

BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL

*17000 Haynes Street
Lake Balboa, CA 91406
818 758-5200*

Board Policy #: 016
Adopted/Ratified: July 2009
Revision Date: April 22, 2015

Parent-Student Handbook 2014-2015

BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL

17000 Haynes Street
Lake Balboa CA 91406
818-758-5200 FAX: 818 342-5877

BCCHS ADMIMISTRATION & STUDENT SUPPORT STAFF

DeEstie Anderson	English Department Chair
Cindy Balestrero	School Psychologist/SPED Student Support Services
Vernita Barlow	SPED Director/Assistant Principal
Leanne Bennett-Riley	Physical Education Department Chair
Tracie Bowdoin	Director/Assistant Principal
Samantha Brown	Freshman Academy Counselor
Lily Burman	School Psychologist
Erin Copenbarger	Social Studies Department Chair
Will Covington III	Chief Business Officer Dino
Dinielli	MASH SLC Lead Teacher
Thuy-Vy Doan	Math Department Chair
James Epps	Tech Arts Department Chair
Debby Epstein	Fine Arts Department Chair
Lisa Gazarian	Tech & Business Academy/Media Counselor
Joe Granish	Dean Freshman Academy
Ana Gutierrez	Freshman Academy Counselor
Eileen Harte	PVA SLC Lead Teacher
Dr. Sandra Harwin	Clinical Psychologist/ Social Worker
Rochelle Kronstadt	College Center Advisor
Chris Monaster	Tech & Business SLC Lead Teacher
Amy Mowry	MASH Academy/Media Counselor
Matt Mowry	Dean CAL, Media, MASH Academies
Bill Parks	Chief Executive Officer /Principal
Melissa Reisdord	Dean Media, PVA, Tech & Business Academies
James Rose	Physical Education Department Chair
Hayley Rubinger	CAL SLC Lead Teacher
Gina Ryskind	Human Resource Manager
Stephanie Scherrer	CAL Academy/Media Counselor
Hannah Sellers	Freshman SLC Lead Teacher
Anne Stutzman	PVA Academy/Media Counselor
Sanford Weber	Science Department Chair
Julie Zeller	Director/Assistant Principal
Nancy Zoepfl	Director/Assistant Principal
Angela Zook	Career Center Counselor

REGULAR BELL SCHEDULE

PERIOD	START	END	MINUTES
0/Tutoring	7:30 a.m.	8:24 a.m.	
1	8:30 a.m.	9:28 a.m.	58
2	9:34 a.m.	10:32 a.m.	58
3	10:42 a.m.	11:40 a.m.	58
4	11:46 a.m.	12:44 p.m.	58
Lunch	12:44 p.m.	1:18 p.m.	34
5	1:24 p.m.	2:22 p.m.	58
6	2:28 p.m.	3:26 p.m.	58
7/Tutoring	3:32 p.m.	4:28 p.m.	

TUESDAY BELL SCHEDULE

PERIOD	START	END	MINUTES
Teacher Collaboration	7:50 a.m.	8:50 a.m.	
1	9:00 a.m.	9:47 a.m.	47
Advisory	9:53 a.m.	10:27 a.m.	34
2	10:33 a.m.	11:20 a.m.	47
3	11:26 a.m.	12:13 p.m.	47
Lunch	12:13 p.m.	12:47 p.m.	34
4	12:53 p.m.	1:40 p.m.	47
5	1:46 p.m.	2:33 p.m.	47
6	2:39 p.m.	3:26 p.m.	47
7/Tutoring	3:32 p.m.	4:28 p.m.	

TABLE OF CONTENTS

ABOUT BCCHS

BCCHS Vision Statement	1
Expected School Wide Learning Results	1
Non Discrimination Statement	1
Title IX Policy for Staff and Students	2
Video Camera Warning	2
Alma Mater	2

PARENT INFORMATION

Federal & State Laws Affecting Family Educational Rights & Privacy	3
Location of Pupil Records	3
Pupil Record Information	4
Parent Center	5
Parental Rights	5
Parent Involvement	5
Parent Involvement Policy	6
Restitution of Monies	8
Uniform Complaint Policy	8
Uniform Complaint Procedure Form	15

CURRICULUM/INSTRUCTION INFORMATION

Acceptable Use Policy for the Internet	17
Acceptable Uses of School Computer Network or the Internet	17
Unacceptable Uses of the Computer Network or the Internet	17
Student Internet Safety	18
Penalties for Improper Internet Use	19
Disclaimer (Network)	19
California High School Exit Exam-Valenzuela Notification	19
No Go List	19
Diploma Requirements	20
Graduation Requirements	20
Participation in the Graduation Ceremony	20
Plagiarism	21
Required HIV/AIDS Prevention Education	21

STUDENT BEHAVIOR, CONDUCT AND DISCIPLINE

Standards of Student Behavior	22
Discipline	23
Suspension/Expulsion Policy	23
Progressive Discipline	24
Detention	26
Electronic Devices	26
Free Expression	27
Graffiti	27
Hall Passes	27
Hats	27
ID Cards	27
Lockers	28
Parental Notifications of Searches/Interviews	28
Public Display of Affection	28
Pupil Suspensions	28

Skateboards and Scooters	29
Student Dress Code	29
Student Parking Permit	29
ATTENDANCE	
Attendance Matters!	30
Attendance	31
Compulsory Education	31
Tardy Policy	32
CAMPUS POLICIES & EXPECTATIONS	
Classroom Visits	33
Extra-Curricular Policy	33
Messages and Deliveries	33
Parent Teacher Conferences	33
Parking Lot	33
Student's Personal Property	34
Volunteers Welcome	34
SCHOOL SAFETY	
Abuse of a Pupil at a School Site	34
Annual Notification of Pesticide Use	34
Asbestos Management Plan	35
Daily Flushing Requirements for Drinking Faucets and Fountains	35
Integrated Pest Management Program	35
MRSA	36
Parking Lot Safety	36
Sexual Harassment	37
Student Component	38
STUDENTS WITH DISABILITIES	
Students with Disabilities and Special Education	38
MEDICAL AND HEALTH SECTION	
Condom Distribution	39
Health Insurance	39
Health Office Information	39
Medication	40
Miscellaneous Health Information	40
Physical Examinations	41
Physical Education Excuses	41
EXTRACURRICULARACTIVITIES	
Senior Activities	41
Fall Eligibility	42
Spring Eligibility	42
Fall and Winter Coacher	42
Spring Coaches	43
OTHER INFORMATION	
Cafeteria	43
Forms	44
Governing Board	44
Student Store	44

School Accountability Report Card	45
Policy Against Harassment and Discrimination	46
Important Dates	47
Home-School Compact	48
Parent-Student Handbook Agreement Form	49
(Please sign and return this page to your SLC office)	

ABOUT BCCHS

BCCHS Vision Statement

Birmingham Community Charter High School (BCCHS) will, through the collaborative efforts of its stakeholders (instructors, students, administrators, staff, parents and community partners), provide an innovative and academically challenging environment that will prepare students to demonstrate mastery of the California Content Common Core Standards, meet all graduation requirements, and pursue their post high school academic, career and personal goals. Additionally, BCCHS will encourage students to become committed members of the school community and exercise civic responsibility to ensure attainment of their stated goals.

Expected Schoolwide Learning Results

BCCHS Patriots are:

- Critical Thinkers
- Academic Achievers
- Responsible Citizens
- Effective Communicators

Non Discrimination Policy

BCCHS 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, gender expression, gender identity, 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 toward 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.

This nondiscrimination policy covers admission or access to, or treatment or employment in, school programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission or participation in the school programs or activities.

Additional information prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes may be found in this handbook. It is the intent of the school that all such policies are read consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities. The school prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation.

Any inquiries regarding this nondiscrimination policy or the filing of discrimination/harassment complaints may be directed to any Administrative Director. Complaint forms are available in the Main Office and SLC Offices.

Title IX Policy for Staff and Students

Federal law, Title IX, State law and BCCHS prohibit anyone at a school from discriminating against any student on the basis of sex, sexual orientation or gender. Males and females must be treated the same in all areas, including:

- Participation in athletics
- Enrollment in classes
- Counseling services
- Participation in extracurricular activities
- Treatment in the classroom
- Recognition and honors, special awards, scholarships
- Graduation activities

Pregnant and parenting students, regardless of their marital status, have the right to attend school and participate in any program or activity in an environment free from discrimination or harassment, the same as any other students. When pregnant or parenting students transfer to specialized alternative programs such as Pregnant Minor Schools or Cal-Safe Programs, those transfers must be voluntary. Classes and materials must be equal to those offered to other students, and/or students must be provided access to the classes to complete his/her course of study.

In addition, Title IX protects students from sexual harassment. This means that no student, teacher, Administrative Director or other employee can make unwelcome sexual advances, speak in a sexual manner to, or request sexual favors from students at school or at a school-sponsored event. If a parent or student believes that the student's rights under Title IX have been violated there is a process to resolve the grievance. Students are encouraged to contact a Counselor or an Administrative Director for further guidance and reporting procedures.

Video Camera Warning: All activities are monitored and recorded to aid in the persecution of any crime committed against BCCHS.

Alma Mater

Nestled in the valley green
Where the mountains stand serene,
Here we pledge our loyalty,
Birmingham we sing of thee! Mighty
Patriots brave and bold, Proud to wear
your blue and gold, now we raise our
voices true. Birmingham, we sing to
you.

PARENT INFORMATION

Federal & State Laws Affecting Family Educational Rights & Privacy

The privacy of school records is protected by federal and state laws which cover nearly every type of pupil record maintained by local schools or school district central offices. Such records might include information about attendance, health, grades, behavior, athletic ability, or activities in class. The law generally prohibits the release of pupil records information without written consent of the parent, or adult student (18 years or older). Records or information maintained by any school official exclusively for personal reference or use are not considered pupil records and are not subject to Federal and State privacy laws. Unless otherwise prohibited by law, any natural parent, adopted parent, or legal guardian may have access to and review the pupil records of their child. Also, students who are 16 years and older (or have completed the 10th grade) have the right to access their records. School and District employees and officials who have a legitimate educational interest have a right to access pupil record information without the consent of the parent or student. A —legitimate educational interest is defined as a need for the employee/official to access pupil record information in order to perform his/her job duties. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. In general, other individuals or agencies may be authorized to access, review and /or obtain pupil records by court order, parent/guardian consent, or by statute.

Directory information is routine information maintained by school districts about students. It is this special category of pupil record information that does not require the same level of confidential treatment as pupil record information. Under the law, a school district may identify certain categories of information as directory information and may provide directory information to certain individuals, officials and organizations identified by the district as those who have a legitimate need to know. Parents and/or adult students have the right to limit or deny the release of any portion of directory information. Additionally, parents and/or adult students may deny the release of directory information to any designated recipient.

Any and all of the following items of directory information relating to a pupil may be released to a designated recipient unless a written request is on file to withhold its release as indicated in the Information Release Form submitted to the school.

- Name
- Address
- Telephone
- Date of birth
- Dates of attendance
- Previous school(s) attended

Location of Pupil Records

Pupil records are maintained on this site. The following is a list of records and where they are maintained:

1. Pupil records pertaining to student health are maintained in the Health Office with the school nurse as the immediate custodian.
2. Academic progress, counseling, and guidance assistance are maintained in the SLC Offices, with the Administrative Director who oversees the Counseling Office as the immediate custodian.
3. Attendance is maintained in SLC Offices, with the Administrative Director who oversees that SLC as the immediate custodian.
4. Athletic records are maintained in the Health Office and with the coaches of each team as the immediate custodian.
5. Class grades are maintained in each classroom, with the teacher as the immediate custodian.

Pupil Record Information

The review of any or all pupil records will be during regular school hours and will be arranged at a time mutually convenient to the parent (or student, when applicable) and the school official, i.e., counselor, or Administrative Director. When a pupil record of one student includes information concerning other students, the parent or adult student who wishes to inspect and review such material may see only such part as relates to the child of that parent or the particular adult student. If the parent or adult student requests a copy of the whole or any part of a pupil record the copy will be provided. The school may charge a fee for the copy.

For all pupil records, other than grades, a parent (or former student) may challenge the content of such pupil records by filing a written request to remove or correct any recorded information that is:

- An unsubstantiated personal conclusion or inference
- Inaccurate
- A conclusion of inference outside of the observer's area of competence
- Not based on the personal observation of a named person with the time and place of the observation noted
- Misleading
- In violation of privacy or other rights

With regard to the challenge of grades, in the absence of clerical or mechanical mistake, fraud, bad faith or incompetence, the grade given to each pupil in a course by a teacher shall be final. Challenges to grades must be submitted in writing to the Administrative Director supervising the grades. The review of a grade challenge will be conducted by the Administrative Director.

Records or information maintained by a school official exclusively for personal reference or use and which are not available to any other person, except his or her substitute, are not pupil records available for inspection, review, or challenge by the parent or adult pupil.

Upon the written request by a school in which the student seeks or intends to enroll, education records of the student will be forwarded to the school, unless there is a hold on the record.

Parent Center

The Parent Center is open during school hours. Computers are available for parent use. Translation services are available and parent education classes are scheduled on a regular basis. For information regarding the Parent Center, please contact Ms. Margarita Ponce at 818-758-5281.

Parental Rights

Parents/guardians of pupils age 18 or under enrolled at BCCHS have the right to work together in a mutually supportive and respectful partnership to help their teenager succeed. Parents/guardians, subject to certain conditions and notifications, have the right to:

- Observe the classroom(s) in which their student is enrolled or will be enrolled.
- Meet with their student's teacher(s), counselor, and/or Administrative Director.
- Volunteer, under the supervision of BCCHS employees, their time and resources for the improvement of school facilities and programs. However, please note that
in order to keep all students safe and in consideration of the best interest of the school, BCCHS requires volunteers to be fingerprinted and provide documentation of a recent TB test. Please see the school Administrative Director who works with volunteers for more details.
- Be notified if their student is absent from school without permission.
- Receive the results of their student's performance on standardized and statewide tests and information on the performance of the school.
- Have a school environment for their student that is safe and supportive of learning.
- Examine the curriculum materials of the class (es) in which their student is enrolled.
- Be informed of their student's progress in school and of the appropriate school personnel who they would contact if problems arise with their student.
- Access to school records of their student and to question anything that they feel is inaccurate, misleading or is a violation of the student's privacy rights and to receive a response from the school.
- Receive information concerning the academic performance standards, proficiencies, or skills their student is expected to accomplish.
- Be informed in advance about school rules, attendance policies, dress codes, and procedures for visiting the school.
- Receive information about any psychological testing the school does involving their student and to deny permission to give the test.
- Participate as a member of a school wide committee, governing board, or parent organization, in accordance with any rules and regulations governing membership in these groups.

Parent Involvement

BCCHS recognizes that when schools and parents form strong partnerships, the student's potential for educational success improves significantly. Parents learn the scope of their school's instructional program and set high expectations for their children. As a result,

schools can better focus on student growth and success. BCCHS supports a variety of parent-involvement programs that enable the school to involve parents in a broad range of roles. The following is a list of committees and organizations currently in place.

- **Committees:** Curriculum and Instruction, Facilities and Operations, Human Resources, and Student Services.
- **Parent Organizations:** PTSA, DAD's Club.
- **Support Organizations:** Birmingham Alumni Association

Please consult the BCCHS website or contact us at 818-758-5200 for additional information on meeting times.

Parent Involvement Policy

Part 1 General Expectations

1. BCCHS agrees to implement the following statutory requirements:
 - a. BCCHS will put into operation programs, activities and procedures for the involvement of parents with Title 1, Part A programs consistent with section 1118 of the Elementary and Secondary Education Act (ESEA).
 - b. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
 - c. BCCHS will ensure that the policy includes a school-parent contract. [Section 1118(d)]
 - d. In carrying out the Title I, Part A parental involvement requirements to the extent practicable, BCCHS will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and to the extent practicable, in a language parents understand [Section 1118(f)];
 - e. BCCHS will be governed by the NCLB definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

“Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities”

This includes:

- a. Assisting their child's learning
- b. Being actively involved in their child's education at school
- c. Serving as full partners in their child's education and being included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

Part II Description of How BCCHS Will Implement Required Parent Involvement Policy Components

1. BCCHS will take the following actions to involve parents in the joint development of its Parent Involvement Plan [Section 1112]:
 - a. Involve parents in the selection of programs, activities and procedures through regular communication and at parent meetings.

- b. Publish the Parent Involvement Policy annually through the Student-Parent Handbook.
 - c. Provide opportunities for parents to get involved in the governance of the school through involvement in standing committees, ad hoc committees and the Governing Board.
2. BCCHS will take the following actions to involve parents in the process of school review and improvement [Section 1116]:
 - a. Provide opportunities through parent organizations and groups for parents to participate and provide input in the review and improvement of the school.
 - b. Involve parents in the improvement of the school through the accreditation process as defined by the Western Association of Schools and Colleges (WASC).
 3. BCCHS will provide the following necessary coordination, technical assistance, and other support in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - a. Parent communication through home mailings, report cards, school and student assessment results, student communication, parent-teacher-counselor communication, email, school website, Connect Ed (phone master).
 4. BCCHS will build capacity for strong parental involvement in order to ensure effective parent participation and provide parents with the necessary tools to create strong academic achievers. This will be achieved in the following ways:
 - a. Providing assistance in understanding the following topics:
 - i. *California Common Core State Standards*
 - ii. *California student academic achievement*
 - iii. *BCCHS local school assessments*
 - iv. *Monitoring student progress*
 - v. *Working with educators through: School communication, meetings and presentations, PTSA, DAD's Club*
 - b. Providing materials and training to help parents work with their children to improve their academic achievement by:
 - i. *Providing classes through the Parent Institute for Quality in Education*
 - ii. *Los Angeles Public Library information and library cards*
 - iii. *Other means, to the extent practicable.*
 - c. Educate its teachers, pupil services personnel, administration, and other staff, in how to reach out to, communicate with, and work with parents as equal partners; in the value and utility of contributions of parents; and in how to implement and coordinate parent programs and build ties between parents and BCCHS, by:
 - i. *Providing professional development for school staff on Pupil Free Days using school and community resources, professional resources, and parent speakers.*
 - ii. *Encouraging and fiscally supporting school staff in the attendance at workshops and conferences that focus on effectively utilizing parents and community members as resources and equal partners*

Restitution of Monies

BCCHS policy and State law mandate that the parent or guardian of a minor is liable to a school district or private school for all property loaned to and not returned or willfully damaged by the minor. It also authorizes local school districts to adopt a policy whereby the marks, diploma, or transcripts of these students would be withheld until the pupil or the parent/guardian pays for the damages or returns the property. The Student Store accepts cash, check or Visa/MasterCard (\$5 fee) as payment for most purchases and restitution of monies.

It is the policy of BCCHS to seek restitution when a student willfully cuts, defaces, or causes the loss, non-return, or otherwise injures any property, real or personal, belonging to BCCHS or a school employee.

Upon receiving notification, the parent(s) or guardian(s) may pay the outstanding obligation, or the student or parent may complete a voluntary work assignment determined by the school. Upon satisfactory completion of the school voluntary work assignment, the marks, diploma, or transcripts shall be released and/or the debt discharged.

Uniform Complaint Policy

The Birmingham Community Charter High School policy is to comply with applicable federal and state laws and regulations. The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints of discrimination against any protected group, including actual or perceived discrimination, on the basis of age, sex, sexual orientation, gender, gender expression, gender identity, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity; and
- (2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: special education, Title II, Section 504 of the Rehabilitation Act, consolidated categorical aid, No Child Left Behind, migrant education, career technical and technical education training programs, child care and development programs, child nutrition program.

The Charter School acknowledges and respects every individual's rights to privacy. Discrimination complaints shall be investigated in a manner that protects [to the greatest extent reasonably possible] the confidentiality of the parties and the integrity of the process.

The Charter School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, the Charter School will attempt to do so as appropriate. The Charter School may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the CEO/Principal or designee on a case-by-case basis.

The Charter School prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

Compliance Officers

The Governing Board designates the following compliance officer(s) to receive and investigate complaints and to ensure the Charter School's compliance with law:

Bill Parks

CEO/Principal
Birmingham Community Charter High School
17000 Haynes Street
Van Nuys, CA 91406
(818) 758-5200

The CEO/Principal or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the CEO/Principal or designee.

Notifications

The CEO/Principal or designee shall annually provide written notification of the Charter School's uniform complaint procedures to students, employees, parents/guardians, the Governing Board, appropriate private officials or representatives, and other interested parties.

The CEO/Principal or designee shall make available copies of the Charter School's uniform complaint procedures free of charge.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints.
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable.

3. Advise the complainant of the appeal process pursuant to Education Code Section 262.3, including the complainant's right to take the complaint directly to the California Department of Education ("CDE") or to pursue remedies before civil courts or other public agencies.
4. Include statements that:
 - a. The Charter School is primarily responsible for compliance with state and federal laws and regulations;
 - b. The complaint review shall be completed within sixty (60) calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline;
 - c. An unlawful discrimination complaint must be filed not later than six (6) months from the date the alleged discrimination occurs, or six (6) months from the date the complainant first obtains knowledge of the facts of the alleged discrimination;
 - d. The complainant has a right to appeal the Charter School's decision to the CDE by filing a written appeal within fifteen (15) days of receiving the Charter School's decision; and
 - e. The appeal to the CDE must include a copy of the complaint filed with the Charter School and a copy of the Charter School's decision.

Procedures

The following procedures shall be used to address all complaints which allege that the Charter School has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

- **Step 1: Filing of Complaint**

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the Charter School.

A complaint alleging unlawful discrimination shall be initiated no later than six (6) months from the date when the alleged discrimination occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful

discrimination.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, Charter School staff shall assist him/her in the filing of the complaint.

- **Step 2: Mediation**

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

- **Step 3: Investigation of Complaint**

The compliance officer is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence, witness or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The Charter School's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

- **Step 4: Response**

OPTION 1:

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the Charter School's investigation and decision, as described in Step #5 below, within sixty (60) days of the Charter School's receipt of the complaint.

OPTION 2:

Within thirty (30) days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the Charter School's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the sixty (60) day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within sixty (60) days of the Charter School's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant.

- **Step 5: Final Written Decision**

The Charter School's decision shall be in writing and sent to the complainant. The Charter School's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal the Charter School's decision within fifteen (15) days to the CDE and procedures to be followed for initiating such an appeal.

7. For discrimination complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
8. For discrimination complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of the Charter School's expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the Charter School's decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving the Charter School's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the Charter School's decision.

Upon notification by the CDE that the complainant has appealed the Charter School's decision, the CEO/Principal or designee shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by the Charter School, if not covered by the decision.
4. A copy of the investigation files, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of the Charter School's complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by the Charter School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which the Charter School has not taken action within sixty (60) days of the date the complaint was filed with the Charter School.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

The complaint forms are available in the Main Office, the SLC offices, and in this handbook. For further information, please see the BCCHS website, www.birminghamcharter.com.

2. Have you discussed your complaint or brought your complaint to any Charter School personnel? If you have, to whom did you take the complaint, and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents.

Yes

No

Signature: _____ Date: _____

Mail complaint and any relevant documents to:

Bill Parks
CEO/Principal
Birmingham Community Charter High School
17000 Haynes Street
Van Nuys, CA 91406
(818) 758-5200

CURRICULUM AND INSTRUCTION

Acceptable Use Policy for the Internet

The Acceptable Use Policy (AUP) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act (CIPA). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by the school.

Only current students or employees are authorized to use the network.

This school will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The school reserves the right to monitor users' online activities and to access, review, copy and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of school property, network and/or Internet access or files, including email.

Acceptable Uses of School Computer Network or the Internet

The school must verify each year that students using the computer network and internet access for that school year have a signed page acknowledging this policy. Students who are under 18 must have their parent or guardian sign this page and the school must keep it on file. Once signed, that permission/acknowledgment page remains in effect until revoked by the parent or the student loses the privilege of using the school's network due to a violation of the policy or is no longer an active student. Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate school personnel. Access is provided primarily for educational and Charter business. Staff may use the Internet for incidental personal use during duty-free time. **By using the network, users have agreed to this policy.** If a user is uncertain about whether a particular use is acceptable or appropriate, he/she should consult a teacher, supervisor or other appropriate school personnel.

Unacceptable Uses of the Computer Network or Internet

These are examples of inappropriate activity on the School web site, but the School reserves the right to take immediate action regarding activities (1) that create security and/ or safety issues for the School, students, employees, network or computer resources, or (2) that expend the School's resources on content and its sole discretion determines lack of legitimate educational content/purpose, or (3) other activities as determined by the School as inappropriate.

- Violation of any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials,

materials that encourage others to violate the law, confidential information or copyrighted materials

- Criminal activities that can be punished under law.
- Selling or purchasing illegal items or substances.
- Obtaining and/or using anonymous email sites; spamming; spreading viruses.
- Causing harm to others or damage to their property, such as:
 1. Using profane, abusive, or impolite languages, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
 2. Deleting, copying, modifying, or forging other user names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 4. Using any School's computer to pursue "hacking", internal or external to the School, or attempting to access information protected by privacy laws.
 5. Accessing, transmitting or downloading large files, including "chain letter" or any type of "pyramid schemes".

Engaging in uses that jeopardize access or lead to unauthorized access into other's accounts or other computer networks, such as:

1. Using another's account password(s) or identifier(s);
2. Interfering with other users' ability to access their account(s); or
3. Disclosing anyone's password to others or allowing them to use another account.

Using the network or Internet for Commercial purposes:

1. Using the Internet for personal financial gain;
2. Using the Internet for personal advertising, promotion, or financial gain; or
3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Student Internet Safety

1. Students under the age of eighteen should only access the School's network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use off campus.
2. Students neither shall share nor reveal on the Internet, personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they met only on the Internet; and
4. Students must abide by all laws, this Acceptable Use Policy and all School's security policies.

Penalties for Improper Computer Use

The use of BCCHS's account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, and dismissal from BCCHS's employment, or criminal prosecution by government authorities. BCCHS will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer (Network)

BCCHS makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges accrued by the user due to the use of BCCHS's network are to be borne by the user. BCCHS also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of BCCHS, its affiliates or employees.

California High School Exit Exam-Valenzuela Notification

Pupils who have not passed the California High School Exit Exam (CAHSEE) by the end of grade 12 are entitled to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12 or until the pupil has passed both parts of the exam. Pupils who have not been provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d) (4) and (5) after the completion of grade 12 may file a uniform complaint with the Executive Director's Office. Complaint forms are available on line and in the Executive Director's Office. Parents/students can also call 818 758-5200 to request a copy of the form.

No Go List

Students will be placed on the NO GO List when they have outstanding fees or fines (textbooks, athletic equipment, student store fines, etc.). Any student on the NO GO List will not be allowed to participate in extracurricular activities (athletics, music programs, drama program, cheerleading), school activities (dances, Prom, senior activities, graduation ceremony) or field trips. Students will be permanently removed from the NO GO List when the fee(s) or fine(s) is paid. Students will be temporarily removed from the NO GO List for each semester during which a deposit is paid.

Diploma Requirements

Students are eligible for a BCCHS Diploma upon the successful completion of 230 credits of required coursework and passing the California High School Exit Examination.

Graduation Requirements

Students at BCCHS, upon graduation, should be able to:

- Access and organize information
- Communicate effectively
- Solve problems thoughtfully
- Act responsibly

Subject	Credits (230 Total)
Social Studies	30 credits
English	40 credits
Mathematics	20 credits
Lab Science	20 credits
Visual/Performing Arts	10 credits
Electives	75 credits
Applied Technology	10 credits
Physical Education	20 credits
Health	5 credits
Computer Literacy	Demonstrate
Assessments	Pass the California High School Exit Exam (CAHSEE)

Participation in the Graduation Ceremony

Participation in the graduation ceremony is a privilege not a right.

To participate in the graduation exercises seniors must:

- Meet Academic requirements (Credits, required courses, and passage of the CAHSEE)
- Clear all detentions and pay all debts and not appear on the No Go List
- Meet citizenship standards and/or follow all school rules at any BCCHS activity
- Meet attendance standards requirements
- Attend graduation rehearsals.

Plagiarism

Birmingham Community Charter High School expects all students to abide by ethical academic standards. Academic dishonesty –including plagiarism, cheating or copying the work of another, using technology for illicit purposes, and/or any unauthorized communication between students for the purpose of gaining advantage during an examination-is strictly prohibited. The following policy will apply in cases of plagiarism and/or cheating:

- | | |
|-------------------------|---|
| 1 st Offense | F grade for assignment
Notify parent/guardian and counselor
After school detention
Documentation of the offense |
| 2 nd Offense | All penalties from the first offenses in addition to:
Notification to all of the student's teachers
Parent conference and/or IEP Review
Signing a behavior contract to be placed in the student's record
Possible one day exclusion from extracurricular activities
Placed on academic probation and the No Go List |
| 3 rd Offense | All penalties from the first and second offense in addition to:
Appearance at an academic integrity hearing to decide further action. The academic integrity hearing will be made up of a small community including the student, teacher(s), parent/guardian, Student Services Committee member(s), and Dean(s).
Seniors are placed on probation from participation in senior activities and the No Go List |

Required HIV/Aids Prevention Education

HIV/AIDS and sexually transmitted diseases are epidemic in our community. Public health statistics and reports indicate that increasing numbers of young people in their early teens are becoming involved in activities that put them at risk for infection. Although BCCHS does offer education which emphasizes abstinence as the only one hundred percent effective method of preventing infection, the school also realizes that not all students will practice abstinence, and therefore should be instructed that a condom properly used does provide protection against sexual transmission of the HIV/AIDS virus. In view of these facts, and in collaboration with medical and public health authorities, the Board of Education enacted a policy in 1992 to make condoms available to students unless parents contact the school in writing denying permission.

STUDENT BEHAVIOR, CONDUCT AND DISCIPLINE

The rules you are about to read are in addition to our broad, discretionary authority to maintain safety, order and discipline inside the school zone. These rules support, but do not limit, our authority.

Standards of Student Behavior

All students are expected to:

1. Attend school regularly and punctually; and remain on the school grounds.
2. Complete all class work and homework assignments and maintain satisfactory marks.
3. Maintain a good attitude towards teachers, Administrative Directors, other staff members, and fellow students and comply with all reasonable requests from adult staff members.
4. Resolve conflicts or personal problems with the assistance of a staff member.
5. Bring necessary supplies and materials to classes daily, such as notebook, pencil, textbooks, and physical education clothing.
6. Conduct oneself in such a manner to be a credit to the school, home and family.

The staff of BCCHS is committed to providing its students the best academic and social education possible. Because this goal can be best achieved in a safe and orderly school environment, the Student Code of Conduct has been developed to inform students of acceptable and appropriate behavior within the school community.

BIRMINGHAM STUDENTS WILL CONDUCT THEMSELVES AS FOLLOWS:

1. Be responsible and attend all assigned classes each day, arrive on time, with the necessary materials and/or books, and be prepared for class. When absent provide the SLC Office a valid excuse signed by a Parent/Guardian or School Personnel.
2. Remain on campus at all times unless officially released by an appropriate BCCHS office.
3. Show respect for all persons (their physical being, gender, property, opinions, and their culture) and should disputes occur, maintain open communication with students and staff in order to resolve such differences.
4. Be responsible for his/her actions and be willing to accept the consequences for these actions (e.g. disrespectful language, inappropriate grooming, faulty attendance, disruptive behavior, and public display of affection (PDA)).
5. Dress appropriately for school –see Dress Code. A student's manner of dress must not be disruptive to the educational process in the classroom or on the campus. Therefore, the following items are prohibited: obscene, profane, gang identifiable clothing, bare midriff tops, and extremely oversized baggy pants. Only Birmingham Community Charter High School hats are allowed on campus.
6. Carry school identification card at all times, and present it upon request of a school employee.

7. Drive and park in the student lot (located by Haynes Street) in accordance with the traffic laws and school regulations. School speed limit is 8 miles per hour.
8. When bringing a visitor to the campus –always obtain prior approval and a visitor pass from the Main Office or the Security Booth at the Haynes Street Entrance.
*All of the above items refer to school activities and athletics. Students also remain under school supervision on their way to and from school.

The Education Code requires that expulsion is recommended for the following behaviors, among others:

- Threatening, attempting to cause, or causing physical injury to another person
- Possessing, selling or furnishing any firearms, knives, explosives, or other dangerous objects including replicas
- Possessing, using, selling, or furnishing or being under the influence of any controlled substance, and alcoholic beverage, or intoxicant of any kind
- Committing robbery or extortion
- Causing or attempting to cause damage to school or private property
- Stealing or attempting to steal school or private property
- Possessing or using tobacco products
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Offering, furnishing, or selling any drug paraphernalia
- Disrupting school activities or willfully defying the authority of school personnel
- Knowingly receiving stolen school or private property
- Sexual harassment
- Bullying

Discipline

Definition

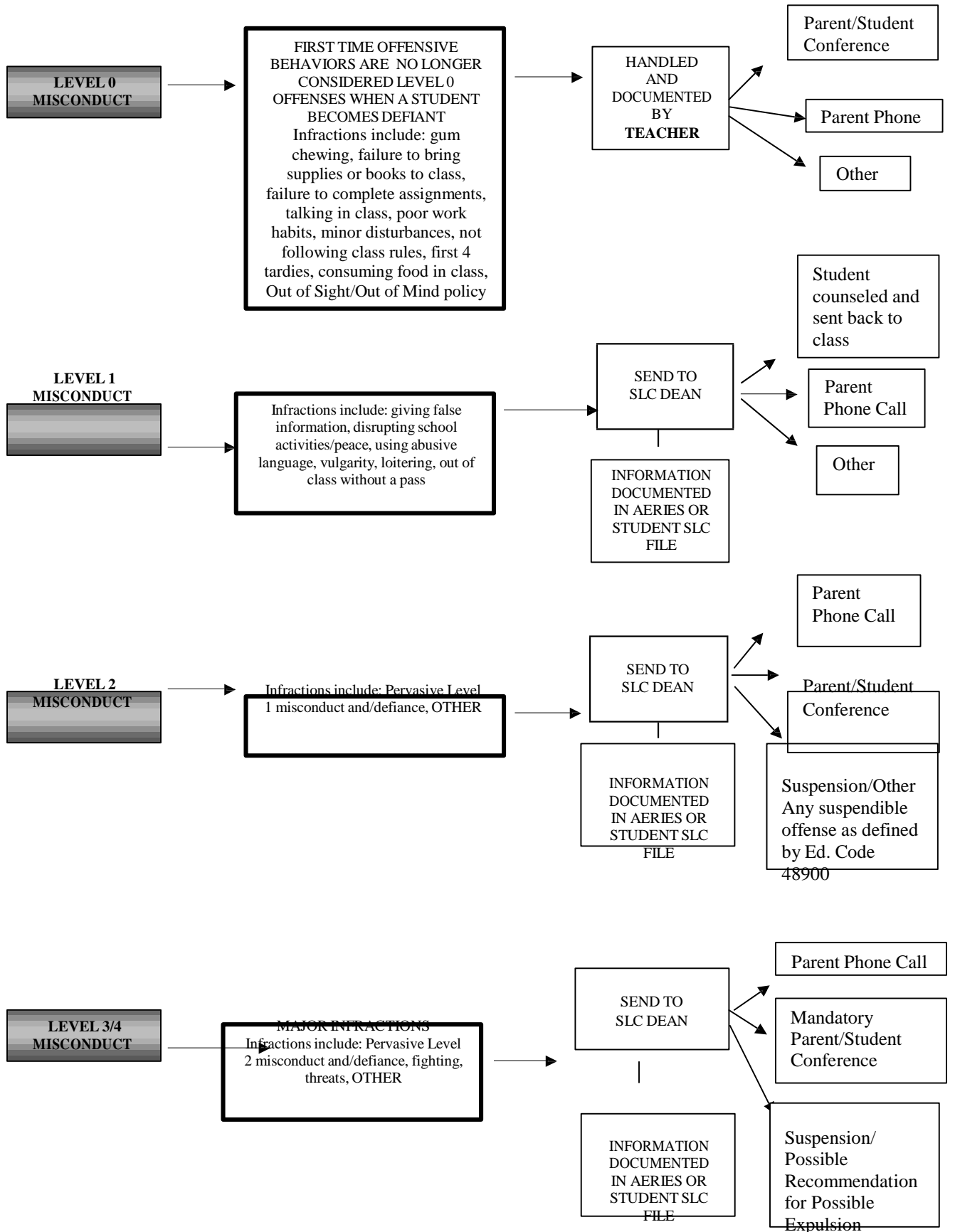
Discipline is controlled behavior calculated to develop within an individual responsibility for his/her own action in accordance with specially accepted conduct. External control or adult direction maintains the initial stages of discipline. The degree to which the individual progresses in self-control determines the need for external controls. The ultimate goal is a mature individual capable of self-control.

BCCHS Policy

"Under no circumstances will violence on campus be tolerated; acts of intimidation, extortion, harassment, or physical attacks on students, school personnel, or other authorized persons on campus will not be condoned nor excused." Immediate and appropriate action will be taken with any persons involved in such behavior.

Suspension/ Expulsion Policy

The Suspension and Expulsion policy can be found on the BCCHS website



Birmingham Community Charter High School

Teacher's School-wide Discipline Rubric – 2013-2014

LEVEL ONE OFFENSES	LEVEL TWO OFFENSES	LEVEL THREE OFFENSES
<p><i>No instructional Materials</i> <i>Defiance of classroom rules</i> <i>Disruption</i> <i>Inappropriate conduct</i> <i>Possession of hats or electronics</i> <i>Profanity/Vulgarity (student to student)</i></p>	<p><i>Habitual Level 1 Offense</i> <i>Willful Disobedience</i> <i>Inappropriate use of computers</i> <i>Leaving campus without permission</i> <i>Failure to serve teacher detention</i></p>	<p><i>Habitual Level 1 Offense</i> <i>Defiance/Insubordination</i> <i>Gang related activity</i> <i>Cheating/Gambling</i> <i>Smoking, Profanity</i> <i>Possession of alcohol/drug materials</i> <i>Fighting/Agitation/Intimidation</i> <i>Robbery/Extortion/Vandalism</i></p>

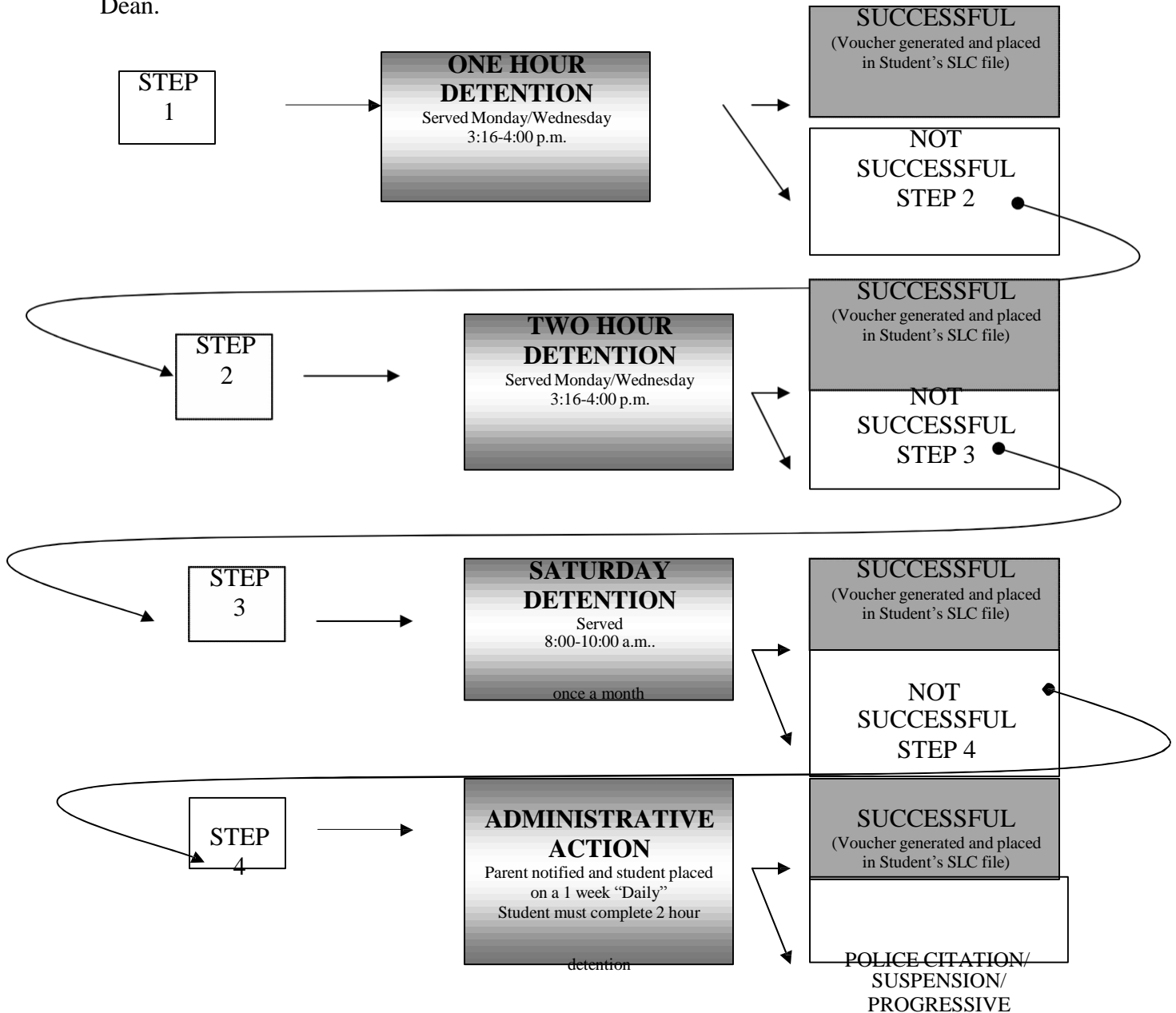
LEVEL ONE INTERVENTIONS	LEVEL TWO INTERVENTIONS	LEVEL THREE INTERVENTIONS
<p>First Offense Conference with the student</p> <p>Second Offense Contact Parent</p> <p>Third Offense Assign in-class intervention</p> <p>Fourth Offense Refer to Counselor/Dean</p> <p>Fifth Offense Refer to Assistant Principal</p>	<p>First Offense Contact Parent</p> <p>Second Offense Refer to Counselor/Dean</p> <p>Third Offense Refer to Assistant Principal</p>	<p>All Offenses Refer to Dean/Assistant Principal</p>



Teachers MUST include documented interventions prior to referring students outside of the classroom for disciplinary action (particularly for Level I Offenses). Lack of documented interventions severely hampers Counselor, Dean, and Administrator efforts to prescribe suitable disciplinary actions.

Detention

Students will be assigned detention for disciplinary offenses or to compensate time for being continually tardy. In order to maintain consistency and a paper trail when detention has been assigned, detention will only be assigned through the Administrator or SLC Dean.



Electronic Devices

1. The use of electronic devices will be allowed during non-instructional time such as lunch and passing periods.
2. All electronic devices must be turned off and put away during instructional time. The use of electronic devices may be allowed for instructional purposes at the discretion of a teacher.
3. The unauthorized use of electronic devices during instructional time will result in the confiscation of the device.

4. All electronic devices must be turned off and put away before entering any administrative, academic or SLC office.
5. Any confiscated devices must be picked up by a parent or a guardian before or after school hours.
6. The school will not be responsible for lost or stolen devices, and the school police or deans will not investigate the loss.

Free Expression

California law permits school site administrators to establish reasonable parameters for those students who wish to exercise their free speech rights on campus or during the school day. School site administrators may impose restrictions on the time, place and manner of speech or activities in order to maintain a safe and peaceful campus for all students and employees. Students who fail to follow the directive of school site administrators or school police concerning demonstrations, assemblies, sit-ins, or walk-outs, may be disciplined. Students who voluntarily leave the school campus or the classroom during a demonstration will be directed to return to the campus or classroom. A student's refusal to adhere to this directive may result in disciplinary action against the student. If the student demonstration or walk-out causes a disruption to the general public, then local law enforcement may respond to the situation. While BCCHS recognizes and respects a student's freedom of speech rights, employees shall not promote, endorse, or participate in any student demonstration, distribution of materials, assembly, sit-in, or walk-out.

Graffiti

All acts of graffiti will result in student suspension and/or expulsion. In addition, the student may be cited by the School Police or by LAPD. Violators will be held financially accountable for the restitution of all costs related to graffiti cleanup or damage.

Hall Passes

Students must have a valid pass any time he/she leaves a classroom. BCCHS uses yellow vests for classroom passes and paper passes for offices. Students may not use vending machines during class time.

- During instructional time, students must have teacher's permission to be out of the classroom; therefore the student must have a valid vest, pass, or Office Summons.
- All students should wear the BCCHS Hall Pass vest and have their current ID card while walking around campus during class time.
- Students participating in on-campus activities such as Leadership and Yearbook should carry their badges at all times.
- Students are not allowed to leave their classroom during the first or last 10 minutes of class to ensure that students are not interrupting classroom instruction.

Hats

Students are reminded that head coverings, including, but not limited to, hoods, hair rollers, bandanas, wave caps, do-rags, hats and non-Birmingham baseball caps may not be worn at school. If they are in the student's possession for after-school wear, they should be kept in a backpack or locker and not visible. Official BCCHS hats or beanies may be worn for purposes of sun protection, but may not be worn in classrooms or offices nor may they be worn backwards.

Confiscated hats will be kept until the end of the day or returned to a parent during a conference. In cold weather, the same rules apply unless student has a doctor's note. Students may purchase an official BCCHS hat or beanie in the Student Store.

ID Cards

In order to maintain a safe campus all students are required to carry their ID cards at all times. Students must have their CURRENT school ID card in their possession whenever they are on campus. Student ID cards will be issued before the third week of school. Students who lose or misplace their ID card need to go to the Admissions & Records Office with \$5 to receive a new ID. Students who need a new ID card because of a grade change will be given one complimentary ID card at the time of the grade change. Students participating in on-campus activities, such as Leadership and Yearbook, should carry their ID badges at all times while out for those activities.

Lockers

Hall lockers are for storage of books. The school is not responsible for losses. Lockers are randomly searched as part of our School Safety Plan. Problems with hall lockers are handled by SLC Office. Students are responsible for purchasing a lock from the student store.

Conditions of Assignments of Student Lockers

1. Student will be held responsible for his/her assigned locker.
2. Items stored in the locker must be kept in a clean and orderly condition.
3. A school Administrative Director or designee may inspect the contents of the locker during random locker searches.
4. Items prohibited by BCCHS policy may not be kept in lockers, i.e., weapons, drugs, dangerous objects. If such an item is found in a locker the student may be subject to arrest and/or placement in another school.
5. If items that are prohibited by law or by board policy are found in the locker, the Administrative Director may remove them for safekeeping or investigation.
6. Things belonging to others not assigned to the locker must not be kept in the locker.

Parental Notifications of Searches/Interviews

While every effort will be made to maintain open and strong communication between the school and home, it may be necessary to administratively search and/or interview a student without notifying the parent or guardian. The school conducts daily random searches as part of the School Safety Plan.

Public Display of Affection

Inappropriate touching and/or behavior that is disruptive to the school program will not be tolerated and detention may be assigned.

Pupil Suspensions

- A teacher may suspend for good cause, any pupil from his or her class for the day of the violation and the day following the violation.

- The teacher should work with the SLC Dean/SLC Administrative Director to assure that the proper procedure is being followed.
- The teacher/SLC Dean shall contact the parent for a conference regarding the suspension.

Skateboards and Scooters

Students are no longer able to bring skateboards or scooters on campus. There are skateboard/scooter racks available for use at the Haynes entrance to the school. The racks require a lock to secure the skateboard/scooter. Locks can be purchased from the Student Store for \$8.00 for a new lock and \$4.00 for a used lock or you may purchase your own lock. If the skateboard racks are all in use, students must bring their skateboard/scooter directly to their SLC (Small Learning Community) Office to be stored for the day. Any skateboards/scooters carried or ridden on campus will be confiscated and a parent will be required to pick them up.

Student Dress Code

All students shall be required to show proper attention to personal cleanliness, health, neatness and suitability of clothing and appearance for school activities. In every case the dress and grooming of the student shall be clean and shall not:

1. Cause actual distraction from or disturbance in any school activity or actually interfere with the participation of a student in any school activity.
2. Create a hazard to the safety of the students or others.
3. Create a health hazard.

Birmingham Community Charter High School dress code is in effect during the official school hours. Any student who violates the dress code as described below will be subject to disciplinary or corrective action.

1. No strapless tops, spaghetti straps, or see-through blouses.
2. No visible midriffs, cleavage or underwear.
3. No skirts or dresses shorter than fingertip.
4. No short shorts.
5. Pants must be fitted as not to sag so low that underwear is showing. Shoes must be worn at all times.
6. No clothing or accessories depicting drugs, alcohol, or offensive/obscene pictures or language and weapons of any kind.
7. No inappropriate accessories such as pocket chains or spikes.
8. No head coverings, including, but not limited to, hoods, hair rollers, bandanas, wave caps, Do-Rags, hats and non-Birmingham baseball caps.
9. No clothing that may be deemed by the administration to be gang-related attire.

Student Parking Permit

Parking is limited on campus. Students may apply for a parking permit in the Main Office. Permits will be approved by the Director of Discipline. Once approved, students may only park in the Haynes lot. Students may not park areas that are designated for Staff only or the Victory parking lot. Students are encouraged to carpool whenever possible. BCCHS assumes no liability of any kind for automobiles parked on campus.

ATTENDANCE

School attendance is vital to student's achievement. Students who develop patterns of good attendance are much more likely to be successful both academically and socially.

Attendance Matters!

- When students attend school, they get better grades, score better on standardized tests and are more likely to go to college.
- It is our responsibility to teach students the importance of attendance now so they are prepared for the future. Employers say good attendance demonstrates responsibility and is a key factor in the hiring and promotion of employees.
- It's the law. Parents and guardians are responsible for ensuring that their children go to school. When parents are at work, students should be safe at school.

BCCHS is working to improve in ways that will make students feel more welcome, safe and enthusiastic about showing up every day.

Parents Influence Attendance-Get Involved!

- Plan family vacations for non-school days only.
- Schedule non-emergency medical and dental appointments after school hours.
- Make sure your child's school has your accurate daytime contact information, including cell phone number and/or e-mail address.
- Communicate often with your child's teachers. Make your school aware of any problems that may be causing your child to miss school.

Every student is expected to attend school on a daily basis, unless there is valid justification for his/her absence. (EC 48200) Do not allow your child to have parent permitted truancies. These truancies are best described as absences for reasons other than what the law allows.

They may include the following:

- Personal business
- Car problems
- No clean clothes
- Rain
- Walk outs/demonstrations

Attendance

For the safety of all our students, we ask that you follow the school rules and policies.

Returning from Absences: When a student returns from an absence, he/she must bring a note signed by the parent or guardian explaining the reason for the absence. The student is to report to their SLC Office no later than 8:30 a.m. The SLC Office will not assist students while class is in session.

Absent Notes Must Have:

1. Last name
2. First name
3. Date of birth
4. Date of absence
5. Reason for absence

If a student has an extended absence (more than 3 days), a parent/guardian must contact the SLC Counselor to request any missing classroom and homework assignments.

Students Leaving Early From School: Students who need to leave campus during school hours must report to their SLC Office no later than 8:20 a.m. to receive permission to leave. The student must have a note from the parent/guardian explaining the reason for early leave, release of time, and telephone number for confirmation. This must be all done before the office will give permission to leave. Students who leave campus without authorization are considered truant. Not only do they face possible disciplinary action from the school, there is the possibility they will be picked up by the police and detained until the parents obtain their release and/or receive a citation.

Automated Attendance Calls: In a continuing effort to communicate with all parents, we will use automated attendance notification calls. These calls will be made in the evening and on weekends. This method of communication with parents has proved to be of great value in keeping parents informed.

Compulsory Education

Education Code section 48200 states that each person between the ages of 6 and 18 years, not exempted under the provisions of Chapter 2 or Chapter 3, is subject to compulsory full-time education. Each person subject to compulsory full-time education and each person subject to compulsory continuation education not exempted under the provisions of Chapter 3 (Section 48400) shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district which the residency of either the parent or legal guardian is located and each parent, guardian or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residence of either the parent or legal guardian is located.

Los Angeles City and Los Angeles County have loitering ordinances. These ordinances prohibit any person under the age of eighteen and subject to compulsory school attendance from loitering in or upon the public streets, highways, roads, alleys, parks, playgrounds, or other public grounds during school hours on days when school is in session. Students who violate these ordinances may receive a citation, have to appear in court with their parent/guardian, have a fine imposed by the court, and risk having the issuance of their driver's license delayed.

Tardy Policy

The teachers and staff at BCCHS value the time that your child spends in the classroom; therefore a few guidelines are in place to ensure that the time your child spends in the classroom is free from interruptions.

A student out of class without a vest or pass, for any reason, will be considered to be tardy or truant.

- Students allowed to leave a classroom or office **must** carry official school hall passes and have a current ID card.
- A student is tardy to class if he/she is **NOT** inside the classroom door when the tardy bell rings.
- All tardies count regardless of the reason.
 - EXCEPTIONS:
 - A written, dated and timed tardy excuse signed by a teacher or other school personnel.
 - A parent may walk a student into the student's SLC Office and request a tardy excused.
- Students are not allowed to leave the classroom during the first and last ten minutes of class, and must wear the official school vest or carry a school-approved pass (Library, Health Office)

Period 1 Tardies

When the 8:30 a.m. bell rings, students must be in their classrooms. All gates will be locked and students will only be able to access the school through the Victory parking lot until 9:00 a.m. After 9:00 a.m. the only entrance is through the Haynes parking lot. Students must possess a tardy slip to be allowed into class. Teachers are to mark students tardy-not excused.

Period 2 through 6 Tardies

Tardy sweeps will be announced via public announcement system (P.A. system) at the period in which the sweep will occur. When the tardy bell rings, teachers will close their doors and will not admit any student without a *tardy not excused* pass. Students will be swept to a dean who will record the tardy and give the student a tardy not-excused slip. Once the student is admitted to class, the teacher will record the tardy in Aeries.

6th Tardy

Deans monitor the number of tardies students accumulate. At the sixth tardy students are assigned to after school detention to which they must report either Monday or Wednesday. Failure to report to after school detention, will result in required attendance at Saturday detention for two (2) hours.

CAMPUS POLICIES AND EXPECTATIONS

Classroom Visits

During the school year, we hope you will come to school, meet your child's teachers and become acquainted with the school program. Classroom visits are encouraged after the first weeks when teachers have had an opportunity to evaluate each student's strengths and needs. To make a classroom visit, please stop by the office and request a visitor's permit. If you want to observe your child's class you should inform the teacher of your desire and arrange a mutually agreeable time for observation.

Extra-Curricular Policy

To be eligible to participate in extra-curricular activities (sports, cheerleading, drill or dance team, band, drama, etc.) a student must have a minimum of a "C" average during the previous ten week grading period. There are no exceptions. Poor attendance, behavior, and students who are on the No Go List will result in the loss of the privilege to participate in extra-curricular activities.

Messages and Deliveries

No messages or unnecessary classroom interruptions will be permitted. Please make alternate arrangements with student in advance in case your usual plans change. We do not wish to interrupt a class; therefore we will not accept balloons, flowers, food or gifts of any kind to be delivered to your students. Students who are in possession of balloons at school will be required to leave them in the Main Office or their SLC Office until the end of the school day.

Parent Teacher Conferences

If you would like a parent teacher conference, please send a note to your teacher or SLC Office requesting an appointment or ask that the teacher phone you. Please inform the teacher if you desire to arrange a mutually agreeable time for observation. *Conferences prove to be valuable in keeping parents informed of their child's progress.*

Parking Lot

There are hazards created by cars driving into the faculty parking lot which are of deep concern to the staff and to many of our parents. For the safety of all children we ask:

- Follow school speed limit of 8 miles per hour.
- Please do not enter the staff parking lot in order to drop off or pick up your child.
- Please remind your child to stay out of the staff parking lot at all times.
- It is necessary to have a parking permit when parking inside the BCCHS gates.
- Students are **only** allowed to park in the Student Parking Lot (located by Haynes Street). Any car parked without a proper parking permit will be subject to a citation.

Students' Personal Property

Personal items of value (cell phones, iPods, cameras, electronic games, radios, CD players and computers, etc.) should not be brought to school since loss, theft, or damage is possible. Also, such items can be distracting to the educational process and may be confiscated by school personnel. **The school is not responsible for lost or stolen personal items or electronics (including those left in any lockers).**

Volunteers Welcome

We encourage everyone to become a volunteer at BCCHS. There are many venues in which you can volunteer your time during school hours and non-school hours. Call our Parent Center to ask about venues for becoming a volunteer (you will need to get a current TB test).



SCHOOL SAFETY

Abuse of a Pupil at a School Site

The appropriate local law enforcement agency shall investigate complaints filed by parents or guardians of pupils against a school employee or other person that commits an act of child abuse at a school site.

Annual Notification of Pesticide Use

The Los Angeles Unified School District adopted an Integrated Pest Management (IPM) Policy in May 2002, which Birmingham Community Charter High School will also follow.

As required by the IPM Policy, the District has established a Pest Management Team made up of District staff, pest management experts, parents, community groups, and health professionals. This team has reviewed and approved a list of products that are

available for use by specifically trained District staff to control pests at the school site.

A log of pest management activities is maintained and kept in the Main Office. This notice is to inform parents of the availability of this information.

If the student's health or behavior will be influenced by exposure to pesticides, please notify the Administrative Director overseeing Facilities. If a parent would like to be notified of all pesticide applications the Administrative Director must be informed in writing and arrangements will be made to accommodate this request.

Asbestos Management Plan

An Asbestos Management Plan, "AHERA Report", identifies where asbestos containing building materials are located at the school and the conditions of those areas. The AHERA report is updated every six months, and is available for review upon request at the Main Office.

Daily Flushing Requirements for Drinking Faucets and Fountains

The Los Angeles Unified School District adopted Daily Flushing Requirements for all Drinking Fountains and faucets in April 2009, which BCCHS will also follow: As required, all fixtures and fountains that may be used for consumption of water or used for food preparation shall be flushed for a minimum of 30 seconds prior to the first use of the day. A log is maintained and is available for review upon request in the Plant Manager's Office.

Integrated Pest Management Program

BCCHS will follow the Integrated Pest Management (IPM) policy that was approved by the Los Angeles Board of Education in May 2002. It is the goal of the school to provide for the safest and lowest-risk approach to manage pest problems, while protecting people, the environment, and property. The IPM Policy detailed below focuses on long-term prevention and will give non-chemical methods first consideration when selecting appropriate pest management techniques. Emphasis under the program is placed on the use of mechanical pest management techniques prior to using pesticides or herbicides where possible.

Pesticide/herbicide products used must be first approved by the IPM team following a careful review of contents, precautions, and low-risk methods of use. Pesticides and herbicides may only be applied by the District's licensed Pest Management Technicians. No pesticide/herbicide use by school-based staff, contractors, students, or parents is permitted.

The school will notify parents, employees, and students of all pesticide applications using the following guidelines:

1. A summary of the IPM program and goals, the IPM Policy, Request for Notification Form, and the current IPM Team-approved list of products is outlined in the IPM Handbook located in the Main Office.
2. A log of IMP activities at the school is maintained and available in the Main Office.

If parents or guardians desire notification of pesticide use, please contact the Administrative Director overseeing Facilities.

The notification will include specific information, including product names and active ingredients, target pest, date of pesticide use, signal work indicating the toxicity category of the pesticide, a contact name and number for more information and the availability of further information in the Main Office.

Parents or guardians should notify the Administrative Director overseeing Facilities on the Request for Notification Form if they believe their child's health and/or behavior could be influenced by exposure to pesticide products, and as a result, if they desire to be notified of all pesticide applications.

Signs shall be conspicuously posted around any area at least 72 hours before and for five (5) half lives of the product after the use or application of pesticides not on the IPM Team-approved list in a non-emergency situation. In the event of an emergency as determined above, posting will go up at the time of the application. For information regarding the IPM Program and policy, parents or guardians may contact the LAUSD's Maintenance & Operations Branch at (213) 633-7587.

MRSA

BCCHS is sensitive to the possibility of disease transmission. Thus BCCHS has developed a proactive plan to address the spreading of MRSA, which includes, but is not limited to the following:

- Deploying full time custodial personnel to deep clean all restrooms and PE facilities.
- Scheduling restroom cleaning three times a day
- Training all staff and coaches on ways to prevent MRSA
- Implementing a NO-SHARING RULE (athletes should not share equipment, clothing, towels, and other personal items) in the Athletic program and PE program
- Using of anti-bacterial soap in all restrooms
- Installation of hand sanitizers pumps in the PE areas, computer rooms, and lunch area

Parents and students concerned with the cleanliness of the campus should address their concerns to the Administrative Director overseeing facilities.

Parking Lot Safety

To ensure the safety of all students as they enter and exit BCCHS each day, the following guidelines are necessary. The guidelines listed below will help to eliminate potential accidents, as well as unsafe crossing in the school parking lot.

1. Drop off areas are open from 7:00 a.m. to 8:25 a.m.

Drop-off areas are:

- Haynes Street: Parents are allowed to drive through Haynes and drop

- students off along the curb.
- Victory Blvd:
 - Two gates are open: Birmingham Way at Victory and the northeast gate in the Victory parking lot.
 - Students can walk in through the employee gate located along the west access road on Victory Blvd. **THIS GATE IS EMPLOYEE ENTRANCE ONLY-PARENTS MAY NOT DRIVE IN THROUGH THIS GATE.**
2. Students should not be dropped-off in the middle of the parking lot(s). Students should be dropped off at the Victory Lot only in the “Student Drop-off Zone”.
 3. Drivers are asked to drive slowly and carefully through the parking lot. Please do not talk on your cell phone while driving throughout the parking lot. Always be aware of pedestrians on the campus. Please be aware that students from 3 schools pick up and drop off in the same area.
 4. After 8:30 a.m., the only entrance to the school is through the Haynes Parking Lot. The Victory gate will close at 8:30 a.m.
 5. Student Parking: Students parking in the Haynes Student Parking Lot must obtain a parking permit. This lot will be closed from 8:30 a.m. to 2:30 p.m. BCCHS assumes no liability of any kind for automobiles parked on campus.
 6. Student Pick-up Areas: Haynes Student Parking Lot and the Victory parking lot.

Sexual Harassment

It is the policy of Birmingham Community Charter High School to maintain a learning and working environment that is free from sexual harassment. Sexual harassment, of or by students or employees, is a form of sex discrimination in that it constitutes differential treatment on the basis of sex. For that reason, it is a violation of state and federal laws and a violation of school policy. The school considers sexual harassment to be a major offense that can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student.

Any student or employee of BCCHS who believes that she or he has been a victim of sexual harassment shall bring the complaint to the attention of an Administrative Director so that appropriate action may be taken to resolve the complaint. The school prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Any such complainant is further advised that civil law remedies may also be available to them. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

Birmingham Community Charter High School considers any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, to be classified as sexual harassment under any of the following conditions:

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

Sexual harassment may include, but is not limited to:

- Verbal conduct such as the use of suggestive, derogatory, or vulgar comments (including catcalls and whistling); sexual innuendoes or slurs or making unwanted sexual advances, invitations, or comments; repeatedly asking for dates; making threats; and/or spreading rumors about or rating others as to their sexual activity or performance that is unwelcome.
- Visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, drawings or graffiti of a sexual nature and/or use of obscene gestures, leering, or staring that is unwelcome.
- Physical conduct such as unwanted touching, pinching, kissing, patting or hugging; the blocking of normal movement; stalking, assault; and/or interference with work or study directed at an individual because of the individual's gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss and/or offers of benefits in return for sexual favors.
- Retaliation for opposing, reporting, threatening to report, or participating in an investigation or proceeding on a claim of sexual harassment.

For assistance with student concerns, contact the school for the appropriate Administrative Director.

Student Component

All students at BCCHS are expected to behave in an orderly manner. Bicycles, skateboards and scooters should not be used on campus. Student bullying or fighting on campus will not be tolerated.

STUDENTS WITH DISABILITIES

Students with Disabilities and Special Education

BCCHS has a comprehensive Special Education Program to meet the needs of all students with disabilities. BCCHS contains a full range of program options, which

include full inclusion, the Resource Program, Special Day classes, and Community Based Instruction. Our Special Education Program has a full time transition specialist, school psychologist, and psychiatric social worker. Additional designated services provided at our school include, but are not limited to: speech and language, occupational therapy, physical therapy, adapted physical education, deaf and hard of hearing itinerant services, services for visually impaired students, counseling, educationally related mental health services, and intensive behavioral support. If you suspect that your child has a disability and is in need of specialized support, please contact the Special Programs office at 818-768-6532.

MEDICAL AND HEALTH

Condom Distribution

BCCHS will make condoms available at no cost to students who request them from the Nurse in the Health Office (unless the parent/guardian withdraws permission by submitting a written request to the School Nurse). This is in an effort to decrease the spread of sexually transmitted disease including HIV. While the school does offer education that emphasizes abstinence as the only one hundred percent effective method of preventing infection, the proper use of a condom does provide protection against sexual transmission of the HIV/AIDS virus and the other sexually transmitted diseases. In making condoms available, BCCHS assumes no liability.

Health Insurance

Birmingham Charter High School does not provide student insurance for medical, dental or hospital services needed for injuries to students while involved in school-related accidents. For Medical/CHAMP coverage, call 1 866 742 2273; they can provide information and assist parents in accessing health and insurance for their children. Student athletes need to have insurance to play. You may purchase insurance from www.Studentinsurance-kk.com or you may pick up enrollment form from the Athletics Office or the Nurse.

Health Office Information

The Health Office is open during classroom hours. It is staffed by a registered nurse. Students with any physical or emotional health problem may come to the Health Office with a written pass from his/her teacher. The parent/guardian will be called if the student needs to go home. When picking up an ill student, the parent or emergency contact must come into the Health Office to sign the student out. If a student goes home due to illness, he/she may not return the same school day. Brand new students entering grades 1-12, who have never attended any school in California, must present documentation of the results of a Mantoux test done at some previous time. Students entering grades 1-12 from any other California school (public, private, or parochial) are exempt from the requirement. A chest x-ray will be required if the skin test results are positive.

Medication

Self-administration of certain medications may be permissible by special arrangement with the nurse. It is the policy of BCCHS that any pupil who is required to take, during the regular school day, medication prescribed (prescription or over the counter) for him/her by a physician may be assisted by the school nurse or other designated school personnel if the school receives 1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and 2) a written statement from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the matters set forth in the physician's statement. The required forms are available from the school nurse.

Students may not carry or use any medication, including over the counter or prescription, with them without written physician and parent/guardian consent and unless cleared through the Health Office. Self-administration of certain medications may be permissible by special arrangement with the school Administrative Director and nurse. School staff is not permitted to administer any medication at any time without a written authorization by a physician and parent. There are forms for this purpose available in the Health Office.

A student's parent/guardian is responsible for picking up any remaining medication at the end of the school year. If left in the Health Office after the last day of school, the medication will be destroyed.

Miscellaneous Health Information

A student suspected of having a communicable disease will be excluded from school until guidelines for readmission are met.

An effort will be made to notify parents/guardians about school exposure to chickenpox. The parent/guardian of a student for whom chickenpox presents a particular hazard should contact the school nurse. Students at risk include those with conditions affecting the immune system and those receiving certain drugs for the treatment of leukemia or organ transplants.

Blood donation drives in cooperation with the Red Cross or other agency may be held on senior high school campuses. Efforts will be made to notify parents/guardians of planned blood donor drives; however, the written consent of the parent/guardian is no longer required for participation of students 17 years or older.

School authorities may excuse any pupil in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the parent or guardian per C.E.C. Section 46010.1.

Students with a medical condition and who have been approved by the School's Health Office may be allowed to wear protective gear (hats, sun visors, and/or sunglasses) while outdoors at recess, gym, etc. However, BCCHS may regulate the type of sun protective clothing/headgear worn by students. BCCHS is not required to provide

protective materials. Students are also allowed to use sunscreen (over the counter) as an allowable sun protection measure for outdoor activities while at school.

Physical Examinations

Students enrolling for the first time in secondary schools are encouraged to provide the school with a report of a recent physical examination. Forms for this purpose may be obtained from the school nurse.

Each student in grades 9-12 planning to participate in interscholastic athletic competition must pass a yearly physical examination by a licensed physician to comply with school policy. Athletes will receive instruction for meeting the requirements from their coach and/or Athletic Director. Athletes are strongly urged to have this examination done by their private physician. The completed form - signed, dated and stamped by a licensed physician - is to be returned to the school nurse for review and approval before a student may participate in practice and/or competition.

Screening of the student's vision and hearing will be done at the school site in accordance with State mandates. Parents/guardians will be notified of any findings in these mandated screening tests that require further attention.

Physical Education Excuses

Students must bring parent or physician-written physical education excuses to the Health Office before school starts for the day if the student needs to be excused from Physical Education. Parents may write excuses for up to three (3) days for minor problems. Any P.E. excuse for over three (3) days must be written by a physician. The student will be given a Health Office physical education excuse to be given to the physical education teacher.

Conditions that require a physician's written note to attend school include:

1. A student returning to school with stitches, cast, crutches, brace, splint or sling.
2. A student returning to school after a prolonged (5 or more consecutive days) or serious illness, injury, surgery, hospitalization or contagious illness.
3. The written note must state the date the student is permitted to return to school and recommendations regarding P.E. classes or activity on campus.

EXTRA CURRICULAR ACTIVITIES

Senior Activities

Students who are an 11R will NOT be able to participate in Senior Activities until they

officially attain the status of 12th graders. Senior Activities are identified as, but not limited to: Senior Fashion, Prom, Grad Night, Picnic, Senior Superlatives, Panorama Picture, and Graduation Ceremony. Complementary ID cards will be issued once the grade has changed from 11R to 12th, and the change has been posted in our student data system. Students are responsible for procuring their own ID. Students will not be reminded. 11R students may attend Prom as a guest but not as a senior.

Fall Eligibility

BCCHS students who enter the fall semester with less than a 2.0 GPA and who have passed at least 4 classes (20 credits) shall be placed on a 10 week probationary period in which they will maintain athletic eligibility. If after 10 weeks they are still below 2.0 GPA, they will be denied the ability to participate in interscholastic athletics until they achieve a 2.0 GPA.

Spring Eligibility

Beginning the spring 2015 semester, students must maintain a GPA of not less than 2.1 to be eligible to participate in extracurricular activities. To ensure that students maintain the 2.1 GPA, coaches will do bi-weekly grade checks. If the GPA falls below 2.1, the student will be placed on an academic contract and will be ineligible to participate in sports until the GPA improves to a 2.1.

The following is a list of sports for the fall, spring and winter seasons. Students interested in participating in any sport should speak with his/her counselor and listen to the PA announcements or ask the Athletic Director, Coach, or PE teacher for tryout information. For questions call Colleen in the PVA office at 818 758-6546.

Fall & Winter Coaches

SPORT	COACH	CONTACT INFO
Basketball, Boys		
Basketball, Girls	Wilson	818 758-5200 ext. 6109 h.wilson@birninghamcharter.com
Cheerleading	Van daalen Wetters	818 758-5200 s.vandaalenwetters@birninghamcharter.com
Cross Country, Boys & Girls	TBD	
Football, Varsity	Rose	818 758-5276 j.rose@birninghamcharter.com
Football, JV/Frosh-Soph	Saracino	818 758-5284
Golf, Girls	Kelly	818 758-5281 k.kelly@birninghamcharter.com
Soccer, Boys	Mahda	818 970-5509
Soccer, Girls	Gurrola	818 758-5200 j.gurrola@birninghamcharter.com
Tennis, Girls	McGauley	818 758-5200 t.mcgaleay@birninghamcharter.com

Volleyball, Girls	Bennet-Riley	818 758-5241 Brookejolley11@yahoo.com
Water Polo, Boys & Girls	TBD	
Wrestling, Boys & Girls	Medeiros	818-758-5200 j.mederios@birninghamcharter.com

Spring Coaches

SPORT	COACH	CONTACT INFO
Baseball	Mowry	818 758-6529 m.mowry@birninghamcharter.com
Golf, Boys	Kelly	818 758-5200 ext. 6303 k.kelly@birninghamcharter.com
LaCrosse, Girls	Silva	818 758-5200 ext. 6193 s.silva@birninghamcharter.com
Softball	Rose	818 758 5276 j.rose@birninghamcharter.com
Swimming & Diving, B & G	TBD	
Tennis, Boys	McGauley	818 758-5200 t.mcgauley@birninghamcharter.com
Track, Boys & Girls	TBD	
Volleyball, Boys	Thomas	818 266-9209

The Athletic Director is Rick Prizant. His number is 818 758-5259.

The Fall/Winter Athletic Director is James Uline. His number is 818 758-5200 ext. 6144.

The Spring Athletic Director is Dino Dinielli. His number is 818 758-5200 ext. 6537.

OTHER INFORMATION

Cafeteria

BCCHS participates in the National School Lunch and School Breakfast programs. Applications for free or reduced price meals are included in the summer mailing to all families and can also be obtained from the student's SLC Office. All families are encouraged to complete the application form so that the school may make this program available to as many eligible students as possible. In order to receive the regular breakfast or lunch and insure that overt identification of students eligible for free or reduced-price meals is prevented, all student ID cards are scanned. Students eligible for free meals can receive a free breakfast and a free lunch every school day that these meals are served.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

Meal prices are listed below:

Type of Item	Breakfast	Lunch
Paid Meal	\$2.00	\$3.00
Reduced Price Meal	\$.30	\$.40
A la cart items	varies	varies

Forms

All necessary forms are available for download on the website at www.birminghamcharter.com or in room 48.

Governing Board

The BCCHS Governing Board meets on the fourth Saturday of every month at 9:00 a.m. in Oral Arts. All are welcome to attend and speak. Agendas and minutes of past meetings are available for viewing under the “About Us” tab on the BCCHS website.

Student Store

The Student Store is located near the Victory Parking lot and is open Monday thru Friday 7:30 a.m. to 3:30 p.m. including before and after school and lunch. Parents may call from 7:30 a.m. to 4:00 p.m. at 818 758-5249.

The Student Store provides a variety of services. Students may purchase the following:

1. School supplies: index cards, dividers, spiral notebooks, filler paper, composition books, eraser, pencils, pens, poster board, report covers and padlocks.
2. Clothing: Gym Clothes, BCCHS attire (jackets, hats, scarves), gym bags, etc.
3. Healthy snacks and drinks
4. ASB Student Activity Sticker: all home league events (not including play-off or championship games), most football games (home and some away games)
5. Sale of tickets to Athletic and Social Events.
6. School activity pictures
7. Yearbooks

Students must keep their account current by clearing any debt including, but not limited to, textbooks and sports equipment.

The Student Store accepts Visa, MasterCard, and Discover cards in payment of most purchases and restitution of monies with a service charge of \$5. Checks should be made payable to BCCHS.

School Accountability Report Card

It is the policy of Birmingham Community Charter High School to annually issue a School Accountability Report Card. A copy of a school's Report Card is available upon request in the Main Office and also on the Internet at www.birminghamcharter.com.

The CEO/Principal and BCCHS Board of Directors reserve the right to amend this handbook at any time. Any changes will be noted on the BCCHS website.

Birmingham Community Charter High School
Notice of School Policy Against Harassment and Discrimination

Birmingham Community Charter High School (“BCCHS”) 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, gender expression, gender identity, 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 toward 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.

BCCHS does not tolerate acts of harassment. Harassment is prohibited at all academic, extra-curricular and school-sponsored activities.

Any student who believes he or she has been subjected to harassment or a hostile environment is encouraged to immediately report the incident to the BCCHS Principal. If a student reports an incident of harassment or discrimination to another BCCHS staff member, the staff member must promptly report to the BCCHS Principal all incidents of harassment of which they become aware, by whatever means. BCCHS is committed to conducting a prompt investigation of all formal and informal complaints of harassment and discrimination.

Reports of harassment and/or discrimination may be filed by a student and/or parent and sent to the attention of the BCCHS Principal, Bill Parks:

Bill Parks
CEO/Principal
Birmingham Community Charter High School
17000 Haynes Street
Van Nuys, CA 91406
(818) 758-5200

BCCHS warns that students and staff found to have engaged in acts of harassment or other acts that create a hostile environment will be promptly disciplined. Such discipline may include, if circumstances warrant, suspension or expulsion, or termination of employment.

BCCHS encourages all students, parents, and staff to work together to prevent acts of harassment of any kind.

This notice shall appear in English and Spanish in prominent locations at the BCCHS campus, on the BCCHS website, and in the BCCHS parent newsletter.

IMPORTANT DATES 2014-2015

See www.birminghamcharter.com for school events and weekly announcements. Please refer to the website and check your email for updated information.

DATE	EVENT
August 11, 2014	School begins – first day of classes
August 27 and 28, 2014	Picture Day
August 29, 2014	Holiday – Admissions Day
September 1, 2014	Holiday--Labor Day
September 11, 2014	Back to School Night – 6:30 p.m.
September 12, 2014	Minimum Day
September 25, 2014	Unassigned Day
October 31, 2014	Minimum Day
November 11, 2014	Holiday--Veteran’s Day
November 26, 2014	Minimum Day
November 27 and November 28, 2014	Holiday--Thanksgiving
December 16 -18, 2014	Fall Finals-Minimum Day
December 19, 2014	Pupil Free Day
December 22, 2014 to January9, 2015	Winter Break
January 12, 2015	First Day of Spring Semester – Pupil Free Day
January 13, 2015	First Day of Classes – Second Semester
January 19, 2015	Holiday--Martin Luther King
February 16, 2015	Holiday – President’s Day
February 26, 2015	Charter School Open House – 5:30 p.m.
February 27, 2015	Minimum Day
March 17 and March 18, 2015	CAHSEE Census
March 30 – April 6, 2015	Spring Break
April 2015	Common Core State Testing – 11 th Grade Only
May 4 to May 15, 2015	AP Exams
May 9, 2015	Senior Prom
May 26, 27, 28 2015	Spring Finals- Minimum Day
May 29, 2014	Pupil Free Day - Graduation

BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL
Home-School Compact
2014-2015

School Responsibilities

We understand the importance of the school experience to every student and of our roles as educators and models. Therefore, agree to carry out the following responsibilities to the best of our abilities:

- Endeavor to create a partnership with each student in our classes.
- Track student progress and provide appropriate updates to parents.
- Provide learning materials for home assignments.
- Provide intervention for those who need to raise their level of academic achievement. This may include: tutoring, special academic classes, credit recovery courses, CAHSEE prep, etc.

Student Responsibilities

I realize that my education is important: I understand that I am responsible for my own success. Therefore, I agree to carry out the following responsibilities:

- I will strive to maintain perfect attendance and to get to school on time. If I am absent, I will bring the appropriate documentation to clear those absences.
- Inform my teacher and family if I need help; enroll and attend any academic interventions as needed.
- Read appropriate grade level materials on my own each day.
- Work on basic skills at home, utilizing any materials provided by my teacher.
- Use a daily agenda to write down assignments, complete daily homework and submit it on time.
- Respect myself, others, and school property.

Parent Responsibilities

I understand that my participation in my child's education will benefit his/her academic achievement. Therefore, I agree to carry out the following responsibilities:

- Inform teachers if I suspect that my child has any learning difficulties.
- Utilize the materials the school provides as needed at home.
- Require my child to read at least 20 minutes each day.
- Require my child to complete all assignments, both in class and at home.
- Require my child to respect property.
- As a parent or guardian of a pupil I shall be liable for all damages to property, real or personal, belonging to the school, caused by the pupil. The parent or guardian of a pupil shall be liable to the school for all property belonging to BCCHS, loaned to the pupil, and not returned upon demand of any employee of the school authorized to make the demand. _____(Please initial parent/guardian)
- Participate in parent orientation, parent forms, parent training sessions, Back to School Night, Open House, parent conferences, parenting classes, Parent Teacher Student Association, School Site Council, Title I parent meetings, etc.
- I will participate in the fulfillment of an academic contract if my child's grades, attendance, or behavior becomes unsatisfactory.
- I will require my child to attend any academic intervention if their level of academic achievement is unsatisfactory.

On Behalf of the BCCHS Faculty and Staff: Bill Parks
CEO/Principal

The Spanish translation of the Home-School Compact may be obtained on our website.

*****Please sign and return this page to your SLC office*****

BCCHS Parent-Student Handbook Agreement

I have read and reviewed the contents of the BCCHS Parent-Student Handbook and agree to abide by the policies stated therein for the entire time that I am enrolled at BCCHS.

As a user of the BCCHS computer network I hereby agree to comply with the rules, policies, and procedures pertaining to communication over the network contained in this handbook and agree to honor all relevant school policies, laws and restrictions relating thereto.

I have read and reviewed the contents of the Home School Compact and reviewed it with my child and agree to adhere to its policy.

Student Name

Student Signature

Parent Name

Parent Signature

Date

SLC