

Family Handbook



Welcome to the Charter School of Morgan Hill

Welcome

On behalf of the faculty, staff, families, students, and Board of Directors, I would like to welcome you and your child to a school community in pursuit of an excellent education for all children. This is a school based on the belief that families are their child's first and most important teacher and we look forward to working, learning and teaching with you. We deeply value the commitment you have made to send your child to a school of choice and to be a part of the Charter School of Morgan Hill (CSMH) community.

Brief History and Vision of CSMH

A core group of educators, parents and community members dedicated thousands of hours to the planning, design and implementation of the CSMH, a process that began in February 2000. Early on, the founders identified the key elements of the school's mission. These are family involvement, project based learning and community interaction. The charter document, in which the school is referred to by its corporation name "South Valley Charter School", was unanimously approved by the Morgan Hill Unified School District Board of Trustees in January of 2001 and CSMH opened in August of 2001.

Handbook Use and Purpose

This handbook is designed to help family members and students get acquainted with CSMH. It explains some of our philosophies, beliefs, structures, procedures, and policies. The school's discipline standards are based on the philosophy that student behavior should be the result of respect which students have for themselves, other people, and their environment. These standards establish a uniform set of behavioral expectations which apply to society as well as the school environment. They ensure that the school is a safe place to be, with the focus on student learning. Although this Handbook is not intended to be an official policy manual, we hope that it will serve as a useful reference to you while your child is enrolled at CSMH. Because CSMH is a growing and changing organization, this handbook will be revised and updated on an ongoing basis.

I hope that this handbook provides you with useful information about the programs, procedures and culture that make the CSMH a unique and positive option within the public school system. I welcome your ideas and comments regarding ways this handbook can be improved to increase its value to you, our families.

Paige Cisewski
Executive Director

Susan Pfefferlen
Principal

Charter School Information

Charter Schools – General Information

Charter schools are nonsectarian public schools of choice. Charter schools were developed to allow for greater educational freedom from many of the restrictions placed on traditional public schools. The intent of charter schools is to increase learning opportunities for all pupils, to encourage different and innovative teaching methods, and to promote performance-based accountability in public schools. The "charter" document that establishes each such school is a contract detailing the school's mission, program, goals, students served, methods of assessment, and ways to measure the school's success.

The length of time for which charters are granted in California is five years. At the end of the term, the entity granting the charter may renew the school's contract. Charter schools are accountable to their sponsor, in our case, the Morgan Hill Unified School District, to produce positive academic results and adhere to the charter contract. The basic concept of charter schools is that they exercise increased autonomy in return for this accountability. They are accountable for both academic results and fiscal practices to several groups: the sponsor that grants them, the parents who choose them and the public that funds them.

Mission and Vision of the Charter School of Morgan Hill

Charter School of Morgan Hill uses project-based learning, strong family involvement and community interaction to develop lifelong learners prepared to be successful and innovative participants in the global community.

The School is committed to:

- developing K-8 students who are self-motivated, self-disciplined and socially responsible
- partnering staff, students, parents and community to create a unique, challenging and individualized learning environment with high academic standards and expectations
- applying academic learning to real-life activities through project-oriented programs
- providing advanced opportunities in science, technology, languages and the arts
- building programs that foster thinking which is original, critical, collaborative and reflective
- respecting diversity and whole child development - cognitive, emotional, social and physical

Expected School Wide Learning Results

The ESLRs represent the goals our students are trying to accomplish during their time at CSMH. The Learning Results are incorporated at every grade level and into all of our classes. They help provide a common language and focus for the school community. CSMH students will be proficient at:

Academic Achieving

- Students will possess the skills, attitudes and habits needed to succeed as contributing citizens of the 21st century.
- Students will demonstrate proficiency of the California State Academic Content Standards in the areas of language arts, math, social studies, science, physical fitness, fine arts, foreign language and technology.

Effective Communicating

- Students will exhibit effective communication skills through listening, speaking, reading and writing. They will do this in a critical, reflective, and responsible fashion using a variety of media.
- Students will demonstrate skills from a variety of technological sources for the purposes of research, analysis, communication, organization, self-expression and problem solving.
- Students will develop fundamental skills in speaking, reading, writing and listening comprehension of a foreign language and will understand key aspects of that culture.

Critical Thinking

- Students will master age appropriate principles of mathematics and logical reasoning and be able to apply them to real life situations.
- Students will utilize scientific research and inquiry methods to understand and apply major concepts underlying various branches of science. This includes the ability to hypothesize, evaluate data, and define and solve problems through observation, analysis, construction, testing and communication of findings using appropriate methods, materials and tools of technology.
- Students will demonstrate cognitive processing abilities utilizing complex and critical thinking skills by identifying, accessing, integrating and utilizing available resources and information to reason, make sound decisions, solve realistic problems in a variety of contexts and articulate their thought process.

Personal Responsibility

- Students will develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity.
- Students will apply lifelong learning skills including: goal setting, study skills, planning, implementing and completing tasks, and the ability to reflect on and evaluate one's own learning.
- Students will demonstrate a responsibility for their own learning and be adept at using their own experiences to apply and create new knowledge.
- Students will demonstrate a strong work ethic and self-motivation in school.
- Students will demonstrate a well-developed sense of their own creativity and an appreciation of the visual and performing arts.

Social Responsibility

- Students will understand the ethical, cultural, and societal issues related to technology.
- Students will respect, appreciate, and understand diverse cultures and individual differences.
- Students will understand what it means to be socially responsible and to participate in their school and their community.
- Students will learn and effectively use the skills necessary for working cooperatively and collaboratively in a variety of situations.
- Students will develop their physical skills which enable them to participate in individual and team activities. They will recognize and pursue habits of fitness, healthy living and mental well-being.
- Students will be inspired to learn through a better understanding of the kinds of issues, skills, and ethics that are required to function successfully in society.
- Students will exhibit healthy social-emotional skills and self-esteem by demonstrating respect for diversity and making positive choices for themselves and in interpersonal relationships.

- Students will have general knowledge of civics, history and geography and how they relate to today's world.
- Students will be aware of major world events and their geographical locations in order to understand the complexities of a global society.

Nondiscrimination Statement

CSMH is nonsectarian in its programs, admissions policies, employment practices, and all other operations. The School does not charge tuition and does not discriminate on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender expression, gender identity, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

CSMH is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX (sex), Title VI (race, color, or national origin), and Section 504 and Title II of ADA (mental or physical disability). CSMH prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. CSMH does not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which the Charter School does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. The School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

The lack of English language skills will not be a barrier to admission or participation in the schools programs or activities. Additional information prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes may be found in this handbook. It is the intent of the school that all such policies are read consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities. The school prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation.

Any inquiries regarding this nondiscrimination policy or the filing of discrimination/harassment complaints may be directed to the Executive Director and/or principal.

School Information, Policies and Procedures

Attendance

Attendance and Arrival

Attendance and participation in class are essential if the student is to gain the maximum benefit of the educational program. Regular and punctual school attendance of students is expected, encouraged and will be enforced. School attendance is an area which requires mutual cooperation among the school, the parents and the student so that the whereabouts of each student will be known at all times during the school day. Students may not arrive at school more than 20 minutes before the bell rings, since there is

no supervision until that time. For the same reason, students must be picked up within 20 minutes after the school day ends.

Absences

If your child will be absent for any reason, please call the school attendance line at (408) 463-0266 and leave a message. When leaving a message, please leave your child's name, grade, date (or dates if you there will be more than one), reason for absence, your name and relationship to the child. If we have not heard from you by 9:00 a.m., the office will begin calling to verify a child's absence. This is for the safety of your child.

An excused absence is only allowed for student illness, doctor/dentist appointments (with a note from the doctor or dentist), and death in the immediate family or quarantine. All other absences are considered unexcused.

When your child is absent for any reason, he/she is expected to make up the missed classroom assignments.

Students who expect to be absent from school for 3 days or more for any reason should obtain an independent study agreement (see below).

If your child comes down with a contagious illness, please notify the office immediately. We are required to send exposure notices to each family in the contagious child's class.

Consequences for unexcused absences are detailed below.

Number of Unexcused Absences	Consequence
Five (5)	Official notice from the School
Eight (8)	Intervention phone call and/or conference with student, parent, principal and other staff/professionals as appropriate
Twelve (12)	Conference with parents and principal and other appropriate personnel to develop a concrete plan to remedy the ongoing attendance issues

Independent Study Agreements

If a child must be taken out of school for 3 days or more, parents should contact the school office to sign an Independent Study Agreement. This will be filled out by your child's teacher with all of the assignments your child will miss during his/her absence. The Independent Study and the completed work must be turned in the day the student returns.

Tardies

It is very important that each student be on time to school and class each day. Promptness is not only a

necessary courtesy to the teacher and other students but, more importantly, it assures the child of getting off to a good start each day. Students who arrive late not only lose valuable class time in the office waiting for a tardy pass but they miss out on the morning classroom activities. They also become an interruption to the classroom when they enter it late. Helping students to realize the importance of being on time is part of building good habits for life. Children should arrive before the morning bell rings.

Tardiness is only excused if a student has a medical, dental, legal appointment (and brings a note from the appointment) or there has been a death in the family. All other tardies are considered unexcused.

Consequences for unexcused tardies are detailed below.

Number of Unexcused Tardy	Consequence
Five (5)	Official notice from the School
Eight (8)	Intervention phone call and/or conference with student, parent, principal and other staff/professionals as appropriate
Twelve (12)	Conference with parents and principal and other appropriate personnel to develop a concrete plan to remedy the ongoing tardy problem

Student Departures

We have been entrusted with the safety and overall care of your child. If it is necessary for your child to be released during the school day, you must first come to the office. The school secretary will call the student's classroom and have him/her sent to the office. The parent must then sign the student out. If someone other than the parent is picking up the student, a note identifying the person along with permission for us to release your child is needed. Any individual, including parents, picking up a child during the school day may be asked to show identification. Upon his/her return, please check your child back into the office. These procedures are for your child's protection!

Campus Visitations

School Visitations

Parents are urged to visit the school. A phone call to schedule your visit is required and very much appreciated. Please call the teacher at least 24 hours in advance in order to schedule your visit. All visitors on campus must register in the office and obtain a visitor's badge before entering a classroom. If your child wishes to bring a "child visitor" to class, prior permission from your child's classroom teacher and principal must be obtained.

Volunteers

Volunteers must sign their names in the Volunteer Sign-In Book in the office upon arrival, obtain a volunteer badge and sign out upon leaving. This procedure is important so that we will know who is present in case of an emergency.

School Hours

Regular school day hours:
8:00 am – 2:45 pm

Minimum school day hours:
8:00 am – 12:00 pm

Health and Emergency Information

Emergency Forms

The school emergency form, completed by parents or guardians at the beginning of each school year, is a vital communication tool between parents/guardians and the school. A thorough completion of this online form is essential in case of an emergency involving your child. Emergency information is kept in the school database and a copy is given to the classroom teachers. It is very important that you keep emergency information updated throughout the school year. If you change jobs or residence or if people listed on your emergency back-up list change phone numbers, please notify us immediately. Also be certain that people listed on the emergency form have been notified that they may be called upon to pick up your child in an emergency situation. If there is a restraining order forbidding contact of an individual with your child, legal custody orders, or parent custodial issues that the school needs to be aware of, a copy of such orders should be submitted. When it is necessary for a student to be checked out of school during the school day, parents/guardians or other authorized individuals must sign the student out and may be asked to show identification.

First Aid and accident procedures are followed by the Charter School staff. All accidents are reported to the office. Each teacher has a first aid kit in the classroom for minor injuries. Students with more serious injuries or illness are sent to the office. In an emergency situation, CSMH will call 911 if needed. Parents will also be contacted, and, if a parent cannot be reached, the person designated on the emergency card will be called.

Emergency School Closing

In the event that the school must be closed due to weather conditions or other emergencies, CSMH will activate the automatic call system to alert parents.

Medication - General

Federal and state laws support administration of medications to students while at school and require the following procedures.

All medications administered at school must be prescribed by a physician, licensed in California, even if they are purchased over the counter. The parent permission and physician authorization form (the "Permission to Administer Medication" form) must be completed for all medications, including those purchased over-the-counter. The student's physician must provide a written statement indicating the

name of the medication, detailing the dose, method and time schedules by which the medication is to be taken.

In addition, the parent/guardian shall provide the medication in the original prescription container, clearly labeled with the student's name, medication, dosage and directions; or, in the case of an over-the-counter medication, in the original container. The parent/guardian must deliver the medication to the school personally or send it with a designated adult. It is the parent's responsibility to be certain the supply is available and that the child is aware of when he/she should receive medication.

Students are not allowed to carry medications. The only exception would be students with medical needs who are required by their physician to carry medication and self-administer this medication under the supervision of school personnel. Parents must consult with the health clerk/Principal regarding these students.

Medication - Documentation

Parents and physicians should complete the Permission to Administer Medication form and return it to the office. The student's form will be maintained with an individual medication log used to record medication dispensed at school. This log documents all medications administered to the student and serves as protection for both the school and the student. A copy of the Permission to Administer Medication form will be kept in the student's Health Record. A new form must be completed for each school year and whenever there is a change in the medication dosage.

The school nurse or designated school employee will maintain a current, confidential list of students needing medication during regular school hours, including students with life-threatening conditions who carry injectable medication. This list shall be available on a need-to-know basis to appropriate school staff, along with emergency measures for allergic and anaphylactic reactions.

Epi-pens

California law authorizes schools to provide epinephrine auto-injectors to trained personnel to use to provide emergency medical aid to persons suffering from an anaphylactic reaction. Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex materials, exercise or in rare cases by unknown causes. This is a life threatening condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to insure the student's health and safety at school. CSMH has adopted a policy to provide life-saving epinephrine to students who are in need of such treatment.

If parents/guardians do not wish their child to receive this treatment, they must complete the required form which is available in the office and on the parent website.

Illness

If your child shows signs of not feeling well, please keep the child home and inform the office. Children should be kept home whenever they have a fever and within 24 hours after vomiting. If your child complains of feeling sick at school, depending on the severity, you may be contacted to pick him or her up from school.

Please notify the office immediately if your child becomes ill with a communicable disease, so that exposure notices can be sent home with the child's classmates.

Communicable Diseases

Communicable diseases can spread quickly through a school and dramatically affect the attendance and learning of children. Examples of common communicable disease are conjunctivitis (pink eye), lice, strep throat, chicken pox, or ringworm. A student suspected of having a communicable disease may be excluded from school until guidelines for readmission are met.

Returning to School after an Illness or Prolonged Absence

A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization, must have written permission by a health care provider to attend school, including any recommendations regarding physical activity and exertion.

An excuse from physical education may be granted if a student is unable to participate in regular or modified curriculum for a temporary period of time due to illness or injury. A parent's written request for an excuse from physical education will be accepted for up to five days; thereafter, a written request is needed from the student's health provider.

Hygiene

As a part of coming to school "Ready to Learn," your child needs to come to school clean. Good hygiene for children includes brushing their teeth at least twice a day, bathing on a regular basis, and brushing or grooming their hair each day.

With older students, body odor can become an issue. Children will be active each day. Please do not hesitate to send antiperspirant or deodorant to school with your older students, if necessary.

Sleep

It is very important for your child to get the appropriate amount of sleep. As active, growing individuals, children require anywhere from 10 to 12 hours of sleep nightly. A routine is often helpful in making sure your child gets enough sleep. Please set a regular bedtime for your child and enforce it.

Health Standards and Immunizations

To ensure a safe learning environment for all students, CSMH strictly follows and abides by the health standards set forth by the state of California. Students will not attend school until all required records have been received.

The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines must be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the school.

Health and Medical Conditions

The school office and administrators must be notified if a student with a medical or health condition requires accommodations at school in order to participate in the educational program. The school administrator will arrange a meeting with the parent or guardian of the child to develop an

accommodation plan for the student's medical or health condition. CSMH complies with all requirements for special education and/or Section 504, as appropriate for students' health or medical needs.

Oral Health Assessment

Students enrolled in kindergarten in a public school, or while enrolled in first grade if the pupil was not previously enrolled in kindergarten in a public school, are required to have an oral health assessment completed by a dental professional. Please contact the office you have questions about this requirement.

Hearing, Vision and Scoliosis Examinations

Hearing and vision exams and scoliosis screening will be performed according to state mandates.

Treatment of Injuries

The school will treat minor injuries (scrapes, cuts, bruises, etc.) with basic first aid. Parents will be notified of minor injuries at the discretion of the school administrator.

When confronted with a more serious illness or injury, school staff will contact parents and, if necessary, will call 911.

Information Regarding Type 2 Diabetes

Type 2 diabetes is the most common form of diabetes in adults

- Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

- The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.
- Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

Risk Factors

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

- **Being overweight.** The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- **Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- **Inactivity.** Being inactive further reduces the body's ability to respond to insulin.
- **Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or

Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.

- **Puberty.** Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development

Warning Signs and Symptoms Associated with Type 2 Diabetes

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

Type 2 Diabetes Prevention Methods and Treatments

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- **Eat healthy foods.** Make wise food choices. Eat foods low in fat and calories.
- **Get more physical activity.** Increase physical activity to at least 60 minutes every day.
- **Take medication.** If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

Types of Diabetes Screening Tests That Are Available

- Glycated hemoglobin (A1C) test. A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- Random (non-fasting) blood sugar test. A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.
- Fasting blood sugar test. A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- Oral glucose tolerance test. A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions. For more information about Type 2 diabetes and to find this information in alternate languages, visit

<http://www.cde.ca.gov/ls/he/hn/type2diabetes.asp>

Carpool Information

General Do's and Don'ts

- Be patient
- Do drive slowly in the parking lot and use caution at all times
- Do use the appropriate entrances (Bailey light) and exits (north exit)
- Do drop off in designated areas only
- Do re-enter Monterey Road from the parking lot carefully. Enter only when it is clear. It is more important to enter safely than quickly.
- Do have your carpool sign displayed in your front window / on your front visor
- Do follow the instructions of the teachers directing traffic
- Do stay in your car and allow our helpers to assist with loading and unloading
- Do use the crosswalks at all time
- Don't ever drop off or pick up on Monterey Road
- Don't use the south entrance – this is the staff entrance
- Don't park in the neighbor's field
- Don't attempt to have conferences with the teachers on duty – schedule one at a more appropriate time
- Don't ever leave your car unattended in the drop off or pick up area

Morning Do's and Don'ts

- Do come down the frontage road – if the frontage road is full please line up on both sides
- Do drive on the left side of the yellow line (European style)
- Do drive as far up as you can go in the unloading zone
- Do have your child ready to unload – shoes on, backpacks packed, goodbyes already said
- Don't pass – even if you want to park
- Don't let your children out on the frontage road (in the dirt) and then attempt to exit

Afternoon Do's and Don'ts

- Do come down the frontage road
- Do line up in both lanes on the frontage road – every other car
- Do make sure your child knows their carpool name
- Do pull as far forward as you can in the loading zone – we will make sure the students get to your car
- Don't allow your child to go into the parking lot alone. They must be escorted by a parent to the parked car.

Field Trip Information

Field Trips

At CSMH, we believe field trips are an important part of project based learning and realistic connection to the greater community. The Bay Area has many resources to offer our children in respect to their learning. A field trip is any planned journey for one or more students away from CSMH. Field trips are approved by the Principal.

The teacher/sponsor(s) shall provide parents and guardians with information concerning the purpose and destination of the trip, transportation, eating arrangements, date and time of departure, estimated time of return, arrangements for supervision, safety precautions (if high risk activity is involved), and a detailed itinerary when the field trip will extend beyond the school day. Teacher/sponsors will inform parents in advance about the recommended amount of spending money, if any, each student should have.

Permission Slips

Field trips enrich our program. Attendance on the trips is voluntary, but if your child does attend, it is mandatory that a permission slip be signed by a parent or guardian. Students must have signed permission slips in order to go on field trips, including walking trips.

The Parent/Guardian Permission form must be signed and returned to the teacher before any student leaves the school building on a trip. Parental permission shall include written consent from parents/guardians authorizing the supervisors to arrange for necessary medical treatment. Permission received by telephone is not permitted. If a student does not have written permission, he/she will remain in a supervised area/classroom at CSMH until the class returns from the trip.

Field Trip Drivers

Any parent who transports a child on a field trip must have signed a form stating that the driver has the following insurance coverage: Bodily Injury \$100,000 - \$300,000/ accident, Property Damage \$25,000/accident, Medical \$10,000, Single limit of \$300,000. This completed form must be on file in the office before the parent may transport students. A copy of a current license and insurance card are also required. Siblings of students should not accompany a class on field trips. If you are chaperoning a trip and absolutely need to bring a sibling along, please clear this with your child's teacher prior to the day of the trip.

Costs

All field trip costs are paid by CSMH, with the exception of the 8th grade Washington D.C. trip.

Academic Information

Class Assignments

At CSMH, the staff carefully group students to try to place each student in a situation that will be the most educationally beneficial to him or her. Classes are made up by the staff to be balanced and to take the following factors into consideration: boy-girl ratio, achievement levels, leadership, social factors, special needs, and behavior. Parents may put any specific requests about the type of program that best suits his/her child's learning needs in writing and turn this information into the office. Parent input about a child's particular needs is taken into consideration but a request for a specific teacher should not be made.

Homework

Homework will be assigned both to extend and reinforce the lessons taught at school or to research and/or support class project based learning. It is the responsibility of the parent to designate a time and place

where the child may do his/her homework. Homework is also viewed as a bridge between home and school, giving students an opportunity to share their work with and involve family members. We expect students to share with their parents what they are learning. Developing a disciplined schedule and good study and work habits will be advantageous to any child. Students are expected to follow given directions, do work that is neat and turned in on time.

Parents are responsible for monitoring and assisting with homework assignments of their child. Each child should attempt to complete homework independently, but may need assistance. If your child needs assistance, please do not do his or her homework for him/her. As a parent, guide your child in doing the best that he or she can, allowing them to do their own work.

Each teacher will discuss the expectations for amount of time spent on homework and homework procedures on Back to School Night. If your child has difficulty with the homework, send the teacher a note so that the teacher can provide additional instruction if necessary.

Report Cards

Students receive report cards three times during the year: one during the fall conference period, one during the spring conference period, and one at the end of the school year.

Conferences

Weeks dedicated for mandatory teacher/parent conferences are scheduled two times a year. The first conference week is scheduled in November and a second conference period is held in March. In both instances, parents receive a written report about their child's progress. In addition, parents or teachers may request an additional meeting at any time during the school year should the need arise. Please keep in mind, that the more we know about your child, the better we are able to meet his/her needs. Never hesitate to contact us any time with information that will enable us to better understand and help your child.

Student Study Team

CSMH uses a Student Study Team approach to address any academic, grade placement, social, emotional, or attendance concerns brought to the team's attention via a written referral submitted by a staff member or parent. The purpose of this approach is to broaden the expertise available to help us evaluate issues that impact a child's overall school experience, and to develop a strategy, if appropriate to address the concerns.

An SST meeting typically involves Charter School personnel and usually the parent. Sometimes an SST meeting may include the school psychologist, RSP teacher, speech therapist and the parent. Students who continue to require support or do not make progress as the result of an SST may be referred for a Section 504 or special education evaluation.

Section 504

CSMH recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise be subjected to discrimination under any program of the CSMH. Any student who has an objectively identified disability which substantially limits a major life activity including, but not limited to learning, is eligible for accommodation by CSMH. The parent of any student suspected of needing or qualifying for

accommodations under Section 504 may make a referral for an evaluation to the Executive Director. A copy of CSMH Section 504 policies and procedures is available upon request.

Special Education

At CSMH, we aim to have an inclusive model for our children with special needs. Students with identified physical, emotional, learning, or developmental disabilities have the right to placement in the least restrictive environment and shall receive special education services according to a written Individualized Education Plan (IEP). All special education and related services are provided at no cost.

The parent of any student suspected of needing or qualifying for special education services may make a referral for an evaluation to the Executive Director.

State Testing

CSMH shall annually administer state testing to the applicable grades (e.g., the California Assessment of Student Performance and Progress), as required by law. Notwithstanding any other provision of law, a parent's or guardian's written request to School officials to excuse his or her child from any or all parts of state assessments shall be granted.

Communication

CSMH Website

Parents and students can check our website at www.csmh.org for school information, news and calendar events. Parents and students can download forms, find helpful resources and get the most up to date information.

E-mail

Each member of the staff and the Board of Directors has an assigned e-mail address to allow convenient communication between staff, parent and Board members. All e-mail addresses consist of the person's first initial and last name followed by csmh.org. You will find all e-mails listed in the School Directory. We ask that parents, students and community members respect the time CSMH staff, teachers, and administration and keep emails to a minimum. With that in mind, email may be used to obtain general information about the school or your child's educational program. However, substantive questions about your child's education should be discussed during a parent-teacher meeting or conference. All staff, teachers, and administrators will endeavor to respond to emails within two (2) school days, but this is not always possible. Teachers may not be able to respond to emails during instructional hours.

School Directory

The School Directory contains valuable information for parents and provides names, addresses, and phone numbers of the children. The information is for internal use only and your cooperation is requested in making sure this information is not misused. In addition, we request that all party invitations and social plans be made by mail or phone - not at school.

Phone Calls and Messages

Emergency messages from parents to pupils at school will be handled promptly at any time. Routine plans for the day should be made known to the child before he/she leaves for school. This will assist the office and will eliminate classroom interruptions. The office phone is a business phone and students are not given permission to use it for making social plans.

Friday E-folders

Every Friday, an e-folder is sent out and posted on our website. This Friday e-folder contains important school information and the weekly school newsletter. Please read it over carefully. If you need a printed copy of the material please let the office and/or your classroom know.

Classroom Newsletters

Every week, you should receive a classroom newsletter and find updated information on the teacher's or grade level website. This letter will be full of important information such as projects students have been working on, upcoming learning objectives, assignment dates, ways to support your child at home, teacher needs, etc. The enrichment teachers will also send home a newsletter a minimum of four times a year to update you on what has been occurring in enrichment classes.

General Information

Snack

Students are responsible for bringing their own snack to school. We strongly promote healthy eating habits, especially limiting high sugar foods and all sodas or energy drinks.

Lunch

CSMH has a lunch service that provides a nutritious meal daily. See the CSMH website for more information about this program and how to create an account to order lunches.

Free and Reduced Lunch

CSMH participates in the National School Lunch Program. Applications for free or reduced price meals are included in the first day packets to all families and can also be obtained on the school website and in the office. All families are encouraged to complete the application form in order to include as many eligible students as possible.

Nutrition Policy

At CSMH, we are committed to teaching our children about nutrition and healthy choices. We promote healthy eating among students and encourage parents to send snacks and lunches of high nutritional quality. A few areas that we would like to highlight are:

- Students are not allowed to have sodas or energy drinks on campus.

- Students should not bring food to school for the purpose of sharing with others (birthday treats). We encourage families to donate a book to the classroom or school library in honor of their children's birthdays.
- Students are not allowed to sell food on campus unless authorized by school administration.
- All food served or sold to students will be high in nutritional value and not in empty calories.

Lost & Found

Please label coats, sweaters, lunch boxes, etc. so that these items can be returned to their owners. The Lost and Found rack is located in the multipurpose room. Please check immediately upon losing an item. Unclaimed articles will be donated to charitable organizations prior to the winter holidays and again in June.

Birthdays

We encourage families to donate a book to the school library in honor of the child's birthday.

We ask that birthday party invitations not be distributed at school. Students should not bring birthday presents to school for a party that they will be attending after school. These private events should be handled away from school.

Bicycle Safety

Students riding bicycles to and from school must wear an authorized bicycle safety helmet. Students must walk bicycles on school grounds. The Charter School will not be responsible for bicycle security in the event of theft or damage.

Gifts and Donations

CSMH is very fortunate to have extraordinarily generous families and community members and both the school and staff benefit from numerous gifts and donations on a regular basis. To avoid misunderstandings, the school has defined the difference between gifts and donations.

Gifts

If you have a gift you would like to give to a teacher or staff member personally, than please personalize the gift ("To Mrs. Smith") so that Mrs. Smith knows that it for her personal use and for her to take with her if and when she leaves the employment of the school.

Donations

Many donations are given to be used for the education of the students. It is school policy that all donations given, including those for instructional use (books, equipment, resources or supplies), are the property of the school. This includes donations that are given through staff members. This ensures that the donated item(s) remains available for the use of students at CSMH even if a staff member leaves the employment of the school. When making donations, it is helpful if you label the items with "CSMH."

Conflicts and Disputes

Complaints/Concerns

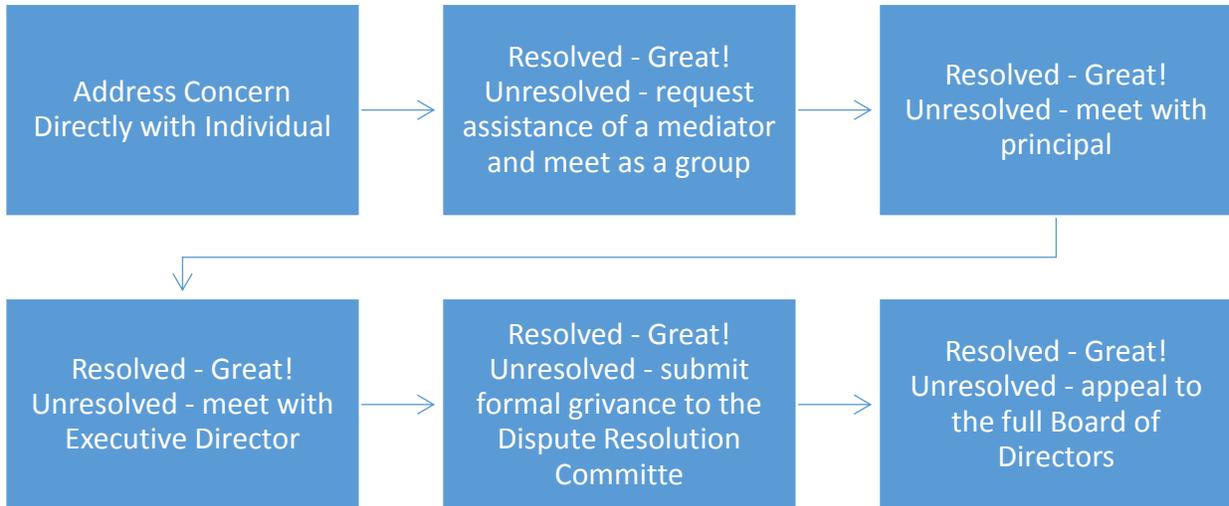
We expect things to run smoothly. However, considering the large number of people involved in a community school environment, this is not always the case. Problems are best resolved through an open communication process and the Board of Directors has an adopted policy for handling such situations. Simply stated, the policy says that you should speak directly with the person involved before taking your complaint to other individuals. It is expected that you will contact the teacher, principal or appropriate staff member when the need arises.

Using guidelines of listening to each other and working to resolve issues directly is very effective at resolving most conflicts in a way that can be mutually agreeable to the parties involved. It is also a mature and respectful process that does not contribute to the spread of rumors or gossip.

Resolution of Conflicts and Disputes

If you have a concern regarding an employee at the school, and you have spoken to that person directly and have not been able to come to a mutually agreeable solution to the problem, please contact the principal or Executive Director (follow the Conflict Resolution Process flow chart). If the situation is not addressed in a manner in which you are satisfied, you may file a formal grievance to the CSMH Board of Directors.

Conflict Resolution Process Flow Chart



Formal Grievance/Complaint Procedures

In the event of a dispute involving a family or student, and after a good faith effort with the person or people involved to thoroughly resolve the dispute via the Conflict Resolution Process, parents and/or students may submit their complaint following the procedures outlined below. The good faith effort will include problem identification, possible solutions, selection of resolution, timeline for implementation, and follow-up. A written summary of the good faith effort will be included in the student's file. Failure to follow the procedures and timelines below constitutes a waiver of the parent or student's right to

grieve. If a complaint falls within a specified area, such as Title IX or Uniform Complaint Procedures, it shall be handled according to those specific procedures as outlined below.

Grievance Filing Process

The parent or student may submit his/her grievance in writing to the Chair of the Dispute Resolution Committee (a subcommittee of the Board of Directors) within five school days of a failed good faith effort to resolve the dispute.

Within ten school days of receipt of the written complaint, the Dispute Resolution Committee shall schedule a meeting at a mutually convenient time and place for discussion of the complaint with all parties involved, but in no event later than 20 school days after receipt of the written complaint and after notification to the parent and/or student. Dispute Resolution Committee members who are interested parties shall excuse themselves from grievance proceedings if such members have a conflict of interest in the subject of the proceedings.

A decision as established by a majority vote of the members of the Dispute Resolution Committee hearing the grievance shall be rendered within five school days after the meeting, or as soon thereafter as is practical. Any such proceedings shall be conducted in closed session, unless requested otherwise by the parent or student. In the event that additional information, investigation, or meetings are necessary after the initial meeting, it may be continued and the final decision shall be made within five school days of the last committee meeting, or as soon thereafter as is practical.

The decision of the Dispute Resolution Committee may be appealed by the parent or student to the full Board of Directors, which may review and modify the decision of the Dispute Resolution Committee if it finds that the Committee failed to properly follow the grievance process described above. A request for an appeal must be submitted in writing to the President of the Board within five school days of the decision of the Dispute Resolution Committee. After receiving an appeal request, the President shall schedule a meeting to consider such an appeal as soon as practical. Board members who are interested parties shall excuse themselves from reviews of Dispute Resolution Committee decisions to the extent permitted under law. Any such proceedings shall be conducted in closed session, unless requested otherwise by the parent and/or student.

Other Complaint Procedures

Title IX

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

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

In addition, Title IX protects students from sexual harassment. This means that no student, teacher, administrative director or other employee can make unwelcome sexual advances, speak in a sexual

manner to, or request sexual favors from students at school or at a school-sponsored event. If a parent or student believes that the student's rights under Title IX have been violated, there is a process to resolve the grievance.

Contact the Title IX Coordinator:

Paige Cisewski
Executive Director

Uniform Complaint Procedures

CSMH maintains a uniform complaint procedure for investigating complaints of:

- discrimination, including discriminatory harassment, intimidation, or bullying on the basis of actual or perceived characteristics of age, sex, sexual orientation, ethnic group identification, race, ancestry, nationality, national origin, religion, color, or mental or physical disability, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics
- complaints of violations of the laws and regulations governing Special Education, Nutrition services, school safety plans, Local Control Funding Formula, and the imposition of pupil fees for participation in educational activities

A complaint of noncompliance with laws relating to pupil fees may be filed in writing pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred.

Complaints other than complaints relating to pupil fees must be filed in writing with the Executive Director as the Compliance Officer to receive and investigate uniform complaints that fall within these categories and ensure compliance with law. Contact information:

Paige Cisewski
Executive Director
9530 Monterey Road
Morgan Hill, CA 95037
pcisewski@csmh.org

Any individual, public agency or organization may file a written complaint of noncompliance. Complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying shall be initiated not later than six months from the date the alleged discrimination occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination. Copies of the complaint procedures and form are available from the school free of charge. After filling out the complaint form, it should be directed to the Compliance Officer listed above. The Compliance Officer

will investigate the complaint and provide a written report of the investigation and decision within sixty (60) calendar days.

If dissatisfied with the School's decision, the complainant may also appeal in writing to the California Department of Education within 15 days of receiving the School's decision. The appeal to the California Department of Education must include a copy of the complaint filed with the School and a copy of the School's decision.

A complainant may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a state or federal court include, but are not limited to injunctions and restraining orders. In a complaint of unlawful discrimination, complainant may seek civil law remedies no sooner than sixty (60) days from the filing of an appeal with CDE, except that such time limitation does not apply to injunctive relief.

FERPA

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 5 business days after the day CSMH receives a request for access.

Parents or eligible students should submit to the school principal or designee a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the CSMH to amend a record should write the school principal or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an

administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the CSMH to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of PII from student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student -

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1)).
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)).
- To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their

behalf. (§§99.31(a)(3) and 99.35).

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)).
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5)). To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6)).
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)).
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)).
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)).
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)).
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11)).

“Directory information” is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. CSMH has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

If you do not wish CSMH to disclose directory information from your child's education records without

your prior written consent, you must notify the School in writing at the time of enrollment or re-enrollment. Please notify the following:

Nancy DePalma
(408) 463-0618
ndepalma@csmh.org

Homeless Students

The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who (42 USC 11434(a)):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
4. Runaway children or children who are abandoned; and
5. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of “homeless.”

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the School Liaison.

School Liaison

The Executive Director or designee designates the following staff person as the School Liaison for homeless students (42 USC 11432(g)(1)(J) & (e)(3)(C).):

Paige Cisewski
Executive Director

9530 Monterey Road
Morgan Hill, CA 95037
(408) 463-0618
pcisewski@csmh.org

The School Liaison shall ensure that (42 USC 11432(g)):

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in, and have a full and equal opportunity to succeed at Charter School.
3. Homeless students and families receive educational services for which they are eligible, including Head Start and Even Start programs.
4. Parents/guardians are informed of the educational and related opportunities available to their

children and are provided with meaningful opportunities to participate in the education of their children.

5. Public notice of the educational rights of homeless children is disseminated at places where children receive services, such as schools, shelters, and soup kitchens.
6. Enrollment/admissions disputes are mediated in accordance with law, the Charter School charter, and Board policy.
7. Parents/guardians are fully informed of all transportation services, as applicable.
8. The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.

For any homeless student who enrolls at the School, a copy of the School's complete policy shall be provided at the time of enrollment and at least twice annually.

School Rules and Expectations for Students

Behavior Expectations

We have very few problems at CSMH because we do take time to help children understand the need for rules. In general all children are encouraged to think about their safety and the safety of others and behave in a respectful manner toward everyone at school.

At CSMH we value:

- Being respectful of ourselves, others and our environment
- Taking responsibility for our actions
- Being an active listener
- Doing our personal best
- Being prepared to learn
- Being resourceful problem-solvers
- Safety of Self and Others

In order to ensure that CSMH is a place where learning is a priority, the school must be safe at all times. Any student action or intention that can be deemed as violating the safety of oneself or others can result in serious consequences. Examples of safety violations include:

- Verbal abuse of others (using profanity, bullying, making fun, teasing etc.)
- Intentionally hurting another person
- Rough-housing during school activities
- Threatening others' physical or emotional safety

Student Accountability

Students should be aware of possible consequences of their behavior. Disciplinary action taken by school officials is a direct consequence of unacceptable behavior by a student. Rules and regulations are established to maintain an atmosphere conducive to learning. Students are required to comply with the regulations, pursue the required courses of study, and submit to the authority of the teachers at the school. Students who fail to comply with these rules and regulations may be counseled, reprimanded, suspended, expelled, and/or arrested as the laws are applied and dependent on the situation.

Extracurricular activities are considered a part of the educational program. Participants and spectators carry responsibilities as representatives of their schools/communities. All rules of student conduct also apply to extracurricular activities.

Conflict Resolution

CSMH students are taught the appropriate steps for resolving conflicts effectively and expressing their feelings openly starting at the kindergarten level. Training in conflict management has been provided to teachers. Students receive training in the use of the following steps:

- | | | |
|------------------------------|------------------------------------|------------------------|
| Stop and cool off | Choosing a solution | Communicate and listen |
| Make a plan and implement it | Identify feelings | Applying strategies |
| Understanding the problem | Anger management | |
| Empathy | Reducing labeling and stereotyping | |
| Brainstorm solutions | Dealing with peer pressure | |
| Problem solving | | |

Academic Honesty

All students will complete their academic work without cheating. If a student is caught cheating, that student will be disciplined.

After School Sports (middle school)

Participants must maintain at least a 2.0 grade point average and may not be on Academic Probation. Appropriate behavior is required at all times during practice, games and meets. Respect toward coaches, parents, teammates, opposing teams and officials are expected. Failure to show such behavior will result in dismissal from the team and possible discipline and/or consequences.

Dress Code

For health and safety reasons, as well as to help students focus on learning, students shall dress and groom themselves in a way that is appropriate for school. The Charter School shall ensure that clothing, hair, makeup, and/or personal appearance is not a disturbance or cause of school distraction, disruption, or unsafe conditions.

Clothing that is modest (or worn modestly), non-distracting, and safe and appropriate grooming for school will be defined in the following manner:

- Clothing is clean and free of body odor
- Clothing does not include bathing suits, biking or jogging shorts, sleeping attire, clinging or transparent attire, sagging or excessively oversized clothing, leggings or yoga pants unless worn with a long shirt that extends to mid-thigh
- Skirts are mid-thigh or longer in length when the student is seated and must be the length of the extended fingertip when student is standing
- Pants are worn at the waist and no undergarments are exposed
- Tops that are long enough to touch the waistband of skirts or pants when the student is standing and arms are held straight out from the shoulders; or the student is wearing two layers of upper body clothing and the layer next to the skin meets the requirement
- Tops that are at least an inch wide at both shoulders, and do not depend upon ties at either the shoulders or the back of the neck to secure the garment

- Tops that completely cover undergarments/bra straps
- Tops that are not scooped low in the front, back, or armholes
- Clothing (including hats, belts, accessories or buttons) that is without graphics, logos, pictures, or writing that depict or promote violence, hate, weapons, drugs, tobacco, alcoholic beverages, gangs, sex, or any other conduct or product that would be against school rules if the student were to personally engage in that type of behavior while at school
- Tops that are not appropriate because of printed material as described above will be worn inside-out for the remainder of day or the student will be provided with a clean oversized tee shirt for the day, which must be laundered and returned the next day to the office. (Students will not be allowed to call a parent for a “rescue effort.”)
- Flat, close-toed shoes without steel toes are required for safety reasons and for physical education activities. Shoes that are “strappy sandals” or shoes with high heels (platform or spike) are not appropriate for school. Students with unsafe shoes will not be allowed to play during recesses and PE. Flip flops and slippers are not appropriate for school.
- Mohawks, excessive hair dye and excessive body piercings are prohibited.
- Hats or other headgear may be worn only outside of school buildings.
- Hair should be clean. Hair care products (spray, gel, mousse) are not permitted at school.
- Students may not bring nail polish or nail polish remover to school.
- Perfume, fragrances, and makeup may not be brought to school.
- Roll-on or stick deodorant may be brought to school for use by older students.

Office Referrals

If a student violates any of the rules pertaining directly to students (dress, absence, tardiness, homework, safety of self and others, respect of property, behavior expectations), they may be referred to the office at the discretion of the teacher. Depending upon the specific circumstances surrounding the student’s behavior, a student may remain in the office for a “time out” period, and an appropriate consequence will be issued consistent with CSMH policy. Depending on the violation, a student’s parent or guardian may be called.

Respect for Property

Building upon the need to have a safe and nurturing school, students must respect the property of the school and of others at all times. Any student action or intention that can be deemed as damaging the property of the school or of others can result in serious consequences. Examples of property violations include:

- Stealing
- Defacing school property or the property of others
- Unauthorized use of equipment
- Inappropriate use of the internet

Personal Property and Money

We encourage children at CSMH to use equipment and supplies available at school. Toys or money should not be brought except when specifically requested for a special occasion (field trip, special food sale, etc.). Objects of educational value or special significance should be chosen for sharing. Please label any items which are brought. Personal property not related to the school’s programs are not to be brought to school. Toys, trading cards, etc. will be confiscated and returned to the child’s parent at the end of the school day or another appropriate time if they are brought to school. The Charter School shall not assume responsibility for theft, loss, or damage to any of the above mentioned items. Chewing gum is also

prohibited.

Student Violence and Reporting Requirements

The school will not tolerate student threats, acts of violence, or jokes of violence. The welfare of our students requires that the school be notified immediately of potential security risks. You must immediately notify your Principal, teacher, or other school employee:

- when a person is acting in a suspicious manner in or around the school,
- when you know, suspect, or have heard that an individual has a weapon or dangerous object at school,
- when you know, suspect, or have heard of any violent or potentially violent incidents, threats, jokes of threats or violence, or concerns of a risk for violence or other disturbance,
- when you believe the school is otherwise not secure or safe.

The school will investigate and discipline students who breach this policy, up to and including suspension and/or expulsion.

Suspension and Expulsion

All suspension and expulsion policies and procedures are available in the office. The following outlines the general procedures for suspension.

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to:

- While on school grounds
- While going to or coming from school
- During the lunch period, whether on or off the school campus
- During, going to, or coming from a school-sponsored activity

A teacher may suspend any pupil from his/her class for the day of the suspension and the day following. The teacher shall immediately report the suspension to the administration of the school and send the pupil to the Principal for appropriate action consistent with CSMH discipline policies and procedures.

The school administration may suspend a student from class, classes, or the school premises for a period not to exceed five days unless the administration recommends expulsion and/or the administration extends the suspension.

School administration may extend the student's suspension pending final Board of Directors' decision on a recommendation for expulsion.

A school employee shall make a reasonable effort to contact the student's parent or guardian in person or by telephone at the time of the suspension consistent with CSMH discipline policies and procedures.

Suspension and Expulsion Enumerated Offenses

Discretionary Suspension Offenses: Students may be suspended for any of the following acts when it is determined the pupil:

- Caused, attempted to cause, or threatened to cause physical injury to another person
- Willfully used force of violence upon the person of another, except self-defense

- Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind
- Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 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, alcoholic beverage or intoxicant
- Committed or attempted to commit robbery or extortion
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property
- Possessed or used tobacco or 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 section does not prohibit the use of his or her own prescription products by a pupil
- Committed an obscene act or engaged in habitual profanity or vulgarity
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5
- 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 (limited to students in grades 4 and above)
- Knowingly received stolen school property or private property
- 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
- Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4
- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma
- Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events
- Made terrorist threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family
- Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact

upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive

- Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive
- 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. This section shall apply to pupils in any of grades 4 to 12, inclusive
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivision (r) of Section 48900 of the Education Code
- A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1)
- Possessed, sold, or otherwise furnished any knife 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

Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

- Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence

Discretionary Expellable Offenses: Students may be expelled for any of the following acts when it is determined the pupil:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force of violence upon the person of another, except self-defense
- Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind
- Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 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, alcoholic beverage or intoxicant
- Committed or attempted to commit robbery or extortion
- Caused or attempted to cause damage to school property or private property
- Stole or attempted to steal school property or private property
- Possessed or used tobacco or 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 section does not prohibit the use of his or her own prescription products by a pupil
- Committed an obscene act or engaged in habitual profanity or vulgarity
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5
- Knowingly received stolen school property or private property.
- 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

- Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4
- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma
- Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or pre initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events
- Made terrorist threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family
- Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive
- Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive
- 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. This section shall apply to pupils in any of grades 4 to 12, inclusive
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivision (r) of Section 48900 of the Education Code
- A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1)
- Possessed, sold, or otherwise furnished any knife 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

Non-Discretionary Expellable Offenses: Students must be expelled for any of the following acts when it is determined pursuant to the procedures below that the pupil:

- Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission

to possess the item from a certificated school employee, with the Principal or designee's concurrence.

If it is determined by the Board of Directors that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

Technology

Conditions for Possession of Cell Phones and Personal Electronic Devices

In general, students are permitted to possess a personal electronic device in the school setting as long as the device remains stored, silent, and unused throughout the entirety of the school day which includes:

- The period of time between the beginning of the first class and end of the last class of the school day
- In any school bathroom
- While being transported in authorized vehicles during the school day, unless explicitly permitted by the transportation provider, driver of the vehicle, and/or chaperone of the trip

Personal electronic devices include cell phones, smart phones, or reading tablets. However, electronic toys or games, such as "iPods", electronic gaming devices, and/or pagers, should be kept at home. Personal electronic devices shall be considered stored if they are outside of view and reasonably secured according to school procedures (e.g. in a pocket, locker or backpack). Any headphone, earpiece, or similar equipment associated with a device shall also be stored and not worn.

Students who choose to possess a personal electronic device on school grounds do so at their own risk as to possible loss, theft, damage or liability. This is true even if the device has to be confiscated for violation of this policy. If a cell phone or personal device is lost or stolen at school, the school assumes no responsibility to replace the lost or damaged items.

If the personal device is on campus, or in school authorized transportation **and** there is reasonable suspicion that the device contains information that violates the law or school policies, school officials may examine the device and search its contents relevant to the suspected violation.

When Personal Electronic Devices May Be Used

A student may use a personal electronic device in the school setting in the following circumstances if they follow the described conditions:

Educational Purpose

After obtaining the permission and direction of a teacher, a student may turn on and use personal electronic devices while under the immediate supervision of the teacher for legitimate educational purposes. Such permission shall not extend to any area out of the immediate supervision of the teacher who grants such permission.

After obtaining the permission and direction of a teacher, a student may turn on and use a personal media player under the immediate supervision of the teacher for legitimate educational purposes, such as running during PE or Friday music. Such permission shall not extend to any area out of the immediate supervision of the teacher who grants such permission.

Communication with Parents after School

Students may turn on and use cell phones after the final bell of the school day and dismissal from class to communicate with parents about transportation issues. Cell phones and personal devices are not to be used for other purposes other than communication with a parent or driver (e.g. taking pictures, playing games, texting friends, or checking email).

Any student who possesses or uses a personal electronic device and/or associated equipment in a manner that violates this policy or any other policy or school rule shall be subject to consequences, including, but not necessarily limited to, disciplinary action, required surrender of the personal electronic device, and/or potentially having his/her right to possess a personal electronic device at school further restricted by the school principal or designee. When a school employee confiscates a personal electronic device, the device shall be appropriately secured and returned to the student at the end of the day when he or she comes to the office to pick it up. If a student has a personal electronic device confiscated a second time, the device will be taken and kept in the office until the end of the day. The device will be returned to the parent, and the student will lose the privilege of having a personal electronic device on campus for the remainder of the year.

Internet and Computer Use

CSMH encourages the use of computer based technologies when it supports our curriculum and enriches the learning experience. The use of these technology resources is a privilege, not a right. The Internet provides connections to other computers and people all over the world. CSMH does not control the content of the information available on these systems.

Internet Safety

The primary goals of the CSMH computer and Internet Use policy are the following:

- Promote and ensure the safety of our students when using the Internet
- Provide Internet access to all staff and students to enrich learning experiences
- Expand awareness and knowledge of the Internet
- Become motivated, responsible and independent users of the Internet

Teachers and staff are responsible for monitoring student use when the student is under their supervision. This applies to any special use before and after school, as well as, during break periods.

Names and photographs of students will only be used with parental permission, as granted through the registration process. No other personal information shall be posted.

Preserving access to computers and the Internet is a community effort that requires each student, parent and teacher to act responsibly and guard against abuses. The CSMH learning community as a whole, and each user has an obligation to abide by the following standards of acceptable use:

All Users Shall -

- Use the school computers and Internet access for classes and assignments as indicated by a teacher
- Use only network accounts which you are authorized to use and for their intended purpose
- Be responsible for protecting our computer systems by not sharing your password
- Respect the privacy and personal rights of others
- Report any misuse, malfunctioning equipment or missing parts
- Abide by applicable laws and school policies and respect the copyrights and intellectual property rights of others including the legal use of copyrighted software

Users Shall Not -

- Access social networking sites, chat rooms or personal email accounts without teacher permission
- Include material copied from a web site in an assignment without proper citations (plagiarism)
- Load or download software on the school network or on individual school computers without the permission of CSMH
- Change the system configuration on a school computer
- Use the school network to access files that do not belong to them, or might, in any way, harm the school network
- Knowingly upload, download or transmit computer viruses or other harmful computer programs
- Engage in any form of “hacking”
- Obtain or use anyone else’s password
- Use the school network to maliciously develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system
- Use the school network for personal financial gain
- Use the school network to run a personal business
- Use the school network for any illegal purpose
- Use the school network to send hate mail, or for the purpose of harassment, discrimination or other antisocial behaviors
- Use the school network to intentionally search for or store materials that are inappropriate
- Use profanity or other language which may be offensive or threatening to another user
- Give personal information including name, address or phone number to anyone on the Internet

CSMH expects all users to exercise ethical and legal behavior when using the school’s network and resources. Consequences for violations may range from temporary loss of access to suspension/expulsion. Disciplinary actions will be determined consistent with existing policies and regulations.

All CSMH students, parents and staff are required to sign an agreement to adhere to school policies and procedures before they are allowed access to the network and Internet.

E-mail Accounts

Technology is such an important tool for learning and has become an integral part of our daily lives. As educators, we feel it is imperative that we teach children how to use this tool responsibly. Chromebooks

are used in all 2nd-8th grade classes. These devices allow us to download great educational apps, to access the internet, to communicate with one another and to create documents and presentations. All of the information for these devices is stored in the Cloud.

To use the Chromebooks, each student has been assigned an e-mail account. The accounts are set up in the following manner:

First name.last name year the student graduates@csmh.org

For example – willy.wonka16@csmh.org

The e-mail accounts will allow the students to use the Chromebooks and will also facilitate communication. However, it is important for parents and students to keep the following in mind:

- These e-mail accounts are for students to use for school communication and educational objectives.
- These e-mail accounts are not private – they are subject to review, inspection without notice, and supervision by the school staff.
- When using a CSMH e-mail account, students need to maintain the same level of respect that they would associate with communication in a classroom setting.
- Students should only use his/her e-mail and password to access his/her own account – at no time should a student use another student's information.
- The school does have filtering software on our servers and on the Chromebooks; however, as we all know this is never a guarantee. Teachers will do their best to monitor student computer use at school. However, students are responsible for making appropriate decisions and reporting to their teacher any concerns. Students may be disciplined for failure to adhere to these standards.
- Parents should know their students e-mail address and password and should check their child's account on a regular basis.
- Using a CSMH e-mail account inappropriately may result in the loss of a student's account.

No Expectation of Privacy

CSMH has the authority to monitor all accounts, including e-mail and other materials transmitted or received via the email accounts assigned by the school. Users cannot expect that anything created, stored or received using CSMH's network will be private. Files and email are backed up on a regular basis; therefore, their contents may still be available even though the User has deleted them. Files, email and/or the history of websites a User has visited may be read by CSMH if it is believed that the User any school rules or the law. All such materials are the property of CSMH. Account Users do not have any right or expectation of privacy regarding such materials. CSMH's network is not a public access service or a public forum. CSMH has the right and responsibility to restrict material, including text, graphics, and all other forms of expression, accessed, posted or stored on the system. Students have no right of privacy, as to CSMH, in anything they create, store, send, or receive using the CSMH network. They understand and consent to CSMH's use of human and/or automated means to monitor the use of the network including e-mail and Internet access.

Facilities

Pesticides

In order to reduce children's exposure to toxic pesticides, the School will take the necessary steps pursuant to the Food and Agriculture Code section 13180 and the Healthy Schools Act of 2001, to

facilitate the adoption of the least toxic pest management practices. More information regarding the use and management of pesticides can be found at the California Department of Pesticide Regulation.

Notices to avoid pesticide or herbicide treated areas will be posted on site 24 hours in advance of application and will remain posted 72 hours following application. Records about each product, area treated and reason for application will be maintained for 4 years and available to the public at each school's office. The School's Integrated Pest Management program begins with education, habitat management and alteration of maintenance activities using physical, biological, and as a last resort, chemical controls. Regular and continuous monitoring of pest infestation by staff may involve visual observation, use of pest tracking powders, baiting and trapping. When using chemical control for pest and weed management, the School uses licensed personnel who will have the option to use only the pesticides/herbicides that are allowed under the Healthy Schools Act of 2001 for school site application.