use cell phones before school, at lunch, and after school. Cell phones must be turned off and turned in to the homeroom teacher at the beginning of the school day.

No Recording using cell phones or other devices: Students are not allowed to take pictures or record in the classroom without the permission of the teacher. Any student who violates this will receive an infraction. In addition, this is a misdemeanor (Ed Code 51512). AFCS is not responsible for lost, stolen or damaged cell phones or other devices.

PDA: Public displays of affection (kissing, holding hands, sitting on laps, hugging, etc) are not permitted on our campus. PDA is grounds for immediate infraction without warning. Repeated PDA infractions may result in parent notifications, parent meetings, seating chart changes, and schedule changes in order to ensure personal space is being respected.

Bikes, Skateboards, and Scooters: Students may arrive at school on such (and similar) items, as long as it is age appropriate and parent/guardian approved. Students must follow safety protocols when conducting such items and are subject to losing privilege if they do not abide by safety protocols. Students must park/store items in designated locations upon arriving at the school campus. Students may not ride these items on campus at any time.

Drug Free Zone: AFCS is a drug free zone. No drugs, alcohol, narcotics, smoking, vaping or any other form of illegal substance is allowed within the school drug free zone. This law extends to inside the school grounds, the area within 300 feet of the school, and any public property within 1,000 feet of the school, and is applicable at the school bus stop and on the school bus. Students or persons found with possession of drugs within the school drug free zone will be held accountable according to school policy and may be fined and prosecuted according to state law. Please see the Family/Student School Handbook for the full Drug Free Zone school policy, protocols, consequences and interventions.

Safe Environment: Every student deserves a safe environment to learn. Bullying and harassment violates that right and is not tolerated at AFCS. If you are a victim of bullying or harassment, report it immediately to a staff member or trusted adult on campus. AFCS expects every student to treat each other with respect and accept differences. Please see the Family/Student School Handbook for the full bullying, harassment and sexual harassment policy.

NOTE: Further detailed information about AFCHS's policies, protocols, supports and intervention plans can be found in the Family/Student School Handbook.

Playground Rules (TK-8 Campus)

- 1. Play all games by the rules. Do not exclude anyone from playing.
- 2. No physical contact. Keep hands and feet to yourself at all times.
- 3. Use all equipment properly.
- 4. Do not throw anything at another person, including balls.
- 5. First whistle freeze, second whistle line up.
- 6. Eat in designated areas. Place all trash in a trash can.
- 7. Tell the adult on duty if someone is hurt or there is a problem.
- 8. Do not leave the playground without permission.

Lunch Rules (TK-8 Campus)

- 1. Students will raise their hand for permission before leaving the seat for any reason.
- 2. Clean your area and table before raising your hand to be dismissed.
- 3. Table (on top and underneath) will be clean before dismissal to line up
- 4. No running or throwing anything.
- 5. Hot lunch: line up quietly no pushing or cuts.
- 6. Do not touch other students' lunch or personal belongings.
- 7. Do not share food.
- 8. No bouncing or playing with playground equipment in the lunch area.
- 9. Raise your hand for permission to use the bathroom.
- 10. Students may not order food from outside vendors such as but not limited to uber eats, doordash, grubhub, or any fast food restaurants, etc.

Closed Campus: AFCS is a "closed campus." Students must not leave campus once on school grounds from the time dropped off by bus or parent/guardian, and must remain on campus from the start of school until dismissal, unless being picked up early by approved parent/guardian. Students are not permitted to leave campus for lunch.

Food Deliveries: Students may not order food for delivery to our campus. The office will not accept food deliveries from businesses. Any delivered food will be immediately discarded. Breakfast and lunch are provided each day by the AFCS. Students are allowed to bring their own lunch and may access microwaves to heat food.

Classroom Rules

Each teacher will establish and review disciplinary policies and procedures with students at the beginning of the school year and with guardians at Back-To-School Night.

Routine classroom discipline will be handled by teachers. Students violating classroom rules will be subject to warnings, alternate seating, calls to guardians and conferencing. Students may be referred directly to an administrator for serious offenses.

Restroom Rules

- Doors remain locked
- One student at a time
- No restroom passes the first and last 15 mins of each class (TK-8 includes 15 mins before and after each break/recess)
 - ER restroom use = owe teacher time for break/recess/lunch
 - Recommended procedure Class Restroom Break (TK-8)
- Must have restroom pass to leave class
- Must sign out/in before/after restroom use
- No backpacks or phones in the restroom

Dress Code

America's Finest Charter School enforces a dress code to foster a professional and respectful school environment. The dress code is in effect from the time students arrive at school and until they leave. The dress code applies to field trips, site visits, academic internships, and other school-related activities, unless the supervising adult informs the students otherwise. **No article of clothing may have patches, frayed material, or language/content deemed inappropriate by the school administration.** Students who are in violation of the dress code will be required to change their clothes and wear loaner clothes.

Students May Wear:

- Shirts (t-shirts, polos, button-downs)
- Pants (any color, slacks)
- Jeans with no frays, patches, or holes
- Shorts, skirts, dresses (no shorter than mid-thigh)
- Leggings, jeggings or tights (as long as they are paired with top, skirt or dress that is mid-thigh in length)
- Jackets, sweaters, sweatshirts, track jackets, jean jackets.
- Shoes: Must be close-toed and have a back (for safety reasons no sandals or flip flops
- are allowed)
- Head Covers: Other than religious head covers, all other forms of hats or headdress should not be worn inside or during class time
- Crocs in "sport mode"

Students May Not Wear:

- Indecent exposure of any kind (midriffs, low-cut tops, ripped jeans, ect.)
- Clothing that leaves your midsection, back, chest, shoulders, buttocks, or undergarments exposed
- Skirts, dresses and shorts that are shorter than mid thigh, with or without leggings/tights/stockings, underneath.
- Spaghetti strap tops
- No tank tops
- Jeans with frays, patches, or holes
- See-through shirts of any kind, unless paired with an acceptable top underneath.
- Pajamas
- Inappropriate content of any kind (drugs, sex, gang, guns, violence, etc.)
- Hats, beanies or caps in class
- Sandals, flip-flops, slides
- Clothing that exposes undergarments

Behavior Discipline Policies

WHEN STUDENTS FOLLOW THE RULES

- Students will receive praise and recognition.
- Students will be able to participate in special programs, events, sports, and field trips.
- Students will be considered for "Student of the Week/Month/Trimester" and "Value Awards".
- Students will earn "Caught You Cards"/ "Eagle Bucks".

WHEN STUDENT CHOOSES NOT TO FOLLOW THE RULES

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the organization's academic and other educational support programs, services, and activities. The Board prohibits, at any AFCS or school activity:

- unlawful discrimination
- harassment
- intimidation
- and bullying

of any student based on the student's actual:

- race
- color
- ancestry
- national origin
- ethnic group identification
- age
- Religion
- marital or parental status
- physical or mental disability
- sex, sexual orientation
- Gender
- gender identity

• or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. BP 5145.3

Discipline MAY include but not be limited to:

- Behavior infraction will be written.
- Access to privileges or technology may be restricted.
- Community service may be assigned.
- Parent conferences may be arranged
- Behavior contract may be assigned.
- Students may be excluded from special or end of year activities.
- Suspension from class and/or school per Ed Code, Section 48900.

MTSS Behavior Plan (Multi-Tiered System of Support)

AFCS will respond to all high-level behaviors in accordance with Calfironia's Education Code similar to systems in place in <u>this linked document</u>. All behaviors are defined and the corresponding supports and consequences for each behavior are listed in the "Secondary" sections of the linked document. A short list of these behaviors is in the box below and the complete list can be found in the linked document above and in our Family/Student Handbook.

"High-Level Non-Negotiables" that may result in suspension and/or expulsion include:

- Fighting
- Possessions of weapons
- Possession of drugs
- Under the influence of drugs
- Robbery
- Sexual Assault or Harrassment/ Bullying
- Hate Violence (physical, verbal, or imagery)
- Defamation, bullying, or harassment (in-person or online)
- Bullying
- Damaged property
- Stealing
- Obscene Acts
- Selling Drugs

"Low-level Non-Negotiables" that may result in an Infraction and/or students places on the Intervention List includes but is not limited to:

- Dress Code
- Technology/Inappropriate use of technology (phones, earbuds, etc.)
- Profanity/Inappropriate language towards others
- Classroom disruption
- Bullying
- PDA (public display of affection)
- Out of class without permission
- Roughhousing/Inappropriate physical contact

MTSS Behavior Chart

Tier	Criteria	Intervention
1st	 2 consecutive weeks in one semester of: 5+ infraction slips OR 5+ tardies 1+ instances of high-level non-negotiables 	 Individualized academic/positive behavioral intervention Parent notification Admin/counselor check-in
2nd	 3 consecutive weeks in one semester of: 5+ infraction slips OR 5+ tardies 2+ instances of high-level non-negotiables (total) 	 Individualized academic/positive behavioral intervention Daily behavior tracker Parent daily update about infraction/tardy report Admin/counselor check-in
3rd	 4 consecutive weeks in one semester of: 5+ infraction slips OR 5+ tardies 3+ instances of high-level non-negotiables (total) 	 Individualized academic/positive behavioral intervention Daily behavior tracker Parent daily update about infraction/tardy report for the day. Daily check-ins/out with administrator/counselor In-person parent meeting to discuss possible removal Initiation of "turn-around" period (see below)
3 Week "Turn Around" Period		 In this period, student need to: Daily check-ins/out with administrator/counselor Daily behavior tracker Meet infraction/tardy expectations (4 or less) for all 3 weeks Parent daily update
	Failure to Meet "Turn Around" Requirements	 Discipline review panel: recommendation and hearing, which may include but not limited to removal from the school.

Substances & Vaping (Grades 6th-12th)

- If a students appears to be under the influence of a controlled substance, teachers, staff, and/or students must report the student to the Admin Team
 - Admin Team will check in with student(s)
 - Student(s) will be searched
 - A phone call home will be made
 - A drug test is available for families to administer to their student(s) on campus if the family desires one
 - \circ Student(s) will be sent home for their safety and the safety of all students
- There are vape detectors around the school (hallways, MPR, restrooms, etc.)
- Admin is alerted when vape detectors are set off

WHEN STUDENTS SET OFF VAPE DETECTORS:

- Admin review video footage
- Student(s) are searched
- Parents are contacted
- Parent/Student/Admin Meeting

When Students Set Off Vape Detectors/Substances are found on students' personal belongings - Consequence Chart

1st Offense	 Mandatory enrollment in Vista Hill Mandatory drug testing turned in to Admin Behavior Contract Behavior Tracker & Daily check-ins with Assistant Principal/Counselor Random searches for 45 days Parent meeting
2nd Offense	 Extended mandatory enrollment in Vista Hill Extended mandatory drug testing turned in to Admin Behavior Contract Extended Behavior Tracker & Daily check-ins with Assistant Principal/Counselor Extended Random searches for 45 days Parent meeting Suspension Warning: Next offense will result in recommendation for a residential drug treatment program/potential recommendation for expulsion from AFCS
3rd Offense	 Suspension Parent Meeting Recommendation for residential drug treatment program or alternate school setting AND/OR Recommendation for expulsion

Offense Definitions

<u>Bullying</u>- involves two or more of the following components and applies to students, staff, parents and community members:

A desire to hurt, a hurtful action, a power imbalance, repetition, an unjust use of power, evident enjoyment by the aggressor, and/or a sense of being oppressed on the part of the victim. Bullying may include verbal, non-verbal, physical, or cyber actions, and may be direct or indirect in nature.

Cyberbullying - bullying that uses technology

Tardiness - Arriving late to school or in classes after the final bell.

<u>Unexcused Absence and Truancy</u> - Any absence which has not been both excused by a parent or legal guardian and approved by the appropriate school official.

Defiance of School Personnel's Authority - Refusal to comply with reasonable requests of school personnel.

Disorderly Conduct, Including Profanity And Obscene Behavior - Conduct and/or behavior which is disruptive to the orderly educational procedure of the school. **Inappropriate Bus Conduct** - Not following bus rules.

Profanity/Obscene Acts - Vulgarity or acts which are considered obscene.

Forgery - Writing and using the signature or initials of another person.

<u>**Gambling**</u> - Participating in games of chance for the purpose of exchanging money or something of value.

<u>Theft/Possession of Stolen Property</u> - Taking or attempting to take property that does not belong to you, or knowingly being in possession of stolen property.

Drug/Alcohol/Paraphernalia - The use, possession or sale of a controlled substance, or otherwise furnished to another person, a controlled substance or alcoholic beverage, or the selling of other substances or materials and representing such substances or material as a controlled substance or alcoholic beverage.

<u>Smoking/Tobacco/Possession</u> - The possession or use of tobacco, nicotine products, or vaporizing products on school property.

Destruction or Defacement of Property - Destroying or mutilating property or materials belonging to the school, school personnel or other persons.

<u>Fighting/Assault</u> - Engaging in or threatening an act which causes or might cause harm to another person; mutual combat between two people.

False Fire Alarm - Deliberately pulling or setting off school fire alarm.

<u>Weapons/Injurious Objects</u> - The possession, use or sale of any object which might be used to inflict bodily injury to another person.

Arson - Starting or setting a fire anywhere on school campus.

Extortion/Robbery - The solicitation of money, or something of value, from another person, in return for protection, or in connection with a threat to inflict harm.

Off Campus Without A Pass/Ditching - Leaving campus without proper authorization.

Explosive Devices - The use, possession, or sale of any item that could be construed as an explosive device.

<u>Cheating</u> - Dishonesty on a test or school-related assignment.

<u>Harassment</u> - knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose. Gang related apparel is prohibited. (Section 35183)

Sexual Harassment- Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Other types of conduct which are prohibited in the district and which may constitute sexual harassment include (EC 212.5):

- Unwelcome leering, sexual flirtations or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually

degrading descriptions.

- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, stories, drawings, pictures or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single-sex

class.

• Touching an individual's body or clothes in a sexual way or inappropriate manner.

- Displaying sexually suggestive objects in the educational environment.
- Continuing to express sexual interest after being informed that the interest is not welcome.
- Any act of retaliation against an individual who reports a violation of the district's sexual

harassment policy or who participates in the investigation of a sexual harassment complaint.

<u>Hate Crimes</u> - actions committed because of the victim's race, color, religion, nationality, country or origin, ancestry, disability, or sexual orientation.

<u>Hazing</u> - Any method of initiation into a student organization or group which causes or may cause physical harm or personal degradation or disgrace resulting in physical or mental harm to a student.

<u>Battery on a Staff Member</u> - Aggressive physical contact with an employee of the school district.

DISCIPLINE CONSEQUENCE CHART (PER ED CODE)

The following chart indicates the types of disciplinary action that applies to each type of misbehavior. In each instance, a minimum and a maximum action is stated, as well as a suggested action for the first occurrence and one for repeated occurrences. These measures are intended to be guidelines that assist in maintaining student discipline. If the situation develops whereby disciplinary measures should be more severe than the general guidelines indicate, the person responsible for enforcing discipline may override these guidelines as appropriate. Restitution may be required for any costs incurred by AFCS. Penalty may include one or more of the listed actions:

OFFENSE	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Arson (PC 450, 451)	Minimum Maximum	Suspension Restitution, Contact Fire Marshall, Police Report Expulsion, Restitution	Expulsion/Restitution
Battery on School Staff (EC 48900k, 44401)	Mandatory	Suspension/Police Report	Expulsion/Police Report

OFFENSE	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Bullying/Intimidation (BP 5131, 5137, EC 48900 r, 48900.4)	Minimum	Warning, Detention, In-House Suspension, Intervention List, Parent Conference, Community Service	Formal Conference, In-House Suspension, Suspension, Police Report
	Maximum	No Contact Order, Suspension/Formal Reprimand/Expulsion, Police Report	No Contact Order, Formal Reprimand, Expulsion, Police Report
Bus Conduct (AR, BP 5131, a-e)	Minimum	Informal/Formal Conference	Informal/Formal Conference, In-House Suspension
	Maximum	Suspension, Expulsion, Formal Reprimand Loss of Bus Privileges, Suspension or Formal	Suspension Suspension, Expulsion, Formal Reprimand Loss of Bus Privileges,
		Reprimand	Suspension, Formal Reprimand, Expulsion
Cheating on Test or School Related Assignment, Plagiarizing	Minimum	Informal/Formal Conference, No Credit on Assignment	*Informal/Formal Conference, In-House Supervision, Suspension
(EC 35291, 48900)	Maximum	Formal Conference/In-House Suspension, Detention, No Credit on Assignment	Suspension
Cyberbullying (EC 32261, 48900)	Minimum Maximum	In-House Suspension, Non-Privileged, Parent Conference, Police Report Community Service	Formal Reprimand, Suspension, Police Report
		Suspension/Formal Reprimand/Expulsion, Police Report	Formal Reprimand/Expulsio n, Police Report

OFFENSE	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Deliberate False Fire Alarm (EC 48900 k)	Minimum Maximum	Formal Conference, In House Suspension Suspension, Fire Marshal, Formal Reprimand or Expulsion	Suspension, Fire Marshal, Formal Reprimand or Expulsion Suspension, Fire Marshal, Formal Reprimand or Expulsion
Destruction of Property (School or personal) (EC 48900 f)	Minimum *	Formal Conference, Parent Notification, Restitution, In-house Suspension, etc.	Formal Conference, Restitution/ Suspension
	Maximum	Suspension, Restitution, Police Report, Formal Reprimand	Restitution, Formal Reprimand orExpulsion, Police Report
Disruption/Defiance/ Disobedience (EC 48900 k)	Minimum	Warning, Change of clothes (school or parent provided), Infraction, Intervention List, Parent Conference	Infraction, Formal Conference, Intervention List
	Maximum	Community Service	Formal Reprimand, Behavior Contract
Dress Code Violation (EC 35183, AR 5132)	Minimum	Warning, Infraction, Change of clothes (school/parent provided), Intervention List, Informal/Formal Conference,	Infraction, Change of clothes, Sent home, Intervention List, Formal Conference,
	Maximum	In-House Suspension	Behavior Contract In-House Suspension Suspension

OFFENSE	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Drugs/Alcohol/Paraph ernalia (EC 48900 c,d,j)	Minimum *	Mandatory Enrollment in Vista Hill, Behavior Contract, Behavior Tracker, 30-45 Search/Watch List, Formal Conference, Formal Reprimand, Police Report Suspension, Formal Reprimand	Suspension, Formal Reprimand or Expulsion, Police Report
	Maximum*	or Expulsion, Police Report	
			Suspension, Formal Reprimand or Expulsion, Police Report
Electronic Devices (Possession/unauthori zed use) (EC 48901.5)	Minimum	Take Away Device, In house Suspension, Intervention List, Parent Conference, Community Service.	Take Away Device, Formal Conference, In-house Suspension, Suspension,
	Maximum	Take Away Device , In house Suspension, Suspension, Intervention List, Community Service	Take Away Device, Suspension
Explosive Devices/Bomb Threat (EC 48900 b)	Mandatory	Suspension and/or Expulsion and Police Report (Optional)	
Extortion/Robbery (EC 48900 e)	Minimum *	In-House Suspension, Formal Conference,	Suspension, Formal Reprimand or Expulsion, Police Report,
	Maximum *	Suspension, Formal Conference or Expulsion, Police Report, Restitution Suspension, Formal Reprimand or Expulsion, Police Report, Restitution	Restitution Suspension, Formal Conference or Expulsion, Police Report, Restitution

OFFENSE	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Fighting/Assault/ Threats (EC 48900 a(2), PC 241, 243, 245, 220)	Minimum	Informal/Formal Conference, In House Suspension, Suspension Suspension or Expulsion, Formal Conference, Police	Formal Conference, In-house Suspension, Suspension
	Maximum	Report	Expulsion/Police Report
Forgery (EC 35291, 48900)	Minimum *	Informal/Formal Conference, Parent Conference, Community Service,	In-House Suspension, Suspension, Detention
	Maximum	In-House Suspension, Detention	Suspension, Expulsion, Police Report
Gambling (EC 48900)	Minimum *	Informal Conf., In-house Suspension, Detention	*Formal Conf., In-house Suspension
	Maximum	Suspension from School	Suspension from School
Gang Behavior/Attire (EC 35183, 35294.1)	Minimum Maximum	Notification of Parent, Confiscate Materials Suspension	Formal Conference with Parent and Student/Suspension Formal Expulsion, Police Report
Harassment/Intimidati on (EC 48900 a,o,u, 48900.4)	Minimum	Warnings, In-House Suspension, Non Privileged, Parent Conference, Community Svc	Formal Conference, In-House Suspension, Suspension, Police Report
	Movimum	Suspension/Formal Reprimand/Expulsion, Police Report	Formal Reprimand/Expulsion , Police Report
	Maximum		

OFFENSE	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Hate Crimes/Violence (EC 48900.3, 48900 t)	Minimum	Formal Conference, Suspension, Police Report, Formal Reprimand Formal Reprimand or Expulsion, Police Report	Formal Conference, Suspension, Formal Reprimand or Expulsion, Police Report Formal Reprimand, Expulsion, Police Report
Hazing (EC 32050, 32051, 48900 a)	Minimum	Informal Conference, In-home Suspension, Non Privileged, Parent Conference, Community Service.	K-3 In-House Suspension, 4-8 Suspension
	Maximum	K-3 In-house Suspension, 4-6 Suspension	Formal Reprimand, Expulsion
Leaving Campus/Class Without Proper Authorization (EC 35291, 48900)	Minimum Maximum	Informal/Formal Conference, Warning In-House Suspension, Detention, Community Service	In-House Suspension Suspension, Community Service
Physical Contact (EC 48900 a(2), PC 241, 243, 245, 220)	Minimum Maximum	Informal/Formal Conference, In House Suspension, Detention, Suspension Suspension or Expulsion, Formal Reprimand, Police Report	Formal Conference, In-house Suspension, Suspension, Expulsion/Police Report

OFFENSE	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Profanity/Obscene Acts Immoral Acts/Verbal Abuse (EC 48900 i)	Minimum	Warnings, In-House Suspension, Non-Privileged, Parent Conference, Community Service Suspension, Formal Reprimand Suspension or Expulsion, Formal	* In-House Suspension, Formal Reprimand, Suspension Suspension, Expulsion
		Reprimand, Police Report	
	Maximum		Suspension or Expulsion, Formal Reprimand, Police Report
Sexual Harassment (EC 212.5, BP, AR 5145.7 a-f, 48900.2)	Minimum	Title IX Report, Warnings, In-House Suspension, Non-Privileged, Parent ConferenceCommunity Service, etc.	Suspension/Title IX, Police Report
		Suspension, Expulsion, Title IX Report	Expulsion, Title IX Report, Police Report
	Maximum		
Smoking/Tobacco Products, Vaporizing (EC 48900h, EC	Minimum	In-House Suspension and Notification of Parent	In-House Suspension, Police Report
51260)	Maximum	Suspension	Suspension, Police Report
Theft (EC 48900 e)	Minimum	In-House Suspension, Formal Conference, Suspension, Restitution, Police Report.	In-House Suspension, Formal Reprimand Police Report,
		In-house suspension, Suspension, Formal Reprimand	Restitution
		or Expulsion, Restitution, Police Report	Suspension, Formal Reprimand or
	Maximum		Expulsion, Police Report, Restitution
Unexcused Absence/Truancy (EC48260, 48200)	Minimum	Principal Letter,	Home Visits, Principal Letter, Truancy Letters, SART
		n-House Suspension	Refer to Child Welfare

	Maximum		& Attendance (CWA); SARB; CWA refer to Dist. Atty
Weapons/Injurious Objects Replica Firearm (EC 48900 b, m)	Minimum	In-House Suspension, Police Report (Optional), Formal Conference	Suspension, Formal Reprimand or Expulsion, Police Report (Optional)
	Maximum	Suspension, Formal Reprimand or Expulsion, Police Report (Brandishing knife or gun)	Suspension, Formal Reprimand or Expulsion, Police Report (Optional)

For offenses not included, the administrator or designee will utilize one or more of the following disciplinary measures depending on the nature of the offense:

- 1) conference with pupil; 2) quardian conference;
- 3) notification of parent by telephone, letter, home visit;
- 4) Saturday School.
- 5) class suspension,
- 6) in-house supervision;
- 7) suspension;
- 8) expulsion.

DISCIPLINARY ACTIONS

Intervention Status- A student is unable to participate in non-instructional assemblies, reward activities, field trips, classroom activities, and after school sports/special activities. An alternate detention location is assigned instead.

<u>Community Service</u> - A student may perform community service on school grounds during non-school hours. Such service may include, but is not limited to, outdoor beautification, campus betterment, and teacher or peer assistance programs. (EC 48900.6, AR 5144 a)

Suspension

A teacher may suspend a student from their class for committing an obscene act, engaging in habitual profanity or vulgarity. The teacher of the class may require any parent/guardian who lives with the student to attend a portion of the school day in the class from which the student is being suspended, to assist in resolving the classroom behavior problems. (EC 48900.1)

In-School Suspension* - Disruptive or disrespectful behavior will not be tolerated at America's Finest Charter School. In such a case, the student is removed from one or more classes, but remains at school. In-House Suspension requires students to remain in the office or other designated area. Students are not allowed to participate with their class for academic or social purposes while on in-house suspension.

Suspension From School* - At Home Suspension requires that students remain off campus for the duration of the suspension. Parents and students are notified of suspension duration and due process procedures. In addition, students will be placed on the "Intervention" list for each type of

suspension including but not limited to the following violations of the Ed Code:

- Fighting
- Possession of knives, weapons, or sharp instruments (or look-a-like weapons)
- Possession of cigarettes, matches or lighters
- Theft or vandalism
- Threats or harassment (both physical and verbal)
- Sexual harassment
- Hate crimes
- Health code violations.
- Bullying
- Selling or arranging to sell prescription drugs
- Obscene acts or vulgarity.

*Students who are suspended from school may not return after school hours to attend extra curricular or athletic events during their suspension.

<u>Withholding Grades, Transcripts, Special Activities</u> - Willful misconduct that result in school district property being defaced or otherwise damaged will result in grades, diplomas and/or a transcript being withheld until restitution is made. (Students will also be ineligible to participate in any extracurricular/special activities until restitution is made.) Liability of the parents not to exceed \$10,000 (Ed Code 48904).

Parent/Student School Wide Expectations & Policies Contract

Student Contract:

By signing this contract, I,

a) have read and agree to abide by all the AFCS School Wide Expectation & Policies including but limited to classroom procedures/rules/discipline/academic plans and interventions

b) agree that I went over the AFCS School Wide Expectations & Policies with my parent/guardian, and had them signed

c) am willing to keep an open and positive outlook when called or asked to meet with the school the Administration Team regarding my progress (academic and/or behavior) throughout the school year
e) will be available for conferences as needed to discuss my progress, concerns, or behavioral challenges that may arise

f) understand my expectations for behavior and academics while I am student at AFCS and agree to do your best to meet and then exceed them

Student signature

Please print name:

Date

Parent/Guardian Contract:

By signing this contract, I:

a) have read and agree to abide by all the AFCS School Wide Expectation & Policies including but limited to classroom procedures/rules/discipline/academic plans and interventions

b) agree that I went over the AFCS School Wide Expectations & Policies with my student, and had them sign

c) are willing to keep an open and positive outlook when called or asked to meet with the school the Administration Team regarding my student's progress (academic and/or behavior) throughout the school year

e) will be available for conferences as needed to discuss my student's progress, concerns, or behavioral challenges that arise

f) understand my role in supporting AFCS School Wide Expectations & Policies and help guide my student in their academic and behavior journey while a student at AFCS and agree to help my student meet and then exceed them

Parent best contact number

Parent Email:

Please print name

Parent Signature

Date