



# **Student Family Handbook**

## **2020 - 2021**

**4481 Estrella Ave  
San Diego, CA 92115  
619-909-2826**

# WELCOME TO AMERICA'S FINEST CHARTER HIGH SCHOOL

## I. INTRODUCTION

We believe in the American spirit of hard work, dedication and perseverance to a goal. We are very excited to be a high school that allows all students the opportunity to achieve their American Dream!

**Mission:** America's Finest Charter High School will assist all students in achieving their American Dream through a rigorous, world-class education.

**Vision:** The school's vision is to inspire all students to achieve academically by developing strong minded, emotionally and physically fit students who are self-motivated problem solvers prepared for a lifelong journey of success and service to others.

**Motto:** "Work hard, learn everything you can, always do your very best, look to help others and your success will follow."

America's Finest Charter High School exists to "Inspire Globally Competent Students to College and Career Ready Success." Global competence will be integrated into every area of our instruction where students will be taught to investigate the world, recognize perspectives, communicate ideas and take action.

We are committed to providing a world-class education for your student. In that light, we have developed a number of school policies and practices designed to ensure success towards that end. These policies and practices are set forth below for your review. The administrative team at America's Finest Charter High School reserves the right to update the handbook at any time if necessary. Parents and students will be informed of updates to the handbook via email and a copy of the most recent handbook will be maintained on the school website. If you have any questions at any time about the handbook, please feel free to contact us.

## II. DAILY ROUTINES/EXPECTATIONS

Class begins each day for students at 8:45 AM. Students should be in their seats ready to go at 8:45 AM as teachers will have an activity ready to go for them.

Class ends at 3:45 each day except for Wednesday when school ends at 2:00. Students should be on their way home and off campus 30 minutes after school unless they are there for an after school activity.

## Early Dismissal

If your student needs to leave early for the day, please call the school office ahead of time at 619-909-2826. **Please call the office and not your student's cell phone to excuse them for the day as they will be penalized for using their phone during the school day.**

Due to the Global Pandemic, we will be using a block schedule to minimize the movement of our students during the school day.

## AMERICA'S FINEST CHARTER HIGH SCHOOL BELL SCHEDULE 2020-2021

TIME	MONDAY	TUESDAY		THURSDAY	FRIDAY
8:50-10:40	Period 1	Period 4		Period 1	Period 4
10:40-10:45	Break	Break		Break	Break
10:45-12:35	Period 2	Period 5		Period 2	Period 5
12:35-1:05	LUNCH	LUNCH		LUNCH	LUNCH
1:05-1:10	Break	Break		Break	Break
1:10-1:55	Learning Lab	Learning Lab		Learning Lab	Learning Lab
1:55-2:00	Break	Break		Break	Break
2:00-3:50	Period 3	Period 6		Period 3	Period 6

TIME	WEDNESDAY
8:50-10:10	Periods 1/4
10:10-10:15	Break
10:15-11:35	Periods 2/5
11:35-12:05	LUNCH
12:05-12:10	Break

12:10-12:40	Learning Lab
12:40-12:45	Break
12:45-2:05	Periods 3/6

## **2020/2021 School Calendar**

No School - September 7

Parent Teacher Conferences/Half Days - November 5 and 6

No School - November 11

No School - November 23 - 27

No School - December 11

No School - December 21 - January 8

No School - January 18

No School - February - 12 and 15

No School - March - 19

No School - March 29 - April 9

No School - May 28 and 31

No School - June 18

Last Day of School June 24

Graduation - June 24

## **Lunch**

America's Finest Charter High School serves lunch to all students. Lunches will be free if you turn in the application. Lunch applications need to be turned in when you turn in the Admissions Application. For more information, please call the school office at 619-909-2826.

## **III. PRACTICES, POLICIES AND PROCEDURES**

### **Attendance**

All students are expected to attend daily unless they are ill or a family emergency occurs. A call to our office regarding an absence should be placed by the parent as soon as the parent is aware of the absence. When leaving a message, please remember to leave the following information: Student's name, their grade, the reason for the absence, your relationship to the student and a phone number where you can be reached. **DO NOT CALL OR TEXT YOUR STUDENT DURING SCHOOL HOURS.**

## **Tardies**

We realize that there might be an occasional instance when your child is tardy in the morning, but please avoid this whenever possible. All tardies, excused or unexcused count against “perfect attendance” recognition

For discipline regarding tardy issues see the AFCHS Code of Conduct Discipline Matrix.

## **Absences**

An excused absence is one for which the student will be given makeup privileges and credit. Absences from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy.

A student’s absence shall be excused for the following reasons:

1. Personal illness.
2. Medical, dental, optometric, or chiropractic appointments.
3. Attendance at funeral services for a member of the immediate family:
  - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
  - b. “Immediate family” shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student’s immediate household.
4. Jury duty in the manner provided by law.
5. Justifiable personal reasons, when accompanied by a written request by the parent or guardian and approved by the Principal or his/her designee, including but not limited to
  - a. Appearance in court
  - b. Attendance at a funeral
  - c. Observance of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats.
  - e. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.
6. Serving as a member of a precinct board for an election pursuant to Elections Code 12302.
7. Spending time with a member of the pupil’s immediate family who is an active duty of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support positions. Absences granted pursuant to this section shall be granted for a period of time to be determined at the discretion of the Principal or his/her designee.
8. If a student is the custodial parent of a child, his/her absence shall be excused when the child is ill or has a medical appointment during school hours.

Please note that any absence(including when a student is out on Independent Study Program contract), excused or unexcused counts against “perfect attendance” recognition.

## **Independent Study Program (ISP):**

If you know that your child will be absent from school for a planned absence for three or more school days (up to two weeks), for a planned absence, you may contact the school office for an Independent Study Program contract. These contracts may also be retroactively used to help students catch up on their work.

The main purpose of agreeing to an ISP is to enable students to keep current with his/her grade studies for the period covered by the ISP during the absence and to enable the students to successfully reach the objectives identified in the ISP.

## **Truancies**

Truancies are a serious violation of California Education Code. Habitual truancies may lead to intervention by law enforcement officials. Prior to legal intervention, schools are compelled to develop a policy to encourage school attendance.

*Pursuant to ED CODE 48200, every child from the age of 6 to 18 is required to attend school regularly in order to make a successful transition to the next grade level and to graduate with a high school diploma. All enrolled students, regardless of age, will be held to the same school attendance rules. The Governing Board recognizes that a vigilant supervision of attendance to improve attendance rates and graduation rates and to reduce truancy and dropout rates is vital to the learning and achievement of children on the margins of the educational system. Improving student attendance and reducing the dropout rate is a school priority.*

All students are expected to attend all classes. Failure to attend school will require school officials to determine if the absence is excused, unexcused or truant. This determination process will require the cooperation of parents and/or guardians.

Truancies will be issued to those students who make no effort to attend class or who are absent for any other reason than those listed above. Truancy accrual will be maintained for each period of the day regardless of whether there is a schedule change.

When a student is absent, the parent and/or guardian are required to notify the School Office or send a written note or email in order to validate the reason for their child's absence.

A student who is absent from school without a valid excuse will be marked unexcused for the day. These types of absences are also called truancies.

You may call to verify your child's absence up to three days after your child has been absent. Absences that are not verified within the time allowed will be considered unexcused absences.

In accordance with the Education Code of the State of California (EC Section 4826-48273), any pupil who is absent from school for three days or more without a valid excuse or tardy in excess of thirty minutes or more is truant.

**For discipline regarding truancy issues see the AFCHS Code of Conduct Discipline Matrix.**

It is the responsibility of the student or parent to retrieve missed schoolwork upon their return to school. If you wish to have your child work on school work when they are absent due to illness, please use the teacher's website or Google classroom to access the class work. The days allowed for makeup work for excused absences will equal the number of days absent. Work must be made up within that time period or the student will receive a zero, unless an extended due date is approved by administration.

If a student misses more than 20 days of school during the year, regardless of the semester in which the absences occur, his or her promotion for the next year may be questionable.

**Exclusion from Attendance**

Students may be excluded from attendance if they:

1. Do not present evidence of immunization or a parent request for exemption from the immunization requirement.
2. Are reasonably suspected of having active tuberculosis or reside where any contagious, infectious, or communicable disease subject to quarantine exists, or has recently existed, unless written permission of the health officer is provided.

**Closed Campus**

AFCHS is a closed campus. Once a student arrives on school grounds or on the school bus in the morning, they must remain on school grounds until the end of the school day. Students may not leave campus for lunch. Students may not have other students from other schools visit at any time. Students from other schools may attend school dances with permission of the Principal.

**Care of School Property**

Students are responsible for all textbooks, classroom books, technology, athletic uniforms and equipment, and all other school property issued to them during the school year. The school reserves the right to charge for lost, stolen or damaged school property such as books, chromebooks, computers etc. In the event payment or restitution for lost, damaged or stolen property has not been made, the school reserves the right to prohibit participation or use of school property in athletic activities and extracurricular activities.

#### **IV. STUDENT CODE OF CONDUCT**

In order to provide an effective, safe, focused and enjoyable learning environment, America's Finest Charter High School has behavioral expectations for all students. The following is an outline of what is expected for our students and consequences for misconduct. Students are to adhere to the AFCHS Code of Conduct at all times.

1. I will treat everyone with courtesy and respect.
2. I will treat personal and school property with respect.
3. I will help create and maintain a positive and safe environment.
4. I will come to school prepared for learning.
5. I will act responsibly and accept the consequences for my actions.
6. I will greet my teacher at the door before every class ready to learn.
7. I will connect and contribute to the community and the world around me.
8. I will strive to make my community safe, healthy learning environment for all.

#### **Respect for Self and Others**

America's Finest Charter High School students, parents and guardians, and staff are expected to respect others and support and teaching and learning. Prohibited behavior by any member of this community includes:

- \*using offensive language
- \*ignoring a staff request
- \*disrupting the learning process
- \*disrespecting a staff member
- \*employing intimidation
- \*threatening another with physical or other harm
- \*slander
- \*sexual harassment
- \*misconduct
- \*lying
- \*theft
- \*fighting

Anyone engaging in prohibited behavior may be subject to discipline, including the possibility of being subject to an expulsion hearing.

## Dress Code

America's Finest Charter High School enforces a dress code to foster a professional and respectful school environment. The dress code is in effect from the time students arrive to 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. Loaner clothes will be clean and available in the office.

### Acceptable

Shirts (T-shirts, polos, button downs, AFCHS apparel)

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 a top, skirt, or dress that is two inches above the knee.

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 school or during class time. **This includes hoods of hoodies.**

### Unacceptable

Indecent exposure of any kind (midriffs, low-cut tops, large rips in jeans, etc..)

Clothing that leaves the midsection, back, chest, shoulders or undergarments exposed

Skirts, dresses and shorts that are shorter than two inches above the knee

Leggings/tights/jeggings as long as they are paired with a top, skirt, or dress that is at Least two inches above the knee.

Spaghetti straps

See through shirts of any kind, unless paired with an acceptable top underneath

Pajamas

Inappropriate content, messages or graphics of any kind

Hats, beanies or caps in class

Sandals, flip-flops

Clothing that exposes undergarments

## Personal Property

Students are only permitted to use cell phones or other mobile communication devices outside of the instructional day or when permitted by the faculty for instructional purposes. During the

instructional day, cell phones must be kept off and out of sight. We strongly recommend that parents and students communicate during non-school hours to confirm personal plans and/or arrangements and advise the school in writing when necessary. A detention will be issued if students use their cell phones on campus without permission. In addition, the phone can be confiscated for unauthorized use, and must be picked up by a parent or guardian.

**For discipline regarding cell phone issues see the AFCHS Code of Conduct Discipline Matrix.**

Aerosol sprays, deodorants and perfumes are not permitted on campus. This includes before and after school and at any school-related functions such as games, dances, field trips, etc. If found, these items will be confiscated and sent to the office. The student's parent or guardian will be required to pick the item up from the office in order for it to be released.

America's Finest Charter High School is not responsible for lost or damaged personal items. Students bring these items to school at their own risk.

### **Academic Honesty**

America's Finest Charter High School values academic honesty and ethical behavior in the learning environment in order to promote honesty, courtesy, consideration and integrity. Cheating is defined as the act of attempting to obtain credit for academic work not one's own, or assisting others in doing so. Cheating includes copying from another's test, submitting plagiarized work, submitting work previously graded without approval by the faculty member accepting the work, altering grades or aiding another student who is cheating. Plagiarism in any form is a severe school violation. This includes direct duplication by copying another's work, whether from a book, article, website, video, another student's assignment, a test, or any other source. Paraphrasing another's work so closely that the essential meaning and form should be credited to someone else. Piecing together sections of the work of others into a new whole and producing assignments in conjunction with other people which should be your independent work.

**For discipline regarding Academic Honesty see the AFCHS Code of Conduct Discipline Matrix.**

### **Bullying and Harassment**

Bullying is not tolerated at America's Finest Charter High School. Students should report any type of harassment/bullying by other students to a teacher, counselor, or principal. Harassment/bullying includes threats, name calling, intimidation, hazing, inappropriate touching, cyberbullying, gestures, symbol display or verbal/non-verbal/written communication that makes a student feel uncomfortable or unsafe even if the person engaging in such behavior does not feel he/she is harassing/bullying. This includes harassment/bullying of a racial, sexual, or

non-sexual nature. Students who engage in bullying will receive consequences according to the guidelines set forth in this handbook and the provisions of this charter.

**For discipline regarding Bullying and Harassment see the AFCHS Code of Conduct Discipline Matrix.**

### **Vandalism/Damage to School Property**

All students are expected to treat the school property with care and respect. No one is to injure, destroy, or trespass on school property. Parents and guardians will be responsible for paying for any damage done to the building by their child. Writing or spray painting, inappropriately on or around campus, carving on school furniture/fixtures, mishandling a book, damaging technology, destroying equipment are all infringements on the right of the AFCHS community.

**For discipline regarding Vandalism and Damage to School Property see the AFCHS Code of Conduct Matrix.**

### **Controlled Substance/Drugs/Alcohol/Tobacco**

Unlawfully possessing, using, selling, being under the influence of or otherwise furnishing to others a controlled substance or alcoholic beverage, or intoxicant of any kind, at any school activity or on any school district or adjacent property, is considered to be a threat to the educational process.

**For discipline regarding Controlled Substance/Alcohol/Tobacco see the AFCHS Code of Conduct Matrix.**

### **Prohibited Items**

**Students may not bring the following items on campus:**

Weapons of any kind, including items that appear to be weapons, could be used as weapons or are toy weapons.

Drugs or drug paraphernalia

Tobacco or tobacco-related items

Vaporizers or vaporizer related items

Aerosol sprays of any kind

Guns, knives, Tasers, explosives, or weapons of any type are not permitted in the school, on the campus, or at school functions on or off the school premises. Violations

may lead to a recommendation for expulsion. Items that appear to be weapons are prohibited.

## **DISCIPLINE**

### **Consequences for negative behavior choices will include:**

- Verbal warning
- Teacher-student conference
- Parent phone call
- Campus beautification
- Service assignment
- Behavior contract
- Parent meeting
- Parent shadow
- Home visit
- Class suspension
- Saturday School
- Class Suspension
- In School Suspension
- Out of School Suspension
- Expulsion

### **Consequences may or may not proceed in this order**

#### **School Service Hours**

Service hours may be assigned by an administrator or teacher for not adhering to the school's code of conduct. Service assignments vary in length depending on the behavioral issue. Teachers may organize, assign and conduct their own detention or service assignments in their classrooms.

#### **Suspension and Expulsion**

Students who present an immediate threat to the health and/or safety of others or themselves may be immediately suspended and later expelled by the Board of Directors upon recommendation of the Director or the Principal. America's Finest Charter High School policy is to provide all students an opportunity for due process in conformity with applicable federal law regarding students with exceptional needs.

The decision to suspend a student will be at the discretion of the Principal. All suspensions will be served at home unless otherwise noted on the suspension letter. A student who commits a school violation may be sent home for the remainder of that school day and for the next consecutive school day(s) depending on the circumstances of the suspension. The school shall

call a suspension meeting in which a plan will be set out to support the student upon their return to school. The administration and/or counselor will be responsible for designing an appropriate behavior intervention plan. If the student or the parents fail to comply with the recommendations made by the team, the student will become eligible for expulsion. All disciplinary interventions enacted by the school will be done in accordance with the provisions set forth in the schools' approved charter documents and, in the case of special education students, will conform to procedure outlines in the Individuals with Disabilities Education Act (IDEA).

When a student is suspended from school, the parent and student must meet with school administration before the student is allowed to return to class. School administration has the discretion to suspend a student for up to five days depending on the severity and the frequency of the student's behavior.

### **Appeals Process**

All discipline may be appealed using the following procedures:

Classroom consequences may be appealed to the school administration, who has final judgment over these consequences.

Suspensions and other administrative consequences can be appealed to the Executive Director, who has final judgment over these consequences.

Expulsion proceedings will be handled by an expulsion panel, as outlined in the school's Charter.

### **Visitors**

For the protection of the students and the security of the school, ALL visitors and volunteers are required to check-in through the School Office and provide a valid form of government-issued ID.

### **Progress Reports**

Progress reports are sent home mid semester or on an as needed basis. In short, if a student is failing or is in danger of failing a class, a progress report will be sent home. Otherwise, it is the responsibility of the parent to know each student's grades through the use of Illuminate. Please call or email the office for the information necessary to gain access to your student's Illuminate account.

## **Participation Privilege**

Participation in any extracurricular activity such as ASB events, drama, and athletic activities is a privilege. Students must be in good standing with the school having fulfilled the obligations outlined in the student handbook.

To ensure that the possibility of disruption sometimes caused by involvement in athletics or activities is minimized the school adopts the following guidelines regarding student athletic and activity eligibility:

### **Academic Standards**

A student must have a 2.0 GPA AND  
Passing grades in all but one class

### **Academic Suspension from Student Activities**

If a student accumulates more than one "F" at any time during the student's involvement in athletics or activities the student is immediately suspended from participation in the sport or activity until it has been recorded on Illuminate that the student has passing grades in all of their classes but one.

### **Academic Probation for Student Activities**

Administration has the discretion to place a student who failed to maintain the academic standards in a previous semester on probation for the following semester in order to encourage students to reach their academic potential.

Students who have two or more F's are considered to be at risk and will not be allowed to participate in extracurricular activities until such time as the grades improve.

An Ineligibility List, or a "No Go List" will be kept by school administration and updated each week. Students will be notified on the last day of the week as to their status. Ineligibility for activities will begin immediately until the student brings their grades up to the necessary standard.

## **V. Student Activities**

The student body has elected Associated Student Body officers who will conduct elections for the balance of their association the first week of school. All student activities are to go through the ASB officers and the Principal. Dances, athletics, and all other student sponsored events are to go through the ASB.

AFCHS encourages students to begin clubs. If you are interested in starting a club, send an email to the Principal stating the club's purpose, how it relates to the school's mission, and the details of when the club will meet and which adult will be sponsoring the club.

Athletics is an important part of growing as an individual. AFCHS has applied to become a CIF-San Diego Section School for the 2019-2020 school year. We will have girl's volleyball and flag football in the fall, boy's and girl's basketball as well as boy's and girl's soccer in the winter, as well as boy's volleyball and track in the spring.

## **GRADUATION**

High school students may wear ceremonial tribal adornment or other objects of religious or cultural significance at graduation ceremonies. Graduation will take place on the final day of the school year.

Graduation Exemption Under Education Code Sections 51225.1 and 51225.2, students in the foster care system, students experiencing homelessness, former juvenile court school students, children living in active duty military households, currently migratory children, and students participating in newcomer programs may, after meeting additional criteria under the law, be exempt from local graduation requirements.

## **AFCHS DISCIPLINE MATRIX CODE OF CONDUCT**

**It is the responsibility of every student and parent to know the code of conduct and for students to follow this code. By doing so, students will be productive and successful members of the learning community. AFCHS students are expected to be safe, orderly and respectful of the rights of others.**

## **DRUGS AND ALCOHOL**

Students confronted with any situation regarding drugs/alcohol/tobacco are expected to walk away and:

1. Report the incident to an administrator;
2. Not accept any drugs, alcohol or dangerous objects;
3. Immediately report to administrator if something has been placed on person or in personal belongings.

<b>School Code and California Ed Code</b>	<b>First Consequence</b>	<b>Second Consequence</b>
Alcohol or illegal drugs are not allowed on any part of campus including parking lots or at any school related activity regardless of location. Students may not unlawfully possess, use, sell or otherwise furnish or be under the influence of, or unlawfully offer, arrange, or negotiate to sell, any controlled substance, drug paraphernalia, alcoholic beverage or intoxicant of any kind. Nor can students sell, deliver, or otherwise furnish to any person another liquid substance or material and represent the liquid, substance or material as a controlled substance, alcoholic beverage or intoxicant.	Up to five day suspension. Could include police or sheriff involvement. If sales, automatic referral to AFCS Board of Directors for expulsion from school and police or sheriff involvement.	Five day suspension and automatic referral to AFCS Board of Directors for expulsion from school. Possible involvement of police or sheriff department.

## **SMOKING, POSSESSION OF TOBACCO OR SMOKING PARAPHERNALIA**

<b>School Code and California Ed Code</b>	<b>First Consequence</b>	<b>Second Consequence</b>
Students may not possess or use tobacco or any product containing tobacco or nicotine. Nor may students possess or unlawfully offer, arrange or negotiate to sell any smoking paraphernalia. All vaping products are prohibited.	Up to five day suspension. Could include police or sheriff involvement. If sales, automatic referral to AFCS Board of Directors for expulsion from school and police or sheriff involvement.	Five day suspension and automatic referral to AFCS Board of Directors for expulsion from school. Possible involvement of police or sheriff department.

## WEAPONS

<b>School Code and California Ed Code</b>	<b>First Consequence</b>	<b>Second Consequence</b>
Use or possession of any dangerous object is prohibited. Students may not possess, sell or otherwise furnish any firearm or knife, or any explosive or other dangerous object (including laser pens or other sharp objects.) Nor may students possess an imitation firearm meaning a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. Nor may students possess an imitation or any form of a knife on campus.	Up to five day suspension and possible referral to AFCS BOD. Could include police or sheriff involvement.	Five day suspension and automatic referral to AFCS Board of Directors for expulsion from school. Probable involvement of police or sheriff department.

## FIGHTING/HARASSMENT/BULLYING/HAZING

Students experiencing harassment or intimidation are expected to do the following to avoid an altercation and disciplinary action:

1. Walk away
2. Report the incident to an administrator
3. Seek help from a teacher, campus security, counselor or administrator to resolve the situation.

<b>School Code and California Ed Code</b>	<b>First Consequence</b>	<b>Second Consequence</b>
Fighting, harassment, bullying or intimidation are not tolerated. Students may not cause or attempt to cause or threaten to cause physical injury to another person or willfully use force or violence upon the person of another. Students may not harass, threaten or intimidate any student who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that student or being a witness, or	Up to five day suspension and possible referral to AFCS BOD. Could include police or sheriff involvement.	Five day suspension and automatic referral to AFCS Board of Directors for expulsion from school. Possible involvement of police or sheriff department.

both. Nor may students engage or attempt to engage in any form of hazing.		
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### **LEWD CONDUCT/PORNOGRAPHY**

<b>School Code and California Ed Code</b>	<b>First Consequence</b>	<b>Second Consequence</b>
Any display or any form of lewd conduct or possession or viewing of pornography of any type will not be tolerated. Students may not commit an obscene act or engage in the use of profanity or vulgarity, which includes cursing. Students may not access inappropriate materials on the school Google account or send inappropriate messages to other students, this includes inappropriate language and cursing.	Up to five day suspension and possible referral to AFCS BOD. Could include police or sheriff involvement.	Five day suspension and automatic referral to AFCS Board of Directors for expulsion from school. Possible involvement of police or sheriff department.

### **ROBBERY, THEFT, AND EXTORTION**

<b>School Code and California Ed Code</b>	<b>First Consequence</b>	<b>Second Consequence</b>
Students may not commit or attempt to commit robbery, theft or extortion nor may students steal attempt to steal school or private property.	Up to five day suspension and possible referral to AFCS BOD. Could include police or sheriff involvement.	Five day suspension and automatic referral to AFCS Board of Directors for expulsion from school. Possible involvement of police or sheriff department.

### **DAMAGED/STOLEN SCHOOL/PRIVATE PROPERTY**

<b>School Code and California Ed Code</b>	<b>First Consequence</b>	<b>Second Consequence</b>
Students may not cause or attempt to cause damage, or steal or attempt to steal, school or private property. Restitution will be required for all damaged/stolen property and charges may be filed with the sheriff or police department.	Up to five day suspension and possible referral to AFCS BOD. Could include police or sheriff involvement.	Three to Five day suspension and automatic referral to AFCS Board of Directors for expulsion from school. Possible involvement of police or sheriff department.

## THROWING FOOD/OBJECTS

<b>School Code and California Ed Code</b>	<b>First Consequence</b>	<b>Second Consequence</b>
Students may not cause or attempt to cause damage to school or private property including throwing objects.	Up to five day suspension and possible referral to AFCS BOD. Could include police or sheriff involvement.	Five day suspension and automatic referral to AFCS Board of Directors for expulsion from school. Possible involvement of police or sheriff department.
Students may not throw food or drinks at other students.	Saturday School	Up to five days suspension

## DEFIANCE

<b>School Code and California Ed Code</b>	<b>First Consequence</b>	<b>Second Consequence</b>
Students may not disrupt school activities or otherwise willfully and continually ignore or defy the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.	Up to five day suspension and possible referral to AFCS BOD. Could include police or sheriff involvement.	Five day suspension and automatic referral to AFCS Board of Directors for expulsion from school. Possible involvement of police or sheriff department.

## GAMBLING

<b>School Code and California Ed Code</b>	<b>First Consequence</b>	<b>Second Consequence</b>
Student gambling in any form is not permitted on campus.	Saturday School	One to five day suspension.

## TARDINESS

<b>School Code and California Ed Code</b>	<b>First Consequence</b>	<b>Second Consequence</b>
Timeliness to class is an essential aspect of academic success. Students who are not in class at the start of class are deemed tardy. Students who are more than 30 minutes late to any class are deemed truant.	Up to 5 tardies = Detention	10 Tardies = Saturday School 15 or more tardies = Saturday School, parent conference and potential referral to AFCHS BOD

## TRUANCY

<b>School Code and California Ed Code</b>	<b>First Consequence</b>	<b>Second Consequence</b>
Truancy is defined as: a student who is found off campus or out of class during the school day without a hall pass. Truancy also includes a student who is 30 minutes or more late to school or a student who is out of school without a legally recognized reason.	Saturday School and possible referral to the sheriff's department or police.	One to three day suspension and possible referral to police.

## ELECTRONIC DEVICES

<b>School Code and California Ed Code</b>	<b>First Consequence</b>	<b>Second Consequence</b>	<b>Third Consequence</b>
Students are discouraged from bringing any type of electronic device to school. When found in use and/or disruptive to the learning environment, they will be confiscated and turned into administration. Please see the specific cell phone policy in the Personal Property section of the	Warning. Device taken and returned to student at the end of the school day.	Device is taken and returned to student at the end of the day. Detention is issued.	Device is taken for 24 hours and returned only to the parent. Parent is notified when phone is confiscated and a meeting is set up to determine consequence.

handbook.			
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## ACADEMIC DISHONESTY

<b>School Code and California Ed Code</b>	<b>First Consequence</b>	<b>Second Consequence</b>	<b>Third Consequence</b>
Plagiarism, cheating or falsification will not be tolerated by any teacher in any subject. For examples of each of these see the Student Handbook regarding this particular issue found under School Discipline.	Student will serve Saturday School and use the time to redo the assignment correctly.	Student will receive an F on the assignment and serve Saturday School.	Student will fail the entire course and further action, such as suspension or referral to the AFCHS BOD, may be instituted.

America's Finest Charter High School believes in Restorative Justice practices by which students are given an opportunity to redeem themselves. When a student has been dismissed from school for a length of time, they will have the opportunity to speak with an intake team of staff members aimed at welcoming the student back with a plan in place to help them be successful.

## STUDENT AGREEMENT FORM

As a student at America's Finest Charter High School, I have read the student handbook and will do my best to follow the guidelines and expectations.

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Student Printed Name

Date

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Student Signature

Date

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Parent Signature

Date

I have been issued a school Chromebook. I understand and agree that the Chromebook issued to me are my responsibility. If there is damage to either item, I realize that I may need to pay a fine to either replace or repair either of these items. The Chromebook and headphones are to stay on campus at all times unless given explicit permission from administration.

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Student Printed Name

Date

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Student Signature

Date

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Parent Signature

Date

