



## **BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL**

17000 Haynes Street • Lake Balboa, CA 91406  
(818) 758-5200 Fax (818) 342-5877

### **DISCIPLINE POLICY**

**PLEASE POST**

#### **CODE OF CONDUCT**

The staff of Birmingham Community Charter High School 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 your 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, will 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 inappropriate 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. No non-Birmingham High hats are allowed on campus.
6. Abide to the OUT OF SIGHT OUT OF MIND POLICY –cellular phones, electronic devices, non-Birmingham Community Charter High School hats, do-rags, and all other headgear must remain stored in a locker, backpack, purse, pocket, or other place where it is not visible during normal school hours. Students may use cellular phones, pagers, or electronic signaling devices on campus before and after school hours and during non-instructional time such as lunch and passing period. Items that are confiscated will be returned to parent/guardian between 3:16 – 4:00 p.m.
7. Carry school identification cards at all times, and present it upon request of a school employee.
8. 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.
9. When bringing a visitor to the campus –always obtain prior approval and a visitor pass from the Principal in the Main Office.

All of the above items refer to school activities and athletics. Students also remain under school supervision on their way to and from school, whether on campus or not.

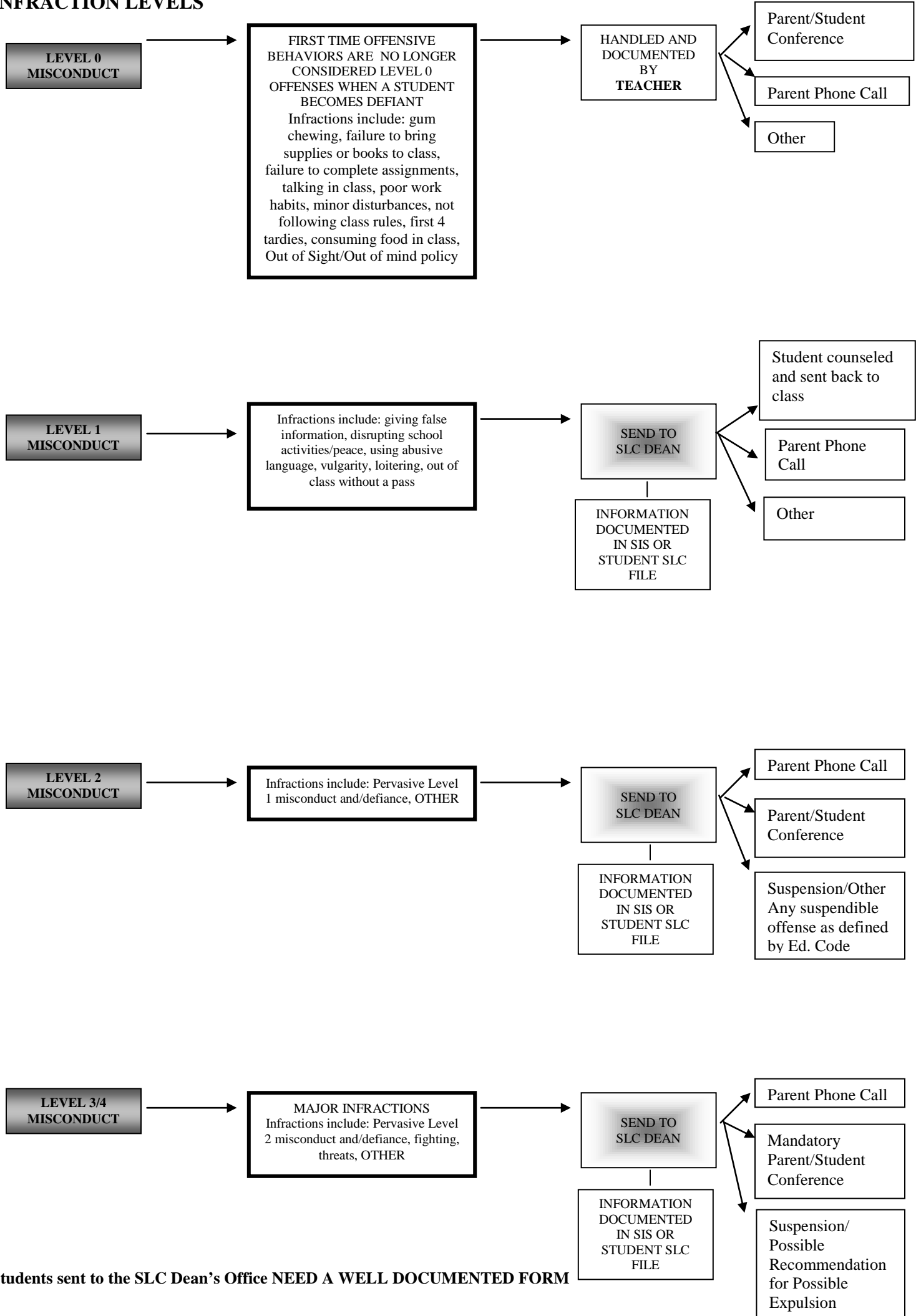


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**DISCIPLINE POLICY**

**INFRACTION LEVELS**



**Students sent to the SLC Dean’s Office NEED A WELL DOCUMENTED FORM**



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**DISCIPLINE POLICY**

**ENFORCERS AND POSSIBLE DISCIPLINARY ACTIONS**

**TEACHERS**

A record of student/parent conferences or any correspondence with Counselor/  
SLC Lead Teacher/SLC Dean should be kept in rollbook and recorded on referral  
form when the student is sent to the office.

**ACTIONS BEFORE REFERRAL**

- Parent/Student Conference
- Call home Parent
- Other's as allowed

A STUDENT SHOULD NEVER BE SENT TO THEIR DEAN OR COUNSELOR WITHOUT A REFERRAL FORM



**SLC DEAN**

Receives ALL Referrals  
**ACTIONS**

- Student Conference
- Parent phone call/Parent/Student Conference
- Student placed on daily/or alternatives to correct misbehavior
- Class suspension (not to exceed 2 days)
- Referral to IMPACT, SST, 504, Counselor/SLC Lead Teacher
- Detention/Saturday Detention
- School Suspension



**SLC ADMINISTRATOR/DISCIPLINE ADMINISTRATOR**

**ACTIONS**

- Student Conference
- Parent phone call/Parent/Student Conference
- Detention/Saturday Detention
- School Suspension
- Recommendation for Expulsion



**PRINCIPAL**

ALL INFORMATION DOCUMENTED IN AERIES OR STUDENT SLC FILE

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## DISCIPLINE POLICY

### DEFINITION

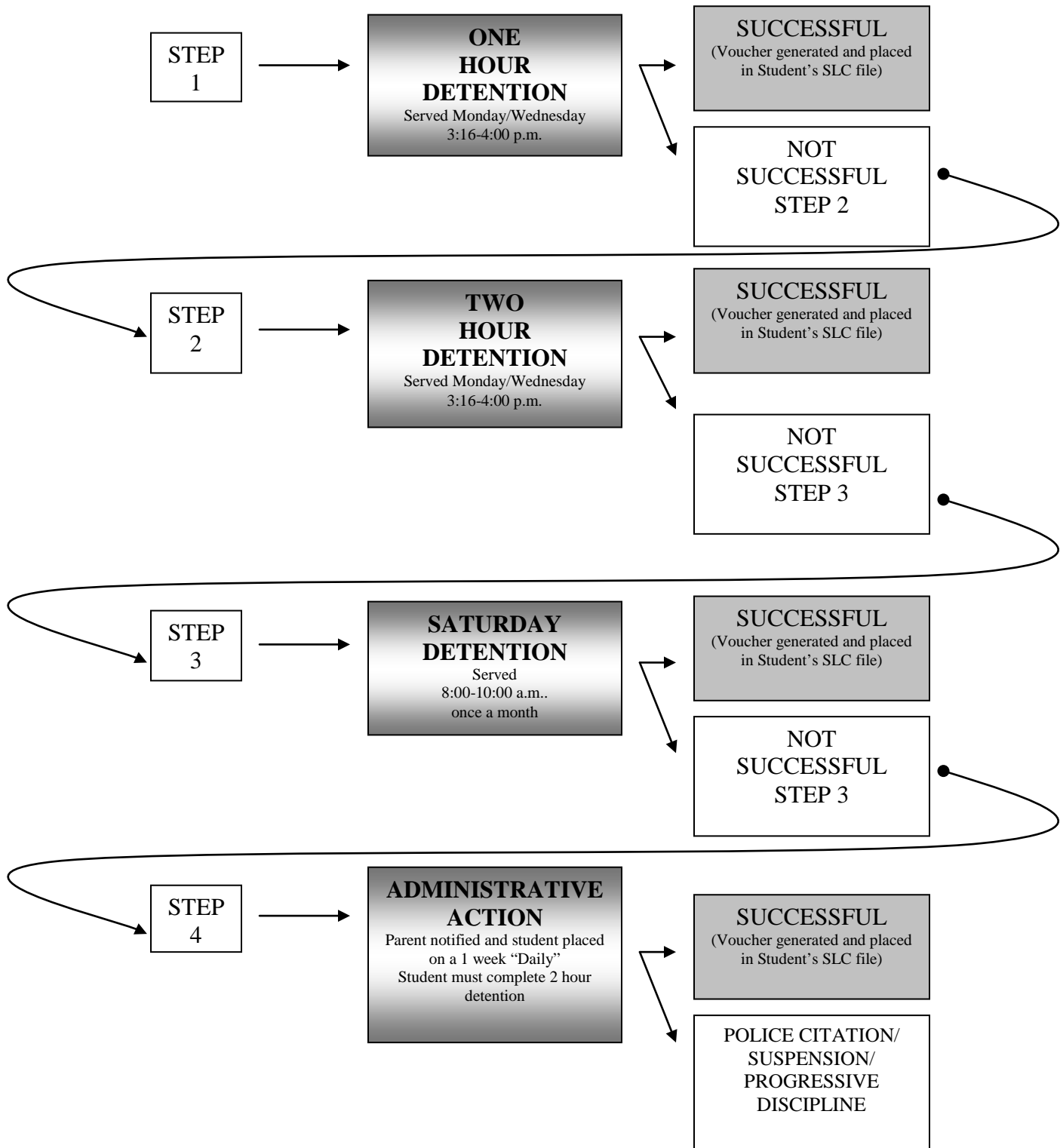
Discipline is controlled behavior calculated to develop within an individual responsibility for his/her own action in accordance with specially accepted conduct. External control or adult direction maintains the initial stages of discipline. The degree to which the individual progresses in self-control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

### DETENTION POLICY

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.





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## DISCIPLINE POLICY

### 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 Assistant Principal to assure that the proper procedure is being followed.
- The teacher/SLC Dean shall contact the parent for a conference regarding the suspension.

### INFRACTION LEVELS (in detail)

#### LEVEL 0

<b>LEVEL 0 TEACHER REQUIRED TO ADDRESS</b>
<u>Do not send student to the SLC Dean for the following reasons</u> <ol style="list-style-type: none"><li>1. Gum chewing, failure to bring supplies or books to class, failure to complete assignments, talking in class, poor work habits, minor disturbances, not following class rules, first 4 tardies.</li><li>2. Bringing or consuming food or drinks in classroom</li><li>3. Public display of affection (PDA)</li><li>4. Using electronic signaling devices electronic communication devices including beepers or cellular phones</li><li>5. Wearing headgear indoors or wearing non-Birmingham headgear</li></ol>



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**DISCIPLINE POLICY**

**LEVEL ONE**

<b>LEVEL 1 – VIOLATIONS</b>	<b>LEVEL 1– DISCIPLINARY ACTIONS by Classroom Teacher</b>
<ol style="list-style-type: none"> <li>1. Failing to have in possession ID Cards (Not limited to the following examples)</li> <li>2. Not having ID in possession at all times on school property/school activity</li> <li>3. Failing to ID oneself</li> <li>4. Giving false information</li> <li>5. Disrupting school activities</li> <li>6. Disturbing the instructional process/disturbing the peace</li> <li>7. Minor incidents of harassment</li> <li>8. Inappropriate show of affection or inappropriate sexual behavior</li> <li>9. Habitually using abusive language, vulgarity or profanity</li> <li>10. Exhibiting willful defiance toward school personnel</li> <li>11. Possessing permanent markers</li> <li>12. Improper use of computer, including receiving downloading copyrighted materials and the use of profanity in messages or text</li> <li>13. Creating a hall disturbance</li> <li>14. Loitering –not limited to the following examples</li> <li>15. In parking lot without permission</li> <li>16. Out of class without a pass</li> <li>17. Riding skateboards, skates, or bicycles on campus.</li> <li>18. Showing disrespect toward school personnel/defiance</li> </ol>	<p>ALWAYS SEND STUDENT TO SLC DEAN WITH PROPER REFERRAL SLIP. Teacher refers to SLC Dean with a notification of all interventions attempted, prior to referring to SLC Dean. Do NOT be referred unless proper teacher intervention has taken place</p> <p>Teacher must:          Notify parent or guardian by phone or form. The teacher will give the student a discipline form to take home for the parent or guardian to sign. The student returns the signed discipline form to the teacher. (Any forgery of parent/guardian signature will be handled as a level 2 Discipline)</p>
	<p><b>DISCIPLINARY ACTIONS BY THE SLC DEAN/SCL ADMINISTRATOR/ DISCIPLINE ADMINISTRATOR</b></p> <p>Deans will enforce any of the following procedures individually or in combination depending on seriousness of incident or if the incident is continuous: ALWAYS MAINTAIN PAPER TRAIL AND PROVIDE TEACHERS WITH FEEDBACK: REFERRAL SLIP.</p> <p>Student will be counseled</p> <ol style="list-style-type: none"> <li>1. Student may be placed on a daily OR student may generate written ideas of the alternatives they could have used in place of their misbehavior</li> <li>2. Class suspension (not to exceed 2 days; included two day student sent out/Per UTLA Contract</li> <li>3. SLC Dean may refer student to counselor to begin in-house counseling IMPACT, COST, SST, 504 Plan, non-public agency, and/or alternative counseling services</li> <li>4. Detention may be assigned (afterschool)/Saturday 2 hours</li> <li>5. Parent or guardian notification is accomplished by mailing/calling/or setting up a parent conference with teacher –a copy of referral and all pertinent information will be placed in the student’s file</li> <li>6. Parent/guardian conference with SLC Administrator or designee</li> <li>7. SLC Administrator or designee suspends student for the remainder of the day plus one (1) day</li> <li>8. Parent conference must be held upon return from suspension. Student placed in a Behavioral Contract.</li> <li>9. Student may be referred to alternate educational site/Expulsion</li> </ol>



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**DISCIPLINE POLICY**

**LEVEL TWO**

<b>LEVEL 2 – VIOLATIONS GROUNDS FOR SUSPENSION/POSSIBLE EXPULSION</b>	<b>LEVEL 2– DISCIPLINARY ACTIONS by Classroom Teacher</b>
<ol style="list-style-type: none"> <li>1. Participating in food fight</li> <li>2. Fighting/committing simple assault &amp; battery</li> <li>3. Inciting or engaging in rioting, inciting and/or persuading a fight</li> <li>4. Aiding or abetting the infliction or attempted infliction of physical injury to another person</li> <li>5. Entering school grounds without authorization after suspension</li> <li>6. Gang involvement by throwing gang signs, taunting, inviting and/or other methods to start/involve in a gang fight</li> <li>7. Possessed, sold or otherwise furnished a knife, firearm, explosive or any other dangerous object.</li> <li>8. Participating in an unlawful assembly. Possessing fireworks or other incendiary or explosive materials</li> <li>9. Unlawfully possessing/using/selling or otherwise furnishing or been under the influence of any controlled substance and/or drug paraphernalia</li> <li>10. Unlawfully possessing, using selling or otherwise furnishing or having been under the influence of any controlled substance listed in Health and Safety Code Section 11053, et seq., any alcoholic beverage or an intoxicant of any kind -and EC48915a</li> <li>11. Knowingly received stolen school property or private property. Stealing/possessing or transferring of stolen goods, materials, equipment, and/or supplies</li> <li>12. Committing or attempting to commit robbery or extortion</li> <li>13. Vandalizing/Damaging/Tampering with personal property of students or school personnel or school property/private property as well</li> <li>14. Computer/cell phone misuse including but not limited to damaging of equipment or system, stealing data or intellectual property, use of stolen materials for personal gain</li> <li>15. Possessing/using cigarettes or other form of tobacco products</li> <li>16. Verbally abusing school personnel/slandering</li> <li>17. Lewd/lascivious conduct</li> <li>18. Trespassing/Breaking and entering any school facility</li> <li>19. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, certificated personnel, administrators, school officials, or other school personnel engaged in the performance of their duties.</li> </ol>	<p>ALWAYS SEND STUDENT TO SLC DEAN WITH PROPER REFERRAL SLIP</p>
<ol style="list-style-type: none"> <li>20. Forgery or falsifying documents or misuse of passes</li> <li>21. Unauthorized use of copyrighted materials, sale of materials related to test, project papers and term papers/plagiarism</li> <li>22. Possessing, selling or otherwise furnishing any firearm, knife, explosive, or other dangerous objects of no reasonable use to the pupil on school property or during school activity</li> <li>23. Making any false fire alarm/bomb threat/tampering with any fire safety device</li> <li>24. Making terrorists threats against school officials and/or school property</li> <li>25. Engaging in or attempted to engage in hazing of another</li> <li>26. Engaging in an act of bullying</li> <li>27. Intentionally engaging in incidents of harassment (including but not limited to sexual conduct, sufficiently severe or pervasive enough to have a negative impact upon the student’s academic performance or to create an intimidating, hostile or offensive educational environment)</li> <li>28. Harassing, threatening or intimidating a pupil who is a complaining witness or witness in School Disciplinary Proceedings for the purpose of either preventing that pupil from being a witness or retaliating against that pupil from being a witness, or both</li> <li>29. Intentionally causing, attempting to cause, threatening to cause or participating in an Act of Hate Violence as defined in sections 422.6, 422.7, or 422.75 of the penal code</li> <li>30. Committing or attempted to commit Sexual Assault or Sexual Battery</li> <li>31. Providing false information to law enforcement</li> <li>32. Gambling</li> <li>33. Reckless driving/speeding</li> <li>34. Arson (reckless burning)</li> </ol>	<p><b>DISCIPLINARY ACTIONS BY THE SLC DEAN/SCL ADMINISTRATOR/DISCIPLINE ADMINISTRATOR</b></p> <ol style="list-style-type: none"> <li>1. Student referred to the SLC Dean</li> <li>2. SLC Administrator or designee suspends student home for the remainder of the day plus one (1) with a possible 5 day suspension.</li> <li>3. Parent or guardian notification is accomplished by mailing copy of the discipline referral/suspension notice home and phone contact</li> <li>4. Upon return student and parent or guardian conference held the same day.</li> <li>5. SLC Dean may refer student to counselor to begin in-house counseling IMPACT, COST, SST, 504 Plan, non-public agency, and/or alternative counseling services</li> <li>6. Possible police notification and charges may be filed.</li> <li>7. Restitution/restoration assigned if necessary</li> <li>8. Parent/guardian conference with SLC Administrator or designee</li> <li>9. Student transferred to an alternative education program/Recommended for expulsion to the BCCHS Board</li> <li>10. Alcohol/controlled substance violations may be assigned to the Impact Program</li> </ol>



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**DISCIPLINE POLICY**

**LEVEL THREE**

<b>LEVEL 3 – VIOLATIONS GROUNDS FOR EXPULSION</b>	<b>LEVEL 3 DISCIPLINARY ACTIONS – MANDATORY EXPULSIONS</b>
<ol style="list-style-type: none"> <li>1. Possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the CEO or designee’s concurrence.</li> <li>2. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.</li> <li>3. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4.</li> <li>4. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Sonoma.</li> <li>5. Brandishing a knife at another person.</li> <li>6. Students are subject to mandatory expulsion from BCCHS for the violation of the Federal Gun-Free Schools Act of 1994.</li> </ol>	<p>ALWAYS SEND STUDENT TO SLC DEAN WITH PROPER REFERRAL SLIP</p> <hr/> <p><b>DISCIPLINARY ACTIONS BY THE SLC DEAN/SCL ADMINISTRATOR/DISCIPLINE ADMINISTRATOR FOR LEVELS 3 &amp; 4</b></p> <ol style="list-style-type: none"> <li>1. Student referred to the SLC Dean</li> <li>2. SLC Administrator or designee suspends student home for the remainder of the day plus five (5) days</li> <li>3. Student transferred to an alternative education program or recommendation for expulsion</li> <li>4. Student referred to the Charter Board Committee for recommendation to alternative education program/expulsion</li> <li>5. Parent or guardian notification is accomplished by mailing copy of discipline referral/suspension notice home and phone contact</li> <li>6. Possible police notification may result in student being arrested, handcuffed and taken to the police station</li> <li>7. Restitution/restoration assigned if necessary</li> </ol> <p><b>Expulsion may be recommended sooner in certain cases, especially with LEVEL 3 - VIOLATIONS</b></p>

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### **DISCIPLINE POLICY**

#### **PUNCTUALITY**

*ARRIVING TO CLASS ON TIME IS AN ESSENTIAL TOOL NEEDED TO SUCCEED IN CLASS. BEING ON TIME IS AN IMPORTANT HABIT TO DEVELOP FOR SUCCEEDING IN POST HIGH SCHOOL YEARS. The teachers and staff at Birmingham Community Charter High School value the time that your child spends with 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.*

#### **TARDY POLICY:**

(From the Patriot Passing Policy):

- Teachers are encouraged to stand at their doors during passing period. They shall remind students to arrive on time.
- The teaching staff will not allow students to stand in the doorways, but insist they enter. Teachers will discourage student from leaving class and missing instruction. Under no circumstances should teachers give passes to students to make personal phone calls. Students allowed to leave a classroom or office **must** carry official school hall passes and have a current I.D. card.
- A student out of class, for any reason, without a pass will be tardy or truant depending on the time out of class.

#### **IMPORTANT**

- A student is tardy to class if he/she is **NOT** inside the classroom door when the tardy bell rings.
- Regular tardy sweeps will pick up students found out of class after the tardy bell rings.
- All tardies count regardless of the reason: Illness, oversleeping, car trouble, tardy sweep, etc.
- **EXCEPTION:** 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 allowed to leave the classroom ten minutes after the bell rings, **must** carry official school hall passes and have a current I.D. badge.
- Under no circumstances should teachers give passes to students to make personal phone calls or to attend personal matters.
- A student out of class, for any reason, without a pass will be tardy or truant depending on the time out of class.



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### **DISCIPLINE POLICY**

#### **PERIOD 1 TARDIES**

When the 8:40 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.

**1st Tardy** Teacher records tardy through Aries (when time allows). Students ON campus must be on time by 8:40 a.m. **NO GRACE PERIOD**. Students must possess a TARDY SLIP to be allowed into class.

**2nd Tardy** Teacher records tardy through Aries (when time allows). Students ON campus must be on time by 8:40 a.m. **NO GRACE PERIOD**. Students must possess a TARDY SLIP to be allowed into class.

**3rd Tardy** Teacher records tardy through Aries (when time allows). Students ON campus must be on time by 8:40 a.m. **NO GRACE PERIOD**. Students must possess a TARDY SLIP to be allowed into class. Teacher must call home and refer to SLC Dean after the 4<sup>th</sup> tardy.

*Parents must walk in to the SLC Office after 9:00 a.m. to secure the student is not truant.*

Teachers are to mark them tardy through Aries (when time allows); students will have a tardy-not excused. It is recommended that teachers conference with the student and call home when a student is continually tardy to their first period. A referral from the teacher to the dean can be used as a secondary step to progressive discipline (after the attempt to make a parent phone call). Teachers are required to inform parents of 4 or more tardies. Progressive discipline will be enforced after four tardies a month.

#### **PERIOD 2-6 TARDIES**

When the tardy bell rings, teachers will close their doors and students arriving late to class will be sent to the quad area. After the sweeping has been completed, the deans will take their respective students to their office in order to record them tardy in the tardy system; teachers are to mark students tardy on Aries.

**1st Tardy** Students will report to the quad to have the tardy recorded as part of their file. Students will be given an unexcused pass to go to class.

**2nd Tardy** Students will report to the quad to have the tardy recorded as part of their file (records are cumulative). Students will be given an unexcused pass to go to class.

**3rd Tardy** Students will report to the quad to have the tardy recorded as part of their file (records are cumulative). Students will be given an unexcused pass to go to class and deans will warn student of possible detention.

**4th Tardy** Students will report to the quad to have the tardy recorded as part of their file (records are cumulative). Students will be given an unexcused pass to go to class and the Dean will notify parents.

**5th Tardy** Students will report to the quad to have the tardy recorded as part of their file (records are cumulative). Students will be given an unexcused pass to go to class

**6th Tardy** Students will report to the quad to have the tardy recorded as part of their file (records are cumulative). Students will be given an unexcused pass to go to class and one hour detention is assigned.



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### **DISCIPLINE POLICY**

Teachers do not allow students to come into class without a tardy slip from the office or a TARDY-NOT EXCUSED from the deans.

#### **TRUANT STUDENTS**

- 1<sup>st</sup> Truancy** Student's truancy logged: time and period. Student is counseled and completes activity log and is escorted back to class.
- 2<sup>nd</sup> Truancy** Student's truancy logged: time and period. Student is counseled and completes activity log and is escorted back to class.
- 3<sup>rd</sup> Truancy** Student's truancy logged: time and period. Student is counseled and completes activity log and is escorted back to class. Parent is contacted and advised of student's possible detention.
- 4<sup>th</sup> Truancy** Student's truancy logged: time and period. Student is counseled and completes activity log and is escorted back to class. Student is assigned detention.



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### **DISCIPLINE POLICY**

#### **CAMPUS POLICIES AND EXPECTATIONS**

##### **ID POLICY**

In order to maintain a safe campus all students are required to carry their ID badges at all times.

- A student will be asked the reason for not having their ID card.
- A student will be given ample opportunity to go to the Admissions and Records Office to get their ID card taken before school, after school, or lunch.
- A student will be reminded of the school policy which requires him/her to have an ID card.
- A student will be assigned detention.

##### **HALL PASS POLICY**

- During instructional time, students must have teacher's permission to be out of the classroom; therefore the student must carry a valid HALL PASS or Office Summons.
- Students are not allowed to leave their classroom 10 minutes before the bell rings, to ensure that students are not interrupting the classroom instruction.
- All students should carry the Birmingham Community Charter High School's Hall Pass and 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 (when out on the campus).

##### **OUT OF SIGHT OUT OF MIND**

OUT OF SIGHT OUT OF MIND POLICY –cellular phones, electronic devices, non-Birmingham Community Charter High School hats, do-rags, and all other headgear must remain stored in a locker, backpack, purse, pocket, or other place where it is not visible during normal school hours. Students are permitted to use cellular phones, pagers, or electronic signaling devices on campus before and after school hours. Items that are confiscated will be returned to parent/guardian between 3:16 – 4:00 p.m.

##### **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 items (including those in lockers).**

##### **CELLULAR TELEPHONES**

It is the policy of Birmingham Community Charter High School to prohibit the use of cellular phones, or any electronic signaling device by students on campus during normal school hours. Students are permitted to possess the cellular phones, pagers, or electronic signaling devices on campus provided that any such device shall remain "off" and stored in a locker, backpack, purse, pocket, or other place where it is not visible during normal school hours. Students are permitted to use cellular phones, pagers, or electronic signaling devices on campus before and after school hours or activities only.



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### **DISCIPLINE POLICY**

#### **SAFE AND CIVIL SCHOOL'S POLICIES:**

##### **PATRIOT PASSING PERIOD POLICY**

#### **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.

#### **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 safety of all children we ask:

- School speed limit is 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 off the staff parking lot at all times.
- It is necessary to have a parking permit when parking inside the Birmingham Community Charter High School 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.

#### **VOLUNTEERS WELCOME**

We encourage everyone to become a volunteer at Birmingham Community Charter High School. 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).

#### **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.*



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### **DISCIPLINE POLICY**

#### OTHER SCHOOL POLICIES

##### **POLICY FOR CLEARING ABSENCES**

Birmingham Community Charter High School staff believes in the importance of instructional time, therefore students will not be allowed to be sent out of class during class time to clear their attendance. Students are responsible to bring a note to their SLC Office, before/after school or during nutrition/lunch. Students that fail to clear their attendance (within two days) will automatically be marked truant and may be subject to lunch clean –up or a \$200.00 fine.

Periodically, students will receive a notice with all their uncleared absences and will be asked to bring a note from home. The note should include date, reason for absence and parent/guardian signature. Students should bring the note to their SLC Office, before/after school or during lunch. If a student believes there has been an error, they should ask their particular teacher to mark either present or absent on the notice and to initial (AGAIN: Students are responsible to return it to their SLC Office before/after school or during lunch).

##### **EMERGENCY CARDS**

Please be sure you have returned an emergency card for your child. List all people that you want your child released to at anytime. We will not release your child unless the person is on the card and he/she is carrying proper identification. Emergency Cards are to be updated on a yearly basis.