

# Crossroads Trade Tech Academy

*"Providing a place for success, today and tomorrow"...*

## Parent-Student Handbook & Calendar 2010-11



*"Success for All, Today and Tomorrow"*

This is our mission statement and reflects the focus of all of our student's work

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### ***MESSAGE FROM OUR SUPERINTENDENT***

Dear Students, Parents and Supporters:

"It's not for everyone", is the motto I like to use when I speak to interested people about Crossroads Trade Tech Academy. I say that because public schools have a habit of turning out "cookie cutter" traditional schools that are expected to teach everyone but fail to take into account the talents of some of us. That is what Trade Tech is about and we are proud of it!

This is an opportunity to learn in non-traditional ways. This is an education that will teach students life-long skills that they can use both on the job and at home. It will give students the opportunity to work with their hands and minds, to find solutions with practical applications, and to find pride in their work.

Crossroads Trade Tech Academy will start small; however, our intent is to grow with the demand from the skilled trade industry. Our vision is to have a seamless connection for students to either enter the workforce or continue on to college after graduation.

Good luck to all who undertake this new adventure.

Steve Bogan, Armona Union Elementary School District Superintendent and founding member of Crossroads Trade Tech

### **MESSAGE FROM OUR PRINCIPAL LAURIE BLUE**

On behalf of Crossroads Trade Tech Charter Academy staff, Crossroads Trade Tech Board, and the Armona Union Elementary School District Board, I would like to welcome all prospective students and parents to the 2010-2011 school year. We at Crossroads Trade Tech Charter Academy are excited to offer a unique, alternative educational experience for students. This will consist of academic curriculum that meets California State Standards and guidelines. Students will access this curriculum on computers at Crossroads Trade Tech Charter Academy, and teachers will be on site to supervise, guide, and help students as they learn.

There will also be a hands-on component starting at fourth grade which consists of standards based family and science labs. These units teach life skills and introduce 4<sup>th</sup>-8<sup>th</sup> grade students to various careers. At ninth grade, math and science action labs are planned to further explore careers in these areas. Starting in tenth grade, students will work with a vocational teacher learning various skills needed for building construction-related careers. The goal will then be to place students in eleventh grade alongside local employers (job shadow)

in the community to see what the job really requires. By twelfth grade, an internship/work experience position is the goal.

**Armona Union Elementary  
Board of Trustees:**

**Crossroads Trade Tech Board:**

**Robert Ford  
Glenn Estes  
Ruby Johnson  
Eric Hodson  
Gus Amos**

**Glenn Estes  
Jeff Macedo  
Bruce Bentley  
Eric Hodson  
Michelle Vidaurri**

**Superintendent: Steve Bogan**

**Principal: Laurie Blue**

**Site Secretary: Beverly J. Pugh**

**Teachers: Jeremy Blue, Nainoa Kalama, Tara Kalama and Chuck Garcia**

**Office Hours: 8:00 a.m.-4:00 p.m.**

**Physical Address: 418 West Eighth Street, Hanford, CA 93230**

**Mailing Address: P.O. Box 2057, Hanford, CA 93232**

**Phone Number: (559) 583-5060**

**Fax Number: (559) 583-5062**

**Crossroads Trade Tech Charter Academy**

**Crossroads Trade Tech Charter School offers six distinct learning activities for students. These activities are:**

- I: A book and activity based kindergarten curriculum.**
- II: A+ computer-based curriculum for students in grades 1-12.**
- III: Aurora computer-based curriculum for students in grades 9-12.**
- IV: Growing Up Ready Labs (Standards-based Family and Consumer Science Labs) for students in grades 6-8.**
- V: Action Labs (Standards-based Academic and Career Exploration Labs) for students in grades 9-12.**
- VI: Hands-on Construction Labs in construction-related skills for students in grades 9-12.**

**Two other activities will be added in the near future:**

- VII: Job Shadowing Program placing students alongside local employers in the community**

## VIII: Internship/Work Experience Program

### **Program Goals**

The program goals for the **CROSSROADS TRADE TECH CHARTER ACADEMY** include:

1. Offering students and parents a quality educational alternative
2. Providing students with opportunities for academic ownership
3. Developing activities for students to learn self respect, community respect and respect for others.
4. Focusing teaching and learning on the California Content standards and CAHSEE.
5. Promote individual growth in reading and math
6. Involving students in maintaining a safe and orderly learning environment
7. Implementing a variety of instructional styles to meet individual needs
8. Designing relevant evaluations of student work
9. Utilizing the latest technology to deliver an outstanding curriculum
10. Utilizing hands-on labs for students to analyze life skills and possible career opportunities.
11. Providing hands-on instruction in the building skills necessary for work in construction-related careers.

### **Expected School-Wide Learning Results**

All students who complete training at the Crossroads Trade Tech Charter School will:

#### **Academic achievers**

- Meet or exceed the California State Standards in English, Math Science and Social Studies.

#### **Individuals skilled in technology**

- Use technology to access, manipulate and produce information to solve problems
- Demonstrate competence in the use of a computer and the ability to communicate electronically and present information via documents, graphs and presentations

#### **Effective communicators**

- Read and comprehend information
- Write appropriately; letters, reports, essays and narratives
- Perform effectively as an individual and in collaboration with others

- Demonstrate competence in the use of a computer and the ability to communicate electronically and present information via documents, graphs and presentations

### **Vocationally aware**

- Understand the wide variety of career and academic opportunities available to them

### **Self Directed Individuals**

- Demonstrate good study habits
- Demonstrate good work habits
- Demonstrate good decision making skills
- Demonstrate good planning skills

### **What Crossroads Trade Tech Expects of Students and Parents**

Our staff must be able to verify that all students have completed the minimum state required hours of work/assignments each week. In order to meet these requirements, parents must:

1. Ensure students arrive on time for school to meet state requirements for seat time.
2. Meet with the designated teacher at the end of quarter one and two or as required thereafter by the teacher.

**CROSSROADS CHARTER ACADEMY  
CROSSROADS TRADE TECH  
2010-11 SCHOOL CALENDAR**

MONTH	M	T	W	Th	F	Reg. Mo.	Days Taught	Significant Dates	EXPLANATION
AUGUST	2	3	4	5	6			Aug 9-11 Aug 12	Teacher Work Days First Day of School
	9	10	11	<12	13				
	16	17	18	19	20				
SEPTEMBER	23	24	25	26	27			Sept 6	Labor Day
	30	31	1	2	3	1	17		
	6	7	8	9	10				
OCTOBER	13	14	15	16	17			2	19
	20	21	22	23	24				
	27	28	29	30	1				
	4	5	6	7	8				
NOVEMBER	11	12	13	14	15			3	20
	18	19	20	21	22				
	25	26	27	28	29				
	1	2	3	4	5				
DECEMBER	8	9	10	11	12			4	13
	15	16	17	18	19				
	22	23	24	25	26				
	29	30	1	2	3				
	6	7	8	9	10				
JANUARY	13	14	15	16	17			5	18
	20	21	22	23	24				
	27	28	29	30	31				
	3	4	5	6	7				
FEBRUARY	10	11	12	13	14			6	19
	17	18	19	20	21				
	24	25	26	27	28				
MARCH	31	1	2	3	4			7	18
	7	8	9	10	11				
	14	15	16	17	18				
APRIL	21	22	23	24	25			8	20
	28	29	30	31	1				
	4	5	6	7	8				
	11	12	13	14	15				
MAY	18	19	20	21	22			9	14
	25	26	27	28	29				
	2	3	4	5	6				
JUNE	9	10	11	12	13			10	19
	16	17	18	19	20				
	23	24	25	26	27				
	30	31	1	2	3				
	6	7	8	9	10				
	13	14	15	16	17			11	3
	20	21	22	23	24				

  Teacher Workdays  
Holidays

◁ Student Year

□ Teacher Work Year

## Crossroads Trade Tech Block Schedule

### K-3<sup>rd</sup> grades

Period 1	8:30-9:25	Class time	55 minutes
Period 2	9:25-10:20	Class time	55 minutes
Break	10:20-10:35	Break	15 minutes
Period 3	10:35-11:30	Class time	55 minutes
Period 4	11:30-11:45	Class time	15 minutes
Lunch	11:45-12:15	Lunch	30 minutes
Period 5	12:15-12:55	Class time	40 minutes
Period 6	12:55-2:00	Class time	65 minutes
Period 7	2:00-2:30	SSR	30 minutes

### 4-8<sup>th</sup> grades

Period 1	8:30-9:25	Class time	55 minutes
Period 2	9:25-10:20	Class time	55 minutes
Break	10:20-10:35	Break	15 minutes
Period 3	10:35-11:30	Class time	55 minutes
Period 4	11:30-11:45	Class time	15 minutes
Lunch	11:45-12:15	Lunch	30 minutes
Period 5	12:15-12:55	Class time	40 minutes
Period 6	12:55-2:00	Class time	65 minutes
Period 7	2:00-3:00	SSR	30 minutes
Period 8	At home	P.E./Reading	40+20
		Log	60 minutes

### 9-12<sup>th</sup> grades

Period 1	8:30-10:00	Class time	90 minutes
Period 2	10:00-11:00	Class time	60 minutes
Break	11:00-11:15	Break	15 minutes
Period 3	11:15-12:15	Class time	60 minutes
Lunch	12:15-12:45	Lunch	30 minutes
Period 4	12:45-2:15	Class time	90 minutes
Period 5	2:15-3:15	Class time	60 minutes
Period 6	At home	P.E./Reading	40+30
		Log	70 minutes

		Crossroads Charter Trade Tech                      Elementary Class Schedule			
		<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>
<u>Period 1</u>	<u>8:30-9:10</u>	<u>English</u>	<u>English</u>	<u>English</u>	<u>English</u>
<u>Period 2</u>	<u>9:10-10:00</u>	<u>Science</u>	<u>Science</u>	<u>Science</u>	<u>Science</u>
<u>Break</u>	<u>10:0-10:15</u>	<u>Break</u>	<u>Break</u>	<u>Break</u>	<u>Break</u>
<u>Period 3</u>	<u>10:15-10:55</u>	<u>English</u>	<u>English</u>	<u>English</u>	<u>English</u>
<u>Period 4</u>	<u>10:55-11:45</u>	<u>Social Science</u>	<u>Social Science</u>	<u>Social Science</u>	<u>Social Science</u>
<u>Lunch</u>	<u>11:45-12:15</u>	<u>Lunch</u>	<u>Lunch</u>	<u>Lunch</u>	<u>Lunch</u>
<u>Period 5</u>	<u>12:15-1:25</u>	<u>Math</u>	<u>Math</u>	<u>Math</u>	<u>Math</u>
<u>Period 6</u>	<u>1:25-2:30</u>	<u>Action Labs</u>	<u>Action Labs</u>	<u>Action Labs</u>	<u>Action Labs</u>

<u>Elementary    Friday Schedule</u> (as needed)		
<u>Period</u>	<u>Time</u>	<u>Friday</u>
<u>Period 1</u>	<u>8:30-9:30</u>	<u>Math</u>
<u>Period 2</u>	<u>9:30-10:30</u>	<u>English</u>
<u>Break</u>	<u>10:30-10:45</u>	<u>Break</u>
<u>Period 3</u>	<u>10:45-11:45</u>	<u>Sci/S.S.</u>
<u>Lunch</u>	<u>11:45-12:15</u>	<u>Lunch</u>

## Crossroads Trade Tech High School Schedule

<b>Monday</b>		<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
1	<b>8:30-10:00</b>	90	Math	Math	Math
2	<b>10:00-11:00</b>	60	Construction	Construction	History
break	<b>11- 11:15</b>				
3	<b>11:15-12:15</b>	60	Construction	Construction	Science
lunch	<b>12:15-12:45</b>				
4	<b>12:45-2:15</b>	90	English	English	English
5	<b>2:15-3:15</b>	60	History	Science	History

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<b>Tuesday</b>		<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
1	<b>8:30-10:00</b>	90	Math	Math	Math
2	<b>10:00-11:00</b>	60	History	Science	Construction
break	<b>11- 11:15</b>	15			
3	<b>11:15-12:15</b>	60	Science	History	Construction
lunch	<b>12:15-12:45</b>	30			
4	<b>12:45-2:15</b>	90	English	English	English
5	<b>2:15-3:15</b>	60	Science	History	Science

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<b>Wednesday</b>		<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
1	<b>8:30-10:00</b>	90	Math	Math	Math
2	<b>10:00-11:00</b>	60	Construction	Construction	History
break	<b>11- 11:15</b>	15			
3	<b>11:15-12:15</b>	60	Construction	Construction	Science
lunch	<b>12:15-12:45</b>	30			
4	<b>12:45-2:15</b>	90	English	English	English
5	<b>2:15-3:15</b>	60	History	Science	History

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<b>Thursday</b>		<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
1	<b>8:30-10:00</b>	90	Math	Math	Math
2	<b>10:00-11:00</b>	60	History	Science	Construction
break	<b>11- 11:15</b>	15			
3	<b>11:15-12:15</b>	60	Science	History	Construction
lunch	<b>12:15-12:45</b>	30			
4	<b>12:45-2:15</b>	90	English	English	English
5	<b>2:15-3:15</b>	60	Science	History	Science

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<b>Friday</b>		<b>9th-12th</b>	<b>5 Hours of Community Service Friday,                      October 15, 2010 &amp; May 13, 2011 = 600                      minutes</b>	
1	<b>8:30-10:00</b>	90		Alg. I Lab
2	<b>10:00-11:00</b>	60		S.S. Lab
break	<b>11- 11:15</b>	15		
3	<b>11:15-12:15</b>	60		Science Lab
lunch	<b>12:15-12:45</b>	30		
4	<b>12:45-2:15</b>	90	E.L.A. Lab	
5	<b>2:15-3:15</b>	60	Electives Lab	

## IMPORTANT DATES FOR 2010-2011

CELDT test will take place September - October 2011

ASVAB Test: Sept 1<sup>st</sup> and April 13<sup>th</sup>

PHYSICAL FITNESS TESTING 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, April 9<sup>th</sup>, 26<sup>th</sup> and 28<sup>th</sup>

NWEA testing weeks of August 13<sup>th</sup>, December 7<sup>th</sup>, and April 6<sup>th</sup>

CAHSEE exam for ELA: October 5, February 1<sup>st</sup>, March 8<sup>th</sup> and May 10<sup>th</sup>

CAHSEE exam for MATH: October 6<sup>th</sup>, February 2<sup>nd</sup>, March 9<sup>th</sup> and May 11<sup>th</sup>

STAR WRITING TEST: March 1<sup>st</sup> for 7<sup>th</sup> graders only

STAR CST tests week of May 2

GRADUATION for 8<sup>th</sup> graders June 6<sup>th</sup> at 6 p.m.

GRADUATION for 12<sup>th</sup> graders June 8<sup>th</sup> at 7 p.m.

## GENERAL POLICIES (alphabetical order)

### ACADEMIC HONESTY POLICY

Cheating in any form will not be tolerated. Cheating is obtaining or providing answers on an assignment (test, project, research, homework, etc) that is to be completed solely by the student. The work a student submits must be his/her original work. Cheating also includes **plagiarism** which is presenting someone else's words/work as your own, such as, copying and pasting text from lessons and websites.

- **First Offense:** Student will be immediately dropped from the program and a zero (0) on assignment.

Crossroads Trade Tech Charter Academy reserves the right to dismiss any student who violates the Academic Honesty policy.

### ACCIDENTS

If a serious injury occurs on the school grounds, parents will be notified and asked to pick up his/her child for his/her own observation or examination by a family physician. In the event that a parent can't be reached, the student will be discharged to a person on the emergency card.

### ADMISSION

State law requires that a child be five years of age by December 2<sup>nd</sup> to start Kindergarten. Students who have not reached five years of age by December 2<sup>nd</sup> may start Kindergarten upon turning five providing there is space available and permission from the Principal is provided. Parents who start their children at mid-year must sign

a form to acknowledge that placement does not necessarily mean promotion to first grade at the end of the school year.

A student must be age six by December 2<sup>nd</sup> to start 1<sup>st</sup> grade.

### **ASSESSMENT**

Throughout the year, students will be given various opportunities to demonstrate their acquisition of grade level academic objectives. The most common form of assessment during the school year will be given in the form of tests, portfolios, performances, and end of unit assessments.

#### **ASSESSMENTS REQUIRED BY Crossroads Trade Tech Charter Academy:**

- All 2<sup>nd</sup>-11<sup>th</sup> grade students are expected to take the state CST assessments.
- 10<sup>th</sup> - 12<sup>th</sup> graders must take and pass the CAHSEE prior to graduating.
- All students will be given the NWEA assessment up to 3 to times per school year in each core subject.

### **ASSIGNMENTS/ATTENDANCE/CONFERENCES**

It is very important to your child's education that he/she completes all schoolwork on a regular basis. Students are required to work on their lessons a minimum of 3-5 hours per day depending on grade level. To complete the year's work, students must complete 6-20 lessons a week. **Anything less than 6 lessons per week is unacceptable.** Failure to complete work, unacceptable behavior, poor attendance, or missed assignments could all lead to dismissal from Crossroads Trade Tech. **Students must attend 90% of the days of school each year (unless the absences are excused as listed in "Absences Excused for Justifiable Reasons", page 25), which means that they cannot miss more than 18 days per year.** A telephone call from the teacher will be made to the parent if a student is not behaving at school or is not completing work. A follow up letter will be mailed. Mandatory parent conferences will be scheduled for serious problems needing corrective action. If the problem continues, the following steps will be taken:

1. A telephone call from (with a follow up letter mailed) or conference with the school administrator and the parent/guardian in which the legal issues and penalties for noncompliance are discussed.
2. Removal from Crossroads Trade Tech.

### **BULLYING, DISCRIMINATION AND HARASSMENT**

#### **BULLYING**

Crossroads Trade Tech prohibits student conduct that intentionally instills fear through bullying tactics. Bullying behavior includes, but is not limited to, threats, teasing and taunting by asserting power through physical or verbal aggression, **including Online or cyber bullying.**

Bullying may be direct or indirect, such as gossip or exclusion. Bullying usually causes the victim to become increasingly distressed and fearful.

Students who are the victims of bullying should immediately contact the principal or designee. If the student believes the situation has not been remedied, he/she may file a complaint with the Superintendent's Office.

Staff who receive notice of bullying or personally observe such behavior shall notify administration or law enforcement, as appropriate. Students engaging in bullying behavior shall be subject to discipline in accordance with district policy. Students who engage in bullying will be suspended per EC 48900. Continued bullying may result in expulsion.

## DISCRIMINATION

Crossroads Trade Tech is committed to providing students with an academic environment that is free from discrimination and harassment. Discrimination is negative or unfair treatment of an individual based on race, ethnicity, sexual orientation, religion or gender and is prohibited. Students who feel they have been discriminated against may file a complaint with the Superintendent's Office.

## HARASSMENT

The District prohibits intimidation or harassment of any student. Harassment is defined as intentional threats or intimidation directed against a student or group of students that is so severe it materially disrupts class work, creates substantial disorder and invades the rights of students by creating an intimidating or hostile environment.

Students who are being harassed should immediately contact staff or administration. If a situation is not remedied, a complaint may be filed with the Superintendent. Students who harass other students shall be subject to appropriate discipline, including counseling, suspension and expulsion.

District programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender,

color, race, ancestry, national origin, and physical or mental disability, age or sexual orientation.

## SEXUAL HARASSMENT

The District prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The District also prohibits retaliatory behavior or action against people who complain, testify, assist or otherwise participate in the complaint process. Sexual Harassment includes unwelcome sexual advances, requests for sexual favors and/or other verbal, visual or physical conduct of a sexual nature.

Students who are being or have been sexually harassed shall immediately contact school staff or administration. A school employee to whom a complaint is made shall, within 4 hours of receiving the complaint, report it to the principal or designee. The principal or designee shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent and refer the matter to law enforcement authorities, where required.

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. Disciplinary action may include suspension or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident shall be taken into account.

## HATE ACTIVITY

The District affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Any student who is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied, he/she may file a complaint with the Superintendent's Office.

## HAZING

No student shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any person. Students violating this regulation shall be subject to district discipline and penalties specified in law. (AR 6145.5, EC 051) Hazing includes any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any pupil or other person attending any school.

## CHANGE OF ADDRESS

You must immediately notify your child's instructor of any changes in address or telephone number, changes in the child's health condition and potential custody issues. If you are planning to withdraw from our program, the withdrawal must be in writing and given to your child's teacher. You will then be contacted by the School office for an exit interview and information on returning instructional equipment and materials.

## CLOSED CAMPUS

**Crossroads Trade Tech Charter Academy** has a Closed Campus policy. Students cannot leave the school grounds at any time during the school day except in the company of a parent or legal guardian. Permission to leave campus will be granted only for emergency or medical reasons, or for off-campus lunch when accompanied by a parent or legal guardian.

## COMPLAINT PROCEDURE

If a student, parent, or community member has a concern, they should contact the appropriate school official.

Step 1: If the concern is in regards to the school's classroom instruction, please contact the teacher first. You can set up an appointment by phone.

Step 2: If you are not satisfied with the teacher's response, or your concern is of a general nature regarding the school, contact the Principal. You can set up an appointment by phone at 559-583-5060.

Step 3: If you are not satisfied with the response from the Principal, you may contact the Superintendent. You can set up an appointment by phone at 559-583-5000.

Step 4: If the problem or concern is still not resolved, you may request to appear before the Crossroads Trade Tech Board. Contact the Principal for details.

**COMMUNITY SERVICE:**

Crossroads Trade Tech Academy has a requirement of ten hours of community service for high school students in grades 9-12.

**How It Works**

Students in 9-12<sup>th</sup> grade are all enrolled in Community 101: Through this students are directed to fulfill their 10 hours of required community service each year.

Student experiences with service projects are rewarded with elective credits on a Pass/Fail basis. Ten hours of community service is worth 1.0 units of elective credit.

**Getting Started**

Students are asked to find a service that fits their individual talents, career pathways, and areas of interest — along with the needs of their families. They are expected to select an off-campus, **nonprofit organization**. (Students can request an exception for special circumstances.) Students are then encouraged to show commitment, build a relationship, and stretch into a leadership position. YMCA, SPCA and First 5 are examples of the many non-profit organizations that students have completed their service hours through.

**Making Progress**

The community service requirement is a mandatory component of our school. The community service hours are considered homework and are completed during the following grading terms.

<b>First Semester:</b> 5 hours = .5 credits	<b>Second Semester</b> 5 hours = .5 credits
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Students have from September until May to complete the service hours. We encourage students to complete the requirement as soon as possible so that they can receive full credit. Progress will be noted on transcripts and report cards. An "F" grade will be issued if community service is not completed, which could lead to possible withdrawal from the Trade Tech program. If a student does not complete their community service requirement for two consecutive semesters, they will be dropped from the program.

## **DAMAGE TO PROPERTY**

When the damage to school property is traced to a particular student or students, the cost of repair shall be the responsibility of the parent(s) up to the maximum allowed by law.

## **DISCIPLINE POLICY**

EDUCATION SERVES AS FOUNDATION FOR A DEMOCRATIC SOCIETY. An important goal of our school is to develop in children the qualities of self-discipline, responsibility and respect for others. The District strongly believes that students have the right to learn and teachers have the right to teach. This is to take place in a safe environment, free from physical or emotional threat or harassment. A full copy of Discipline Policy is available at the district office and at the school site.

### **OUR GENERAL EXPECTATIONS AT CROSSROADS TRADE TECH ACADEMY ARE AS FOLLOWS:**

1. Show courtesy and respect to everyone
2. Take care of personal and school property.
3. Come to school on time and take responsibility for your work.
4. Plagiarism and cheating are unacceptable, and could result in dismissal from the program.
5. Profanity is unacceptable.
6. Follow directions of adults the first time given.
7. Failure to follow these general expectations while at school or a school activity may result in suspension from school from one to five days or withdrawal from Crossroads Trade Tech. Continued failure to follow rules may result in the student being dropped from the program. Any inappropriate behavior that involves drugs, alcohol, violence (or threats); harassment or gang activity will result in an immediate suspension from the program and a recommendation for expulsion.

## **Student Behavior and Conduct**

The Board of Trustees of our School District, our Crossroads Trade Tech Academy Board, and our staff believe that all students are accountable for their behavior and conduct while attending school and school-sponsored activities. This accountability extends to any actions of pupils at any time which are related to school activities and school attendance. Students are obliged to follow the directions of their teachers and

other members of the school staff. Failure on the part of a pupil to follow school or District rules or specific directions from a member of the school staff can result in disciplinary action.

We want to take this opportunity to assure you that our School Boards and staff share with you the need for each student to be granted the right to attend school in an atmosphere that is free from disruption. As parents, you can play an important part in establishing this atmosphere by helping your child develop attitudes that display the importance of school and the value of the education that can be obtained. Pupils who come to school with these attitudes usually do not have problems that require severe disciplinary action. They may, however, from time-to-time, need to be cautioned by their teacher or lose some privileges for a brief period of time, or be kept after school. There is an extra period at the end of the day built into the schedule for students at grades 1-12, who may need to stay late due to tardiness, misbehavior, or lack of effort in completing assignments. When it becomes necessary to use more severe disciplinary action, the California Education Code has set the following guidelines:

1. A teacher may suspend a pupil from his/her class for the remainder of the day and the following day.
2. The principal may suspend a student from school for up to five (5) days at a time.
3. The principal may recommend to the School Board that a pupil be expelled from school.

Each school is encouraged to consider the alternative to be used in the place of suspension. Should you have any questions about the discipline practices at your child's school, or suggestions on how we can improve the learning environment, please take time to discuss them with your child's principal. The District's procedures and each school's rules concerning conduct and disciplinary actions are available at the school's office for your inspection.

### **Suspension**

Students are considered for possible suspension from school when the principal has determined that a pupil has:

1. Caused or attempted to cause damage to school property, or stolen or attempted to steal property from the school.
2. Caused or attempted to cause damage to private property or stolen or attempted to steal private property.
3. Caused or attempted to cause or threatened physical injury to a person.

4. Unlawfully possessed, used, sold or otherwise furnished or is under the influence of any controlled substance, such as is defined in Section 11007 of the Health and Safety Code dealing with alcoholic beverages or intoxicants of any kind.
5. Possess or use tobacco on the school premises, except as provided in Section 48903.6.
6. Committed an obscene act or engaged in habitual profanity or vulgarity.
7. Disrupted school activities or otherwise defied the valid authority of supervisors, teachers or administrators. If it becomes necessary to suspend your child, you have the following rights and obligations:
  - a. Parents are to respond to the principal's request to attend a conference concerning the suspension without delay.
  - b. Parents and pupils have the right to inspect the school's records concerning the suspension.
  - c. Parents and pupils have the right to request a meeting with the Superintendent or his designee if they question the appropriateness of the suspension.
  - d. Pupils are allowed to complete all the assignments and tests missed during the suspension which can reasonably be provided and that the suspended pupil receives full credit for satisfactory work. The pupil is responsible, however, to make arrangements with the principal for obtaining and completing this work.
8. Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.

### **Expulsion**

The Board of Trustees makes its decision concerning recommended expulsion of a pupil after it has conducted a hearing where school personnel, parents and pupils have been given an opportunity to speak concerning the cause of the recommended expulsion. Recommendations to expel a pupil fall into two (2) general categories:

1. Other means of correction have not brought about satisfactory behavior.
2. The presence of the pupil causes a continuing danger to the physical safety of others.

When an expulsion hearing is held, the pupil and parents have the opportunity to:

1. Appear in person and/or be represented by counsel.
2. Inspect and obtain copies of all documents to be used in the hearing.
3. Confront and question all witnesses who testify at the hearing.
4. Question all other evidence, including witnesses.
5. Present oral and documentary evidence on the pupil's behalf, including witnesses.

After the Board of Trustees has expelled a pupil, the parent and/or pupil has the right to appeal the decision to the Kings County Board of Education if they believe the District did not follow proper procedures while conducting the hearing.

### **3-Strikes (Warnings) Discipline Policy**

**Crossroads Trade Tech Charter Academy** has a 3-strikes-warning discipline/drop policy. A warning will be issued each time a student/parent violates school policy:

<b>Missed Meeting/Conference</b>	<b>Warning/Reschedule meeting</b>
<b>Missing Completed Assignments</b>	<b>Warning/Extended day</b>
<b>Underperformance (Assignments scoring below 75%)</b>	<b>Warning/Extended day</b>
<b>Plagiarism/Cheating</b>	<b>Warning/ Possible dismissal from program</b>
<b>Internet Agreement Violation</b>	<b>Warning/ Possible dismissal from program</b>
<b>Disruptive Behavior at School</b>	<b>Warning/Schedule conference</b>
<b>Gang signs/writing or references</b>	<b>Warning/Possible dismissal from program</b>
<b>Non-participation in the State mandated standardized testing</b>	<b>Warning/Possible dismissal from program</b>

On the 3<sup>rd</sup> warning the student will be dropped from the **Crossroads Trade Tech Charter School**.

### **DRESS CODE**

Crossroads Trade Tech is committed to establishing a positive educational atmosphere in class, on campus and at school events. The dress code represents that commitment and applies to all students. Its purpose is to emphasize that school is the student's place of work and that respect for self and others places some restrictions on dress/grooming. Due to safety issues, students will be required to wear closed toe shoes and shirts will either be tucked in or fitted at the waist.

**Students** are responsible for following the dress code. **Parents** are responsible for ensuring students are dressed appropriately for school. **Staff members** are responsible for enforcement.

The dress code is enforced at school and school functions not open to the public. At functions open to the public, the dress code will be enforced for identified students.

**Undesirable group affiliation/gang** symbols, colors, insignia, bandannas, or other apparel may not be worn by anyone at school or any school-sponsored activity.

**Dangerous, distracting or disruptive** clothing/accessories are not allowed. Clothing or accessories may not be sexually suggestive or depict: Alcohol, tobacco, drugs, profanity, obscenity, violence or defamation of any ethnic, religious, or social group.

**Undergarments must be covered** at all times.

Clothing must be neat, clean, hemmed, with no holes four or more inches above the knee, and worn as traditionally intended. No tight, form fitting pants or shorts, such as spandex/Lycra/ bicycle types. No sleepwear, including flannel pajama-type pants.

**Shoes** must be worn at all times and must not be a safety hazard in the judgment of staff. Certain shoes will not be allowed in labs, shops, industrial arts, P.E. and other classes as determined by the teacher. Slippers are not allowed.

**Dresses/Skirts/Skorts** must be longer than 4" above the knee. No cut-offs, short-shorts, running shorts, etc.

**Pants** must fit at the waist (no sagging) and not be more than one size too large or small. Pants must be worn at the belt- or hipline and must be hemmed at least one inch above the ground.

**Belts** must be through belt loops, not more than one size too large/small and cannot hang down. No writing on belts/buckles.

**Tops/Shirts:** Revealing tops are not allowed (Ex: off-the-shoulder, low-cut, narrow straps (must be 3 finger widths wide), tube tops, halter tops, fishnet, see-through, sleeveless underwear-type). Bare stomach or back must not be seen anytime.

**Head gear:** For weather protection, students may wear - outside only - a canvas or cotton hat with a 2" brim all the way around or a knit hat with no brim, or a hood. Hats must be tan, black or white and may have an approved school logo. **Other hats, caps, hairnets, skullcaps, bandannas or other head gear are not allowed** on campus during school hours.

**Hair/Makeup/Accessories:** Hair should be clean and neatly groomed. No abnormal hair coloring will be allowed. Students may not groom or apply makeup in class. No accessories that could be used as a weapon may be worn, including chains, studs, spikes, etc. Sunglasses may be worn inside only if prescribed by a doctor.

**Teachers** may require hairnets, goggles, aprons, caps, specific shoes or other safety equipment in class. Activity advisors may set additional standards. Students will be sent to the office for dress code violations. Parents/guardians may be contacted to provide appropriate clothing or the student may be assigned on-campus suspension, sent home or issued school-owned clothing. Detention may be assigned. Students in violation of dress code may be subject to search. **Repeated violations of the Dress Code will be considered defiance of authority.** Nothing in this code shall be construed as prohibiting the school from requiring students to comply with a determination that their dress or grooming is harmful or distracting.

### **GRADES**

Parents and students share the responsibility with the teacher to monitor student progress, including reviewing current grades. Successfully passing daily quizzes doesn't necessarily mean that the student will pass the end of the unit test. Just as in the traditional classroom, students must study and prepare to pass important tests. Students who fall below a 2.0 GPA at the end of a semester will be schedule to meet with the Student Study Team and/or student advocate to evaluate their continued participation in the Crossroads Trade Tech program.

### **GRADUATION PARTICIPATION POLICY**

In order to participate in the 8th grade or high school graduation ceremony, students must:

- Have met all academic requirements of the program, including all state testing requirements
- Have no outstanding debts to the school or district
- Have completed community service activity
- Have attended Crossroads Trade Tech Academy for at least two register months and completed at least six credits

Students not meeting the graduation participation requirements but who have met the academic requirements will receive their diploma from the Principal at the end of the school year (or upon completion of all academic requirements)

**H.S. Graduation Requirements**

**Crossroads Trade Tech Academy is a variable credit institution. Partial credits will be earned if a student doesn't complete the entire subject for the quarter.**

<b>Subject</b>	<b>Graduation Requirements</b>	<b>Subject</b>	<b>Graduation Requirements</b>
<b>English</b>	4 years 40 Credits	<b>Science</b>	2 years Biology & Physical Sci. with labs 20 Credits
<b>Math</b>	2 yrs. (Algebra I must be one) 20 Credits	<b>Foreign Language/Fine Arts</b>	1 year of either a foreign language Visual or Performing Arts 10 Credits
<b>Social Science</b>	3 years U.S. His/Geography Wld. Hist. Gov. /Econ. 30 Credits	<b>Vocational Arts</b>	<b>4 years 40 Credits</b>
<b>P.E.</b>	2 years 20 Credits	<b>Other</b>	Pass CAHSEE
<b>Community Service</b>	Pass/Fail	<b>Electives</b>	3 electives 30 Credits
<b>Total Credits</b>		<b>210</b>	

**HINTS FOR PARENTS TO ENSURE STUDENT SUCCESS**

1. Establish a daily routine so that students arrive on time and rested for school.
2. Provide a quiet, well lighted work area for the student to work away from the T.V and other distractions
3. Have necessary materials available (pencils, paper, etc)
4. Set aside time to review all completed lessons.
5. Talk each day with your child and discuss what they are learning.
6. Investigate field trips and outings for you and your child
7. Call the teacher should you have any problems or concerns
8. Be positive!

**IMMUNIZATIONS**

All pupils must be immunized before entering school. You must show documented evidence from the physician or agency where the immunizations were given when

registering your child(ren) for school. Verification of immunization will be recorded in your child's school health records. The required immunizations are as follows:

1. Polio (TOPV) (4<sup>th</sup> dose)
2. (DPT) Diphtheria, Tetanus, Pertussis (Whooping Cough) (5<sup>th</sup> dose)
3. Measles - (10-day Red Measles) - Second dose required
4. Rubella - (3-day German measles) - Second dose required
5. Mumps - Second dose required
6. Tuberculosis (within one year prior to starting school)
7. Hepatitis B inoculation series (3<sup>rd</sup> dose)
8. Varicella (Chicken Pox) or evidence child has had the disease

Note: Any child who is seven (7) years old or older need not be immunized against Pertussis (Whooping Cough), or mumps

**INSTRUCTIONAL MINUTES**

Each child in a site based, K-12 Charter school program must receive 80% of the required amount of instructional minutes at school pursuant to California Education Code, Section 46201 and 47612.5 (e) (1):

- 36,000 (28,800) minutes per year for Kindergarteners
- 50,400 (40,320) minutes per year for grades 1-3
- 54,000 (43,200)minutes per year for grades 4-8
- 64,800 (51,840) minutes per year for grades 9-12
- This does not include P.E. done away from school or independent reading done at home.

**LOCATION OF RECORDS**

<u>Types Of Records</u>	<u>Location</u>	<u>Custodian</u>
Cumulative School Records For Current K-12 Students	Charter School Office	Principal
Health Records for Current K-12 students	Charter School Office	Principal
Psychological/Educational Records Current and Former Students	Charter School Office	Principal
Special Education Records Current students	Charter School Office	Principal

**NO LOITERING POLICY**

**Public Schools and Commercial Centers:** No person shall loiter or play in or upon grounds of any public school or in or upon the grounds of any commercial center dedicated to or open to the public. This subsection shall not apply to children occupying or playing in or upon the grounds of any public school in the presence of and under the supervision of an authorized adult.

**P.E.**

All K-6 students must participate in P.E. for 20 minutes per day, and 7-12 grade students for 40 minutes per day. All high school students must complete at least two years of P.E. as prescribed by Crossroads Trade Tech at the time of enrollment. Students/parents will maintain a log of vigorous physical activity to document activities and time to be turned in each Monday. If you have questions regarding specific activities or accommodations under specified health circumstances, please contact your teacher.

**PROGRAM POLICIES**

1. Admission to the Crossroads Trade Tech Charter School will be open to families in Kings County and all contiguous counties who are committed to our school's goals and mission.
2. Admission requires attendance at an orientation meeting for both the parent and the child and the completion of an enrollment packet.
3. There must be a parent who will attend meetings regarding the progress of the student as needed, but not less than at the end of the first two quarters completed.

**PROMOTION AND RETENTION**

In order for a student to be considered for promotion he/she should:

- Complete at least 90% of all lessons assigned, with 75% mastery.
- Show at least average growth on state-mandated assessments in Reading, Language Arts and Math.

Retention is the reassignment of a pupil to the same grade level. The steps to retention shall be as follows:

1. Possible retention, based on academic or developmental factors, will be discussed at the Parent-Teacher conference as early as at the end of semester one or as late as quarter three.

2. By May 1, a Parent-Teacher conference will be scheduled to discuss all aspects of the recommended retention.
3. By May 1, the Retention Committee will meet and discuss all aspects of the recommended retention.
4. Parents may appeal the Committee's decision in the following order: (1) to the school site principal (2) to the District Superintendent and (3) School Board for a possible re-hearing regarding their child's retention.

The above steps may be waived if there is sufficient evidence to show marked change in progress during the second semester or if the pupil was enrolled after December.

**READING - Accelerated Reader will be used to monitor students' independent reading. Students will take quizzes at school, and this will be used to monitor and adjust what level of books students will have success with in reading.**

### **REPORT CARDS**

Report cards are sent home 4 times each year at the close of each quarter.

### **SPECIAL EDUCATION**

The School provides special education programs in accordance with federal and state laws, regulations and guidelines to ensure the provision of a free and appropriate public education to all school-aged children in grades served by the School. No student who qualifies for special education services may be enrolled in the School until an Individualized Education Program ("IEP") meeting has been held and independent study is provided for in the IEP pursuant to Education Code Section 51745(c). Any parent of a student enrolling with an active IEP which does not provide for participation in independent study should notify the school's administration so that an updated IEP team meeting may be held.

A parent and /or a teacher may request that a referral process for special education be started on a student at any time during the school year. The referral process is as follows:

1. The parent/teacher requests a Student Study Team referral form.
2. The parent/teacher completes the form and sends it to the School's office for action.
3. The Student Study Team (SST) will convene a conference call to review the referral (usually within 10 school days).
4. The SST will make recommendations to the parent and teacher regarding alternatives to teaching methods/modalities, etc. The parent/teacher will have approximately 20 days to implement the suggested activities. If the

problem/concern still exists after 20 days, the parent/teacher will ask that the SST reconvene for possible further action.

5. If Special Education testing is recommended by the SST or requested by the parent, the School's Special Education Department will be notified and an assessment will be scheduled. Following the assessment, a parent meeting will be scheduled with the Special Education staff to review the results and determine if the student qualifies for special education services. If a student qualifies for special education services, an IEP meeting will be held immediately.

**STATE TESTING**    **Dates for tests are listed at the top of page 2.**  
**State testing is a mandatory part of the Crossroads Trade Tech Charter Academy.**

All students are expected to attend the testing sessions and complete all test areas. State testing will be for:

Grades 2-11 in the core subject areas

Grade 7 will take a writing test

Grades 5<sup>th</sup>, 7<sup>th</sup>, & 9<sup>th</sup> will take the PFT (State Physical Fitness Test)

Grades 10<sup>th</sup>-12<sup>th</sup> will take the California High School Exit Exam

**STUDENT RECORDS**

The school maintains cumulative records for students as required by law and any additional records that would be helpful in providing maximum education opportunities for pupils. All pupil records will be created, maintained and destroyed in accordance with Board-approved policy.

The school respects the right to privacy of all our students. Access to student records is limited pursuant to the school's Board-approved policy regarding educational records and student information. A copy of this policy can be obtained from the school's office.

Please call the school's office to set up an appointment with the school administration if you desire to review your child's cumulative record.

**STUDENT STUDY TEAM**

A Student Study Team (SST) will be formed to address academic concerns of students enrolled in the School. The SST will consist of two Crossroads Trade Tech teachers and an administrator. Referrals to the SST may be made by either the student's teacher or parent (forms available from the School Office). The SST will meet once a month (conferences may be held in person or via the telephone) to review referrals and

conference with teachers and parents. The SST will review the student referral forms and following the conference, may make recommendations for alternative teaching strategies or changes in placement.

**STUDENT VEHICLES** must be registered in the School Office and used in a safe and sensible manner at all times. The maximum speed on school property is 5 miles per hour. Students may be held responsible for their actions while riding in a vehicle. If passengers cannot be identified, drivers may be held responsible for the actions of passengers. Penalties for misuse of an automobile may include loss of privilege to bring car to school, detention, suspension and/or legal citations. **Student parking** on campus is a privilege. Students should park in designated student parking areas. Students are not to park in "Reserved," "Staff" or "Visitor" spaces. **Motorbikes** are to be parked in properly marked spaces. AUESD (Crossroads Charter Academy, Crossroads Trade Tech Academy) is not responsible for damage to vehicles on campus or during the school day. School Administrators may search student vehicles if reasonable suspicion exists. A Police Officer may be involved.

#### **SCHOOL TRAFFIC**

At Crossroads Trade Tech, student drop-off/pick -up should be at the 8<sup>th</sup> Street Parking Lot.

#### **SUCCESSFUL STUDENTS:**

1. Set goals
2. Plan and organize their time
3. Study and read every day
4. Take notes in class
5. Always are prepared to do their work
6. Keep their promises and commitments

#### **SUPPLY LIST FOR STUDENTS:**

**Elementary students** will need a 5 subject binder (minimum 1  $\frac{1}{2}$ "), pencils and erasers. Additional suggested supplies are a pencil bag, a calculator with basic scientific functions, and a 256 MB or 1GB flash drive.

**High school students** will also need a 5 subject binder (minimum 1  $\frac{1}{2}$ ") with dividers, pencils (preferably mechanical) and erasers, a ruler, a lab book with graph paper, a calculator with simple scientific functions, and graph paper if you are enrolled in algebra or geometry. Additional suggested supplies are a pencil bag and a 256MB or 1GB flash drive.

**TRANSCRIPT REQUESTS:**

We understand that different situations arise during the course of a school year and students may need to leave our program to go to a different school. If a student is going to need a transcript, we request that **a 72 hour notice** is given in order to prepare the transcript.

**USE OF COMPUTERS AT SCHOOL**

Computers are to be used for educational purposed only. Therefore, students are not allowed to go to chat rooms, game sites, music sites, or plug in electronic devices, etc. during the school day. The consequences for violating this policy will be detention for the first offense, a parent/guardian conference for the second and possibly a student warning, and a warning or possible dismissal from the program for the 3<sup>rd</sup> offense.

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**Annual Notices to Students, Parents, and Guardians**

As required by law (Education Code Section 48980) you are hereby notified of the following:

1. **ABSENCES EXCUSED FOR JUSTIFIABLE REASONS** A student shall be excused from school for justifiable personal reasons, including but not limited to, illness, quarantine, medical appointments, an appearance in court or jury duty, attendance at a funeral service (one day for a service conducted in California, and three days if the service is outside California), observance of a holiday or ceremony of his/her religion, attendance at religious retreats (up to four hours per semester), or an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or designated representative. A pupil shall also be excused from school when he or she is the custodial parent of a child who is ill or has a medical appointment during school hours. No student may have his or her grade reduced or lose academic credit for absences excused under Section 48205, when missed assignments and tests can reasonably be provided and are satisfactorily completed within a reasonable period of time. (E.C. 48205)
  
2. **ABSENCES FOR OBTAINING CONFIDENTIAL MEDICAL SERVICES WITHOUT PARENTAL OR GUARDIAN CONSENT**  
 [T]he governing board of each school district shall... notify pupils in grades 7 to 12 inclusive, and the parents or guardians of all pupils... that school authorities may

excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. (E.C. 46010.1). However, it is the policy of the Armona Union Elementary School District that parental permission will be obtained before allowing a student to leave school for a confidential medical appointment.

3. ABSENCE FOR RELIGIOUS PURPOSES A pupil, with the written consent of a parent or guardian, may be excused from school in order to participate in religious exercises or receive moral or religious instruction for four or fewer days per month, provided the pupil attends school at least the minimum day for his grade. (E.C. 46014)
4. ADMINISTRATION OF MEDICATION AT SCHOOL Upon written request from the parent and written instructions from a physician, medication may be administered to a child at school by a designated school employee. (E.C. 49423)
5. AIDS PREVENTION INSTRUCTION Pupils in grades 7 to 12 shall receive AIDS Prevention Instruction at least once in junior high or middle school and once in high school. No pupil shall attend the AIDS Prevention Instruction if a written request by the pupil's parent or guardian to exclude the pupil from such instruction is received by the District. The District shall provide parents or guardians, upon request, a copy of Education Code section 51201.5 and 51553. Parents or guardians shall be notified in advance anytime an outside organization or guest speaker is scheduled to deliver AIDS prevention instruction. (E.C. 51201.5(c))
6. ASBESTOS MANAGEMENT PLAN An updated management plan for asbestos-containing material in school buildings is available at the District Office. (40 CFR 763.93)
7. ATTENDANCE OPTIONS California law (E.C. 48980(g)) requires all school boards to inform each student's parents/guardians at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Students that attend schools other than those assigned by the districts are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the district which the parents/guardians live (intra-district transfer) that is not applicable for Armona Schools because there are only two schools in the Armona District. There are three separate processes for selecting schools in other districts (inter-district transfer). They are called AB 19 Districts of

Choice, Other Inter-District Transfers, and Parental Employment in Lieu of Residency Transfers. Each one of these three options has requirements and limitations. More information is available at the District Office.

8. AVAILABILITY OF INFORMATION REGARDING REGISTERED SEX OFFENDERS AS REQUIRED BY "MEGAN'S LAW" Parents and guardians should exercise extreme caution in allowing their children to travel between home and school without adult supervision, and should familiarize themselves with individuals in the neighborhood who may pose a threat to school-age children. Parents and guardians should utilize the provisions of Megan's Law (Section 290.4 of the Penal Code), pursuant to which the Department of Justice is required to provide to a local law enforcement agency in each county a CD-ROM or other electronic medium containing information regarding specified registered sex offenders, and those local law enforcement agencies, in turn, are required to make the CD-ROM or other electronic medium available for public viewing.
9. USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES Students may have cell phones at school, but they are not to be used during the school day. They must be put away and out of sight during school hours. **This includes Lunch and Break time.** The consequences for violating this policy will be the confiscation of the device until the end of the school day for the first offense, confiscation of the device until a parent/guardian collects the device for the second offense, and confiscation until further notice for the third offense.
10. CHILD ABUSE PREVENTION TRAINING PROGRAM Parents have the right to refuse to allow their children to participate in a child abuse primary prevention program. (W&IC 18976.5).
11. CHILD ABUSE REPORTING The State Department of Education has adopted guidelines that a parent or guardian can follow in filing a complaint of child abuse committed against a pupil at a school site. Upon request, the District shall provide a copy of the guidelines to any parent or guardian in the primary language of the parent or guardians. (E.C. 33308.1)
12. CHILD FIND SYSTEM: POLICIES AND PROCEDURES Each district, special education local plan area, or county office shall establish written policies and procedures for a continuous child-find system which addresses the relationships among identification, screening, referral, assessment, planning, implementation, review and the triennial assessment. The policies and procedures shall include, but need not be limited to, written notification of all parents of their rights under

this chapter, and the procedure for initiating a referral for assessment to identify individuals with exceptional needs. (E.C. 56301)

13. CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM: All kindergarten pupils are required to have a physical examination prior to enrollment in first grade. Free health screening is available through the local health department. Failure to comply with this requirement or sign a waiver may result in up to 5 days exclusion from first grade. (H. &S.C. 324.2 and 324.3)
14. COMPLIANCE WITH RESIDENCY REQUIREMENTS: PARENT OR GUARDIAN EMPLOYMENT An elementary school pupil has complied with school attendance residency requirements if the pupil attends school in a district in which one or both of the pupil's parents, or guardians, is employed. The number of such inter-district transfer requests can be limited based on the District's average daily attendance. (E.C. 48204(f))
15. CONTINUING MEDICATION Parents or legal guardians of pupils needing daily medication must inform the school nurse or other designated certificated employee, of the medication, the current dosage, and the supervising physician. (E.C. 49480) The parent or guardian may consent to the school nurse communicating with the physician and the school employee may counsel with school personnel regarding the effects of the drug.
16. DISCRIMINATION AND HARASSMENT Discrimination and harassment against students and staff on the basis of sex, sexual orientation, ethnic group identification, race, ancestry, national origin, gender, religion, color, or mental or physical disability is prohibited. All students and staff in public education facilities have the same right to a safe learning environment, regardless of their sexual orientation or gender identity
17. EXCUSE FROM INSTRUCTION ON RELIGIOUS (MORAL) GROUNDS When any part of the instruction in health, family life education, and sex education conflicts with the beliefs of the parent or guardian of any pupil, the pupil, on written request, shall be excused from the part of training which conflicts with such religious training and beliefs. (E.C. 51240)
18. EXEMPTION FROM PHYSICAL EXAMINATIONS Upon receipt of a written request, a parent or legal guardian can exempt a child from all physical examinations. However, the child may be sent home if there is good reason to

believe that the child is suffering from a recognized contagious or infectious disease. (E.C. 49451)

19. EXPULSION: MANDATORY RECOMMENDATION/ MANDATORY EXPULSION

For a student expelled for an act listed under "Mandatory Recommendation and Mandatory Expulsion" (E.C. 48915 ©), the term of the expulsion shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis.

20. HANDICAPPED PUPILS No pupil will be discriminated against on the basis of sex, sexual orientation or gender identity, handicap, race, ancestry, color, national origin, or lack of English skills. Reasonable accommodation is available for handicapped students if necessary. (Section 504 of the Rehabilitation Act of 1973)

21. IMMUNIZATION FOR COMMUNICABLE DISEASE

Health and Safety Code section 120325, et. Seq. requires that every child entering a California School be immunized against diphtheria, tetanus, pertussis, polio, rubella, mumps, measles, and hepatitis B. A written immunization record of each required vaccine, including date and provider, must be presented at school entry. Effective July 1, 1999, all students entering 7th grade will need proof of receiving 3 doses of hepatitis B. A repeat DT and MMR may also be required. In the event that the school district should participate in an immunization program for the purposes of prevention and control of communicable diseases, your child may not participate unless you have provided specific written consent. Effective August 1, 1997; all children entering kindergarten shall be fully immunized against Hepatitis B. (E.C. 49403; H. & S. C. 120335.)

22. MEDICAL AND HOSPITAL SERVICES FOR PUPILS: A school district may provide medical or hospital service, or accident or liability insurance policies, for student injuries occurring while in or on the property of the district. No student shall be compelled to accept such service without his/her consent, or a minor without the consent of his/her parent or guardian. (E.C. 49472)

23. MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS

Parents/guardians will be informed of the District's schedule of minimum days and pupil-free staff development days. A copy of the District's ensuing school calendar is included in this Handbook. If any more minimum days or pupil-free staff development days are scheduled following circulation of this notice, parents/guardians will be notified as soon as possible.

24. NOTICE OF ALTERNATIVE SCHOOLS California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to encourage students to develop various positive values such as self-reliance, resourcefulness, initiative, and responsibility, self-motivation while supporting kindness, spontaneity, courage, creativity, and joy. In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.
25. NUTRITION PROGRAM In cooperation with the State Department of Education and the State Department of Public Health, nutritious meals are provided at school. (E.C. 49510)
26. PARENT NOTIFICATION REGARDING TEACHER QUALIFICATIONS Parents have the right to request information regarding the qualifications of your child's teacher. You may request information regarding:
- Whether the teacher has met state credential criteria for the grade level or subject they teach;
  - Whether the teacher is teaching under emergency or other similar status;
  - The college degree major of the teacher and any other graduate certification or degree held;
  - Whether the child is provided services by paraprofessionals, and if so, their qualifications.
27. PESTICIDE NOTIFICATION Included with the student's return to school package is a notification of the name and active ingredients of all pesticide products expected to be applied at District schools during the upcoming year. Parents may register with the school site if they wish to receive notification of individual pesticide applications at the school facility. (E.C. section 17612).
28. PROHIBITION OF SEXUAL BIAS IN COURSE OF STUDY Elementary schools, commencing with seventh grade, and high schools shall offer classes and courses to its pupils without regard to the sex of the student and shall provide counseling in career, vocational or higher education opportunities without regard for the sex of the student counseled, if such counseling or school program guidance is

provided. Notification of parents or guardians of the pupil shall be given in advance to encourage their participation in such counseling sessions and decisions (E.C. 221.5).

29. PUPIL INTERNET ACCESS POLICY As a school district that provides pupils with access to the internet and on-line services, we have adopted a policy regarding such access and inform parents of "harmful matter" as defined in Penal Code section 313 subd. (a). This policy is included in the annual notification as required by Education Code 48980 (E.C. 51870.5)
  
30. PUPIL RECORDS: RIGHT TO ACCESS Parents of minors who are currently or were formerly enrolled as pupils and current or former pupils who have attained the age of 18 years have an absolute right to access any and all of their pupil record. Records are maintained by the District office. These rights include (a) review and inspection, (b) receipt of copies upon request and payment of fee, (c) interpretation by certificated personnel, and (d) written request to challenge the content and have information removed. The position of the official responsible for the maintenance of pupil records is the school site principal. The location of the log of persons and organizations requesting or receiving pupil records is at the school site office. The criteria used by the school district to define "school officials and employees" and in determining "legitimate educational interest" is contained in Administrative Regulation 5125 (c) Mandatory Access, and (d) Permitted Access. The District has classified the following as directory information: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent previous school attended.  
A parent or legal guardian has the right to file a complaint with the United States Department of Health, Education and Welfare concerning an alleged violation of 20 USCA Sec. 1232g. (E.C. 49063, 49064, 49069, 49070, 49073, 49076(a) (1))
  
31. PUPILS' RIGHTS TO REFRAIN FROM THE HARMFUL OR DESTRUCTIVE USE OF ANIMALS A pupil's moral objection to dissection or otherwise harming or destroying animals must be substantiated by a note from the pupil's parent or guardian. Each teacher whose instruction utilizes live or dead animals must also notify pupils of their right to refrain from such activity. (E.C. 32255 et seq.)
  
32. PUPILS WITH EXCEPTIONAL NEEDS Individuals with exceptional needs, who are eligible to receive educational instruction, related services, or both under Part 30 of Division 4 of Title 2 of the Education Code shall receive such educational

instruction, services, or both, at no cost to his or her parents, or, as appropriate, to him or her (E.C. 56040)

33. PUPILS WITH TEMPORARY DISABILITIES-INDIVIDUAL INSTRUCTION

Students with temporary disabilities, who cannot attend regular day classes, may receive individual instruction provided by the district. Parents or guardians of pupils within this category shall be given notice regarding the availability of such individualized instruction. (E.C. 48206.3)

34. PUPILS WITH TEMPORARY DISABILITIES-RESIDENCY REQUIREMENTS

A pupil with a temporary disability, who is in a hospital or other health facility, excluding a state hospital, which is outside of the school district in which the parent or guardian resides, shall have complied with the residency requirements for school attendance in the school district in which the hospital is located. It is the primary responsibility of the parent or guardian of the pupil with the temporary disability to notify the school district of the pupil's presence in a qualifying hospital. (E.C. 48207, 48208)

35. SEARCH AND SEIZURE POLICY

To ensure that Crossroads Trade Tech Academy remains safe and drug-free, school officials and local law enforcement personnel may elect to conduct random searches employing drug-sniffing canines when this is deemed necessary. These searches of classrooms or parking lots will take place only after all students are removed in an orderly fashion from the area to be searched.

36. SEX EDUCATION OR FAMILY LIFE EDUCATION COURSES:

The school may not require pupils to attend any class in which human reproductive organs and their function and processes are described, illustrated or discussed. Whenever such classes are offered, the District must (a) notify parents in advance in writing; (b) provide opportunity prior to the class for the parents to inspect all written or audiovisual materials to be used, and (c) provide opportunity for each parent to request in writing that his or her child be excused from the class. (E.C. 51550)

This section does not apply to descriptions or illustrations of human reproductive organs which may appear in any science, hygiene or health textbook. (E.C. 51550) Parental rights for notice, materials inspection and opportunity to request pupil non- participation in units of instruction in venereal disease education are essentially the same as for sex education courses. (E.C. 51820)

37. SEXUAL HARASSMENT POLICY The District has adopted a sexual harassment policy which prohibits sexual harassment in all the schools of the District. A copy of the District's sexual harassment policy pertaining to students is available at the District Office. (E.C. 212.6 and 48980)
38. SPECIAL EDUCATION Federal law requires a free and appropriate education in the least restrictive environment be offered to qualified handicapped pupils. (IDEA)
39. SPECIAL EDUCATION FOR HANDICAPPED PUPILS A pupil with exceptional needs, who is eligible to receive educational and related services, shall receive such instruction or services or both, at no cost. (E.C. 56040 et seq.)
40. STUDENT DISCIPLINE The Board of Trustees of the District has adopted rules pertaining to student discipline. A copy of such rules is included in this handbook. (E.C. 35291)
41. UNIFORM COMPLAINT PROCEDURES Board Policy contains Uniform Complaint Procedures which apply to all state and federal categorical programs requiring formal complaint procedures regarding alleged acts of discrimination on the basis of ethnic group identification, race, national origin, religion, age, sex, sexual orientation or gender identity, color, and physical or mental disability. The Uniform Complaint Procedures (B.P./A.R. 1312.3) is available in the Armona School District Office.

Forms for requesting the above information are available in the Armona Union Elementary School District Office

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We have tried to identify all the issues, questions and concerns that might arise at Crossroads Trade Tech Academy in our 2010-2011 Student-Parent Handbook. Because it is impossible to cover every possible problem or question in this handbook, we encouraged parents to watch for the newsletters or communications that will be mailed home during the school year. Additionally, parents are always welcome to drop by our sites to meet the staff and see our facilities. If you need a specific question answered, you may contact any of our staff by calling the main office at (559) 583-5060.

Thank you for choosing Crossroads Trade Tech Academy and it is our hope that this experience will be a rewarding one for you.

## Elementary Curriculum Grades 4<sup>th</sup>-8<sup>th</sup>

4th Grade				5th Grade				6th Grade			
Subject	Total # of Lessons	9 weeks	weekly	Subject	Total # of Lessons	9 weeks	weekly	Subject	Total # of Lessons	9 weeks	weekly
Reading	45	11.25	1.25	Reading	46	11.5	1.28	Reading	51	13	1.25
Writing	38	9.5	1	Writing	45	11.25	1.25	Writing	46	11.5	1.28
Building Vocab.	46	11.5	1.28	Building Vocab.	44	11	1.22	Building Vocab.	48	12	1.33
Language Usage	49	12.25	1.36	Language Usage	44	11	1.22	Language Usage	46	11.5	1.28
Math	59	14.75	1.64	Math	42	10.5	1.17	Math	51	12.75	1.42
Social Science	43	10.75	1.19	Social Science	52	13	1.44	Social Science	32	8	0.89
Science	51	12.75	1.42	Science	39	9.75	1.08	Science	54	13.5	1.5
<b>Total</b>	<b>331</b>	<b>82.75</b>	<b>9.14</b>	<b>Total</b>	<b>312</b>	<b>78</b>	<b>8.66</b>	<b>Total</b>	<b>328</b>	<b>82.25</b>	<b>8.95</b>
Total lessons due for a 9 weeks	<b>82.75</b>			Total lessons due for a 9 weeks	<b>78</b>			Total lessons due for a 9 weeks	<b>82.25</b>		
Total lessons per week due	<b>9.14</b>			Total lessons per week due	<b>8.66</b>			Total lessons per week due	<b>8.95</b>		

## Elementary Curriculum Grades 4<sup>th</sup>-8<sup>th</sup> *continued*

7th Grade				8th Grade			
Subject	Total # of Lessons	9 weeks	weekly	Subject	Total # of Lessons	9 weeks	weekly
Reading	47	11.75	1.3	Reading	46	11.5	1.28
Writing	46	11.5	1.28	Writing	47	11.75	1.3
Building Vocab.	50	12.5	1.39	Building Vocab.	49	12.25	1.36
Language Usage	43	10.75	1.19	Language Usage	49	12.25	1.36
Math	50	12.5	1.39	Math	45	11.25	1.25
Social Science	67	16.75	1.86	Social Science	41	10.25	1.14
Science	46	11.5	1.28	Science	46	11.5	1.28
<b>Total</b>	<b>349</b>	<b>87.25</b>	<b>9.69</b>	<b>Total</b>	<b>323</b>	<b>80.75</b>	<b>8.97</b>
Total lessons due for a 9 weeks	<b>87.25</b>			Total lessons due for a 9 weeks	<b>80.75</b>		
Total lessons per week due	<b>9.69</b>			Total lessons per week due	<b>8.97</b>		

**Appendix: B**

**High School Curriculum (9<sup>th</sup>-12<sup>th</sup>)**

**Most high school students will have 6 classes that they are assigned each semester. They will need to complete a minimum of one assigned per subject each week. Which means more than one assignment per day must be completed in order to be progressing towards graduation.**

Lesson Status : ■ Partially Completed ■ Completed ■ Graded ■ Re-do

Some high school classes have 18 lessons. When a student finishes all 18 they receive 5 credits or units.



<u>Intro to the Internet</u> Start : 08/13/09 End : Extension :																					
Lesson Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	SEM	%	DROP
Submitted Date	8/20																			85	
Grade	A-																			0	

Some high school classes have 36 lessons. When a student finishes all 36 they receive 10 credits or units.



<u>World Cultures [2.0]</u> Start : 08/13/09 End : Extension :																					
Lesson Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	SEM	%	DROP
Submitted Date	8/21																				
Grade																				0	
Lesson	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	SEM	%	DROP
Submitted Date																					
Grade																				0	

<u>English Fundamentals [1.1]</u> Start : 08/13/09 End : Extension :																					
Lesson Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	SEM	%	DROP
Submitted Date																					
Grade																				0	
Lesson	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	SEM	%	DROP
Submitted Date																					
Grade																				0	

<u>(AG) Algebra One [1.1]</u> Start : 08/13/09 End : Extension :																					
Lesson	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	SEM	%	DROP
Submitted Date	08/19																				
Grade																				0	
Lesson	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	SEM	%	DROP

