

Table of Contents

General Information	5
About SJCA.....	5
School Design	5
Vision	6
Mission and Goals	6
SJCA Pledge.....	7
Leadership Statement	7
Leader In Me (Student Lighthouse)	7
All You Wanted To Know About SJCA	7
School Directory	8-10
School and Office Hours.....	11
Before and After School Hours	11
Arrival	11
Dismissal	11
School Parking.....	11
Traffic Flow.....	12
Visitors	13
School Celebrations.....	13
School Excused Activities.....	13
Birthday Celebrations	13
Ways To Be Involved	14
Volunteer Policy/TB Tests	14
Field Trip Chaperone Guidelines.....	15
School Site Council.....	15
DELAC.....	16
PTO.....	16
CCC	16-17
Enrollment Procedures	17
Acceptable Documentation For Proof of Age	17
Attendance	17
Absences/Tardies	17-18
Independent Study	19
Student Check Out.....	19
Child Custody	19
Food Services	20
School Lunch and Breakfast Program	20
Free and Reduced	20
Lunch Monies Owed.....	20
Managing your student's breakfast/lunch account	21-23
Lunch with your child.....	24
Lunch drop off protocol.....	24

Student Safety	25
Change of Address.....	25
Emergency Information Cards.....	25
Request for Student Documents/Information.....	25
Emergency Readiness Program.....	25
Emergency Procedures.....	25
Guns Free Schools Act.....	26
Disaster Crisis Emergency Procedures.....	26
Video Camera Surveillance	26
 Health and Wellness of Our Students.....	 26
Health Office.....	26
Illness and Injury.....	27
Communicable/Infectious Diseases.....	27
Immunization	27
Medication for Students.....	28
Wellness Policy	28
Homeless Policy	29
Education for Homeless Children/Homeless Policy.....	30
Swimming Party Recommendation.....	30
Mental Health.....	30
Suicide Handbook/Hotline	31
Nicotine	31
Afterschool Sports Physical.....	32
Defibrillator	32
Sex Ed/HIV Prevention	32
Human Trafficking.....	32-33
Medi-Cal Billing Consent	33
 Codes of Conduct	 34
Behavior Code of Conduct	34
Student Uniform / Dress Code Policy	34-36
Physical Education – General Dress Guidelines	36
Consequences for Violating Dress Code Policy	36
Technology.....	37
Computer Policy.....	37-38
Cell Phone/Smart Phone/Smart Watch Policy.....	39
Portable Devices.....	39
Social Media	40
Playground Rules	40-41
Personal Items/Valuables.....	41
Public Display of Affection.....	41
Lost and Found	41
Photographing of Students	42
Student Expression Policy	42-43
 Discipline	 43
Discipline Guidelines	43
Discipline Procedures.....	44
Bullying.....	44
Cyber Bullying.....	45
Suspensions and Expulsions.....	45-46

Learning and Leading Expectations	46
Academic Honesty Policy.....	46-47
Grade Reporting Periods.....	47
Grading Scales.....	48
Progress Reports.....	48
Homework.....	48
Missing work due to absence.....	48
Student Planners/Binder Reminders.....	49
Student Learning Conferences/Academic Success Plan.....	49
Student Recognition Programs.....	49
8 th Grade Promotion Policy.....	50
Retention.....	50
Special Education Services & Procedures.....	50-51
Standardized Testing.....	52
Physical Fitness Testing.....	52
 School Calendar	 53
 Additional Information	 Located on School Website

The following items can be accessed on our school website: www.sanjosecharteracademy.com under the school handbook link:

- Uniform Complaint Procedures
- Appeals to the California Department of Education
- Civil Law Remedies
- Williams/Valenzuela Complaint Procedures
- Notifications
- Reporting of Data and Records
- Parent/Student Rights and Responsibilities
- Education Codes
- Penal Codes
- Other Codes and Policies
- Non-Discrimination Statements
- Sexual Harassment
- Suicide Prevention Policy
- Tobacco-Free Policy
- Title IX Regulations – Education Amendments of 1972
- Medication and Health Guide | Responsibilities for Parents
- California School Immunization Law | Grades K-12
- Pupil and Parent Rights under PPRA and FERPA

HANDBOOK AMENDMENTS

Statements in this handbook are subject to amendments from time to time. The SJCA administration will keep you informed of all changes as soon as possible.

CORONAVIRUS DISCLAIMER

This handbook outlines our general guidelines in regards to full school opening and operation. Any procedure or protocol implemented during this pandemic will supersede those found in this handbook.

GENERAL INFORMATION

ABOUT SAN JOSE CHARTER ACADEMY

We are the 142nd public charter school in the state of California and currently enroll approximately 1254 students in grades transition kindergarten through eighth.

San Jose Charter Academy (SJCA) has a Transition Kindergarten (TK) through 8th-grade enrollment of 1254 students. Our student population is predominantly Hispanic but includes a variety of other ethnicities. Established as a charter school in 1998, SJCA has worked intentionally and purposefully in providing students with an education that prepares them for high school and beyond. Our vision speaks to our efforts in recognizing that our students need an education that includes not only superior academic curriculum and instruction but also access to technology and its integration. In addition, our school provides programs and resources addressing our students' socio-emotional needs...crucial for educating the whole child.

As you enter our school, you are greeted by students who smile readily, with enthusiastic and energetic teachers vigorously engaged in current best practices designed to reach all learners. As you walk through our campus, you are delighted to find brightly lit classrooms filled with student work. Student engagement in their learning is a non-negotiable.

Students attending SJCA attend 7.5 hours of school daily, 7:45a.m. - 3:15p.m., 184 school days per year. TK and kindergarten students attend 6.5 hours of school daily. Students have access to a rigorous standards-based curriculum that is far more than just traditional academics. In the two major core areas of reading and math, instruction is delivered using standards-based, aligned curriculum selected after careful research and evaluation. Students also participate in a comprehensive and articulated hands-on phenomena approach science program, as well as literature and inquiry based social science program. Writing is not a stand-alone subject. It is woven throughout every subject area in the school. In addition to the above core curricular areas, students receive extensive instruction in music, art, and physical fitness. A "0 period" Spanish class incorporating the Rosetta Stone on-line program is available to 7th and 8th-grade students. Our Character and Ethics program is built on the foundation of our eight core values: Wisdom, Justice, Courage, Compassion, Hope, Respect, Responsibility, and Integrity. We are also proud to share that all our students and staff embrace "The Leader In Me" program school-wide.

SCHOOL DESIGN

SJCA is organized into academies. The Primary Academy includes transitional kindergarten, kindergarten, and grades 1 & 2. The Elementary Academy includes grades 3, 4, and 5. The Junior Academy includes grades 6, 7, and 8. In addition, students are further divided into Houses. Once a student enters into our Junior Academy, they remain in the same homebase for all three years of their academy experience. Multi-age academies allow for individual differences in learning pace & style.

Our houses are organized by grade level as follows:

TK-K: Redtail House	3 rd : Crocodile House	6 th : Tiger House
1 st : Zebra House	4 th : Whiptail House	7 th : Sharpnose House
2 nd : Mako House	5 th : Hammerhead House	8 th : Spinner House

VISION

The San Jose Charter Academy vision is to inspire students to create, innovate, and imagine limitless possibilities...

*TO DREAM

*TO DO

*TO CHANGE

Unique in school design and organizational structure, we offer a rigorous instructional program designed to build the foundation that will ensure our students' success in the future. To better meet the needs of our students, our school is divided into smaller academies – Primary TK-2, Elementary 3-5, and Junior Academy 6-8. “Houses” of teachers and students are grouped within the structure and move together through the academies. Our “communities within a community” concept allows for exceptional bonding and communication between our staff, students, and parents.

The Charter School takes pride in the fact that we have forged strong partnerships with our parent community. Parents are very supportive of our efforts and continue to show their appreciation through their volunteerism and participation in a variety of school activities. Our dedicated, knowledgeable staff, supportive parents, and involved community members all work collaboratively for the sole purpose of providing a world-class education to all.

The continuity of program design enables each student to learn with a tenacious spirit, allowing them each to best meet or exceed core learning standards. The continuity is not only maintained throughout the school's academy structure, but within grade level professional learning communities. As our teams collaborate, we maintain the following learning goals:

- Behold a spirit for pursuing learning
- Be highly literate and intellectually curious
- Communicate effectively
- Think critically and consider an opposing argument
- Solve conflict constructively
- Maintain a core set of values including wisdom, justice, courage, compassion, respect, responsibility, justice and integrity
- Exercise perseverance, leadership, and compassion in caring for themselves and others and the world we share
- Be economically self-sufficient in the 21st century global marketplace

MISSION AND GOALS

The mission of San Jose Charter Academy, in partnership with parents and the community, is to prepare our students with the skills necessary to thrive and positively impact the global community through the 21st century. San Jose Charter Academy is a school that prepares children to thrive not only in the world as it is today, but prepare to create the world that can be. The details of the plan that will ensure positive results for San Jose Charter Academy students are set forth below. Among other things, we intend to reach our ambitious standards in the following ways:

- To increase our effectiveness in moving all students academically to proficiency through the implementation of the California State Standards.
- To increase our effectiveness in moving all students academically to proficiency level through effective data driven instruction.
- To provide professional development for all instructional staff that will maximize the effectiveness of instruction.
- To improve intervention strategies.

SJCA PLEDGE

As a student at San Jose Charter Academy,

I pledge to be courteous to everyone.

I will help others in any way I can and

I will be honest in all I do and say.

I will do nothing to keep the teacher from teaching or keep anyone, including myself, from learning.

I will always show respect for myself and for others.

I will report any dangerous behaviors I see and will care for our school and everything to the best of my ability!

I am an important member of our school.

LEADERSHIP STATEMENT

As part of the SJCA family, we will model the core values, live the 7 Habits, and use our voices to advocate for our community as we realize our leadership potential by dreaming big and being bold in all we say and do.

LEADER IN ME/STUDENT LIGHTHOUSE

The Student Lighthouse Team is a schoolwide leadership team made up of students from all grades to develop their leadership, communication, and voice. This team is selected through an application and interview process, and strives to represent the needs of students. There are 5 leadership paradigms that we strive to align with, which are brought to us by The Leader in Me:

1. Everyone Can be a Leader
2. Everyone has genius
3. Change starts with me
4. Educators empower students to lead their own learning
5. Develop the whole child

As we move through the year, and our leadership development, we touch back on these 5 paradigms in the way we hold ourselves, and esteem others. We encourage students to reflect and think of their growth as they create their own Leadership WIG (Wildly Important Goal) and soon after, a mission statement. Students learn to be self-directed and to pursue activities that they can sustain with the school wide vision in mind.

ALL YOU WANTED TO KNOW ABOUT SJCA

Two-way communications between home and school is a must! Our 3-Way Partnership Agreement explains, in detail, all the ways to stay connected here at SJCA. Please feel free to write a note, leave a phone message, or send email via Parent Square whenever you need clarification on any item. Parents are asked to contact the teacher **first** when there is a classroom problem. If the problem is not resolved at that level, parents may call the Principal.

For easy access to staff emails, parents can visit the school's website at www.sanjosecharteracademy.com or follow "firstname.lastname@sjcharter.com"

SCHOOL DIRECTORY

SCHOOL PHONE: 626.856.1693

ADMINISTRATION	TITLE	ROOM	EXTENSION
Dr. Denise Patton	Superintendent	405	5000
Erin Shiroma	Principal	Main Office	4001
Andrea Luna	Chief Business Officer	Main Office	4004
Donna Hale	Administrator, Compliance	405	4005
Mary Spickler	Administrator, Curriculum & Instruction	406	4006
Arleen Lemus	Administrator, Secondary Education	406	5005

OFFICE STAFF	TITLE	ROOM	EXTENSION
Nina Castruita	Office Ambassador	Main Office	4000
Patty Lopez	Health Clerk	Main Office	4002
Shirley Johnston	Attendance Clerk	402	4003
Carmelita Alvarez	Account Clerk, Confidential	Main Office	4301
Norma Venegas	Office Clerk	Main Office	4015

TECHNOLOGY	TITLE	ROOM	EXTENSION
Jason Cabrera	Technology Director	403	4008
Leslie Lopez	IT/Data Entry Support	403	
Mark Malana	Technology Integration Specialist	1001	4007
Ramona Sanchez	Library Media Clerk	404	4404
David Watson	Technology Support Technician	403	4009

SPECIAL ED	TITLE	ROOM	EXTENSION
Luisa Vela	Director of Special Education	504	4416
Mayra Barrera	Psychologist	504	4948
Carolyn Foote	Speech & Language Pathologist	505	4953
Stephanie Garcia	RSP Aide	504	4504
Emma Gonzalez	RSP Teacher	504	4504
Michelle Lopez	RSP Aide	504	4504
Nicole Marquez	RSP Aide	504	4504
Alejandra Ornelas	RSP Aide	504	4504
Nancy Recinos	Speech & Language Pathologist	505	4953
Victoria Rosa	Psychologist	504	4947
Sofia Saucedo	RSP Aide	504	4504
Alma Torres-Solano	RSP Teacher	504	4504
Brian Train	RSP Aide	504	4504

LITERACY	TITLE	ROOM	EXTENSION
Michelle Ruiz	Literacy and Data Coordinator	207	4958
Kathy Flores	Literacy Support/Tutor	404	4960
Rachel Mendoza	Literacy Support/Tutor	404	4960
Jessica Acosta	Literacy Support/Tutor	404	4960
Stefany Villegas	Literacy Support/Tutor	JA LMC	4949

SUPPORT STAFF	TITLE	ROOM	EXTENSION
Jasmine Maciel	TK Aide	500	4403
Gisela Fabila	Day Care Supervisor	303	4403
Marisca Gomez	Intervention Specialist/Lead Teacher	207	4958
Pat Silva	School Counselor	1001	4405

PRIM./ELEM.	GRADE /SUBJECT	ROOM	EXTENSION
Lupe Alvidrez	2 nd	501	4501
Lilia Armendariz	2 nd	502	4502
Michele Arvidson	Kindergarten	704	4704
Ivonne Boomer	1 st (Lead Teacher)	104	4104
Christina Breceda	Kindergarten	704	4704
Tara Carter	Kindergarten	707	4707
Matty Cuevas	5 th (Lead Teacher)	2	5102
Christie DeRego	1 st	203	4203
Ronda Fish	Kindergarten	604	4604
Liz Gamboa	2 nd	603	4603
Veronica Gervacio	1 st	205	4205
Maritza Hottmann	3 rd (Lead Teacher)	8	5108
Saida Kerkhoff	3 rd	7	5107
Tara Malana	3 rd	10	5110
Maria Najera	4 th	12	5112
Andrea Pate	1 st	105	4105
Trisha Phan	Transitional Kindergarten	500	4500
Angie Ponce	Kindergarten	705	4705
Nikki Prado	5 th	4	5104
Darlene Quezada	Kindergarten (Lead Teacher)	706	4706
Ale Ramirez	1 st	206	4206
Alma Ramos	4 th	11	5111
Elizabeth Resendiz	3 rd	9	5109
Kimberly Salamone	1 st	204	4204
Malynda Salazar	Kindergarten	705	4705
Cassie Schaefer	4 th (Lead Teacher)	14	5114
Julissa Segura	2 nd	602	4602
Kati Sims	5 th	3	5103
Pam Soto	3 rd	6	5106
Celia Stanley	3 rd	5	5105
Alexandra Sutter	5 th	1	5101
Pene Tackaberry	Kindergarten	708	4708
Krissie Tombrello	2 nd	601	4106
Irene Valverde	4 th	13	5113
Monica Velarde	2 nd (Lead Teacher)	503	4503

JUNIOR ACAD.	HOMEBASE GRADE /SUBJECT	ROOM	EXTENSION
---------------------	--------------------------------	-------------	------------------

Giselle Arguello	7 th Homebase /JA Science	1016	5016
Luis Carrera	8 th Homebase /JA Math	1012	5012
Sara Lupu	8 th Homebase /JA Math	1009	5009
Pati de la Torre	6 th Homebase /JA Lang. Arts (Lead Teacher)	1006	5006
Janet Garcia	6 th Homebase /JA Lang. Arts	1002	5002
Sean Leahy	7 th Homebase /JA Social Studies	1004	5004
Lauren Mejia	6 th Homebase /JA Lang. Arts	1007	5007
Adam Milman	7 th Homebase /JA Social Studies	1008	5008
Manuel Salcido	JA Math / ASB Director	1005	4007
Jamie Schreck	6 th Homebase /JA Lang. Arts	1003	5003
Sarah Sherred	8 th Homebase /JA Math (Lead Teacher)	1013	5013
Nick Tang	8 th Homebase/ JA Math	1014	5014
Danny Woo	7 th Homebase /JA Science	1015	5015

SPECIALISTS	TITLE	ROOM	EXTENSION
Mario Orozco	Physical Education (Lead Teacher)	JA SP	5118
Matt Bassett	Physical Education	JA SP	5117
Jenny Batongmalaque	Art	E-7	4401
Misty Farhan	Physical Education	JA SP	5116
Jennifer Gillette	Music	E-15	5505
Priscilla Mosqueda	Physical Education	JA SP	5115
Ryann Pier	Music	E-15	4957
Wendy Tang	Art	E-7	5504

SCHOOL & OFFICE HOURS

School hours are from:

7:45 AM to 3:15 PM daily for grades 1 – 8

8:45 AM to 3:15 PM daily for Transitional Kindergarten and Kindergarten

Office hours are from:

7:15 AM to 3:45 PM.

Always check Parent Square or our school calendar for holidays, teacher in-service days and special events.

BEFORE/AFTER SCHOOL HOURS

No students or unauthorized visitors may remain on the school campus before or after regular school hours without supervision. Students are not permitted in the school building after dismissal unless they are required or are registered in the SJCA Daycare Program or if the student is staying after for tutoring with a specific teacher. School personnel have the authority to warn persons trespassing to leave the facilities or properties.

ARRIVAL

Students who arrive before 7:25 a.m. must wait outside of the main school gates. We do not recommend student drop off prior to 7:25 as there is no supervision. Your child's safety is our first priority and we are unable to provide them adequate supervision prior to 7:25 a.m. Families that need before and/or after school child care should consider enrolling their child in the Daycare program offered here on our campus.

Students may enter the campus at 7:25.

1st-8th grade students arriving after 7:45 a.m. must report to the office for a tardy slip.

TK & Kinder students arriving after 8:45 a.m. must report to the office for a tardy slip.

Students who are participating in the breakfast program may enter campus at 7:15 and proceed to the school cafeteria.

DISMISSAL

All students must be picked up *no later than 15 minutes* after school lets out (3:30 p.m.). It is very important that parents take full responsibility for their child's timely pickup from school. If you are going to be late, please make sure your child remains on campus and refrain from having them wait for you on a neighborhood corner. We would also appreciate parents speaking to their children about showing respect for the homes, lawns, and neighbors living close to the school. Your assistance in this matter is greatly appreciated.

SCHOOL PARKING

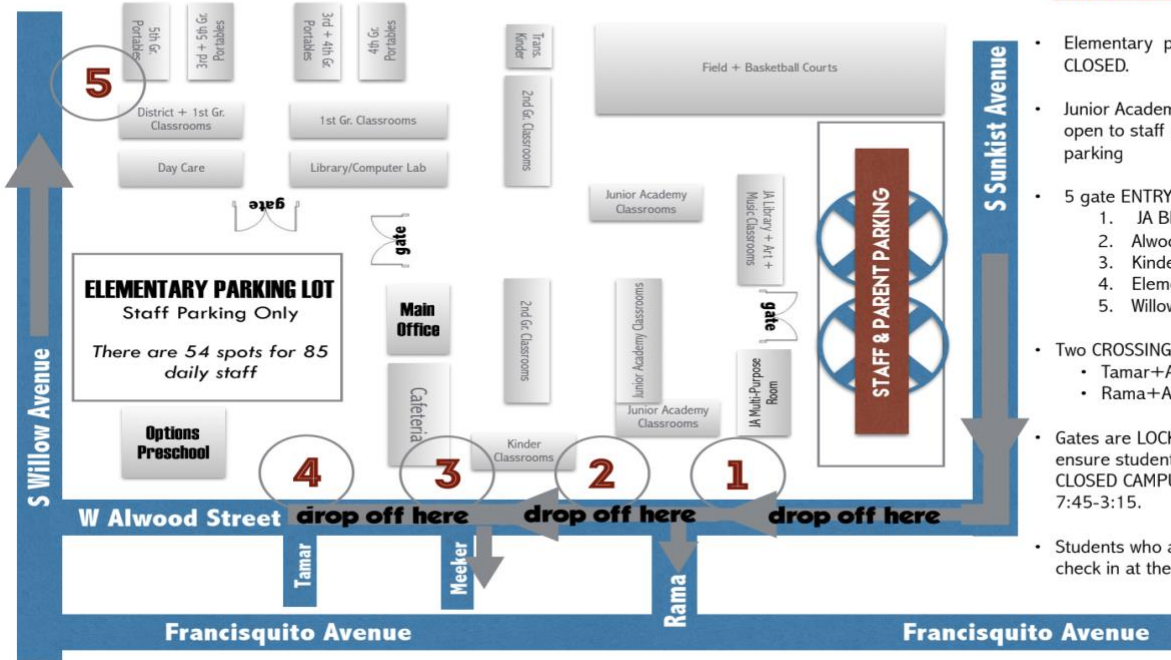
Visitors must use designated parking spots in the **Junior Academy Parking** lot. The majority of the front parking lot is reserved for teacher/staff parking. Please do not park your vehicle in the fire lanes, crosswalks or double-park your car at any time. You will either be ticketed or run the risk of your car being towed. In addition, please be sure to adhere to all posted street signs.

TRAFFIC FLOW

Traffic Flow: MORNING DROP OFF

updated November 2017

Thank you for keeping all of our Sharky students SAFE.



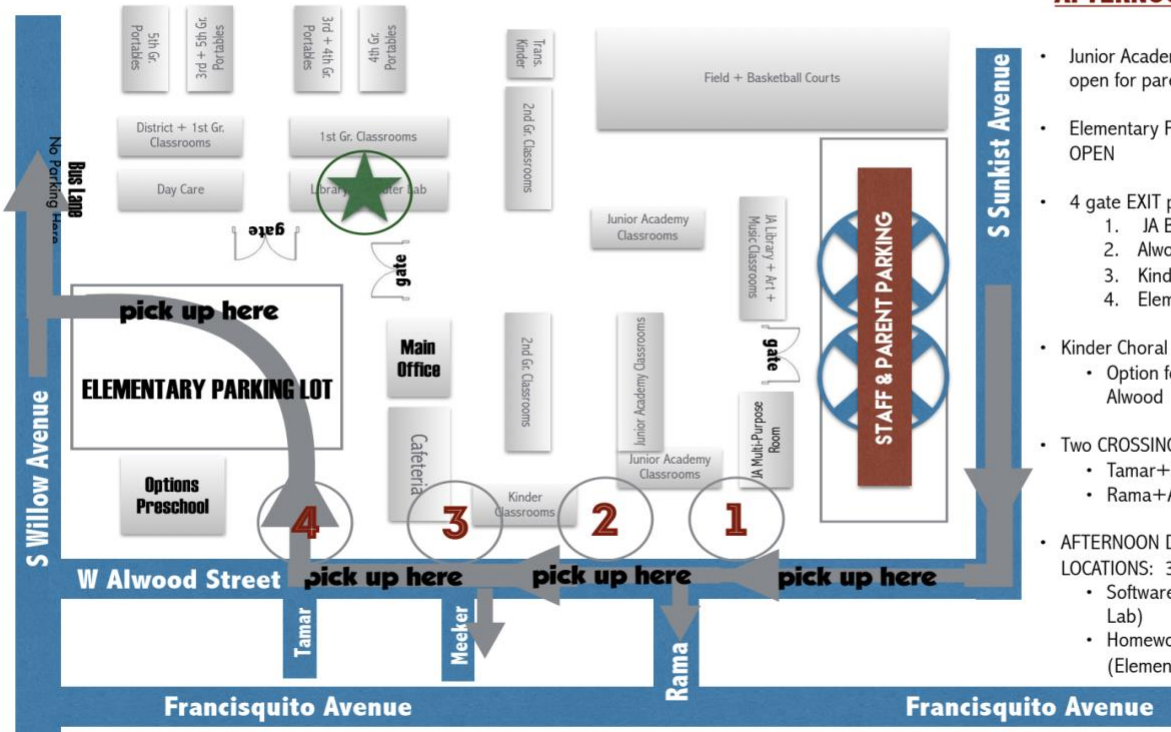
MORNING DROP OFF

- Elementary parking lot is CLOSED.
- Junior Academy Parking Lot is open to staff and parent parking
- 5 gate ENTRY points:
 1. JA Blue Gate
 2. Alwood Fire Lane
 3. Kinder Black Gate
 4. Elementary Sidewalk
 5. Willow Fire Lane
- Two CROSSING Guards
 - Tamar+Alwood (current)
 - Rama+Alwood (Dec 1)
- Gates are LOCKED at 7:45 to ensure student safety. We are a CLOSED CAMPUS from 7:45-3:15.
- Students who are TARDY should check in at the FRONT OFFICE.

Traffic Flow: AFTERNOON PICK UP

updated November 2017

Thank you for keeping all of our Sharky students SAFE.



AFTERNOON PICK UP

- Junior Academy Parking Lot is open for parent parking
- Elementary Parking Lot is OPEN
- 4 gate EXIT points:
 1. JA Blue Gate
 2. Alwood Fire Lane
 3. Kinder Black Gate
 4. Elementary Sidewalk
- Kinder Choral
 - Option for pick up at Alwood
- Two CROSSING Guards
 - Tamar+Alwood (current)
 - Rama+Alwood (Dec 1)
- AFTERNOON DROP IN ACTIVITY LOCATIONS: 3:20-3:55
 - Software Session (iPad Lab)
 - Homework Drop-In (Elementary Library)

VISITORS

Parents of enrolled students are welcome to observe and learn about the educational programs in their child's classroom. While parents are welcome, the paramount concern of the school is to provide a safe, orderly and inviting learning environment in which disruptions to instructional time are minimized. Unexpected visitors disrupt the class by distracting teachers and students from their work. Arrangements for classroom visitations should be made in advance with the teacher. Please know that any individual who disrupts the educational environment may be asked to leave.

As part of our commitment to keep every child, parent, teacher, and staff member safe, SJCA will be using the Raptor Visitor Management System. Part of keeping students and faculty safe is knowing who is in our building at all times. The Raptor system will better allow us to track visitors and volunteers throughout the school day. Upon entering the front office, visitors will be asked to present a valid state-issued ID, which will be scanned into the system. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. Please help us by making sure you have your ID with you when you plan to visit our school.

Due to Fire Safety Code younger siblings are not permitted to eat in the cafeteria. Due to liabilities, siblings are not permitted in school while in session.

SCHOOL CELEBRATIONS

We believe in celebrating personal, national, classroom, cultural occasions. Guidelines will be established and shared by your Homebase Teacher and Homeroom Parent for all upcoming occasions.

SCHOOL EXCUSED ACTIVITIES

SJCA understands that parents and students want to attend certain functions that occur during normal school hours. However, we would prefer parents not pull siblings during instructional times to attend.

1. Students cannot be excused to attend Core Value Assemblies/Renaissance Assemblies.
2. Students who wish to attend "Take Your Child To Work" day are encouraged to come to school to check in and then be signed out to attend this function. Please note that this event is considered an absence.

BIRTHDAY CELEBRATIONS

Our January, 2017 California Food Services State Audit required that we discontinue the Birthday Pizza Lunch program. The pizza lunch is not calculated as part of the weekly nutritional analysis and therefore, puts our program out of compliance.

Our solution:

- Parents will still have the option of bringing in goodie bags and a celebration snack to be distributed the **LAST 15 MINUTES** of the school day;
- Other options to celebrate may include:
 1. Birthday book donation to the class library
 2. Playground balls (not small bouncy balls or tennis balls) and equipment
 3. Classroom board games

WAYS TO BE INVOLVED

VOLUNTEER POLICY/TB TESTS

Parent volunteers are welcome and appreciated. The staff is grateful for any time you are able to spend at our school. We depend upon you, our volunteers, to help make SJCA a special, supportive place to learn and grow. In order to provide the best possible atmosphere for our students, the following volunteer guidelines have been established:

- **TB Test**

Parents who volunteer at least once a week in classrooms must have this form on file with our school. The California State Board of Education require that all school volunteers and employees be tested for exposure to tuberculosis every four years. In accordance with Health and Safety Code §121545 volunteers must show proof of tuberculosis clearance. The initial examination must consist of a Mantoux skin test. Volunteers may be tested by their own physician or visit a Los Angeles County Health Center.

- **Register using your ID in the front office and wear volunteer badge at all times**

For the safety of our students, we require all volunteers to register on our Raptor System when arriving and sign out when leaving.

- **Appropriate Attire**

SJCA adheres to a strict dress code for our students. We would also like to encourage our volunteers to wear appropriate clothing while on campus.

- **Siblings**

Younger children should be left in the care of others while you are volunteering at SJCA. At no time should any children be present in the workroom or classroom during your volunteer time.

- **Confidentiality**

We insist that you maintain confidentiality outside the classroom. If a parent asks about a student's performance or behaviors, please refer them to the teacher. It is inappropriate to discuss situations observed while acting as a volunteer. If you observe something you have questions about, please make sure to discuss it with the teacher in private, and not in the presence of children.

- **Volunteering when there is no direct teacher supervision**

For parents who wish to volunteer in circumstances where there is no direct teacher supervision, fingerprint clearance is needed in addition to the TB Test.

- **Questions/Issues**

We don't expect you to agree with everything a teacher does in class; but each teacher's job is to make decisions in the best interest of the whole class. Please trust that the teacher has been trained to provide the 'best educational experience' possible. If you have concerns, please be sure to contact the teacher directly to discuss.

- **Discipline**

The school, and each classroom, has an established discipline policy. We ask that you support students by encouraging them to make good choices and demonstrate appropriate behavior. When issues arise concerning inappropriate behavior, we encourage parents to direct any inappropriate actions to the teacher.

- **Support the classroom teacher to maximize instructional time**

Parent volunteers work under the direction of the classroom teacher, who defines the volunteer's duties. When you are volunteering in a classroom where several parent volunteers are present, please keep adult conversations to a minimum. Please do not make comments/jokes out loud – it is very disruptive to the classroom environment. This will assist students in staying focused on the classroom lesson or activity. Also, to avoid any unnecessary classroom interruptions, if you carry a cell phone, please turn it off. If you need to hold any phone conversations, please do them outside of the classroom and keep any adult conversation private and appropriate in nature.

FIELD TRIP CHAPERONE GUIDELINES

In order to be selected to accompany your child's class on their fieldtrip, please read the following information. Please note that many field trips locations limit the number of chaperones allowed to accompany the students. All effort will be made to select chaperones in a fair and impartial manner.

- **Arrive to school and check in using the Raptor System to receive your visitor badge. (It's a good idea to get checked into the Raptor System before the morning of the field trip.)**
- Report to your student's classroom at 7:45 am.
- Return to San Jose Charter Academy with the students.
- Bring a sack lunch unless otherwise instructed by classroom teacher.
- Assist and Support Group Supervision. (Organization allows maximized program benefits.)
 - Keep your group together.
 - You will be attending the field trip to assist the teacher, who is ultimately responsible for each child's safety. (Valuable time can be lost looking for missing participants.)
- Adults are requested not to bring toddlers in strollers, preschool children, or infants. Only the grade level booked are allowed on the tour.
- Water bottles for all participants are recommended.
- As a chaperone, please be prepared to stay at First Aid if necessary with an ailing child.
- Please assist with the disposal of all trash before leaving your lunch area and make sure ALL students have used the restroom before departing.
- **No shopping will be allowed for either chaperones or students. This applies to all Vendors and the Food Venues.**
- **Chaperones will be confirmed via ParentSquare.**

Please understand that this will be an Educational Field Trip, thus, only San Jose Charter Students and chaperones will be allowed on the field trip.

SCHOOL SITE COUNCIL (SSC)

The SJCA School Site Council meets approx. six times during the school year. It is comprised of the school's administration, teachers, support personnel, and equal number of parents. The primary task of the SSC is to ensure that the school is continually engaged in identifying & implementing curriculum & instructional practices that result in both strengthening the core academic program & ensuring that students have access & success in the program.

This is accomplished by the SSC through:

- Deciding to participate in the School Improvement, School Based Programs
- Participating in the development of the Single Plan for Student Achievement
- Determining the organizational structure, operations and by-laws
- Monitoring of school effectiveness
- Reviewing and updating school plans
- Establishing and approving the annual budget
- Establishing continuous communication links
- Participating in the school decision making process

DISTRICT ENGLISH LANGUAGE ACQUISITION COUNCIL (DELAC)

The SJCA English Learner Advisory Committee (DELAC) comprised of parents, staff, and community members designated to advise district officials on English learner programs and services.

The DELAC shall advise the school district governing board on at least the following tasks:

1. Development of a district master plan for education programs and services for English learners. The district master plan will take into consideration the school site master plans.
2. Conducting of a district wide needs assessment on a school-by-school basis.
3. Establishment of district program, goals, and objectives for programs and services for English learners.
4. Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
5. Review and comment on the school district reclassification procedures.
6. Review and comment on the written notifications required to be sent to parents and guardians.
7. If the DELAC acts as the English learner parent advisory committee under California *Education Code* Sections 52063(b)(1) and 52062(a)(2), the DELAC shall also review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP).

PARENT TEACHER ORGANIZATION (PTO)

All parents and friends of SJCA are encouraged to demonstrate the value they place on their child's education by becoming a member of the SJCA Parent Teacher Organization (PTO). Our PTO promotes activities that benefit the education and character development of our students. Additional information will be provided to all families on an annual basis.

Questions, please contact PTO at PTO@sanjosecharteracademy.com

Fundraising: SJCA PTO will hold fundraising campaign(s) each year. The fundraising will be used to meet the operating budget and required expenses of the PTO. Other funds will be used to provide educational opportunities to students and staff. The PTO is committed to providing teachers and students with many of the materials and funds that are not otherwise available to enhance the learning experiences at SJCA. All selling is voluntary and no minimum sales will be required. Classroom or other school groups will have to have approval of the Principal before conducting any type of fundraiser.

CULTURAL CONSCIOUSNESS COMMITTEE (CCC)

Mission Statement

CCC supports programs and resources dedicated to fostering a school environment of exploration and consciousness raising and empowering, as well as celebrating our diverse cultural community.

CCC works to create an inclusive and justice-oriented learning community by emphasizing and exploring our vast socio-cultural diversity through events and program for students, families and staff both on campus and through our community.

Vision Statement

To identify and provide opportunities that allows students to gain a better understanding and appreciation toward other cultures' customs, values, and beliefs thereby nurturing a dynamic, inclusive and just 21st-century lifelong learning community.

CULTURAL CONSCIOUSNESS COMMITTEE (CCC) CONTINUED...

The mission will be carried out by:

- Supporting students and the school community by encouraging self-discovery and exploration of the relevance of diversity in all its forms to one's life and the life of the community.
- Organize, direct and sponsor cultural celebrations and other community oriented events.
- Provide support and resources to teachers to help them promote cultural diversity in the curriculum and classroom.
- Advocate for a curriculum, which further celebrates the cultural diversity for our students, school and community.
- Advocate for inclusion and participation in CCC at all levels of the school structure.
- Provide diversity training/workshops/forums for the school community to help challenge stereotypes in order to raise self-worth and community consciousness.
- Promote awareness of cultural significance through the recognition of culturally significant events, accomplishments and anniversaries to the entire student body via the website, school calendar, school events, social media and video.
- Cultivate relationships and collaborative partnerships with parents, teachers, cultural organizations and communities.

ENROLLMENT PROCEDURES

ACCEPTABLE DOCUMENTATION FOR PROOF OF AGE

Documentation needed to show proof of age includes:

- Birth Certificate
- Hospital Certificate
- Passport

ATTENDANCE

ATTENDANCE/TARDIES

Absence from school, regardless of the reason, limits your child's educational opportunities and can negatively affect his/her grades and academic achievement.

To promote good school attendance, SJCA staff has worked diligently to implement its Student Attendance Program. This program involves a numbers of components that positively impact the attendance of students. The following are examples:

1. Individual recognition of students
2. Classroom recognition during monthly assemblies
3. Incentives for students and classrooms

In addition to the positive incentives, the school also has a system in place where parents are kept informed of their child's attendance. We highly encourage parents to monitor their child's attendance on a continuous basis. Corrections can only be made within a short period of time after the absence.

ATTENDANCE/TARDIES CONTINUED...

This includes:

1. Daily autodialer call that lets parents know their child is absent.
2. Letters sent home informing parents of excessive absences. At least three different types of letters are sent home.
3. Phone calls and meetings with School Counselor and/or Principal.
4. Student attendance appears on the Illuminate system and on all SLCs.

For students demonstrating negative attendance patterns, there is a policy in place to address excessive absenteeism. Seven (7) absences are considered as a maximum number of absences students miss over the course of a school year.

- SJCA will send out a letter when a student has acquired 5 absences.
- A second letter is sent out at 10 absences. Your student will be put on probation at this time.
- If your child reaches 15 absences, they may be removed from the school, per SJCA Board approved policy, dated 11.7.12.

Please know that San Jose Charter Academy does not receive state funding for students who are absent, regardless of the reason. If your child is well & can attend school, please encourage regular attendance.

San Jose Charter Academy firmly believes that success in school is directly related to good attendance and punctuality. When a student comes late to school it may create an embarrassing situation and is disruptive to the class and the educational program. All students are expected to be in class on time. The bell to go to class rings promptly at 7:40 am to inform students its time to be in class. School and class begin promptly at 7:45 am for students in grades 1st – 8th and 8:45 for Kindergarten and Transitional Kindergarten. Gates are closed at 7:45 for 1st through 8th. Any student entering the campus after 7:45 must go to the front office for a tardy slip. The same is expected of TK and Kindergarten students if they arrive after 8:45. Additionally, any student with more than 10 tardies will not be eligible for perfect attendance awards given out at the end of each year.

In the event that your child is absent from school, please include the following elements in your verification note within 3 days of the pupils return to school:

- Student's name
- Name, signature and relationship to student of the person who wrote the note
- Date note was written
- Date/dates of absences
- Reason for the absence

INDEPENDENT STUDY

Students who foresee being absent for five or more days for justifiable reasons may request an Independent Study Contract **no less than two weeks prior** to the first day of absence to prevent loss of learning time. The Independent Study contract must be completed and returned to the office **no less than one week before** the first day of absence to receive full credit for missed assignments.

Students must return all completed assignments to their teachers(s) the first day they return. Due to high academic demands and the importance of classroom instruction, it is not advised that students participate in extended vacations that may cause them to miss school for long periods.

The student is eligible to earn academic and attendance credit for the days he/she is gone if the work is completed and returned by the due date. However, families need to understand that the Independent Study Program is not homework. When a child is enrolled in Independent Study, he or she is making a commitment to complete a full day's schoolwork for each day that he or she is enrolled in the program. Parents must be committed to supervising the completion of the assignments. Families should consider this before enrolling a student in the program.

STUDENT CHECK-OUT

We have been entrusted with the safety and overall care of your child. If it is necessary for your child to be released during the school day, you must first come to the office. The office ambassador will call the student's classroom and have him/her sent to the office.

The parent must then sign the student out and wait for their child to come into the office for verification. If someone other than the parent is picking up the student, a note identifying the person along with permission for us to release your child is needed and will then be verified. These procedures are for your child's protection!

Note: A photo ID will be required by anyone checking a child out for those that the office staff does not recognize.

CHILD CUSTODY

- STATE LAW requires parents to inform the school any time the custody of a child changes.
- It is the parents' responsibility to provide the school a copy of court orders pertaining to a child's custody.
- Without a court order, the school CANNOT keep a child from being picked up by either parent.

FOOD SERVICES

SCHOOL LUNCH AND BREAKFAST PROGRAM

SJCA participates in the National School Lunch and School Breakfast Programs. Please be advised that we will no longer be part of the West Covina Unified School District application process. All families wishing to apply for the National School Lunch Program while attending San Jose Charter Academy must do so directly through San Jose Charter Academy. Applications **WILL NOT** be accepted by West Covina Unified School District. If you have a sibling attending a West Covina Unified School you will need to complete a separate application for both San Jose Charter Academy and West Covina Unified School District. Applications need to be turned in to the front office.

Student meal prices are as follows:

BREAKFAST

Elementary, \$2.50

Junior Academy, \$2.50

Reduced, 25¢

LUNCH

Elementary, \$3.50

Junior Academy, \$3.50

Reduced, 25¢

You are welcome to pay weekly, monthly, bi-monthly, or yearly. You can pay in person by cash or check (made payable to San Jose Charter Academy) and drop it off with the food services personnel in the cafeteria.

For added convenience, we offer 'Online Meal Payment Accounts'. Please visit www.schoolcafe.com to register, make payments, check balance, and monitor usage. If you have any issues you can call SchoolCafe at 855.729.2328 or email them at customercare@schoolcafe.com

FREE AND REDUCED

Eligible students may receive meals free or at a reduced price. To qualify, complete an application for Free and Reduced Price Meals and return it to your child's school office. Applications will be send home in the school's first day packet and also available in the school office. Applications are always available in the front office, so if your financial circumstances should change, please make sure you request an application for assistance.

If you now receive food stamps, Aid to Families of Dependent Children (AFDC) or benefits from the Food Distribution Program on Indian Reservations (FDPIR), your child(ren) may automatically be approved for free meals. (E.C. §49520) In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or handicap. If you believe you've been discriminated against, write the Secretary of Agriculture, Washington, D.C. 20250.

LUNCH MONIES OWED

Please make sure that your child has the proper funds available on their lunch accounts. Every attempt is made to notify parents when funds are needed. Schoolcafe.com also allows parents to set up a low balance e-mail alert. Notes are sent home to remind parents when funds are low. A student whose account is in debt greater than two meals may receive an alternate meal until debt is paid in full.

MANAGING YOUR STUDENT'S BREAKFAST/LUNCH ACCOUNT



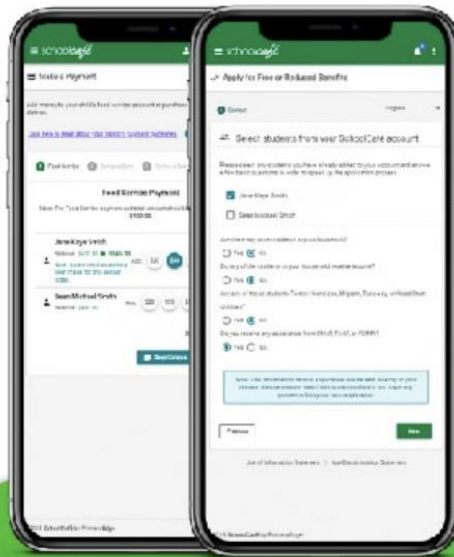
One app for your entire cafeteria

APPLY FOR FREE & REDUCED MEALS

Applying for free and reduced meal benefits has never been easier. Apply, submit, and track your application status from start to finish.

MANAGE BALANCES

Make payments, view purchase history, and receive low balance alerts. For convenience, setup automatic payments to replenish their cafeteria funds.

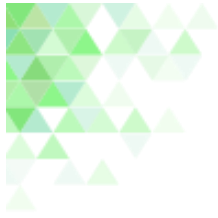


www.schoolcafe.com



Don't forget to download the schoolcafe app for easy access to your student's lunch account. Need assistance ? Call or Email , Carmelita at 626.856.1693 ext 4301, carmelita.alvarez@sjcharter.com Having trouble creating your account? A quick card has been attached for reference. Still need help, give customer care a call @ 855.729.2328.

Don't forget, to select San Jose Charter Academy as your school district.



schoolcafé

QUICK CARD

Contact Info: (Note: For security purposes, you may be asked to verify your contact info, including your security answer, when you request help.)

Phone: 855.PAY-2-EAT - (855) 729-2328

Email: customer@schoolcafe.com

Website: <https://www.schoolcafe.com>

REGISTRATION

1. Select [Create a new account](#)
2. Select *I'm a Parent* and select [Next](#)
3. Enter your name and contact information, and then select [Next](#)
4. Create a username and password you will easily remember, and confirm the password
5. Set up a security question and answer (in case you do forget your login credentials) and select [Next](#)
6. Read and accept the Terms & Conditions, and then select [Create My Account](#)

MAKE A PAYMENT





1. At the top of your Dashboard, select [Make a Payment](#)
2. Enter payment dollar amounts for each student as desired and select [Checkout >](#)
3. (Optional) If your district allows for purchasing of other types of school items (yearbooks, fees, etc.), you will see a [Shop Campus Store](#) button, where you can enter payment amounts for those items as well. If the district does not accept those kinds of payments through SchoolCafé, this button will not be visible.
4. On the Checkout screen, confirm the total and select an existing payment method, or choose [Add a New Card](#) to add a new card.
 - a. When adding a new card, you can enter your card's details and either save the card (even making it your default payment card) or simply use it for a one-time payment.
5. When you have confirmed all details, select [Submit ✓](#) to complete the payment. Funds are typically available at the child(ren)'s school(s) within 20 minutes.

ADD STUDENT(S)




1. At the top of your Dashboard, select [Add a Student](#)
2. Enter your student's information as requested
3. Select [Search & Verify student](#)
4. Verify the student found is accurate and select [Add this Student](#)



SET UP AUTOMATIC PAYMENTS

1. From your Dashboard, locate an individual student on your account and select the blue text next to 'Automatic Payment' (the text will say either 'Not Set' or 'Set for ...')  Automatic Payment: 
2. In the first field, enter a Payment Amount. This amount will be paid automatically.
3. In the next field, enter a balance threshold. This tells SchoolCafé how low the student's balance must be before the payment will be made.
4. Select a payment source or select  [Add a Card](#) to add a new card.
5. In the last field, confirm the date that the Automatic Payment will expire. (Note: this date should be before your payment source expires, if possible!)
6. Select 

SET UP LOW BALANCE ALERTS

1. From your Dashboard, locate an individual student and select the blue text next to 'Low Balance Alert' (the text will say either 'Not Set' or 'Set for ...')  Low Balance Alert: 
2. In the first field, enter a balance threshold. This tells SchoolCafé how low the student's balance must be before a low balance alert is sent to you.
3. In the next field, enter how often you would like to receive a reminder that the student's balance is below the threshold. This is helpful in case you miss an email or alert.
4. Select 

For answers to frequently asked questions, and to get the most up-to-date help with this or any other information not covered here, please visit our website at <https://www.schoolcafe.com> and select

 FAQs

LUNCH WITH YOUR CHILD

On occasion, you are welcome to come to campus to have lunch with your child. There are three guidelines we ask that everyone follow:

- You are able to sit with your TK - 8th-grade child(ren) under Sharky's Shelter. All other friends and classmates must sit with the rest of their grade level in the cafeteria or designated Junior Academy areas.
- We ask that all students, parents and/or lunch visitors **do not share food** with other students due to the issues related to allergies. In wanting to willingly share with others and thinking there is no harm, we caution this, as the liability is great for both the parent and SJCA.
- Lunch visitors are limited to Sharky's Shelter area and cannot join students on the playground.

Unfortunately, if the policy continues to be broken, SJCA will be forced to disallow parent participation at lunch, which will require the parent who wishes to eat with their child to check them out from school and bring back after lunch to eat off campus. Please help us keep our students safe.

LUNCH DROP OFF PROTOCOL

We encourage all students to come to school with their home lunch or money added to their account to reduce interruption to our student's day. We know from time to time you may need to drop something off for your child, and when doing so should leave it in the designated lunch spot in our main office. Your child will be responsible for coming to pick up their lunch without office personnel contacting them in their classroom. You will not be able to leave fast food beverage containers or cups for your child to maintain food safety guidelines.

STUDENT SAFETY

CHANGE OF ADDRESS

If any information or phone numbers change during the school year, please contact the school office with the new information as soon as possible.

EMERGENCY INFORMATION CARDS

The information you provide on the emergency cards is essential in helping the school staff to assist your child in the event of an emergency. You may also include on the emergency card your authorization to allow the school to release your child to someone else in the event you are not available to pick him/her up from school. If you are going to be late to pick up your child, please contact the school office to make necessary arrangements.

Should an emergency or natural disaster occur, students would be kept at school until they can be safely released to parents or to an authorized person, or until the students can be dispersed to their homes in a safe manner. Please complete all of your child's Emergency Information and return it to the school promptly.

REQUEST FOR STUDENT DOCUMENTS/INFORMATION

Any request for student records or documents (ex. transcripts for high school, IEP documents, etc.) pertaining to your child's academics need to be made in writing. Please allow 1 week to receive documents.

EMERGENCY READINESS PROGRAM

We have developed safety procedures to follow in the event of a fire or earthquake. Practice drills are held on a regular basis during the school year. Each classroom has an Emergency procedures map containing escape routes, class lists of each division, Earthquake and Fire Drill procedures and an emergency pack.

EMERGENCY PROCEDURES

In case of a typical emergency situation or illness, the procedure will be:

1. To contact a parent or guardian at home or at work.
2. To contact a relative, neighbor, or other responsible adult whose name appears on the emergency referral form.
3. To call 911. In instances where medical attention is needed without delay, a parent/guardian will be called after emergency personnel have been notified.

GUNS FREE SCHOOLS ACT

Penal Code 626.9 PC is what's known as California's Gun-Free School Zone Act. Enacted in 1995, this California firearms law prohibits you from possessing or discharging a firearm in a school zone. An area is a "school zone" if it is within 1,000 feet of public or private school grounds. The penalties for violating this law are severe and include substantial prison time independent of the penalties you face for simultaneously violating any other California gun law. Discharging a firearm in a school zone subjects you to a three, five, or seven-year prison sentence and is always a felony. Similarly, possessing a firearm on school grounds is always a felony. For more information: [http: www.leginfo.ca.gov](http://www.leginfo.ca.gov)

DISASTER CRISIS EMERGENCY PROCEDURES

In the event of an emergency, parent will be notified using the contact numbers provided on Illuminate through Parent Square alerts. These messages will be sent to all listed parent contacts, including email, text, and phone. It is vital that you keep all your contact information current for this reason. We test these notification systems termly.

VIDEO CAMERA SURVEILLANCE

School district buildings and grounds are equipped with electronic surveillance for the safety of students, staff and visitors. Your actions may be recorded and preserved.

HEALTH AND WELLNESS OF OUR STUDENTS

HEALTH OFFICE

The health paraprofessional works in the school health office under the supervision of a Registered Nurse and is certified in CPR and First Aid.

The role of the health paraprofessional is to:

- Provide direct care to students who become ill during the school day
- Alert parent/guardian when a student needs to go home or if they require further observation or medical care
- Administer medications
- Assist District Nurse with the prevention and control of communicable diseases. Distribute communicable disease information to school staff and parents as needed
- Monitor compliance with state required immunizations
- Maintain student health records

ILLNESS OR INJURY

If your child becomes ill and must be taken from school, we will place a call to parents. If we cannot reach you, a designee from the emergency card will be called to pick up your child (please list local people as your emergency designees). Vomiting or a temperature of 100 degrees requires pickup of the child.

If your child is injured at school and the injury appears serious, we will call you (or an emergency-card designee if we cannot reach you).

In a medical emergency, we will call the Fire Department's paramedics; if necessary, they will transport your child to a local hospital.

COMMUNICABLE INFECTIOUS DISEASES

Parents need to report any communicable/infectious diseases that their child might have (i.e. chicken pox, strep throat, measles, whooping cough, pink eye, ringworm, impetigo, scabies, scarlet fever).

Any student found to have a communicable/infectious disease (e.g., chicken pox, strep throat, ring worm, impetigo, scabies, scarlet fever) is not allowed to be at school so long as there is any risk of such disease being transmitted by the pupil.

Upon the return to school, the student must bring a physician's letter indicating that the disease is no longer transmittable. The letter should be brought to the office.

IMMUNIZATIONS

California's school immunization requires that all students have proper immunization. Except for the exemptions listed below, in order to enroll a child, the school must be provided satisfactory evidence of immunization from the following communicable diseases: diphtheria, tetanus, pertussis (except that pertussis vaccine is not required for children seven years of age or older), polio, measles, rubella, mumps, hepatitis B, varicella (chicken pox), and TDAP Booster prior to the start of 7th grade.

The evidence must be a statement, certificate or record from a physician or other recognized health facility or personnel, stating that the child has been given the required immunizations (and the dates they were given); except that if the child has already had chicken pox, the doctor must provide documentation on child's yellow immunization record "Had Disease", and the date thereof, and that the child therefore does not need that vaccine.

MEDICATIONS FOR STUDENTS

School regulations require that no pupil shall take medication during school hours except upon the written request from a licensed physician who had the responsibility of the medical management of the pupil. All requests must be signed by parent/guardian and filed annually at the school of attendance prior to any medication being given. Medications include both Over-The-Counter (e.g. aspirin, cough drops, cough syrup, eye drops, ointments, etc.) and prescription drugs. **Students are not permitted to carry any of these medications with them while on school grounds.**

As of 2020, AB743 allows for the self-administration of prescribed Asthma medication by the student. We require written approval from their doctor with detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent or guardian consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from civil liability if the self-administering pupil suffers an adverse reaction by taking medication pursuant to this section.

Parents/Guardians Responsibilities:

- Ask your doctor to fill out the medication form completely & accurately.
- Parent/Guardian must sign and date the form.
- Parent/Guardian must bring completed form & medication to the school office. DO NOT send with pupil.
- Medication must be in properly labeled container with the same orders as noted on the medication form.
- An accurate measuring spoon must be provided, if medication is in liquid form.
- Parent/Guardian must bring any change in prescription or medication in writing from the doctor.
- Parent/Guardian must pick up any unused medication at the end of the school year.
- Completed medication forms are only valid for the current school year. New authorizations are required at the beginning of each school year.

WELLNESS POLICY

San Jose Charter Academy is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity under a Coordinated School Health Program. It is the intent of SJCA that:

- SJCA will engage students, parents, teachers, food service professionals, health professional, and other interested community members in developing, implementing, monitoring, and reviewing nutrition, health, wellness and physical activity policies.
- All students in grades TK-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- SJCA will provide nutrition education and physical education to foster lifelong habits of healthy programs, and related community services.
- SJCA will provide a safe and healthy school environment that ensures that students and adults are physically and emotionally safe.
- The wellness policy will be evaluated on an ongoing basis to measure the implementation and effectiveness of the policy.

The SJCA Wellness Policy is posted in its entirety on our SJCA website.

HOMELESS POLICY

In accordance with the McKinney Vento Act, the governing charter school board recognizes its obligation to ensure that homeless children have access to the same free and appropriate public education provided to other children within the district. The district shall provide homeless students with access to education and other services necessary for these students to meet the same challenging performance standards as other students. Homeless students shall not be segregated into separate schools or programs based on their status as homeless, nor shall homeless students be stigmatized in any way.

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

The district shall provide transportation for a homeless student to and from a district school of origin when the student is residing within the district and the parent/guardian requests that such transportation be provided. If the student moves outside of district boundaries but continues to attend this district's school of origin, the Superintendent or designee shall consult with the Superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

Homeless means students who lack a fixed, regular and adequate nighttime residence and includes: (42 USC 11435)

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings.
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in conditions described in items above.
- Unaccompanied youth who are not in the physical custody of a parent or guardian.

The SJCA Homeless Policy is posted in its entirety on our SJCA website.

EDUCATION FOR HOMELESS CHILDREN/HOMELESS POLICY

The SJCA Charter School Board recognizes its obligation to ensure that homeless children have access to the same free and appropriate public education provided to other children within the district. SJCA shall provide homeless students with access to education and other services necessary for these students to meet the same challenging performance standards as other students. Homeless students shall not be segregated into separate schools or programs based on their status as homeless, nor shall homeless students be stigmatized in any way.

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation. If you have any questions about services for our homeless families please contact our homeless liaison, Mrs. Patricia Silva at 626.856.1693 ext. 5005 or email her at pat.silva@sjcharter.com.

SWIMMING PARTY RECOMMENDATION:

San Jose Charter Academy does not sponsor swimming or pool parties and therefore cannot be held liable for any activities hosted by families. SJCA strongly recommends hiring a licensed life-guard(s) for any private functions. Federal safety statistics show that drowning is the fifth-leading cause of unintentional death, and young children are at particular risk of accidental drowning or non-fatal submersion injuries.

MENTAL HEALTH

According to the National Association of School Psychologists, "Mentally healthy children are more successful in school and life. Good mental health is critical to children's success in school and life.

Research demonstrates that students who receive social–emotional and mental health support achieve better academically. School climate, classroom behavior, on-task learning, and students' sense of connectedness and well-being all improve as well. Mental health is not simply the absence of mental illness but also encompasses social, emotional, and behavioral health and the ability to cope with life's challenges. Left unmet, mental health problems are linked to costly negative outcomes such as academic and behavior problems, dropping out, and delinquency."

In accordance with AB 2022, Pupil mental health services: school notification, San Jose Charter Academy wants to ensure that parents, guardians, and students are informed about resources available for anyone who believes they are in a mental health crisis.

We encourage parents/guardians and student to talk with an adult in the school, including our school counselor, Mrs. Silva at 626.856.1693 ext. 4405 or a school psychologist at 626.856.1693 ext. 4504, if they are concerned about another student and possible mental health needs.

SUICIDE HANDBOOK/HOTLINE

Youth suicide is a preventable public health problem. Suicide prevention involves school-wide activities and programs that enhance connectedness, contribute to a safe and nurturing environment, and strengthen protective factors that reduce risk for students. **Take all threats of suicide seriously.**

Suicide prevention includes:

- Promoting a positive school-climate.
- Increase staff, student, and parent/guardian knowledge of warning signs and risk factors for suicide and what to do when a student is expressing suicidal ideation/behavior.
- Engaging students by providing structure, guidance, and fair discipline.
- Monitoring students' emotional state and well being by making referrals for support, as needed.
- Promoting access to school and community resources.

Assembly Bill 1767 “requires the governing board or body of a local education agency that serves pupils in grades 7 to 12...adopt a policy on pupil suicide prevention, as specified, that specifically addresses the needs of high-risk groups.”

A complete copy of our Suicide Prevention Policy can be found on our website.

National Resources
National Suicide Prevention Lifeline - 800-273-8255
Crisis Textline by texting TALK to 74171
CALL 9-1-1

NICOTINE

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours (24/7):

- In any building, facility, or vehicle owned, leased, rented, or chartered by the San Jose Charter Academy.
- On any school grounds or property – including athletic fields and parking lots.
- At any school-sponsored or school-related event on-campus or off-campus.

In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of SJCA are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds.

Further, no student shall be permitted to possess a tobacco product, including electronic smoking devices (electronic cigarettes, electronic cigars, hookah, vape pen, or any other product name or descriptor). This also includes smoking, chewing, or otherwise ingesting tobacco products.

Consequences for students engaging in the prohibited behavior will be provided in accordance with school discipline policy.

AFTERSCHOOL SPORTS: PHYSICAL & CHECK OUT PROTOCOL

All students participating in our sport programs must provide proof of medical coverage to be able to participate. NO EXCEPTIONS. Name of your insurance provider and policy number are required. It is recommended that students obtain a physical each year before participating in after school sports.

Away Games - Check Out Protocol

All students not riding the bus back to school after sporting event must be signed out by a parent or guardian – NO EXCEPTIONS.

DEFIBRILLATOR

Effective July 1, 2019 in accordance with AB2009 a defibrillator is now available in our health office in the event there is a medical need. Key personnel have received training on the administration of the AED.

Assembly Bill 2009 Requires AEDs at Interscholastic Athletic Programs

California now requires school districts' public and charter schools that offer interscholastic athletic programs to:

- Put an emergency action plan in place addressing, among other things, sudden cardiac arrest emergencies.
- Acquire at least one AED for each public or charter school in the district (effective July 1, 2019) to be available on campus.
- Encourage that AEDs be made available for use within 3-5 minutes of sudden cardiac arrest.
- Ensure AEDs are made available to athletic trainers and coaches and other authorized individuals at athletic programs, on-campus activities, and events.
- Ensure AEDs are properly inspected and maintained.

SEX ED/HIV PREVENTION

In accordance with the California Healthy Youth Act 2016, parents or guardians must provide a written request to school officials if they wish to excuse their child from any or all parts of this curriculum. If you have any questions regarding your child's participation, please contact Mrs. Shiroma, principal at erin.shiroma@sjcharter.com or 626.856.1693 ext. 4001

HUMAN TRAFFICKING

AB 1861 requires comprehensive sexual health education already being provided to pupils in grades 7 through 12 to include information on how social media and mobile device applications are used for human trafficking.

Child sex trafficking and commercial sexual exploitation of children (CSEC) is a public health problem in the United States. The rapid evolution of our digital environment has created new channels and opportunities for exploitation. Traffickers use social media sites to identify victims who are depressed, socially isolated, have poor self-esteem, or have little to no supervision. The sites also give the traffickers the ability to lure and exploit children and teenagers into human trafficking circles. The sheer volume of messages makes it nearly impossible for law enforcement to monitor all platforms for potential traffickers.

HUMAN TRAFFICKING CONTINUED...

In 2017, the Governor signed legislation regarding education on human trafficking awareness and prevention in mandated sexual health education courses that take place in middle and high school. AB 1861 enhances these efforts by ensuring social media use in trafficking is addressed with students.

It is imperative we provide children with information on how social media and mobile device applications are used for human trafficking and on strategies to reduce the risk of human trafficking by teaching them techniques to set healthy boundaries and to safely seek assistance. AB 1861 adds this information to the comprehensive sexual health education already being provided to pupils in grades 7 through 12 so children and youth can take steps to protect themselves. The National Human Trafficking Hotline is 888.373.7888. or Text 233-733 (Be Free).

In accordance with AB 1861, parents or guardians must provide a written request to school officials if they wish to excuse his or her child from any or all parts of this curriculum. If you have any questions regarding your child's participation, please contact Mrs. Shiroma, principal at erin.shiroma@sjcharter.com or 626.856.1693 ext. 4001

MEDI-CAL BILLING CONSENT

SJCA, in cooperation with the California Departments of Health Care Services and Education (DHCS), participates in a program that allows the district to be reimbursed with federal Medicaid dollars for select health services provided to Medi-Cal eligible students at school. This program greatly benefits our programs and all funds received are used to assist our students. We participate in this program in an effort to obtain federal funding for the Medi-Cal reimbursable health services already being performed at school. These programs include speech and special education related services including occupational therapy, counseling, etc. that are provided here at school.

In accordance with state and federal rules and guidelines, we are required to notify you that some information may be released from your student's records to the Department of Health Care Services and our provider, Paradigm Healthcare Services, LLC for claiming purposes only. This information is only released if we have your consent to do so. All information that is shared is encrypted and transmitted securely to DHCS and Paradigm. The education records that may be shared as a result of our participation in this program include:

- Student name, date of birth, and health-related evaluation, intervention, and referral information (for services received at school only).
- Practitioners' notes related to these health services and select data from a child's IEP/IFSP (if applicable)

Please know that students will not be denied services they require to attend school, and parents will **never** be billed by our district for services provided regardless of your consent, or nonconsent.

Even if your child is not currently enrolled in Medi-Cal, your consent (or nonconsent) is still needed.

CODE OF CONDUCT

BEHAVIOR CODE OF CONDUCT

The behavior policy of San Jose Charter Academy is designed to ensure that each student has the opportunity to learn in a safe and secure environment. The goal is to develop responsibility, citizenship, and respect for others. Each teacher will have standards for classroom behavior and an appropriate reinforcement system. These standards are communicated to parents at the beginning of the year at Back to School Night.

The school-wide behavior policy emphasizes positive campus behaviors and eliminates those behaviors that are unsafe and/or disruptive.

There are clear expectations set for all students as laid out in our behavior policy and San Jose Charter Academy Code of Conduct and discipline chain of command allows for the consistency across all grade levels. The redirection of behavior at any point of the discipline chain of command is rooted back to the Core Values. Student misbehaviors are kept to a minimum because of our proactive use of the Core Values - discussing potential conflict, as well as positive discipline strategies used by staff.

To achieve these goals, the following Code of Conduct has been established:

Be Kind. Be Safe. Be Responsible. Be Honest.

2019-2020 STUDENT UNIFORM / DRESS CODE POLICY

Knowing that a safe and orderly environment is the mark of an effectively achieving school, SJCA has formulated the following uniform and dress code policies in regards to what is acceptable and what is unacceptable in the manner of dress and personal appearance. If you should need assistance with obtaining uniform items, please contact our school office.

DRESS CODE RESEARCH:

According to research a school dress code:

- positively affects student academic performance and their interaction with other students
- positively affects classroom discipline and decreases disruptions
- improves school climate by decreasing the negative effects of peer pressure *and*
- increases school spirit and pride!
- decreases costs – purchasing school uniforms have proven to be less than what is usually spent for children's school clothing.

UNIFORM BOTTOMS: TAN OR NAVY BLUE

Acceptable

- Cotton twill, chino pants and jumpers
- Shorts and Skirts – **appropriate length**
- Girl & Boy Scout uniforms (**on meeting days only**)
- Shorts or Pants (**mandatory on PE days**)
- Tights must be solid uniform colors

Unacceptable

- Pants with holes, too baggy, too tight
- **Dark washed jeans**
- **Yoga pants**, fleece, sweats, or nylon wear (basketball shorts, soccer pants, joggers)
- Skirts or shorts above **mid-thigh**
- Skirts on PE Days

UNIFORM TOPS: NAVY BLUE, FOREST (HUNTER) GREEN, BURGUNDY OR WHITE

Acceptable

- **Solid, unembellished** uniform shirts (any logo, if any, should be limited to 1")
 - SJCA T-Shirts
 - Polo shirts
 - Button down shirts with collars
 - Cotton shirts with collars
 - Collarless tops
 - Sleeveless (not tank top)
- Girl & Boy Scout uniforms (meeting days only)

Unacceptable

- T-Shirts not affiliated with SJCA
- "Hanes" type of undershirts
- **"Army Green"** colored shirts
- Tank tops, tube tops and halter tops
- Low necklines
- Holes or unacceptable size (too baggy or tight)
- Plaid, print or stripes
- Shirts that reveal midriff
- Knots tied in the back to tighten shirts
-

FOOTWEAR

Acceptable

- Shoes that fit securely on the foot
- Tennis shoes (mandatory on PE days)
- Highly recommended: socks worn at all times

Unacceptable

- Open-back and open toed shoes
- Shoes with wheels
- Heels over 1 inch
- Slip on shoes on PE days
- Boots above the knee

OUTER WEAR

Acceptable

- Sweaters, sweat jackets & sweatshirts must be uniform color

HAIR

Acceptable

- Hair must be neat and clean with no unnatural colors.

Unacceptable

- Extreme hairdos
 - mohawks, **faux hawk**
 - **shaved designs**
 - spiked hair styles longer than one inch
- Unnatural hair color in any form of streaks, panels, sections (pink, blue, purple, bright red, etc)

ACCESSORIES

Acceptable

- Simple and sensible accessories
- Piercing of the **ears only**
- Visors, headbands, or hats worn appropriately (**during recess, lunch and PE only**)

Unacceptable

- Anything that causes a distraction or can cause personal injury (i.e. extra large hoop earrings, spiked earplugs, ear taper/stretcher, etc.)
Excessive makeup
- Spikes, chains or large jewelry of any kind
- Bluetooth wireless earphones and headphones

FREE DRESS POLICY AND SCHOOL SPONSORED ACTIVITIES:

Parents/guardians and students will be notified about scheduled dress down days. Students shall come to school looking clean and neat, and exhibiting grooming that will not be a health and/or safety hazard to the student or others. SJCA prohibits any dress or grooming that in the Administration's judgment may interfere with normal school operations.

STUDENTS' STREET CLOTHES MUST FOLLOW THESE GUIDELINES:

Not permitted are clothing items with inappropriate or derogatory logos or slogans, pictures, emblems, or writing that is lewd, offensive, vulgar, obscene, or imply profanity; or that depict or advertises alcohol/tobacco substances.

BACKPACKS:

- Backpacks should remain with the students at all times
- No inappropriate writing or graphics
- Personal property & grooming items must be kept in students backpack

PHYSICAL EDUCATION – GENERAL DRESS GUIDELINES

Wearing tennis shoes on a daily basis is highly recommended. Heeled shoes, sandals, slippery soles, etc. increases the risk of injury. Students who do not have appropriate shoes on PE days will be sent to office and receive dress code violation.

CONSEQUENCES FOR VIOLATING DRESS CODE POLICY

First Violation

- Warning given, parent notified
- Student supplied with loaner uniform

Second Violation

- Lunch time detention is assigned
- Second notice sent home
- Loaner uniform provided *

Third Violation

- Lunch time detention is assigned
- Parent called to bring in appropriate uniform for student to change

Repeat Offenders

- Disciplinary action will result in parent/student meeting with school officials.

*Please note: Inappropriate clothing, which caused the infraction, will be confiscated and kept until the loaner uniform is returned. Students must return the "loaner clothing" or will be billed \$10.00.

The following information is a summary of the **SJCA's Student Acceptable Use Procedures**. Students and families must understand and follow these procedures.

- Do:
 1. Use equipment for education purposes.
 2. Use equipment in an appropriate manner.
 3. Use good judgment.

- Do Not:
 1. Do not have food or drink near the device at anytime.
 2. Do not use equipment for commercial purposes or personal gain.
 3. Do not use for anything illegal or indecent.
 4. No illegal activity, bullying, harassing, or inappropriate images.
 5. Do not use in a manner that is disruptive to other users, services or equipment.
 6. No spam or viruses, large amounts of data or trying to hack or crack systems.

- Safety
 1. Never reveal personal information about yourself or someone else.
 2. Don't publish student pictures or names on any social media website without school permission.
 3. If you see anything dangerous or inappropriate tell a teacher right away.
 4. Follow school instructions on Internet safety, cyber bullying and good online behavior.

- Filtering, Monitoring, and Network Safety
 1. SJCA uses filtering software intended to block inappropriate or objectable material per CIPA.
 - Filtering software does not always catch inappropriate material. Each user is responsible for avoiding inappropriate sites.
 - Don't try to get around filtering, use proxies, special ports or change browser settings.
 2. Student use of Internet is monitored at school.
 3. Protect passwords:
 - Change as required.
 - Do not share your password in an email or other message. If you write it down, keep it safe.
 - Do not use "remember password" feature in browser.
 - Lock the screen or log off if leaving laptop.
 5. Follow school instructions on Internet safety, cyber bullying and good online behavior.

- Student Data and Privacy
 1. Staff maintains the confidentiality of student data in accordance with federal law (FERPA/COPPA). Permission from parent or guardian is needed to publish student work.
 2. Use of the SJCA network, computers, Internet and email are not inherently secure or private. SJCA reserves the right to monitor, review and store and/or disclose any electronic message to law enforcement officials or third parties.
 3. Documents, including emails, are subject to public records disclosure laws.

- Copyright
 1. Don't save or copy any copyrighted materials without permission from the owner, unless you comply with the Fair Use Doctrine of the United States Copyright Law.

- Violations of Student Acceptable Use Procedures
 1. Violating these rules and guidelines may result in network and computer privileges being taken away. Loss or damage to computers will result in changes. School conduct rules apply, and discipline may result from inappropriate use. You could be reported to the police if you engage in illegal activity.

Laptop Use and Care

- Bring the device to school, fully charged, each day unless otherwise instructed.
- Do not install, uninstall, or modify any application, game or operating system component.
- Do not download game emulators, chat clients or peer-to-peer software.
- Do not place stickers or otherwise mark the laptop. You may purchase your own laptop case.
- Ensure equipment is not lost, stolen, or damaged by keeping track of and caring for equipment:
 1. Do not leave unattended and follow school rules for securing when necessary, i.e. athletic activities.
 2. Do not force open the computer lid past its stop point.
 3. Do not scratch or mark the device's exterior.
 4. Do not remove SJCA identification labels.
 5. Do not insert foreign objects (paperclips, pens, etc.) into the device.
 6. **Do not eat or drink near the mobile device.**
 7. Use on a flat, stable surface. Use a desk or table.
 8. In the classroom, the device lid should be closed between uses.
 9. When not in use, the device should be shut down or in sleep mode.
 10. Use only proper cleaning methods.
 - Do not use water or cleaning solutions.
 - Wipe surfaces lightly with clean soft cloth.
 - Avoid touching the screen.

Non-Instructional Time Usage (i.e. Lunch)

- NO FOOD OR DRINKS ARE ALLOWED NEAR THE DEVICE.
- Camera or video for personal use is prohibited (i.e. – taking a picture and later posting to a personal social media account like Facebook, Instagram, Twitter, etc.)
- Do not use Facetime, iMessage, or any non-approved chat website while on campus unless approved by a teacher.
- The use of iTunes or Internet music streaming is strictly prohibited.

Consequences for improper use, loss or damage

- Inappropriate use or use in conflict with school rules will be in accordance with school discipline policies and may include:
 1. Loss of privileges to use or take home computer.
 2. Suspension/expulsion for serious or repeated offenses.
 3. Other corrective action.
- If equipment is lost or stolen:
 1. Report lost devices to school immediately.
 2. If device is stolen, a police report must be filed and a copy must be provided to the school.
 3. Loss of or theft of device due to negligence (leaving unattended, failing to secure per school rules) will result in charges in the amount listed below.
- If equipment is damaged:

Charges for damaged/stolen due to negligence, will be assessed with charges as follows:

 1. If you are leasing to own the computer, the incident charge can range from \$99 - \$299.
 2. If you are renting the computer, the 1st incident charge is \$195.
*Multiple incidents charge will be taken on a case-by-case basis.

Charges for Lost laptops will depend on replacement cost of fair market value at time of incident.

Lost laptops are not covered with the AppleCare Warranty.

CELL PHONE/SMART PHONE/SMART WATCH POLICY

Inappropriate use of cell phones during school hours continues to have a negative affect on instruction and student engagement. Please review the cell phone usage policy below with your child:

All students must have cell phones kept OFF (not on vibrate or silent).
It may not be used during school hours (7:45-3:15), including lunchtime.

Level 1 Violation: Cell phone ringing or having it on their person

Consequences:

- | | |
|--------------------------|---|
| 1 st offense: | Warning & parent notified |
| 2 nd offense: | Cell phone/wearable will be sent to office, parent contacted & student picks phone up after school. |
| 3 rd offense: | Cell phone/Wearable will be checked into the office daily for 1 month. |
| 4 th offense: | Cell phone/Wearable will be checked into the office for the remainder of the year. |

Level 2 Violation: Texting or using Internet

Consequences:

- | | |
|--------------------------|--|
| 1 st offense: | Student sent to administration and parent notified |
| 2 nd offense: | Cell phone will be checked into the office daily. |

Level 3 Violation: Taking pictures or Videotaping

Consequences:

- | | |
|--------------------------|--|
| 1 st offense: | Student sent to administration and put on contract |
| 2 nd offense: | Student is suspended |

Please assist us in providing your child with a world-class education by monitoring your child's cell phone usage. You can do this by 1) checking your monthly statements and 2) asking your provider for text messaging information. If you need to contact your child during school hours, please call the office. (SJCA not responsible for lost or stolen cell phones)

PORTABLE DEVICES

The following devices are allowed but cannot be used during any instructional time, unless allowed by teacher.

1. eReaders (Nook, Kindle, etc...)
2. Tablets (iPad, Android Tablet, Motorola Xoom, Galaxy Tab, Asus Transformer, etc...)
3. Smartphones (Our cell phone policy has not changed. Students are allowed to have them in their backpacks and turned off during the school day) Please see our Cell Phone Policy
4. AirPad

Security, safety, and support of the device remains the student's responsibility. ***SJCA will not be held liable for theft, loss of data, or damage to a device.*** Network & Internet access (Hotspot) via personally owned devices is not allowed. Devices with cellular data access must have the cellular data turned off or be left at home. Power outlets cannot be used to charge any personal devices.

Consequences for misuse of any personal device:

- 1st Offense: Warning and notice sent to parents
- 2nd Offense: The device will be sent to the office, parent contacted, pick up after school.
- 3rd Offense: Lose privilege of bringing device on campus. **Kept in the office till the end of year.*

SOCIAL MEDIA

1. Use social networks responsibly (no spamming, no using the tool for unintended purposes, bullying or using in an inappropriate manner, in accordance with SJCA's student code of conduct.)
2. Be aware that once something is posted to the Internet it is permanent.
3. Use appropriate language, communication and digital images.
4. Online engagement with people outside of the school should be selective. Your reputation is important to us and should be important to you. When making connections try to ascertain the identity of and confirm with certainty before working with other individuals online.
5. San Jose Charter Academy expects its students to act in an appropriate and responsible manner in person and online. Should a student be seen to deliberately violate these guidelines and the spirit of these expectations, the school may restrict, suspend or terminate access to the schools network and social media privileges or in extreme cases take further action, up to and including possible suspension or dismissal from SJCA.

Ultimately, it is imperative that parents monitor their children's social media presence. SJCA will do all we can to discourage inappropriate conduct while at school but we are not responsible for the actions occurring at home.

If you would like more information regarding how to safeguard your devices and those of your children to discourage these types of incidents please contact Mr. Mark Malana, our technology integration specialist at mark.malana@sjcharter.com or at 626.856 1693 ext. 4007 for additional resources.

PLAYGROUND RULES

Playground safety is our top priority. In order for your child to be safe and prevent unnecessary injuries we have implemented the following:

GENERAL GUIDELINES

1. Students must *walk* out to lunch recess.
2. Running
 - a. allowed when playing basketball and four square
 - b. allowed on grassy areas.
3. Food is not allowed on the playground.
4. Restrooms
 - a. Take care of your personal needs.
 - b. Throw your paper towel away in the trashcan.
5. Drinking Fountain
 - a. As a result of the Covid pandemic, we are asking that ALL students bring a personal water bottle to school to utilize during recess and PE.

GRADE LEVEL GUIDELINES

TK-1	2-3	4-5
<p>LITTLE SHARKY'S TOWER</p> <ul style="list-style-type: none"> • Slide <ul style="list-style-type: none"> - Go DOWN, feet first - One person at a time • Red curved bars <ul style="list-style-type: none"> - Climb up • Fire Pole <ul style="list-style-type: none"> - used by 2nd & 3rd graders ONLY <p>Mini-Basketball Courts</p> <ul style="list-style-type: none"> • Only for TK-3rd graders 	<p>LITTLE SHARKY'S TOWER</p> <ul style="list-style-type: none"> • Slide & Fire Pole <ul style="list-style-type: none"> - Go DOWN, feet first - One person at a time • Red curved bars <ul style="list-style-type: none"> - Climb up • Monkey Bars <ul style="list-style-type: none"> - used by 3rd graders ONLY <p>Mini-Basketball Courts</p> <ul style="list-style-type: none"> • Only for TK-3rd graders <p>SOCCER (Kicking)</p> <ul style="list-style-type: none"> • Only on the grassy area by 4th grade portables – 3rd Gr. Only <p>FOOTBALL (Throwing)</p> <ul style="list-style-type: none"> • Only on the grassy area by 4th grade portables – 3rd Gr. Only 	<p>BIG SHARKY'S TOWER (4th-5th)</p> <ul style="list-style-type: none"> • Slide <ul style="list-style-type: none"> - Go DOWN, feet first - One person at a time <p>BASKETBALL COURT</p> <ul style="list-style-type: none"> • Half-court games only <p>SOCCER (Kicking)</p> <ul style="list-style-type: none"> • Only on the grassy area by 4th grade portables <p>FOOTBALL (Throwing)</p> <ul style="list-style-type: none"> • Only on the grassy area by 4th grade portables

PERSONAL/VALUABLE ITEMS

Students should not bring personal items, including toys, to school unless they receive prior permission from their teacher. If a student has items for after-school use, they must remain in their backpack during the school day.

The school administrators and staff cannot be responsible for money or valuables that students bring to school. Students are to leave valuables at home and bring only the money needed for lunch and/or breakfast. This includes electronics, videogames, toys, jewelry, etc.

PUBLIC DISPLAY OF AFFECTION

Students are expected to display appropriate and respectful interpersonal physical contact at all times. Excessive interpersonal contact or inappropriate displays of affection may result in disciplinary action.

LOST AND FOUND

A student's belongings, i.e. backpacks, jackets, sweaters, gloves, hats, etc. - should be marked with first and last names to ensure recovery. Hundreds of items are lost annually because of lack of identification, all clothing items found around the school are placed in a container in front of the elementary cafeteria.

Money, keys, jewelry, electronics and glasses are turned into the office.

Once a month lost items will be displayed by the main office where they can be claimed. Items that remain unclaimed are donated before winter and spring breaks and shortly after school is out in June.

PHOTOGRAPHING OF STUDENTS

Taping, filming, or photographing students for commercial purposes is normally prohibited. Any exceptions require an application in writing, parent release, and approval of the Superintendent or designee.

1. Commercial purposes in this context is defined to mean:

- For sale whether at a profit or not, or
- For use in connection with the advertisement or promotion of goods or services.

2. Students in this context means boys and girls enrolled in the school during that part of the day they are at school, on the school grounds, or engaged in any activity under the direction and supervision of the school.

Exceptions:

Not included in the prohibition are the following, which are permissible within good judgment as to time, place, and circumstances and with the approval of the Superintendent or person in charge:

- Pictures by an established news service or publications for purely news or feature use;
- Pictures taken for use by the school for illustrative or historical purposes;
- Pictures taken by individuals for personal use and not for sale, or
- Pictures taken for use in the school yearbooks.

Acceptable Use Policy and Media Release form will be in effect for the duration of your child attending SJCA. If you wish to change your permissions, please do so in a written notice to SJCA.

STUDENT EXPRESSION POLICY

Though public school students do possess First Amendment freedoms, courts allow school officials to regulate certain types of student expression. SJCA has adopted the following policy:

A. While students do not shed their constitutional rights when they enter the school or engage in school-related activities, it is the SJCA Board's responsibility to adopt rules reasonably necessary to maintain proper discipline among students and create an effective learning environment. For purposes of this policy, student expression includes expression in any media, including but not limited to written, oral, visual, audio, and electronic media in all classroom and other school-related activities, assignments, and projects. Students shall be entitled to express their opinions. However, administrators may impose reasonable restraints upon the exercise of both speech and movement to protect the vital public interest in the efficient operation of the school.

B. The right of an individual to express himself/herself shall extend to his/her presence in the school as long as his/her conduct does not materially disrupt class work, involve substantial disorder, invade the rights of others or undermine constituted authority. Conduct in class or out of class, which materially disrupts classwork or involves substantial disorder or invasion of the rights of others is prohibited. Rioting, property seizures, destruction of property, break in's, sit-ins, walk-outs, violence between students or toward faculty members, disruptive picketing or other forms of disruptive behavior shall not be permitted. Organizing, planning or participating in such activities may result in suspension, expulsion or filing of charges in accordance with law.

C. Students shall have the freedom to wear buttons, arm bands and similar insignias to express a point of view unless there is a clear and direct interference with the school program or such items contain drawings or language deemed to be obscene, libelous, slanderous, defamatory, or profane; or content that is derogatory or discriminatory to any person because of race, color, sex, age, religion, national background, disability or handicap.

D. Students shall not turn in, present, publish or distribute expression that is disruptive to the classroom environment or to the maintenance of a safe and orderly school as follows:

1. Obscene,
2. Libelous, slanderous, defamatory, or otherwise unlawful under state law,
3. Profane or vulgar,
4. False as to any person who is not a public figure or involved in a matter of public concern,
5. Creates a clear and present danger of the commission of unlawful acts, the violation of lawful school regulations, or the material and substantial disruption of the orderly operation of the school,
6. Violates the rights of others to privacy,
7. Threatens violence to property or persons,
8. Attacks any person because of race, color, sex, age, religion, national background, disability or handicap,
9. Tends to create hostility or otherwise disrupt the orderly operation of the educational process,
10. Advocates illegal acts of any kind, including the use of illegal drugs, tobacco or alcohol.

E. Violation of this policy shall result in disciplinary action as determined by the Principal and in compliance with our student discipline protocol.

Our complete Student Expression Policy can be found on our website.

DISCIPLINE

DISCIPLINE GUIDELINES

Every effort is made at SJCA to provide students with a positive working environment that allows teachers to teach and students to learn.

The following guidelines apply when a student is (a) on the school grounds; (b) off the school grounds at a school activity, function or event; (c) en route to and from school; or (d) off the school grounds while the student is in attendance at any school function or is otherwise subject to the jurisdiction of the school administration

1. Each student will not interrupt learning and teaching.
2. Each student will not damage or attempt to damage or take or attempt to take the property of the school.
3. Each student will not damage or attempt to damage or take or attempt to take the personal property of others.
4. Each student will not hit, kick, bite, bump, push, pull hair, pinch, hurt or use disrespectful language with staff (administrators, teachers, bus drivers, etc.), other students or any other person not employed by the school.
5. Each student will not make oral or written threatening, harassing, or intimidating remarks or symbolic gestures toward any student which threatens the safety or well-being of that student or has the likelihood of provoking a fight. This includes, but is not limited to bullying, disrespectful conduct, insult, use of profanity, or ethnic, racial, sexual, or religious slurs or harassment.
6. Each student will not possess or use weapons, whether assembled or disassembled guns (including but not limited to toy guns), knives, nail clippers, throwing stars, firecrackers, etc.), whether toy, operational or not operational if a person could reasonably perceive the object to be a weapon or if the object is a destructive device.
7. Each student will not possess, use, or distribute alcohol, drugs, or substances represented to be alcohol or drugs.
8. Each student will not disobey directions or commands of teachers, staff, noon-aides, etc.
9. Each student will not touch himself, herself or others inappropriately including private areas of the body.
10. Each student will not exhibit unsafe and/or inappropriate conduct at any time. This includes, but is not limited to, involvement in gang related behavior, possession or use of electronic communication devices (beepers, cell phones, radios) and laser pointers.
11. Severe or repeated violations of school rules may result in a parental conference and/or discipline review committee meeting.

DISCIPLINE PROCEDURES

The behavior policy of San Jose Charter Academy is designed to ensure that each student has the opportunity to learn in a safe and secure environment. The goal is to develop responsibility, citizenship, and respect for others. Each teacher will have standards for classroom behavior and an appropriate reinforcement system. These standards are communicated to parents at the beginning of the year at Back to School Night. The school-wide behavior policy emphasizes positive campus behaviors and eliminates those behaviors that are unsafe and/or disruptive.

There are clear expectations set for all students as laid out in our behavior policy and San Jose Charter Academy Code of Conduct and discipline chain of command allows for the consistency across all grade levels. The redirection of behavior at any point of the discipline chain of command is rooted back to the Core Values. Student misbehaviors are kept to a minimum because of our proactive use of the Core Values -- discussing potential conflict, as well as positive discipline strategies used by staff.

To achieve these goals, the following Code of Conduct has been established:

1. Be Kind.
2. Be Safe.
3. Be Responsible.
4. Be Honest

In addition, our students recite the Student Pledge every Monday.

As a student at San Jose Charter Academy,

I pledge to be courteous to everyone.

I will help others in any way I can and

I will be honest in all I do and say.

I will do nothing to keep the teacher from teaching or keep anyone, including myself, from learning.

I will always show respect for myself and for others.

I will report any dangerous behaviors I see and will care for our school and everything to the best of my ability!

I am an important member of our school!

SJCA Leadership Statement

“As part of the SJCA family, we will model the core values, live the 7 Habits, and use our voices to advocate for our community as we realize our leadership potential by dreaming big and being bold in all we do and say.”

The twelve guidelines listed above give parameters for expected student behavior. In addition, each teacher has their specific classroom expectations that are in line with these guidelines. Consequences are used when a student disrespects these guidelines and chooses the consequences. The teacher's responsibility is to implement the plan fairly and contact parents. The parent's responsibility is to discuss with the child better alternatives for inappropriate behavior.

Consequence Hierarchy

Step 1: Homebase Teacher: Homeroom teacher will redirect student when a problem arises. All attempts to rectify the situation will first be made by homebase teacher.

Step 2: Buddy/Homebase Teacher: Student will be removed from classroom & sent to buddy teacher to fill out a think-it-through. Phone call or email home will be made.

Step 3: Lead Teacher: Student will be removed from classroom & sent to Lead Teacher. Phone call home will be made.

Step 4: Administrator: Student will be removed from classroom and sent to Administrator as follows:

TK-5 Students: Mrs. Hale

Junior Academy Students: Ms. Lemus

Students will be sent directly to administrator for any one of the following incidents:

Stealing from Teacher

Weapons

Disrespect to staff members

Drugs

Smoking/Vaping

Public display of affection

Life-Threatening Action

Vandalism

Ditching class

We expect the best behavior and the highest standards from our students, our visitors, and our staff. Our students make us proud to work at SJCA. Our students know that we care for them and will provide a safe, non-threatening environment in which they may learn.

BULLYING

Bullying at school is strictly prohibited and will result in an administrative referral and a possible school suspension. Students should always seek adult help rather than fighting. Bullying is not acceptable behavior. Students should talk to an adult if they feel they are a victim of a bully's behavior.

According to the California Department of Education, below is the definition of bullying

www.cde.ca.gov/ls/ss/se/bullyfaq.adp

Bullying is exposing a person to abusive actions repeatedly over time.¹ Being aware of children's teasing and acknowledging injured feelings are always important. Bullying becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated.

Bullying is a form of *violence*. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be *physical* (hitting, kicking, spitting, pushing), *verbal* (taunting, malicious teasing, name calling, threatening), or *emotional* (spreading rumors, manipulating social relationships, extorting, or intimidating). Bullying can occur face-to-face or in the online world.

Bullying is also one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act, as defined.

An "electronic act" is defined as transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

CYBER BULLYING

Cyber bullying or online bullying is a term used to refer to bullying over electronic media. Cyber bullying is willful and involves recurring or repeated harm inflicted through electronic text. Cyber bullying can be as simple as continuing to send e-mail to someone who has said they want no further contact with the sender. Cyber bullies may also include threats, “putdowns” or hate-motivated speech. Cyber bullies may publish the personal contact information of their victims. They may attempt to assume the identity of a victim for the purpose of publishing material in their name that defames or ridicules them.

SUSPENSIONS AND EXPULSIONS

Classroom teachers will distribute individual classroom expectations and consequences to students and parents. These classroom expectations are tied directly to our Code of Conduct and Pledge. Whenever possible, the staff at San Jose Charter Academy will work with parents in helping to establish solutions to improve a student’s behavior. There will be some cases, however, where a student’s behavior will warrant a more severe consequence.

The following are reasons for which your child may be suspended or expelled from school:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence on another person, except in self-defense.
3. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.
4. Possessed, used, sold, furnished or been under the influence of any controlled substance, alcohol, or intoxicant
5. Offered, arranged, or negotiated to sell a controlled substance, alcohol or intoxicant and the provided a replica substance.
6. Committed or attempted to commit robbery or extortion.
7. Attempted or caused damage to school or private property.
8. Attempted or stole school or private property.
9. Possessed, or used a tobacco product.
10. Committed an obscene act or engaging in habitual profanity or vulgarity.
11. Possessed, offered, arranged, or negotiated to sell drug paraphernalia.
12. Knowingly received stolen school or private property.
13. Possessed a firearm, knife, explosive, or other dangerous object. This includes an imitation firearm.
14. Attempted or committed sexual assault or committed a sexual battery.
15. Harassed, threatened, or intimidated a student complainant or witness in a school disciplinary matter.
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma or other controlled substance.
17. Engaged in, or attempted to engage in, hazing.
18. Engaged in an act of bullying.
19. Aided or abetted in the attempted or infliction of injury to another.
20. Committed sexual harassment
21. Attempted, threatened, caused or participated in hate violence.
22. Harassment, threats or intimidation creating an intimidating or hostile educational environment.
23. Made terroristic threats against school officials or property.

If a student is suspended from school a meeting involving the principal, parent/guardian, and student must be held before the student is allowed to return to school.

EXCLUSIONS: If a student is recommended for expulsion, the following procedures are to be conducted:

1. The day of the incident: the student and the parents are to be notified of the suspension. (The suspension may not exceed 5 days)
2. Once the student is recommended for expulsion, a pre-expulsion meeting is to be held to discuss the next steps. The parents/guardians, the student, the Superintendent and any other administrator that conducted an investigation are to be present. A letter will be given with the recommendation of the Superintendent that will extend the 5 days suspension until the Board of Directors make a decision.
3. The Administrative Panel Hearing will be held 30 days from when the letter was mailed out to the parents.
4. The Administrative Panel will make a recommendation. A letter will be sent to the family regarding the recommendation along with the date that the recommendation will be reviewed by the Board of Directors.
5. The family may attend the Board Meeting and the recommendation will be reviewed. The Board of Directors will make the final decision.
6. The Superintendent will send out a letter stating the decision of the Board of Directors.

Per AB 982, a parent or legal guardian can request that the teacher(s) provide to the pupil who is suspended from school for 2 or more days the homework the pupil would otherwise be assigned. If a homework assignment that is requested pursuant to the bill and turned into the teacher(s) by the student either upon the pupil's return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later, is not graded before end of the academic term, that the assignment not be included in the calculation of the pupil's overall grade in the class.

LEARNING AND LEADING EXPECTATIONS

ACADEMIC HONESTY POLICY

San Jose Charter Academy students are expected to take pride in their achievements. Students must rely on their own talents and abilities to complete academic work at a level in which they take pride. Any attempt to shortcut this process undermines the learning process, this process undermines the learning process, destroys student integrity, and weakens the trust essential to a positive student/teacher relationship.

We at SJCA want to help students understand their responsibility for the integrity of their work at school. We want to emphasize that all clarification of cheating centers on the important concept that students must be responsible for their own work. Students know that directly copying answers during a test, keeping a cheat sheet or visible notes, telling about questions on a test when they have already seen it, or plagiarizing are forms of cheating. The biggest concern is understanding when they can collaborate on an assignment and when they must do their own work.

There are times when students are assigned to groups, and they must be careful about the expectations for each assignment. Students are often encouraged to plan together, to divide topics, and to assist each other in understanding the assignment; however most often each individual student is expected to do his/her own part in writing or illustrating a project. When in doubt, ask a teacher.

Students must be careful when working with tutors and parents that products are their own. While students may discuss a concept or idea with a peer or adult, students must write the assignment in their own words to demonstrate understanding.

Students must accept responsibility for the integrity of their work. They should not let their own work leave their possession because they cannot then be responsible for what happens to it. When work is copied, both the person who copied and the person who gave the work will be held responsible.

Consequences for Violation(s) of the Academic Honesty Policy at SJCA:

Category One:

Cheating Offenses

1. Stealing a test or other related material
2. Altering a teacher's gradebook or other records
3. Repeated offense in category two will be considered a category one offense

Consequences for Category One

1. Zero credit on any stolen test
2. Offense recorded in the student's discipline file
3. Suspension for up to five days
4. Appropriate legal action

Category Two:

Cheating Offenses may include but not limited to the following:

1. Copying someone else's work
2. Allowing someone else to copy your work
3. Submitting work on which the student has received substantial assistance from another person (including parents, tutors, siblings, or other students)
4. Cheating on a quiz, test, exam, or assignment
5. Plagiarizing
6. Giving or receiving information regarding a test, quiz, or exam.
7. Forgery

Consequences for Category Two

1. A zero recorded for the assignment
2. Offense recorded in student's discipline file
3. Lunch detention up to 5 days

GRADE REPORTING PERIODS

Report cards are issued following the completion of each grading period. Carefully review your child's progress and contact the school if you have questions regarding grades. A parent may request a conference with their child's teacher at any time during the school year. Please call the school office for an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

There will be three marking periods during each school year.

	Begins	Ends
Term 1	August 12, 2020	November 6, 2020
Term 2	November 9, 2020	February 26, 2021
Term 3	March 1, 2021	June 4, 2021

GRADING SCALES

	TK-K	Scale (1 st -8 th)	1-5	Junior Academy
Excellent / Outstanding Progress	E	90 - 100	O	A
Above Average / Very Good	P	80 - 89	VG	B
Satisfactory Progress	D	70 - 79	S	C
Below Average / Needs Improvement	B	60 - 69	N	D
Unsatisfactory	B	Below 59	U	F

Note: Please review your child's grades on a regular basis. The lowest score a student should receive in their gradebook on any assessment is 50%. There should be a special note attached to their score referencing the actual score (if lower than 50%) for your reference.

PROGRESS REPORTS

Parents are required to monitor their child's progress throughout the school year via our Illuminate Parent Portal. Progress reports can be run throughout the term. Please contact Mr. Cabrera at x4008 if you need an account or have lost your password set information.

There is one designated mid-term marking period during each term; parents will be notified of that date each term. Students will receive an interim progress report halfway through each nine-week reporting period. This report is provided to advise parents of student's progress and provides the child with ample time to make improvements if necessary before the end of the grading period. Please call the school for an appointment with your child's teacher if a conference is desired.

HOMEWORK

Homework is assigned to give students extra practice in their studies. Our teachers plan well-designed homework assignments that relate directly to class work and extend students' learning beyond the classroom. Parents are encouraged to help the child set a time and place for completion of homework assignments.

MISSED WORK DUE TO ABSENCE

It is the responsibility of the student to make up work following an absence:

- *Classwork:* If student is absent, they will have 5 days to complete the assignment. If student is present, they will be graded on work that was completed in class.
- *Homework:* If student is absent, assignment is due on the day they return. If student is present, no late homework will be accepted.
- *Tests:* If student is absent, they will have 5 days to make up the test. An unsatisfactory grade will be given after this deadline.
- *Quizzes:* If student is absent, they will have 5 days to make up the quiz. An unsatisfactory grade will be given after this deadline.
- *Projects:* Most projects are assigned at least a week in advance, usually more. For this reason, a student must submit their project on the day it is due. If a student is absent that day, a project must be submitted the day they return. The penalty for all late projects is one grade point, per day.

STUDENT PLANNERS / BINDER REMINDERS

Student planners are required for Grades 1-8 as part of our school-wide personal planning curriculum. Each are used for organizing homework, planning for projects, parent/teacher communication and to keep track of special events.

STUDENT LEARNING CONFERENCES (SLC'S)/ACADEMIC SUCCESS PLAN (ASP'S)

Student planners are required for Grades TK-8 as part of our school-wide personal planning curriculum and are used for organizing homework, planning for projects, parent/teacher communication and to keep track of special events. Teacher, parent and student must each be present during the SLC.

Parent/teacher conferences are an essential part of your child's education. Just looking at a report card may not give you the full picture of how well your child is doing in school. Parent/teacher conferences are scheduled, so that you and the teacher can discuss your child's progress in the classroom on a private, one-on-one basis. It's your chance to ask questions about subjects being taught and to understand our expectations. Conferences also give you the opportunity to exchange information about your child that might assist the teacher. Finally, the conference is the place to express any concerns you might have regarding your child's progress. During the conferences, the teacher will provide information about your child's strengths, areas of growth, and social, physical, and emotional behaviors at school. Use these conferences as a way to get to know your child's teacher, your child's classroom, and to help your child progress. Please see school calendar for SLC dates.

Tips for Parent/Teacher Conferences

1. Be on time. Teachers are on a tight schedule so they can see every parent.
2. Be prepared. Organize a list of questions you might want to ask.
3. Come to the conference with an open mind. Open communication facilitates solutions.
4. Be willing to discuss your concerns. Be open to suggestions of things you and your child can do at home.
5. If you don't understand a teacher's comment, ask for clarification.
6. Feel free to take notes. By working together, your child's performance at school will improve.
7. Deal with the facts. This is a good time to validate rumors by asking the teacher about what you have heard.

Near the end of the school year, those students who are not meeting academic/behavioral expectations meet with their teacher and parent to establish an academic success plan (ASP) for the summer vacation.

STUDENT RECOGNITION PROGRAMS

All parents are invited to attend school assemblies. Dates and times are listed on our school calendar. Parents of students who will be receiving individual awards are typically notified by their child's homebase teacher.

Assemblies that take place throughout the school year:

- Core Value (CV) & Sharkey Stars Assemblies: take place at all grade levels on a monthly basis.
- Junior Academy Renaissance Assembly
- Junior Academy Core Value (CV) Assemblies: Take place on a monthly basis.
- 5th – 8th Grade Academic, Physical Fitness, and Leadership Honors
- Attendance Awards

8TH GRADE PROMOTION POLICY

Eighth grade students must meet the following eligibility requirements during the final trimester in order to participate in the promotion activities at the end of the year. Students who do not meet these requirements will be referred to a site committee consisting of the school counselor, the student's HB teacher, an 8th grade teacher, administrator, and principal. The committee will analyze each student's school history, achievement and attendance records. The committee will be assigned sufficient flexibility in the evaluation of each student's school history to address individual circumstances and situation that may have prevented a student from meeting the criteria.

1. Participation in the promotion ceremony is based on adherence to academic achievement. In order to participate in the promotion ceremony, students must be promoting to the high school. If a student is to be retained in eighth grade, he/she is ineligible to participate in the promotion ceremony.
2. Participation in the promotion celebration is based on behavior standards during the third trimester. If a student's behavior is distracting others and/or him/herself from learning, the student will be placed on a "promotion activities contract" which will determine the activities that the student may potentially be ineligible to attend.
3. Participation in the promotion ceremony requires a student to be in good standing with our attendance policy.

RETENTION

SJCA reserves the right to retain a student when the school determines that he/she has not met grade-level standards following a careful analysis of his/her grade level achievement data and social/emotional behaviors.

SPECIAL EDUCATION SERVICES AND PROCEDURES

Responsibility for Special Education

Pursuant to its membership in the East San Gabriel Valley Special Education Local Plan Area (SELPA"), the Charter School operates as its own LEA for the purposes of special education pursuant to Education Code section 47641(a). As such, the Charter School is solely responsible for ensuring that all children with disabilities enrolled in the Charter School receive special education and related services in conformity with their IEPs and in compliance with the Individuals with Disabilities Education Act ("IDEA") (20 U.S.C. § 1400 et seq.), its implementing regulations and all applicable state and federal law.

San Jose Charter shall have the responsibility to identify, refer and assess any SJCA student who have or may have exceptional needs that qualify them to receive special education services. SJCA will implement SELPA policies and procedures to ensure timely identification, referral, and assessment of students who have, or may have, such exceptional needs. A pupil shall be referred for special education only after the resources of the regular education program have been considered, and where appropriate, utilized. With parental/guardian consent, or at the request of a parent or guardian, SJCA will assess a student and convene an IEP team meeting for the purpose of determining whether the student is eligible for special education and related services.

Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEA, and who has violated the district's disciplinary procedures, may assert the procedural safeguards granted under this administrative regulation only if the Charter School had knowledge that the student was disabled before the behavior occurred.

The Charter School shall be deemed to have knowledge that the student had a suspected disability if one of the following conditions exists:

- The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to Charter School supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- The parent has requested an evaluation of the child.
- The child's teacher, or other Charter School personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the coordinator of special education or to other Charter School supervisory personnel.

If San Jose Charter Academy knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEA-eligible children with disabilities, including the right to stay-put.

If San Jose Charter Academy had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. SJCA shall conduct an expedited evaluation if requested by the parents; however, the student shall remain in the education placement determined by SJCA pending the results of the evaluation.

San Jose Charter Academy shall not be deemed to have knowledge of that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be ineligible.

If a parent chooses to appeal the decisions made, they may do so under the Parental Rights and Procedural Safeguards for Special Education.

SJCA shall provide all special education and related services to eligible students pursuant to its membership in the East San Gabriel Valley SELPA.

Compliance with Applicable Laws

All children will have access to the Charter School and no student shall be denied admission due to disability. The Charter School shall be solely responsible for compliance with Section 504 of the Rehabilitation Act of 1973 ("Section 504") (29 U.S.C. §§ 794 et seq.) and the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12101 et seq.). Such services shall be provided in a manner that complies with all applicable laws and applicable rules and regulations. The Charter School shall be solely responsible for the cost of any accommodations, devices, or services necessary to ensure such compliance.

STANDARDIZED TESTING

This year, students in grades three through eight will take part in the CAASPP Assessments. In addition, all fifth & eighth grade students take the CAST Pilot science test but not results will be available for this. Our testing window is late spring, usually in April or early May. It is very important that your student not be absent for these assessments. Please make every effort to have your student not be absent during the testing window. All students, third – eighth, are tested in Language Arts and Math, as well as, completing a performance task in both subjects. These achievement tests are important indicators of a student's progress in basic mastery of grade level skills.

The teachers use the results of these tests in their instructional planning. Tests indicate academic strengths and are good measures of academic growth. Parents are cautioned, however, to understand that test results are only one indication of the child's learning potential. These results must be placed in the context of the child's day-to-day output in the classroom.

If you would like more information about the CAASPP System, please visit the Parent/Student tab of the CDE's CAASPP Web page at <http://www.cde.ca.gov/ta/tg/ca/index.asp?tabsection=3#ssr>. Pursuant to California Education Code 60615, parents or guardians must provide a written request to school officials if they wish to excuse his or her child from any or all parts of the assessments. If you have any questions regarding your child's participation, please contact Mrs. Spickler at ext. 4006 or email at mary.spickler@sjcharter.com.

PHYSICAL FITNESS TESTING

Each year all 5th & 7th graders are required to take the Physical Fitness Test. The State Board of Education (SBE) designated the **FITNESSGRAM®** as the Physical Fitness Test (PFT) for students in California public schools. Testing window opens in February and closes on May. SJCA administers the PFT to all students 4th – 8th grade so that our students are aware of the importance of living a health lifestyle and gain awareness of all the areas that are involved in such a lifestyle.

The FITNESSGRAM® is comprised of six Fitness Areas. There are several Test Options a district can use to assess each Fitness Area, and students who meet these standards are in the Healthy Fitness Zone (HFZ).

The Six Fitness Areas are:

- Aerobic Capacity
- Abdominal Strength
- Upper Body Strength
- Body Composition
- Trunk Strength
- Flexibility


Results are sent home at the end of the year with your students

San Jose Charter Academy



To inspire children to create, innovate, and imagine limitless possibilities
To dream...to do...to change

***All dates are subject to change. Please refer to the Calendar of Events found in ParentSquare.**

2020-2021					
August		September		October	
12	First Day of School	7	Labor Day- No School	5	Local Holiday
12-14	Minimum Days TK-Kinder 8:45-11:45 Gr. 1-8 7:45-12:45	11	Patriot's Day- Wear Red, White & Blue		
17-21	TK-Kinder 8:45-1:30				
31	Minimum Day 12:45 Dismissal				
November		December		January	
6	End of Term 1 12:45 Dismissal	18	Minimum Day 12:45 Dismissal		
11	Veteran's Day No School	Friday Dec. 21- Tuesday Jan. 5 Winter Break- No School			
16-20	SLC Week 12:45 Dismissal all week			18	Martin Luther King Jr. Holiday-No School
23-27	Thanksgiving Break				
February		March		April	
8	Local Holiday No School	8-12	SLC Week 12:45 Dismissal all week	5-9	Spring Break
14	Friendship Day Wear Red & Pink	17	St. Patrick's Day Wear green		
15	Presidents' Day Holiday - No School	26	Minimum Day 12:45 Dismissal		
26	End of Term 2 12:45 Dismissal				
May		June			
17-21	ASP Week 12:45 Dismissal all week	2-4	Minimum Days 12:45 Dismissal		
31	Memorial Day No School	4	Last Day of School Dismissal 11:00am	1 9 9 8	2 0 2 0

Mission

The mission of San Jose Charter Academy, in partnership with parents and the community, is to prepare our students with the skills necessary to thrive and positively impact the global community through the 21st century

