



Student Handbook 2009-2010

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INTRODUCTION

Welcome to Charter High School of the Arts - Multimedia and Performing (CHAMPS). This handbook is to help you get acquainted with our policies, guidelines and procedures. This handbook defines limits and expectations to help foster mature behavior.

The core motivation of CHAMPS is to create a place where students actually thrive on the excitement of being in school. The vision is based on Dr. Norm Isaacs' premise that most young people want to do well and given the right tools can succeed. All of the school's students are expected to strive for personal academic excellence while discovering their unique abilities to become life-long learners.

We encourage students and parents/guardians to review this handbook together.

MISSION STATEMENT

The mission statement of CHAMPS is to create champions of academic excellence, social responsibility, self-expression, and life-long learning through the arts.

**CHAMPS Charter High School
6952 Van Nuys Blvd.
Van Nuys, CA 91405**

**Main Office: (818) 994-4744
FAX: (818) 994-0099
Counseling Office: (818) 994-7614**

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs)

The following learning goals are an interdisciplinary statement about what all students should know, understand, and be able to do by the time they graduate from CHAMPS.

Every student who graduates from CHAMPS will be a:

1. **Champion of Academic Excellence:** Proficient or above in English Literature, History, Mathematics, Science, Foreign Language and Performing/Media Arts.
2. **Champion of Social Responsibility:** An energized citizen prepared to lead his/her community by example toward a peaceful and healthy environment.
3. **Champion of Self-Expression:** A creative thinker able to evaluate, organize, and produce solutions in a complex technological and artistic world with practical and theoretical foundations.
4. **Champion of Life-Long Learning:** Skilled in critical thinking strategies necessary to adapt to a rapidly evolving world.

ADMISSION, ENROLLMENT AND REGISTRATION

Any student in the State of California is eligible to attend CHAMPS, however there are entrance tests to assess the level of competency of each student in math and English prior to enrollment. Enrollment of new students is by application and a public lottery. Preference is given only to siblings of current CHAMPS students and to students residing within the LAUSD attendance area.

The deadline to submit an application is the first Friday in February (i.e., Friday, February 6, 2009). Applications received on or prior to this date are considered for public lottery. Applications received after this date are placed on a waiting list.

The lottery is held on the following Monday in February at 10:00 A.M. (i.e., Monday, February 9, 2009). The list of accepted students is posted on CHAMPS Website, www.champscharter.org. The remaining students are placed on a waiting list in the order their applications were received. Notification will not be sent out in writing nor available by telephone. Any telephone inquiries will inform parents/guardians that they must come to the school office to determine their student's status and to pick up registration packets if their student has been accepted.

Registration is due no later than the third (3rd) Friday in February. All required forms and documentation are due on or before this date. If all required forms and documents are not received on or before this date, registration is considered incomplete, and the student forfeits his/her priority status.

Waiting list: When vacancies become available, students on the waiting list are informed by telephone of their acceptance. These students have two weeks within which to obtain and complete the registration packet. If all required forms and documentation are not received within two weeks, the student forfeits his/her priority status.

Returning students: All returning students must complete and submit the registration packet, including their course selections, by the first Friday in March.

Documentation required for registration includes, but is not limited to, the following:

CHAMPS Application
Current immunization records
PAR form and ID-22 (from LAUSD school only)
Report card from previous school
Copy of IEP or 504 (if applicable)
Home Language Survey
Economics Survey
Medical Authorization, and Waiver and Release of Liability (Emergency Card)
Medical Release for over-the-counter medications
Student Pledge
Teachers' Rules
Attendance Contract
Parent Volunteer Sign-up Form
Graduation requirements
Donation for Earthquake Emergency Kit - \$20
Photo Release for promotional use
CHAMPS Information form

NONDISCRIMINATION STATEMENT

The school is committed to providing a working and learning environment that is free from discrimination and harassment based on an individual's gender, sexual orientation, ethnic group identification, race, color, ancestry, national origin, religion, mental or physical disability, or any other basis protected by Federal, state, local law, ordinance or regulation. Harassment under Title IX (gender), Title VI (race, color, or national origin), and Section 504 and Title II of ADA (mental or physical disability) is a form of unlawful discrimination that will not be tolerated by the school. Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment, which can result in disciplinary action against the offending student or employee. Harassing conduct can take many forms, including verbal acts, graphic and written statements, or conduct that is physically threatening or humiliating.

This nondiscrimination policy covers admission or access to, or treatment or employment in, school programs and activities. Any inquiries regarding this nondiscrimination policy or the filing of discrimination/harassment complaints may be directed to the Principal or Assistant Principal.

Federal law, Title IX, and state law prohibit anyone at a school from discriminating against any student on the basis of sexual orientation or gender. Males and females must be treated equally. If a parent/guardian or student believes that the student's rights under Title IX have been violated, there is a process to resolve the grievance. Students are encouraged to contact the Principal or Assistant Principal for further guidance and reporting procedures.

MAINTAINING CONFIDENCES

Teachers, counselors, administrators and all school personnel will respect all verbal and written confidences of students, except where the health or safety of the student or others is involved.

SCHOOL YEAR CALENDAR

School begins September 1, 2009 and ends on June 24, 2010.

CALENDAR FOR 2009 – 2010 SCHOOL YEAR (Important Dates)

Tuesday, September 1, 2009First Day of school
Monday, September 7, 2009Labor Day (no school)
Friday, September 25, 2009Pupil Free Day (Teachers work on WASC)
Monday, September 28, 2009Declared Holiday (no school)
Friday, October 9, 2009Pupil Free Day (Teachers work on WASC)
Monday, October 12, 2009Declared Holiday (no school)
*****Monday, November 11, 2009School Is In Session**
Wednesday, November 25, 2009Pupil Free Day (Teachers work on WASC)
Thursday, November 26, 2009Thanksgiving Day (legal Holiday)
Friday, November 27, 2009Declared Holiday (no school)
Monday, Dec. 21- Friday, Jan. 8Winter Recess (no school)
Monday, January 18, 2010Dr. Martin Luther King Jr's Birthday (no school)
Friday, February 5, 2010First Semester Ends
Monday, February 8, 2010Second Semester begins
Friday, February 12, 2010Pupil Free Day (Teachers work on WASC)
Monday, February 15, 2010Presidents Day (no school)
Monday-Friday, March 29 – April 2Spring Recess (no school)
Monday, May 31, 2010Memorial Day observed (no school)
Thursday, June 24, 2010Last Day of Instruction

DAILY BELL SCHEDULE

7:00 am – 7:55 am	Period 1
8:00 am – 8:55 am	Period 2
9:00 am – 9:55 am	Period 3
10:00 am – 10:55 pm	Period 4
11:00 am – 11:55 am	Period 5
12:00 pm – 12:55 pm	Period 6
1:00 pm – 1:55 pm	Period 7
2:00 pm – 2:55 pm	Period 8
3:00 pm – 3:55 pm	Period 9
4:00 pm – 4:55 pm	Period 10
5:00 pm – 5:55 pm	Period 11

WEBSITE

Information about the school may be found at www.champscharter.org. The Website will be updated regularly therefore please check back often. CHAMPS also employs the Teacherease on-line grading and attendance service to keep students and families informed of daily student progress. Most communication from the school to students and families is through e-mail therefore it is important to keep the school informed of any change in e-mail addresses as soon as possible. If you do not have access to e-mail or the internet please inform the front office.

CONTACTING TEACHERS

If you wish to contact a teacher, you may do so via telephone, email, or note. When telephoning, please call the office and leave a message. Your message should include your name, phone number, the purpose of your call (i.e., conference, question), and the best times to reach you after school hours. Notes may be delivered to the school office for delivery to the teacher's mailbox. Teachers will use their best efforts to contact you promptly.

Teachers may also be contacted via email through Teacherease or via the link on the school website (www.champscharter.org).

CONFLICT RESOLUTION

In the event an issue, concern, dispute or other conflict arises with a teacher or staff member, students and/or parents/guardians should contact the teacher or staff member directly in an attempt to address and resolve the conflict. Only after a good faith attempt to resolve such conflict, should the student or parent/guardian contact a counselor or Assistant Principal. If the conflict remains unresolved, the Principal may become involved.

MAILBOXES

Teachers, staff, administrators, and school councils have mailboxes. Written communications must include the addressee's name as well as the sender's name, and may be delivered to the office for distribution into the applicable mailbox.

CELLULAR PHONES AND ELECTRONIC DEVICES

If cellular phones and electronic devices are brought to school, they **MUST** be turned OFF at all times (NOT placed on vibrate) as provided below. Violations will lead to cellular phones or electronic devices being confiscated and given to the office for return

after a conference and at the end of the day. An additional violation will require a parent/guardian conference before the return of the cellular phone or electronic devices. Additional violations may result in the cellular phone or electronic devices being confiscated and kept until the end of the semester. Students are advised not to bring valuable items to school since security of the items cannot be provided.

Text messages being sent and/or received during class time will be considered as possible attempts to cheat and will be treated with the appropriate consequences.

Cellular phones may be turned on and used during lunchtime, and before and after school.

Any communication to a student from parents/guardians or anyone off campus can be made as follows:

1. A voicemail may be left for the student on the student's cellular phone. The student may retrieve voicemail during lunchtime, and before and after school ONLY. A student cellular phone turned on at any other time during school, for any purpose whatsoever, is strictly prohibited.
2. If it is a matter of urgent importance, a message can be left with the school office for the student. Every effort will be made to deliver the message to the student promptly.

Any communication from students to parents/guardians or anyone off campus can be made as follows:

1. Students may turn on their cellular phones during lunchtime, and before and after school ONLY. A cellular phone turned on at any other time during school, for any purpose whatsoever, is strictly prohibited.
2. Students must complete their phone communications or any other personal business within the allotted time for lunch, so as to be on time to class. Tardiness to class is not acceptable and will be treated according to school policies. If the lunch period is ending, and a student has not completed his/her cellular phone use due to a matter of urgent importance, the student must proceed to the school office to complete such business.
3. If the student does not have a cellular phone, and if the matter is of urgent importance, the student may ask the office for assistance in making a telephone call. "Urgent importance" means illness or a change in transportation arrangements. Forgotten lunches and homework assignments, while important, are not necessarily matters of urgency.

DELIVERIES

Contact with students may not be made via deliveries, and CHAMPS will not make deliveries to students. Gift deliveries such as balloons, flowers will not be accepted. However, forgotten lunches may be brought to the office for retrieval by students.

NEWSLETTER

A school newsletter is published and distributed via hard copy, email attachment and website. Newsletter issues contain information and important announcements that are for the attention of students and parents/guardians. CHAMPS uses its best efforts to disseminate information on a timely basis. Students and parents/guardians are expected to use their best efforts to retrieve the information and to keep themselves informed.

COMMUNITY OUTREACH

Community outreach is service performed by a CHAMPS student for the benefit of others that earns community outreach points for him/her. This may include community service, school service credit or required service as explained below. Students are required to perform a minimum amount of community outreach to fulfill graduation requirements. Different types of community outreach service have different point values, which points are listed in the course catalog. Community outreach service points are not required of students for the 2005-2006 school year since it was not a requirement at that time. For personal growth, character development, and the betterment of society as well as for the practical purpose of acceptance to college, it is important that all students take part in community outreach service.

1. Community Service:

"Community service" is service performed outside of CHAMPS for the benefit of the community.

Students may perform service through opportunities presented by CHAMPS, on their own initiative, or through scouting, church, temple or other organizations. In order to add community service points to their school record, students must provide proof of their community service in an activity pre-approved by the Community Outreach Committee. Proof of community service will be kept in students' academic records.

2. School Service:

"School service credit", different from community service, is service performed for the benefit of the school (in the form of tutoring or office work, for example, and

must be performed outside of class time. School service credit is also a plus on college applications.

Providing service as a teacher's assistant earns an academic grade but not school service credit. Students may discuss school service opportunities with teachers and/or school administrators. They submit the applicable school service form, which is signed by the teacher or administrator after the school service is completed. The completed form is submitted to the school office and the school service credit is entered into the student's academic record.

3. Required Service

A combination of 25 hours of Community and School Service is to be met for each year enrolled at CHAMPS (up to a four year total of 100 hours). Students who have not performed the aforementioned community service or school service by the end of the school year may be required to perform such service during the summer before being allowed to re-enroll.

STUDENT GOVERNMENT

Student government consists of the Student Council, which is supervised by a teacher advisor or another authorized adult. The Council is an organization of student representatives elected by the student body in the Spring of each school year. The Council encourages the participation of the entire student body in activities to promote the welfare and general interests of the school's students.

The Council deals with matters concerning (a) students' rights and interests, (b) acts as a liaison between students, faculty, and administration, (c) establishes and oversees various social activities and community outreach opportunities, and (d) represents the student body at Governance Council meetings.

The Student Council officers consist of a President, Vice President, Secretary and Treasurer and operate in accordance with Bylaws adopted by the Council.

FIELD TRIPS

The curriculum of the school may incorporate field trips that are educational in nature or related to a course of study.

To participate in any field trip, all students must have a signed emergency/health form on file at the school. This is a requirement. No student will be permitted to attend a school-sponsored field trip without this documentation. The teacher in charge will have copies of these forms in case of an emergency. Other teachers must be notified in advance if a student will miss a class that day due to a field trip.

Students are expected to comply with all the rules and regulations of the destination they are visiting on a field trip. Additionally school rules apply to all school-sponsored functions on campus or off campus.

POSTERS/SIGNS/FLYERS

All signs, flyers, posters must be approved before they are posted at school. Approval may be requested from an Assistant Principal or the Principal. All items must be posted on the bulletin boards and may not be attached to bare walls, unless approval has been received.

MEDIA

Occasionally, members of the news media may visit the school to cover school activities, competitions, assemblies, programs or other newsworthy events. The law provides that when members of the press/news media are lawfully present on campus, they may interview, photograph, film or videotape students. However, the law also provides that a student may refuse to be interviewed, photographed, filmed or videotaped.

EXTRACURRICULAR PROGRAMS ON CAMPUS

1. Facility Availability Information

The school's facilities are available for club meetings, class activities, and other school-sponsored gatherings. The school does not make its facilities available for activities unrelated to CHAMPS unless special arrangements have been made with the Principal or Assistant Principal.

2. Rules

No student may remain on campus after the end of his/her scheduled school day unless supervised by a teacher or another adult in an approved extracurricular activity or community outreach activity. There must be an official sign-in sheet for all on campus after school activities. Students who remain on the premises to wait for an after school activity must wait in a designated location determined depending on the activity, or in the lunch area. After the activity, the supervising adult will escort students to the pick-up area and supervise their dismissal.

Students must treat their after-school instructors with respect as if they were regular school teachers. If a student takes undue advantage of a class and uses it as social time, he/she will be asked to discontinue leave the activity. Teachers of extracurricular activities can make their own specific class rules, those of which must be pre-approved by the Principal or the Assistant Principal.

3. School-sponsored Extracurricular and Co-curricular Activities

Open to CHAMPS students only. If on a school day, they are not open to students with an unexcused absence that day. Certain extracurricular activities may be open to non-CHAMPS students, if space is available.

Student publications such as student newspapers, literary magazines or yearbooks can serve as a co-curricular activity. To offer a co-curricular or extracurricular activity, a written proposal must be submitted to the Principal or Assistant Principal for approval, specifying dates, frequency, duration, content, purpose, cost, target group, and leader qualifications.

School clubs and organizations represent the diversity of the student body and individual student's interests. All school-sponsored student clubs and organizations must have supervision by a credentialed CHAMPS teacher advisor. A CHAMPS student's parent/guardian may facilitate a student club or organization provided that a CHAMPS teacher or administrator agrees to be the designated advisor. Students may form school-sponsored clubs and organizations by providing to the Principal or Assistant Principal for approval: (i) a detailed written plan, (ii) the names of at least four interested students, and (iii) the name of the CHAMPS credentialed teacher who has agreed to be the designated advisor. Approval/disapproval will be provided by the Principal or Assistant Principal thereafter, following consultation with Student Council and/or Governance Council as appropriate.

School service or community service credit may be earned by students initiating and participating in student publications, and student clubs and organizations at the discretion of the Community Outreach Committee. Please see the Community Outreach section of the handbook for more information.

WORK PERMITS

If a student must leave school early or be absent for a full day because of work, the office must be provided in advance with a copy of a current work permit for the student's school records. The office must also be provided with a signed note in advance, indicating the dates on which the student is anticipated to be absent for administration approval. Students who do not report in the above manner will be considered unexcused and could be recorded as truant.

Teachers post lessons and/or homework assignments on Teacherease. Teachers must be provided with copies of the schoolwork being completed by the working student to confirm the student is maintaining the same program as the rest of the class.

Any student who is absent from school because of a family member's work schedule must discuss possible solutions with their teachers or administration, to keep up with class work and avoid being reported as truant

LOST AND FOUND

Personal items that are left behind at the end of each school day are collected and taken to the office. For identification purposes, it is suggested that personal items be labeled with the student's name. Found clothing is placed in the shelves outside the office for parents/guardians to view and to take home if items belong to their students. After the last Friday of each month, all unclaimed lost-and-found items will be donated to charity.

ACADEMICS

GRADUATION REQUIREMENTS

CHAMPS meets and exceeds the California minimum course requirements (refer to ww.cde.ca.gov/ci/gs/hs/hsgmin.asp) and the University of California and California State University admission requirements (refer to www.universityofcalifornia.edu/admissions). All courses are one year long unless otherwise stated.

- English: All students must complete four (4) years of English (or equivalent UC-required courses).
- Mathematics: All students must complete three (3) years of math (or equivalent UC-required courses).
- Science: All students must complete three (3) years of science (or equivalent UC-required courses).
- Social Studies: All students must complete three (3) years of social studies (or equivalent UC-required courses).
- Foreign Language: All students must complete a minimum of two (2) years of the same foreign language (or equivalent UC-required courses). Students may receive credit by attending approved courses outside of CHAMPS, such as a local community college.
- Performing/Visual Arts: All students must complete four (4) years of performing, technology or visual arts (or equivalent UC-required courses).
- Physical Education: All students must complete a minimum of two (2) years of physical education or dance and pass the physical fitness test. They will be required to take physical education classes until they pass the physical fitness test.

Community Outreach: All students must perform the equivalent of twenty five (25) community service points for each year of attendance at CHAMPS (one hundred (100) points for four (4) years of attendance). The community outreach section of this handbook provides more information regarding community outreach service.

Academies: The specialized academies have developed the requirements for graduation for each specific academy. Students are expected to show commitment and to excel in their academy as well as maintain at least a "C" average in all course requirements listed above.

COLLEGE PREPARATION - Our college counselor is Anne Cochran

CHAMPS bases its course offerings on the UC (University of California) A-G requirements. (refer to www.universityofcalifornia.edu/admissions).

ADVANCED PLACEMENT: The CHAMPS curriculum fulfills all UC/Cal State admission requirements. To increase the possibility of acceptance into the California State University system, the University of California system, and private colleges and universities, students are encouraged to take advanced placement ("AP") courses. CHAMPS offers AP courses for eligible students. Students are encouraged to discuss AP eligibility with a counselor. AP courses add extra grade points to a student's transcript.

HONORS CLASSES: CHAMPS also offers classes at the honors level. Honors classes are more challenging and may give the student an extra grade point in the 11th and 12th grades.

PSAT and SAT: We urge all students to take the PSAT and SAT tests at the appropriate times. The PSAT will be offered on campus at CHAMPS this year for 10th and 11th grade students. In the 11th grade, all students should take the PSAT in the Fall and the SAT in the spring. The SAT, SAT Subject Tests and ACT exams are strongly encouraged for inclusion in every student's college preparation program.

COURSE SCHEDULING

CHAMPS offers seven (11) periods per day, plus after school classes. All students are required to take at least six (6) classes per semester, unless prior approval is obtained from a school counselor. Students must enroll in consecutive classes to the extent this is feasible. CHAMPS' course scheduling is designed to meet the school's rigorous standards. Students are encouraged to take advantage of the classes offered by CHAMPS. If a student does not take full advantage of these classes, the student may not fulfill CHAMPS' graduation requirements.

In selecting electives, students are advised to consult with their parents/guardians and teachers. Schedules are subject to change as course offerings are added. Requested schedule changes are not accepted without the prior written approval of the teacher and parent/guardian and **not later than two weeks after the start of the semester.**

At the beginning of every school year, courses are selected for the entire school year and schedules are distributed at the start of each semester. Under special circumstances and for legitimate reasons, the principal or counselor may modify a student's schedule.

STANDARDS FOR A SUCCESSFUL CHAMPS STUDENT

The following writing standards and study skills serve as guidelines to support students in their efforts to produce their best work. Students are encouraged to seek the advice of their teachers on how to best develop these skills.

WRITING STANDARDS

For CHAMPS students to write successfully, they need to consider the following guidelines that will help them consistently produce their finest work. In all academic disciplines, the following standards apply:

1. Write with purpose.

What is your point? Is it clear to your readers?

2. Write with clarity.

Be specific; give concrete details to provide support to your main points.

Avoid vagueness or generalizations.

3. Write logically.

Do your points make sense? Have you avoided errors in logic?

Is your discussion based only on an emotional appeal, or are there hard facts to back it up?

4. Write precisely.

Make each word count; don't fill up your writing with unnecessary fluff just to have "enough" pages.

Avoid repetition.

5. Follow the rules of grammar.

Make sure sentences are complete with correct spelling, punctuation, and capitalization. If you are uncertain, consult your grammar handbook or a grammar source online.

Don't depend on spell check programs; they cannot identify homonyms or incorrect word choices.

6. Write what is required.

Address the given task in the format that is requested, whether lab report, term paper, or essay.

Be sure that you have actually addressed the question or task required, and not written on some other aspect of the subject.

7. Use all the time available to do your best work.

First drafts are rarely your best work, so be ready to revise as much as needed for improvements, which means several times for big assignments.

Whether you have a lot of time to complete written work or just class time, always proofread your work before turning it in.

8. Write your own paper.

All ideas and words should be your own.

Cite any outside sources you consult.

STUDY SKILLS

1. Establish your study routine.

2. Use your planner to schedule study periods and to track your assignments and due dates.
3. Create an environment conducive to concentration. Eliminate distractions.
4. Have all materials, text and supplies readily available.
5. Read and reread.
6. Listen with intent to understand.
7. Review class notes and materials with regularity.
8. Prepare for class daily.
9. Consult with teachers and mentors.
10. For strategies and tips, see www.how-to-study.com.

HOMEWORK

Homework assignments are posted online at www.teacherease.com. If a parent/guardian wishes to contact a teacher, he/she/ can do so by logging into Teacherease and emailing the teacher or by leaving a telephone message with the school. Teachers will endeavor to post assignments the same day the assignments are announced in class. PLEASE NOTE: Students should NOT rely on web postings for assignments that are due the next day, and are cautioned to write down the assignment in class when the assignment is given.

When a student misses school, he/she is responsible for obtaining his/her assignments. For a long absence, students should contact their teachers for all missing work. If necessary, assignments can be collected and picked up by a parent/guardian. Students who must be absent for scheduled medical procedures or for religious reasons are asked to turn in assignments in advance or make arrangements with their teachers.

ACADEMIC INTEGRITY POLICY

Academic integrity is essential for students at all times. Moral behavior is essential to the health of our society, and students have a duty to be truthful in their academic endeavors.

Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following unacceptable behaviors:

Plagiarism is the use of another person's material in one's work without giving credit and properly citing the original source. When utilizing material from an outside source, credit must be given to the author of the material, even if the material is summarized or paraphrased in the student's work.

Copying the work of any other person and presenting it as one's own (for example copying answers on a homework assignment, or copying test answers) is cheating. Further, if a student knowingly provides material to another student to be copied, s/he also is guilty of academic dishonesty.

Cheating or using unauthorized help of any type on exams is not tolerated. It is academically dishonest to steal, possess, or view a copy of a test before taking the test. Without prior approval of the teacher, use of any notes or electronic devices during testing is strictly prohibited.

Consequences for Academic Dishonesty

Cases of academic dishonesty are deemed as major infractions of school rules. Academic dishonesty of any sort may result in suspension from the school. Possible consequences for academic dishonesty are:

1. Reduced or failing grade;
2. Notification of parents/guardians;
3. Suspension from school;
4. Parent/guardian conference;
5. Exclusion from certain school activities;
6. Referral to the Principal or Assistant Principal for repetitive flagrant acts; and/or
7. Refusal by teachers to write letters of recommendation.

GRADE REPORTING GUIDELINES AND STORAGE

Parents/Guardians are informed about their student's current scores, work habits, attendance and behavior at school by logging into Teacherease. If there are any concerns, parents/guardians should contact the teacher via e-mail or a message with the CHAMPS front office.

CHAMPS maintains a hard-copy of the 10-week progress report in the student files as well as the final grades for each semester (20-week report card). A copy of the 20-week report card will be mailed to each student.

There are two major factors in the determination of grades; 1) the average of assignment scores represented in the school wide grading scale; 2) attendance as maintained on a daily basis as well as by particular class.

Grading Scale: The letter grades represent –

A – score of 90 to 100	Superior
B – score of 80 to 89	Good
C – score of 70 to 79	Average
D – score of 60 to 69	Below Average
F – less than 60	Fail

The Grade Point Average is based on a 4/5 point scale:

A = 4	Honors/AP = 5
B = 3	Honors/AP = 4
C = 2	Honors/AP = 3
D = 1	Honors/AP = 2

ACADEMIC RECOGNITION

Academic recognition is given at the end of each semester. At the semester's end, if a student has:

1. an "A" average, the student is placed on the Principal's Honor Roll;
2. a "B" average, the student is placed on the Honor Roll; and
3. a cumulative grade-point average of "C" or above, the student is considered to be in satisfactory academic standing.

ACADEMIC SUPPORT

A Plan of Action is a course of study designed to help the student matriculate more effectively. A Plan of Action may include:

1. Temporary or permanent withdrawal from academy classes;
2. Other adjustments in academic schedule;
3. Enrollment in courses prescribed by the Principal or Assistant Principal, such as tutoring;
4. Re-enrollment in courses in which the student previously received a failing grade; and

5. Other measures recommended by the Principal or Assistant Principal.

ACADEMIC ELIGIBILITY

Students must be in satisfactory academic standing on the most recent report card to be eligible for any extracurricular activities, which must be maintained during the course of the extracurricular activity to continue pursuing it.

EXTENDED ABSENCES

It is strongly recommended that students and parents/guardians observe the following guidelines for any extended absence:

1. Write letters to each teacher regarding whose classes the student will be absent, explaining the nature and purpose of the extended absence and the exact times and dates involved;
2. The letter should confirm that the student will make up all class work, homework, quizzes and exams;
3. The student should deliver the letter to the teacher personally (allowing an opportunity for discussion); and
4. It is recommended that the letter ask the teacher to provide a time frame within which the work or exams must be completed.

While resources are made available to help students keep up with their work, it is the student's responsibility to stay informed and current with class work. To that avail, students are encouraged to exchange telephone numbers with at least two students from each of their classes.

INDEPENDENT STUDY

Students and Parents may check on a daily basis for Homework/Project assignments from each Teacher. However, when an extended absence is expected (5 or more school days) signing up for Independent Study may be necessary. This can be done through the Counseling Office. Contact that Office for advice, and the necessary documents.

ATHLETICS (P.E.)

P.E. is a mandatory class for two (2) out of four (4) years in high school in order to graduate. At CHAMPS, dance may be substituted for the P.E. requirement. Team sports

may be offered at CHAMPS. Students are required by the State of California to pass a physical fitness test in order to graduate. Students who have not passed the test after two years of P.E. will be required to continue with P.E. classes until they are able to pass the test.

TEXTBOOK POLICY

Textbooks are loaned free of charge to all CHAMPS students. Each student is personally responsible for the books issued to him/her. Therefore, all books must be covered to prevent damage and must be labeled with the student's name. In the event a book is lost or damaged, charges are assessed to the student. The charge is based on the condition and/or the price of the book. Replacement books, grades, report cards and transcripts may be withheld until payment for lost or damaged textbooks has been made.

STUDENT BEHAVIOR, CONDUCT AND DISCIPLINE

CHAMPS STUDENT PLEDGE

Upon annual registration, CHAMPS students shall pledge to abide by the following Code of Conduct:

I accept responsibility to be fully aware of all provisions of the CHAMPS School Handbook.

I agree to abide by the rules and policies of CHAMPS and to follow the directions of the administrators, staff, and teachers of the school.

I recognize that this is an academic institution and that I am here to learn. Therefore, I will make my academic commitments my highest priority, above all extracurricular and social activities.

I agree to abide by the CHAMPS Academic Integrity Policy. I agree not to cheat, copy, or plagiarize on any assignment or exam, nor to help anyone else cheat, copy, or plagiarize.

I recognize that honesty is necessary in a healthy society, so I will be honest in all my dealings with administrators, staff, teachers, and other students.

I will treat others with respect and courtesy. I will settle any dispute in a reasonable manner and will not resort to, nor encourage, violence. I will also show respect for the property and physical environment of others, the school, and the community.

I will attempt to be positive in my outlook and conduct, because I recognize that I influence others by my behavior.

I understand this pledge, and I agree to abide by its contents and principles. I acknowledge that breaking my word and failing to keep faith with my pledge will lead to serious consequences, including possible suspension or expulsion from the school.

A printed copy of the CHAMPS Student Pledge (available online at champscharter.org) is required to be signed by all students and provided to the school prior to enrollment.

TEACHERS' RULES

Upon annual registration, CHAMPS students and parents/guardians shall acknowledge receipt of, and shall abide by, the Teachers' Rules:

1. Be seated and prepared to learn before the teacher begins the class.
2. Bring materials that you need for learning. Each teacher will provide a list of materials.
3. Put away materials that you don't need for learning:
 - (a) Leave food and drink untouched in your backpack (including gum).
 - (b) Leave CD players, iPods, and radios turned off in your backpack.
 - (c) Leave cellular phones turned off in your backpack.
 - (d) Leave laptops closed, unless otherwise directed.
4. Pay attention in class:
 - (a) To the teacher when the teacher is speaking.
 - (b) To classmates and teacher during class discussions.
 - (c) To written or verbal directions and instruction.
5. Avoid distraction:
 - (a) Suppress impulses to make unnecessary sounds or actions.
 - (b) Politely discourage others from distracting you.
 - (c) Plan to remain in class for the whole period.
 - (d) Raise your hand to ask a question or contribute to a discussion.
6. Put your books and materials away only after the teacher ends the class.
7. Remain in your seat until the teacher dismisses you.

8. Bring homework and assignments to school when they are due.

A printed copy of the Teachers' Rules (available online at champscharter.org) is required to be signed by each student and a parent/guardian prior to enrollment.

BEHAVIOR INTERVENTION POLICY

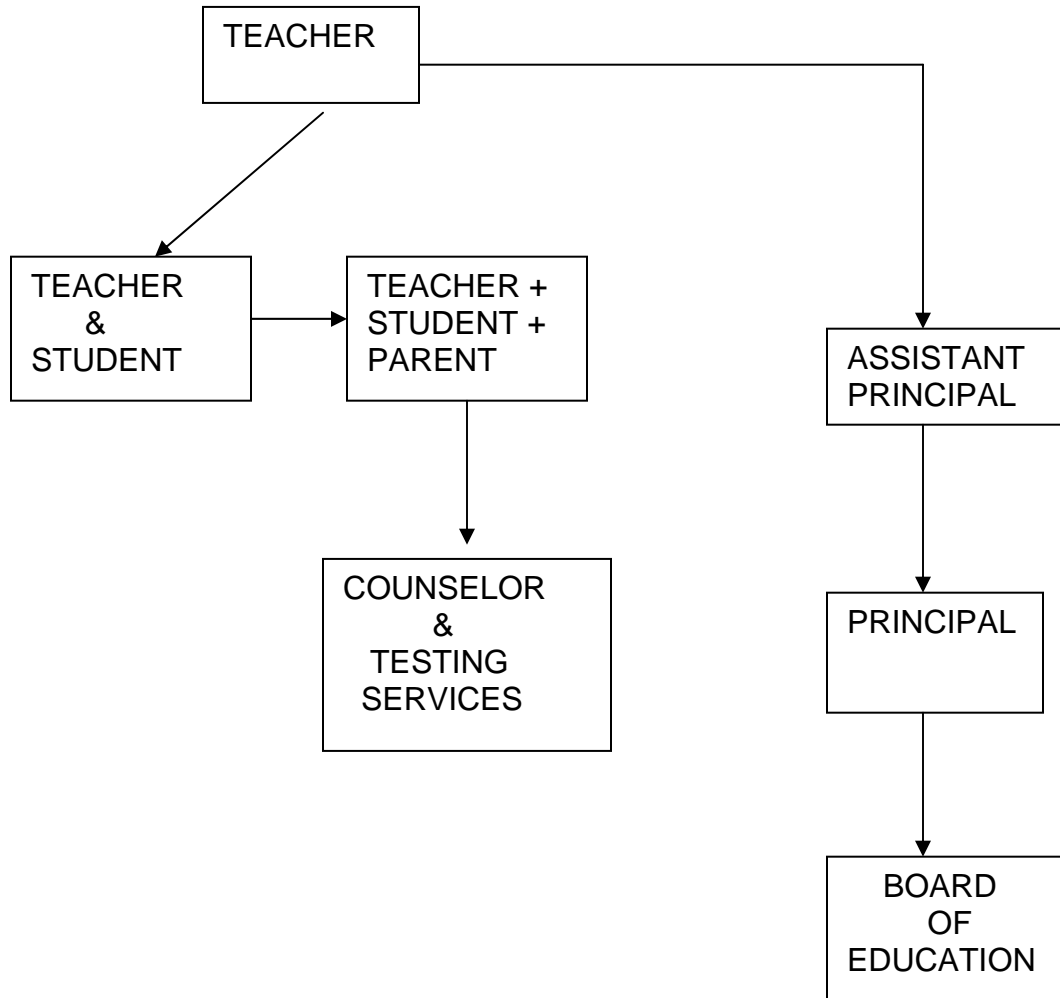
When a Student's behavior is not in accordance with the expectations listed in the Handbook and Teacher's Syllabus, it can become a disruption to the work/learning of others. Rather than seeking only to punish inappropriate behavior, CHAMPS Teachers, Administration, Staff, and Adult Volunteers have the goal of encouraging Students to effect positive changes in behavior.

This is best accomplished when each Student has a positive self image and recognizes the value of everyone in the CHAMPS community.

To this purpose, the first efforts to effect the desired change will occur by the Teacher conferencing privately with the Student, either during class or during an open time in the schedule for both. An effective tool for this conference can be a moment outside the classroom while other Students are working on an assignment, a short detention before or after school. If this is done more than twice, Parents should be notified by e-mails or a phone call that a problem is developing. Any further difficulties should lead to a referral to the Counselor, who will then confer with the Student, review records, consider testing referral, meet with Student and Parents and Teacher. A plan should be developed to assist the Student to improve behavior, and the Teacher and Parents should be kept advised on the level of success of the plan.

When efforts by the Teacher, Parents, and Counselor have not accomplished the hoped for change in behavior, and the Student continues to be a distraction to the learning process, disciplinary actions may be called for. This would result in referrals to the assistant Principal who may assign after school detentions and eventually, suspend the Student from CHAMPS. If these steps are not successful in making the Student aware that the disruptive behavior is unacceptable, then referral to the Principal may be called for. The Principal will meet with the Student and Parents and discuss continued enrollment at CHAMPS and/or may drop the Student from CHAMPS. In certain cases (see Expulsion Policy) a case may be prepared to have the Student expelled from all LAUSD schools. Once dropped from CHAMPS for behavior problems, any Student wishing to return will have to petition to the Administrative Council for reinstatement.

BEHAVIOR INTERVENTION POLICY



Consequences for repeated unexcused tardies

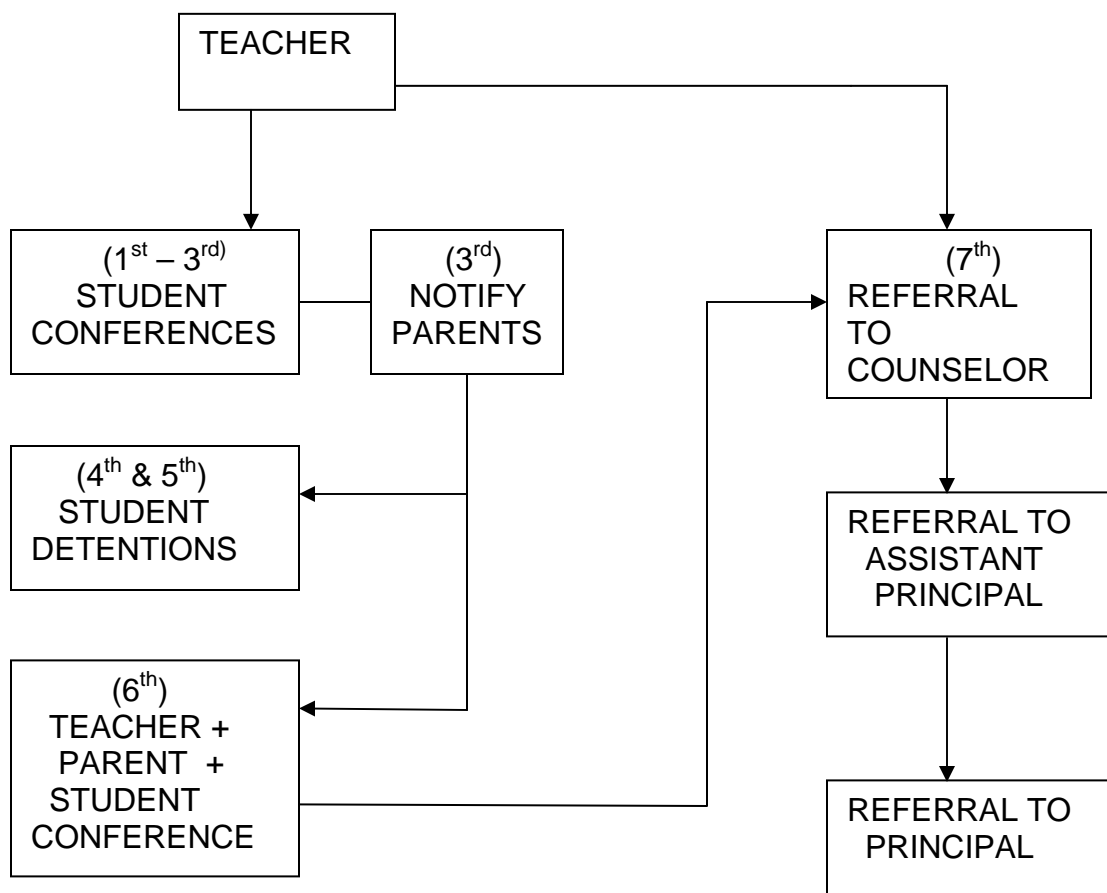
Each Teacher will take attendance for each class and post it as soon as possible on TeacherEase. Following the third (3rd) Tardy to a class, the Teacher will e-mail and/or call the Student's Parents and inform them that an Attendance problem is developing. On each of the next two (2) tardies to class, the Teacher will assign Detention for ½ hour. On the sixth (6th) tardy, the Teacher will contact the Parents and schedule a conference, with the Student present, to resolve the problem. Following this conference, if the Student is again tardy, the Teacher will refer the Student to the School Counselor. Any further tardy will result in a referral to the Assistant Principal for Disciplinary action, which may include:

Detention of one (1) hour for any further infractions

Suspension from school for up to five (5) days

Conference with the Student and Parents

Further infractions will lead to a conference involving the Student, Parents and Principal of the school to discuss continued enrollment at CHAMPS. Ultimately, if the behavior has not changed favorably the Student may be dropped from CHAMPS.



Consequences for repeated unexcused absence from class

Each Teacher will take attendance for each class and post it as soon as possible on TeacherEase. Following the third (3rd) Absence* from a class, the Teacher will e-mail and/or call the Student's Parents and inform them that an Attendance problem is developing.

*If a Student is absent for a valid reason, the Parent should:

1. call the school and notify us of the Student's absence
2. send a note with the Student to the main office, detailing the reason for the absence, on the first day the Student returns to school

On each of the next two (2) Absences from class, the Teacher will assign Detention for ½ hour.

On the sixth (6th) Absence, the Teacher will contact the Parents and schedule a conference, with the Student present, and explain that further absences could result in a drop in the Student's grade in the class.

Following the tenth (10th) Absence, the Student's grade in this class may be dropped by 10%

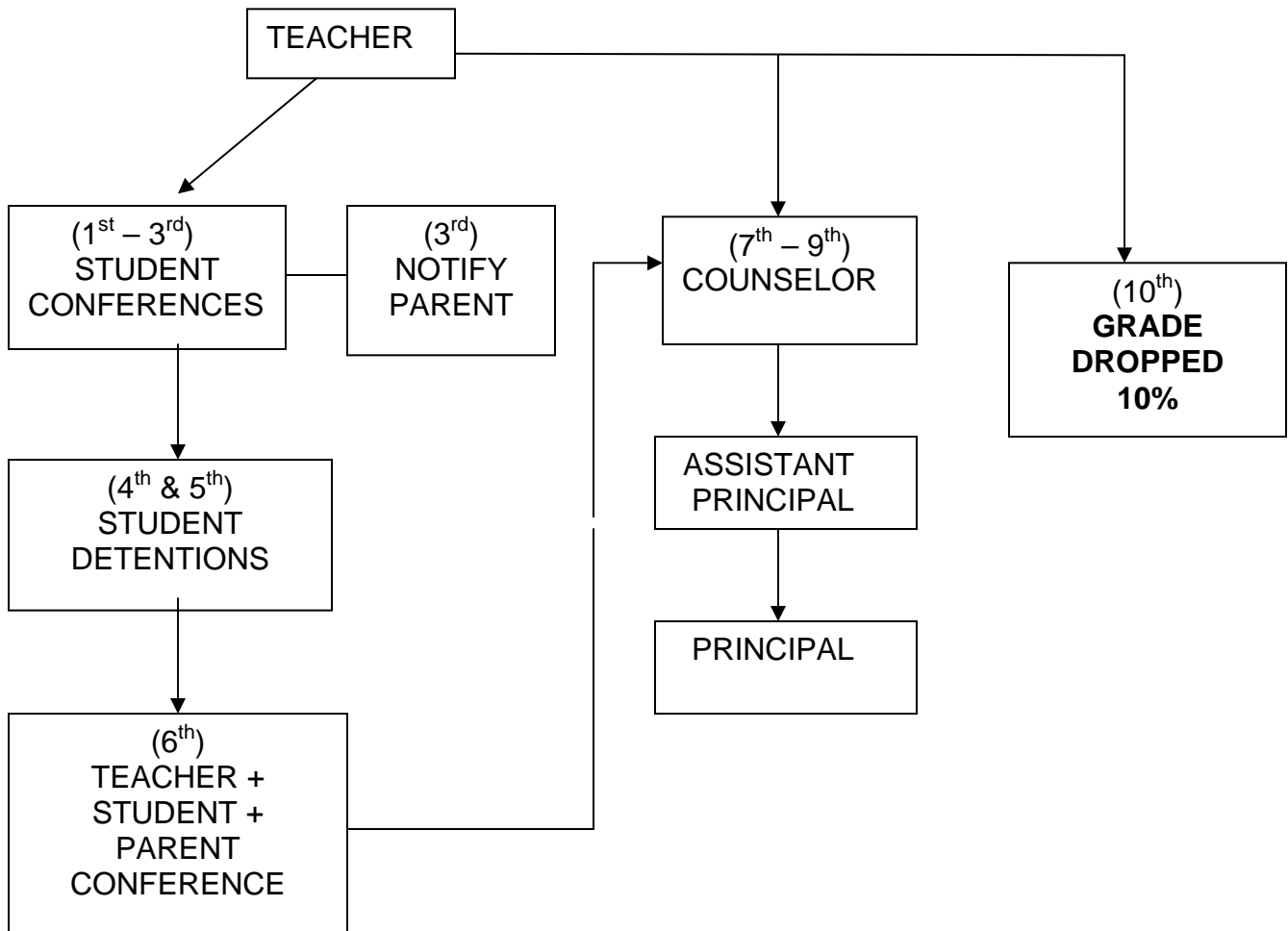
*Note: ten (10) absences is the equivalent of missing a full two (2) weeks of a Semester and can not be overlooked; it would probably lead to Failing the class.

At any point following the conference with the Parents and Student, the Teacher may refer the Student to the Counselor, and/or to the Assistant Principal for Disciplinary Action, which may include:

- Detention of one (1) hour for any further infractions
- Suspension from school for up to five (5) days
- Conference with Parent and Student

Ultimately, the Student may be referred to the Principal who will confer with the Student and Parents to review continued enrollment at CHAMPS and/or Drop the Student from CHAMPS.

Consequences for repeated unexcused absence from class



SUSPENSION/EXPULSION

CHAMPS' strives to have a safe and orderly school. As part of our Safe School Plan, we enforce rules for suspension and expulsion as outlined in the California Education Code and district policy. Students may be subject to suspension or expulsion for committing any of the following acts:

1. Caused, attempted to cause, or threatened to cause physical injury to another person (Education Code 48900(a)) (Mandatory recommendation for expulsion if serious physical injury occurs, except in self defense);
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence (Education Code 48900(c)) (Mandatory expulsion);
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in the Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c)) (Mandatory recommendation for expulsion);
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage or intoxicant (Education Code 48900(d)) (Mandatory expulsion);
5. Committed or attempted to commit robbery or extortion (Education Code 48900(e)) (Mandatory recommendation for expulsion);
6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f));
7. Stole or attempted to steal school property or private property (Education Code 48900(g));
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h));
9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(l));

10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code (Education Code 48900(j));
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties (Education Code 48900(k));
12. Knowingly received stolen school property or private property (Education Code 48900(l));
13. Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm (Education Code 48900(m));
14. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2);
15. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5 (Education Code 48900.3); and
16. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment (Education Code 48900.4).

CLOSED CAMPUS

The following rules are to be observed in the designated areas:

1. All students must remain on campus at all times during their school hours. Seniors only are allowed to leave campus at lunchtime. This privilege can be revoked if a senior's grade point average falls below a "C" average. If the privilege is abused by missing class time following lunch, it may be revoked.
2. Students are to be present in classrooms and seated at their desks before the teacher begins teaching. Food, drinks and gum may are not allowed in classrooms or hallways. Classroom furniture is to be kept in good condition. If applicable, chairs are to be folded and placed on tops of desks after the last class of the day.
3. Unnecessary noise, running and/or rough-housing in the courtyard are prohibited.
4. Students may eat in assigned areas outdoors and in classrooms in which a teacher is present and has given permission. Glass containers are not allowed on

campus. Throwing of food will not be tolerated. Trash and litter will be placed in trash receptacles.

5. Restrooms should be utilized for their intended purpose and personal hygiene. Courtesy and cleanliness should be exercised by disposing of paper towels in the trash receptacles, keeping the countertops and floors dry, flushing toilets and urinals, and leaving the stalls clean. Always leave the bathroom cleaner than you found it.
6. Any student caught littering the campus and/or not cleaning up after lunch or break will be assigned lunchtime litter pick-up, including picking up after others, if necessary. Leaving an area cleaner than it was found shows pride of ownership and courtesy towards those who come after us.

DRESS CODE

The school's dress code is in effect during all school functions, on campus or off campus. Students who violate the dress code repeatedly will be subject to disciplinary action.

No very baggy or very tight pants, or low-sagging pants.

Shoes must be worn at all times.

No clothing or accessories depicting drugs, alcohol, offensive, obscene or abusive pictures, language or graphics. No gang attire.

No tube tops, halter tops or spaghetti strapped tops. No visible midriffs, cleavage, undergarments or underwear. No shorts, skirts or dresses shorter than mid-thigh.

No inappropriate accessories, such as pocket chains or spikes.

Only official CHAMPS hats are allowed on campus. Hats, hoods and bandanas may not be worn in classrooms.

PLEASE NOTE: Inappropriate and/or offensive attire will be brought to the administration's attention and the student will be required to wear a CHAMPS shirt to cover the inappropriate or offensive clothing. In addition, a note will be sent home to notify the parent/guardian of the offending behavior. A copy of the note signed by the parent/guardian must be returned promptly to administration.

PUBLIC DISPLAYS OF AFFECTION

CHAMPS recognizes that genuine feelings of affection may develop between students and that cultural practices include brief embraces, a pat on the back, kissing on the

cheek, and handholding. CHAMPS encourages healthy, respectful relationships. A public display of affection beyond a friendship level may be considered inappropriate behavior and is not acceptable. Students shall refrain from inappropriate behavior at school such as intimate or prolonged embracing, kissing, touching or sitting on another's lap. Students are expected to exercise self-control and respect for others at school. Students behaving inappropriately will be warned that their behavior is inappropriate and unacceptable and that it may subject them to disciplinary action, particularly if it occurs during class time. (See also the section titled Appropriate Relationships.)

SCHOOL SAFETY

STUDENT DROP-OFF/PICK-UP

Safety is our primary concern. For both drop-off and pick-up, please approach the school while traveling NORTH on Van Nuys Boulevard. Make a RIGHT-hand turn into the second entrance at the north end of the Lutheran church at 6952 Van Nuys Boulevard. Drive through the parking lot to the drop-off area located in the center of the parking lot. Please remind your student to walk BEHIND your car when exiting your vehicle for added safety. After your student has been dropped off, proceed directly out the back gate onto Hart and Lennox.

If you are traveling southbound on Van Nuys Boulevard upon arriving at the school, we ask that you NOT make a left turn across three (3) lanes of oncoming traffic into the entrance driveway. Please arrange your route to school so that you enter the driveway from the northbound right lane on Van Nuys Boulevard.

In the event you need to access the school during lunch hours (11:00 – 1:00), you may come to the Hart Street gate at the back of the school and ring the bell for access.

To prevent congestion in the parking lot, students should be prepared to enter or exit their vehicles promptly and drivers should depart promptly thereafter. School staff is not on duty. Drivers and students should use caution at all times.

For drop-off and pick-up at the Performing Arts Campus, follow the arrows to enter the parking lot. Proceed as far into the lot as possible then turn up the other side of the cones. Drop students next to the Studio 1 entrance. Please do not attempt to turn left out of the parking lot.

PARKING

On campus parking is limited to staff, parents and guests. Students driving to school, may park in the spaces behind the YMCA and the AT&T parking structure. Students must

register their car as well as any other students who have been given permission to ride with them.

SEARCHES

To protect the safety and welfare of students and staff, school authorities, with a reasonable suspicion that a student has or will commit a crime or violate a law or school rule, or on a random basis, may search students and their personal belongings. Such searches take place in a private area in the presence of two adults of the same gender as the student, but out of view of students and staff. A student who refuses to submit to a reasonable search of their person or belongings will be presumed to possibly be in possession of contraband. Campus searches may also be conducted utilizing local police, possibly with trained police dogs. The student's parent/guardian will be notified of the search.

PROHIBITED ITEMS/ACTIONS

Alcohol, Tobacco and Drugs

The school does not tolerate the use, possession, or sale of drugs, alcohol, or tobacco by students at school or at school-sponsored activities. School administrators take immediate action to prevent, discourage, and eliminate the use or possession of drugs, alcohol, or tobacco on campus and at school activities. In cooperation with school police and community agencies in disciplining students in violation, school administrators may use prevention education, direct intervention, suspension, expulsion, and/or arrest on a case-by-case basis to keep the school free of drugs, alcohol, tobacco, and violence.

CHAMPS considers substance abuse an extremely serious moral and personal problem. Parents/guardians who allow substance abuse at parties or in their homes are advised that CHAMPS does not condone this practice.

Students determined to be distributors of drugs or alcohol, as defined above, are subject to expulsion from the school. In cases of drug possession and/or distribution, the police are consulted. Students in possession of drug paraphernalia are suspended and subject to expulsion.

Gun Free Safe Schools

The Federal Gun Free Safe Schools Act and California law prohibit the possession of firearms on school campuses. Pursuant to these laws, any student found in possession of a firearm is subject to arrest and is recommended for immediate expulsion. "Possession" includes, but is not limited to, storage in lockers, purses, backpacks, or automobiles.

INTERNET AND COMPUTER LAB

CHAMPS gives students the privilege of using the school computers and internet for academic needs to help them with their studies. They can enjoy and use this learning tool if they follow a few simple rules. Students and parents/guardians are asked to read the rules and acknowledge their agreement. A student cannot use the computers until after providing the office with a copy of the Internet Use Agreement signed by the student and his/her parent/guardian on an annual basis.

Internet and Computer Lab Rules:

1. All students working for the CHAMPS office during school hours may not visit any websites unrelated to the office work. School computers may only be used for educational purposes during school hours.
2. Students may not visit social web pages during study hall such as myspace.com, livejournal.com, facebook.com, xanga.com, etc.
3. If an entire class wishes to use the lab, they may use the lab with their teacher. Teachers will be able to sign up to use the lab with their classes on a sign-up sheet posted in the office.
4. A computer is available in each classroom for students to complete assigned research and other assignments.
5. Students may not use the computers inappropriately. Students using the school computers for personal or inappropriate purposes may be asked not to return to the lab for the remainder of the semester, and may be subject to disciplinary action.

Inappropriate use includes:

1. Downloading, installing, displaying, or sending offensive pictures or messages;
2. Using and/or hacking into another person's log-on/password without the person's prior consent;
3. Threatening, harassing or insulting others using the computers or via the Internet;
4. Violating copyright laws or plagiarizing;
5. Disabling an Internet security program;
6. Deleting items, such as programs on the computer, without being instructed by an administrator to do so, or installing unnecessary items such as a screensaver without receiving permission to do so; and

7. Repeatedly printing unneeded items.

Other inappropriate uses not mentioned above are handled on a case-by-case basis. Illegal uses are reflected on the student's school records and prosecuted if necessary.

SCHOOL PROPERTY

Damaging, defacing or destroying any school property is vandalism. Vandals are required to restore, repair, replace, or otherwise make restitution to the school. Additionally the student is subject to appropriate discipline that may include clean-up duty, detention or suspension.

THEFT

Taking or being in possession of another person's property without permission of that person is theft. Theft of personal property creates distrust and insecurity. A student involved in theft is required to return, replace or make restitution to the owner. The student is subject to appropriate discipline that may include clean-up duty, detention or suspension.

HARASSMENT POLICY

Harassment of any student by any other student, teacher or employee is prohibited. The school treats allegations of harassment seriously, and reviews and investigates such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including expulsion or dismissal. Students found to have asserted false or frivolous charges are subject to disciplinary action, up to and including expulsion.

Harassment occurs when an individual is subjected to treatment or an environment that is hostile or intimidating because of the individual's race, creed, color, national origin, ancestry, physical disability, gender or sexual orientation.

Harassment during school or during school-sponsored activities may include:

1. Verbal harassment: derogatory comments and jokes; threatening words spoken to another person;
2. Physical harassment: unwanted physical touching, contact, assault, deliberately impeding or blocking movements, or any intimidating interference with normal work or movement;

3. Visual harassment: derogatory, demeaning or inflammatory posters, cartoons, written words, drawings and gestures;
4. Electronic harassment: derogatory, demeaning or inflammatory messages communicated via email, Internet, or text messaging; and
5. Sexual harassment: see separate section on sexual harassment.

It is the responsibility of CHAMPS to:

1. Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance;
2. Make all teachers, staff, students and parents/guardians aware of this policy and the commitment of the school to its strict enforcement;
3. Remain watchful for conditions that may create or lead to a hostile or intimidating school environment;
4. Establish practices designed to create a school environment free from discrimination, intimidation or harassment; and
5. Not tolerate any retaliation against a student who files a complaint or participates in an investigation regarding a complaint of harassment.

It is the student's responsibility to:

1. Conduct himself/herself in a manner that contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating or harassing;
3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the Principal or Assistant Principal; and
5. If informed that he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

COMPLAINT FILING PROCEDURES

Every person has the right to be respected and treated with dignity. Every person has the right to have appropriate boundaries respected. Every person has the right to challenge any behavior or comment that is offensive or inappropriate. The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to inform the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student should report the harassment to the Principal or Assistant Principal, or to a teacher who will report it to the Principal or Assistant Principal. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another teacher or administrator if she/he prefers to do so.
2. The student alleging harassment is asked to complete a formal written complaint. The claim is investigated thoroughly, involving only the necessary parties. Confidentiality is maintained as much as possible.
3. The investigation includes a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate and applicable, the alleged harasser is placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal or Assistant Principal decides what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination of school employment if appropriate and applicable.
5. If the complaint is regarding a non-employee or non-student, such as a parent/guardian, volunteer or vendor, the school takes steps, within its power, to investigate and eliminate the problem.

SEXUAL HARASSMENT

It is the school's policy to maintain a working and learning environment that is free from sexual harassment. Sexual harassment, of or by employees or students, is a form of gender discrimination in that it constitutes differential treatment on the basis of gender. For that reason, it is a violation of state and Federal laws and a violation of school policy.

The school considers sexual harassment to be a major offense that may result in disciplinary action regarding the offending employee or the suspension or expulsion of the offending student.

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

Education Code 212.5 defines sexual harassment as any unwelcome sexual advances; requests for sexual favors; and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

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

Sexual harassment may include, but is not limited to:

1. Unwelcome verbal conduct such as the use of suggestive, derogatory, or vulgar comments (including catcalls and whistling); sexual innuendoes or slurs or making unwanted sexual advances, invitations, or comments; repeatedly asking for dates; making threats; and/or spreading rumors about or rating others as to their sexual activity or performance;
2. Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, drawings or graffiti of a sexual nature and/or use of obscene gestures, leering, or staring;
3. Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting or hugging; the blocking of normal movement; stalking; assault; and/or interference with work or study directed at an individual because of the individual's gender;

4. Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss and/or offers of benefits in return for sexual favors; and
5. Retaliation for opposing, reporting, threatening to report, or participating in an investigation or proceeding on a claim of sexual harassment.

For assistance with student concerns regarding any of these matters, contact the Principal or Assistant Principal.

ABUSE OF STUDENT AT A SCHOOL SITE

The appropriate local law enforcement agency (not the school) investigates complaints filed by parents/guardians of students against a school employee or other person that is alleged to have committed an act of child abuse at a school site. If the report is substantiated, the agency informs the school administration.

APPROPRIATE RELATIONSHIPS

The school is committed to ensuring that teacher-student relationships are positive, professional and non-exploitative. Relationships between students shall be respectful and healthy. We do not tolerate improper teacher-student or student-student relationships.

If anyone believes he/she has been brought into a relationship or situation against his/her will or been the subject of unwanted or unacceptable physical advances, she/he **MUST** immediately remove himself or herself from the situation and bring it to the attention of the staff **WITHOUT DELAY**.

EMERGENCY PREPAREDNESS

California state law mandates that schools be prepared to respond to emergencies and have plans in place for earthquakes, fires, and other possible disasters. The school has developed extensive procedures for emergency response. These include implementing the Standardized Emergency Management Systems (SEMS) required under the Petris Bill, California Senate Bill No. 1841, 1993. SEMS requires that all school personnel be trained in how the system works and that schools use this system during drills and exercises. SEMS organizational charts indicating people responsible for each emergency role, along with emergency maps and procedures, are posted in each classroom. These give quick guidance for emergency procedures such as during earthquakes, fires, and lock-downs. Drills are scheduled throughout the school year to ensure that students, faculty and staff are aware of what to do in the event of an emergency. All students must respond immediately to directions during emergency drills and actual emergencies of any kind. If students must evacuate the building or school, they must proceed to the nearest

exits and wait for further instructions at a safe location such as the grassy area. Any student who does not cooperate is subject to disciplinary action.

In the event that an emergency situation arises during the school day, students will be kept on campus if possible, supervised by teachers and staff. Our first priority is the safety and the security of the entire CHAMPS community. In the event that we must evacuate the school building or campus, the school will set up a command center at the YMCA ((818) 989-3800), **6901 Lennox Avenue** (south of Hart Street). The Los Angeles Fire Station #39, located at **14415 Sylvan Street** (2 blocks south of Victory Blvd.), is aware of the location of our school and has informed us that in the event of a disaster, it will check on nearby schools as part of its protocol.

It is the responsibility of school personnel to care for the students until they are reunited with their parents/guardians or approved designees. Students will be released to the parents/guardians or other people specified on students' school emergency cards only, upon presentation of identification. Students under 18 who drive themselves to school or are in a carpool must have parent/guardian permission on file to be allowed to leave campus with another person. In the event that school communications are not available, the school will post information with KCBS and KCAL television stations and KFWB 980 and KNX 1070 radio stations.

To be prepared for an emergency and/or disaster, each student needs to have an emergency kit required by law, which provides water, food and emergency supplies for at least 72 hours following a major emergency or disaster. Therefore, every student at CHAMPS is requested to donate \$20 upon initial school enrollment, which the school will use to purchase an approved emergency survival kit that will include adequate supplies to sustain the student for up to 3 days following an emergency or disaster. Emergency kits will be kept at school for a period of five (5) years in an emergency storage area, to be used in case students cannot immediately go home following an emergency or disaster. Students should provide the school in advance with any prescribed medications (including dosing instructions) that they may need during a 72-hour period following an emergency or disaster.

It is important to remember that emergency preparedness is not an end point but rather a process that must be continually reviewed and improved. Remember, the best thing one can do to help in any emergency incident, is to be prepared ahead of time and be familiar with an emergency preparedness plan.

PARENT/GUARDIAN RESPONSIBILITIES AND INFORMATION

ABSENCE FROM SCHOOL

Students must be prepared to make up tests and/or quizzes upon their return from an absence unless arrangements for an extension of time have been made with the teacher.

Students who anticipate being absent for an extended period (e.g., a scheduled medical procedure) are asked to obtain their assignments from their teachers and to turn in the work due in advance of their absence, unless other arrangements are made with their teachers.

Reporting Absences or Late Arrivals

If a student will be absent or arrive late to school, parents/guardians should call the school that day. When the student returns, she/he **MUST** bring a written note signed by the parent/guardian that includes the following:

1. notification date;
2. student's full name;
3. grade;
4. date(s) of absence;
5. reason for absence; and
6. name and relationship of person notifying the school.

Absences not cleared within seven (7) days may be recorded as truancy.

Early Sign-Out

If a student must leave school early for any reason, a parent/guardian should provide a signed note to the school office before the start of that school day. When leaving school early, a parent/guardian or other designated adult must sign out the student in the school office. If the student returns to school before the end of the day, she/he will need to sign in and receive an admission slip to class.

PARENT/GUARDIAN RIGHTS

Parents/guardians, subject to certain conditions, have the right to:

1. Observe the classrooms in which their student is enrolled or will be enrolled.
2. Meet with their student's teachers, counselors, and/or administrators.

3. Under the supervision of school employees where applicable, volunteer time and resources for the enhancement of school facilities and programs. To keep all students safe, the school may require volunteers for certain activities to be fingerprinted at the County Office of Education.
4. Be notified if their student is absent from school without permission.
5. Receive the results of their student's performance on standardized and statewide tests, and information on the performance of the school.
6. Have a school environment for their students that is safe and supportive of learning.
7. Examine the curriculum materials of the classes in which their students are enrolled.
8. Be informed of their students' progress in school and of the appropriate school personnel they should contact if problems arise with their students.
9. Have access to their students' school records and to question anything that they believe may be inaccurate, misleading or a violation of the student's privacy rights, and to receive a response from the school regarding such questions.
10. Receive information concerning the academic performance standards, proficiencies, and skills their students are expected to accomplish.
11. Be informed in advance about school rules, attendance policies, dress codes, and procedures for visiting the school (please see this handbook for information).
12. Provide or deny permission for any school psychological testing involving their student and receive information regarding any test results.
13. Participate as a member of a school committee, governing board, and parent/guardian organization, in accordance with any rules and regulations governing membership in these groups.

STUDENT RECORDS PRIVACY

Students' parents/guardians and students 18 and older have the right to inspect and review the student's permanent record file. Third parties (except teachers and administrators) may not review student records without prior written consent of the parent/guardian or of a student aged 18 or older. These guidelines are in accordance with the Family Educational Rights and Privacy Act of 1974.

PARENT/GUARDIAN INVOLVEMENT

A key aspect of CHAMPS' philosophy centers on the role of parent/guardian as partners in the educational process. The huge task of creating a new charter high school is achieved on a daily basis with the contribution by parents/guardians of time, skills and creativity. Without the support and help of dedicated parent/guardian volunteers, our school could not provide the high-quality activities and programs that we offer. Volunteers are instrumental in many of the functions of the school. The school experience is much more meaningful to students when parents/guardians are involved in the academic learning environment and related social interactions.

Parents/guardians are asked to volunteer a minimum of two and a half (2.5) hours per month. All parents/guardians will receive a Volunteer Sign-Up Form, which will be distributed during the first week of school and is also available in the main office. A parent/guardian involvement contract must be signed and submitted by each family along with the student's registration packet. Membership in the CHAMPS Family Council (also known as the "Booster Club") (see "Family Council" below) becomes effective for parents/guardians at the time of their students' enrollment.

Remember, the quality of our children's school depends upon the support of its volunteers. Your help is invaluable and very much appreciated.

FAMILY COUNCIL/BOOSTER CLUB

The school is dependent on parent/guardian support in all areas of its operation. Parent/guardian involvement is not only desirable, but it is essential. Parents/guardians of students must work together in a mutually supportive and respectful partnership to help their students succeed.

The CHAMPS Family Council exists to support the CHAMPS community consistent with the mission statement of the school and its curricular and extracurricular programs, by providing parents/guardians with volunteer opportunities and providing a forum for parent/guardian communication with school administration.

The CHAMPS Family Council is the place where CHAMPS parents/guardians share ideas and contribute to the school community. Parents/guardians become members of the Family Council at the time of their student's school enrollment. There is no membership fee.

The primary role of the Family Council is to:

1. coordinate the parent/guardian service program;
2. oversee and enhance booster support and fundraising activities;

3. provide opportunities for parents/guardians to give input on school strategic planning and development; and
4. provide communication opportunities between parents/guardians and school administration.

Devoting attention to all of these aspects of our school will ensure its health and well-being. We invite participation from one and all. Please come to these very informative meetings and participate! Meetings are held on Tuesday nights every 4-6 weeks. Please see www.champscharter.org for dates and times.

GOVERNANCE COUNCIL

The mandate of the Governance Council consisting of stakeholders of CHAMPS is to implement the guiding mission of CHAMPS as articulated in this charter. In order to do so the Governance Council is empowered to operate as the decision-making body in regard to school-wide policies. The governance structure is designed to foster participation by all stakeholders, and assures the effectiveness of local school control and accountability. As part of the school's mission, it is vital that pupils witness and participate in the school's collaborative process of policy development and decision making.

Membership - The voting members of the Governance Council will include:

- ◆ Principal
- ◆ One credentialed faculty member from each of the programs (approximately 4)
- ◆ Four parents, with at least two representing traveling pupil communities
- ◆ One representative from the Family Council
- ◆ One representative from the Founding Board
- ◆ One representative from the Advisory Board
- ◆ One or not more than five members representing the community (who may also be parents of enrolled students, at least one of whom shall not have an enrolled student)
- ◆ One member of the non-certificated staff
- ◆ The *ex officio* (non-voting) members of the Governance Council will include:
 - ◆ Two students
 - ◆ One LAUSD representative
 - ◆ One official representative of the local government

With the exception of the Principal, their respective stakeholder groups will elect all members. The Family Council shall nominate and elect the community representative(s) under the advisement of the Founding Board and Advisory Board.

In order to foster a cooperative and collaborative relationship, facilitate communication, encourage a meaningful articulation of ideas, and promote mutual understanding between CHAMPS and non-charter schools within LAUSD, one representative of LAUSD

will be permitted, in accordance with the bylaws, to serve as a non-voting *ex officio* member of the Governance Council.

The CHAMPS Governance Council will also solicit the participation of a member of the community who does not have a direct stake in or accountability for the school's educational mission and outcomes as expressed in this charter. One member of the community, preferably an official representative of local government, will be invited, in accordance with the bylaws, to serve as a non-voting *ex officio* member of the Governance Council. Community members may also form a separate advisory committee to make their concerns known to the Governance Council.

Decision-Making

The Governance Council will meet monthly. The Council will attempt to achieve consensus in the determination of school-wide policy. When consensus cannot be reached, decisions will be determined by vote, with the will of the majority prevailing.

Committees

The Governance Council will establish standing and temporary subcommittees to focus on specific tasks and/or policies, such as those listed above in this Element. The Council will consider the recommendations of, and in some cases delegate decision-making authority to, its committees. Governance Council alternate members, when serving on committees, will have voting privileges on those committees. In addition to the Governance Council's voting and non-voting members, all other stakeholders may serve as voting members of committees. Some of the committees might consist of: Admissions Committee, Curriculum Committee, Extra-Curricular Committee, Community Involvement Committee, School Facilities/Maintenance Committee, etc.

PARENT/GUARDIAN SERVICE PROGRAM & VOLUNTEER PROGRAM

CHAMPS Family Council has a parent/guardian service program. Families are asked to contribute twenty-five (25) hours of service per year to assist the school by serving in a variety of areas.

Service hours may be contributed by:

1. helping with volunteer opportunities listed on the school website, and in flyers or emails provided to the students' families;
2. attending a CHAMPS meeting (one hour of service for each official meeting); and
3. helping with campus supervision, selling snacks at lunchtime, fundraising, coordinating and chaperoning events, helping in the school office, and helping with school performances.

To receive credit for service hours, a service hours form can be submitted or the service hours can be logged in the family service notebook in the office.

Karen Pals, volunteer coordinator, provides information to parents/guardians about volunteer opportunities and organizes the efforts of the parent/guardian volunteers. She also maintains a parent/guardian database regarding volunteer interests/availability, and provides information to co-chairs and chairs of committees regarding past efforts and current resources for accomplishing the purposes of their committees. She can be reached at champsboosterclub@yahoo.com

All students will be treated equally by the school regardless of their families' abilities to contribute service hours or donations.

FUNDRAISING

During the school year, CHAMPS offers opportunities for parents/guardians to make cash donations and donations of needed items, and to participate in fundraising activities on behalf of the school. We ask that parents/guardians participate to the best of their ability so as to enable us to expand the school's resources and enhance the school's programs for the benefit of the students. Fieldtrips, supplementary materials, technology equipment, smartboards, academic competitions, athletic competitions, and academy presentations are just a few of the extracurricular expenditures that are paid for by donations.

CARPOOL, SCHOOL BUSES

All students are expected to provide their own transportation to and from school. A volunteer through Family Council or MTA may organize a list of families wishing to make carpool or bus arrangements. Transportation is provided on a limited basis from the main campus to the Performing Arts Academy daily. After completion of the appropriate school forms, selected students are able to carpool from the main campus to the Performing Arts Academy.