

# SAN JOSE CONSERVATION CORPS CHARTER SCHOOL



2024-2025 STUDENT HANDBOOK

Executive Director/Head of School

Dorsey Moore

Administration

Dr. John Phung- Principal

Nicole Dunn - Assistant Principal

Natali Zepeda - Dean of Student Success

Cecelia Estrada - Principal's Secretary

Support Staff

Sophy Chea-School Secretary

Salvador Munoz- Campus Supervisor

Tanisha Glenn-Manager, Support Services

Claudia Lira-Registrar

Tiffany Rocha-Mental Health Counselor

Christen Rocca-College & Career Counselor

David Coldren-Paraprofessional

Jaimee Lazo-Estrada-Paraprofessional

Angelica Saldivar - Success Navigator

Recruitment

Nancy Maldonado – School Recruiter

Faculty

Ken Ryu-Social Studies

Lewis Duong-Science

Jennie Igusa-Math

Lori Moore-English

David Saltman-English

Joy Austin - SPED

OPEN-Independent Studies

## STUDENT RIGHTS AND RESPONSIBILITIES

### *Rights*

1. Students have the right to an education that is, and will be, of value to them. This includes learning to function in our modern-day society as a responsible citizen.
2. Students have the right to a reasonable expectation of physical safety and protection of personal property on school grounds during normal school hours and during school sponsored activities.
3. Students have the right to receive respective reasonable treatment at all times from school personnel and each other.
4. Students have the right to talk with teachers, counselors, administrators, and other personnel connected with the school.
5. Students have the right to know each of their teachers' grading procedures. They have the right to see the grades in the grade book with an explanation of the grades by the teacher on an individual basis in any class, subject to appointment. Students have the right to have errors on their records corrected.
6. Students have the right to participate, through established student organizational structure (Policy Committee), in the development and revision of policies, rules, and regulations, including curriculum, to which they are subject. They further have the right to be notified reasonably in advance of formation and enforcement of such policies, rules, and regulations.
7. Students 18 years of age or older have the right to sign all official school documents and represent themselves in all school related matters.
8. Students 18 years of age or older have the right to see their own school files. Records of student under age 18 may be reviewed by parents or guardians. Students have the right to insert rebuttals to information and opinions in the file.
9. Students have the right of due process. Students have the right to appeal any action they believe has violated their rights.

### *Responsibilities*

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. Students have the responsibility to protect and care for all property and to assist the school staff in operating a safe school for all students. It is also the responsibility of all students to report unusual occurrences and activities, such as vandalism and theft of school and students property, and drug activities.
3. It is the responsibility of each student to show respect for the rights of teachers, students, administrators, and all others who were involved in the educational process.
4. Students have the responsibility to initiate their request for an appointment to confer with the teacher, counselor, administrator, or any other personnel connected with the school. It shall further be the responsibility of the students to indicate the degree of urgency.
5. Students, who believe a mistake in grading has been made by the teacher, have the responsibility to ask the teacher to review the records within a reasonable time.
6. Students have the responsibility to refrain from any distribution or display of materials which are obscene, libelous or which advocate the commission of unlawful acts. Students have the responsibility not to interfere with the school program. Students are held accountable for their actions.
7. Students have the responsibility to know and follow the rules and regulations concerning curricular and co-curricular activities.
8. Students have the responsibility to give proper attention to personal cleanliness and neatness of dress and to follow safety and health standards. Footwear shall be worn.
9. Students have the responsibility to present their complaints or grievances and possible

solutions, in a clear, brief manner within a reasonable time.

10. Students have the responsibility to know their rights under due process. Students have the responsibility, within a reasonable amount of time, to follow the appeals process. The levels of appeal shall be:
  - a. Staff person whom it is believed has violated the student's rights
  - b. Immediate Supervisor of the staff person
  - c. Dean of Students
  - d. Principal
  - e. Superintendent or his designee

## EXPECTATIONS

The faculty and staff of the San Jose Conservation Corps & Charter School are committed to excellence. Our belief is that high expectations produce high results and we make a daily effort to provide an environment that produces student learning. We all know that the most important members of our education team are you, our students. You are ultimately responsible for your success. Your responsibility begins with good attendance, participation and preparation, and includes making quality decisions about your lives. We encourage and emphasize that you claim your education as your own and use it as a tool to achieve your goals and dreams.

You are expected to be an active stakeholder in your education by:

- Attending school daily.
- Being on time to all classes.
- Completing and turning in all assignments
- Preparing for all tests.
- Staying organized and productive.
- Arriving to class with all materials.
- Reflecting a positive attitude at all times.
- Portraying the schools high standards on and off campus.
- Being kind to others, speaking with the appropriate tone and language.
- Protecting other's property, including the schools.
- Following instructions the first time given.
- Arriving and remaining dressed in school uniform.

# ACADEMIC

## DAILY SCHEDULE

### *School Operation*

SJCC&CS operates Monday through Friday with designated breaks and holidays observed. The charter school operates in compliance with the mandatory number of school days and instructional minutes as prescribed by California Ed Code.

### *Grading Periods*

Grading periods are accelerated at 6-weeks per period. There are 6 grading periods per school year.

### *Regular Daily Schedule*

	Period	Start	End
Mon/Thurs Tues/Fri	1	8:30	9:40
	2/3	9:45	11:05
	4/5	11:10	12:30
	Lunch	12:30	1:00
	6/7	1:05	2:25
	8	2:30	3:30

**\*\*Students are expected to be on campus for a minimum of 5 class periods per day\*\***

## CLASSES AND CREDITS

### *Credits per Grading Period*

A student can enroll in up to 7 classes. A student can earn 2.5 credits per class per grading period for a maximum of 17.5 credits per grading period for enrolled classes. Students must earn a minimum grade of "D" and must also participate in the final exams to receive credit.

### *New Students*

Incoming (new) students who enter the grading period at a point other than the first week of the grading period are eligible to earn partial credits. The earned credit is linked to the number of weeks you are in school during that grading period.

### *Dually Enrolled in Job Training*

A student who is dually enrolled in job training (T/Fri in school followed by M/W/Th in job-training) earn 2.5 credits for each class that they pass.

### Required Credits

All students must obtain 180 credits (see chart to the below for breakdown)

Credits Required	Subject	Notes
40 credits	English	
30 credits	Social Science	World History (10 Credits), US History (10 credits), Government (5 credits), Economics (5 Credits)
20 credits	Mathematics	10 credits Algebra, 10 credits other math courses.
20 credits	Science	
10 credits	Fine Arts	Any fine arts/foreign language course
10 Credits	PE/Health	
50 credits	Electives	
180		

### Course completion required

Students enrolled in any course must complete the entire course, even if their credit need is less than the course value. However, any overages are automatically entered into elective credits.

### Grading

The teacher will teach the course objectives and the grade will reflect the degree to which the student has mastered them. Grades are intended to reflect the student's mastery of course content standards, objectives, and other objectives found in individual education plans. The attainment of an "A" grade shall be possible for every student in every class. The range of grades will reflect a student's mastery of course content standards and objectives as follows:

GRADE	DESCRIPTION
A	The student has attained excellent mastery of objectives
B	The student has attained above average mastery of objectives
C	The student has attained satisfactory mastery of objectives
D	The student has attained minimal mastery of objectives
F	The student has not attained minimal mastery of course objectives

### OTHER CLASS PERIODS

#### Open Period

Open period is a class period students use to address credit deficiencies or classes not currently offered in the regular day program. During this time you will be enrolled in online classes or given extra work to complete. If you have an open period on your schedule, you are expected to be in class, working on assignments. If you would like to take on additional courses, and do not have an open period on your schedule, please talk to the administration.

#### Leadership Development

Each student will be selected for Leadership Development during or before their anticipated last grading period. Leadership Development is a six-week course designed to introduce and guide students through the 23 YouthBuild Leadership Competencies as outlined in the *Student Commitment* section. The Leadership competencies will help students have the tools they need to take responsibility for themselves, their families and their communities. Mastery of all competencies, as determined by the Leadership Developer, will be required in order to receive a high school diploma.

## OTHER CREDIT OPPORTUNITIES

### *Edgenuity*

Edgenuity is an online learning program that allows students to earn credits towards graduation. Students who are in good-standing academically and would like to earn credits faster may speak with an administrator about enrolling.

### *Work Experience*

Students can earn 1 elective credit for every 36 hours of outside employment. Students must turn in their pay stubs showing hours work and get an evaluation filled out by their supervisor to have the credits applied. Students are limited to 15 work experience elective credits a semester.

### *SJCC Trainings*

As the San Jose Conservation Corps is a dynamic program, other training is also offered. Students may elect to participate in training, as available. Credit for these training will be offered on a case by case basis.

## PLAGIARISM

The San Jose Conservation Corps Charter School believes that academic honesty and personal integrity are fundamental components of a student's education and character development. It is expected that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

In any presentation, creative, artistic, or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action. Students found to have committed an act of academic dishonesty shall be subject to discipline, up to and including suspension or dismissal/expulsion from School.

*Cheating* includes but is not necessarily limited to:

- Plagiarism including, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following are reproduced in the work submitted by a
- Submission of work that is not the student's own for papers, assignments or exams.
- Submission or use of falsified data.
- Theft of or unauthorized access to an exam.
- Use of unauthorized material including textbooks, notes or computer programs in the preparation of an assignment or during an examination.
- Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination.
- Collaboration in the preparation of an assignment. Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the SJCC&CS as cheating.

# ATTENDANCE

At the San Jose Conservation Corps and Charter School attendance is mandatory and critical. The school requires students to be in attendance 100% of the time. Students who fail to adhere to the attendance policy may be dropped for exceeding 6 absences in a grading period.

## BENEFITS OF DAILY ATTENDANCE

By attending class regularly, you are more likely to keep up with the daily lessons and assignments, and take quizzes and tests on time. Other benefits include:

- *Achievement*: students who attend school regularly are more likely to pass reading and math assessments than students who don't attend school regularly.
- *Opportunity*: being in school every day gives students a chance to learn more about college and scholarship opportunities, and to take important exams they need to build a successful academic record.
- *Exposure to the English language*: regular school attendance can also help students who are learning English by giving them the chance to master the skills and information they need more quickly and accurately even in other subjects!
- *Being part of the school community*: just by being present at school, students are learning how to be a good citizen by participating in the school community, learning valuable social skills and developing a broader worldview.
- *The importance of education*: your commitment to school attendance will also send a message to others that education is a priority for you, going to school every day is a critical part of educational success, and it's important to take your responsibility seriously including going to school.

FOR MINORS: According to state law, the parents or legal guardians of students between the ages of six and 18 are responsible for seeing to it that the students attend school until the student attains the age of 18 or graduates from high school. Students (ages 6 to 18) shall be punctual and regular in their class attendance. (Education code 48200, 48400, 48260, 48261, 48262).



## ABSENCES

If a student must be absent from school, they should pre-arrange their absence by speaking with a member of the Charter School team. Whenever possible, students should schedule appointments early in the morning or late in the afternoon to avoid disrupting their school schedule. If a student has to leave during school for an appointment, they should return to school as promptly as possible once their appointment is completed. Students must bring proof of their appointment once returning to school.

## LEAVE OF ABSENCE

Sometimes, life circumstances may prevent students from keeping their commitment to their education program and SJCC&CS policies. For this reason, if it is known or becomes evident that you are going to be absent more than the allowable time frame, please speak with a school administrator so that it does not affect your enrollment in school. [This does not apply for minors as indicated above in the attendance policy and in compliance with education codes 48200, 48400, 48260, 48261, 48262.]

## MANDATORY ATTENDANCE ROLL-CALL

It is required that all teachers conduct a roll call in each period for attendance tracking purposes. Teachers will verbally call out each student's name. Each student is responsible to verify with their teachers that they have been marked present. If a student is not present during roll call, they will be marked absent. If a student arrives tardy, the student will be marked tardy. Each student arriving late should check in with their teacher to make sure their "absent" mark is changed to "tardy".

## STUDENT HALL PASSES

Students should not leave a scheduled class at any time during the school day without permission. If it is necessary for you to leave the classroom during this time, you MUST receive a hall pass from your teacher. This hall pass will include the date and time you left the classroom as well as your teacher's signature. Students who are out class without an appropriate hall pass will be marked "cut" on their current class and date and will assigned to serve detention for that day

## LEAVING EARLY

Students must never leave the school without permission and/or signing out with appropriate personnel. Failure to follow this procedure may result in school disciplinary procedures. Students will be allowed to leave for legitimate reasons only. If a student is a minor, parent permission must be obtained prior to early dismissal. Upon return, a student must present verification of appointments, etc. Please note that leaving early will count as an absence for those classes that were missed.

## ADMINISTRATIVE WITHDRAWALS

Attendance has been proven to be a key factor in academic success. An Administrative Withdrawal Policy was developed to help students establish good attendance habits in preparation for college and entering the workforce. After 6 consecutive absences, a student will be considered to have dropped out if they have not contacted administration personnel in regard to their absences. In this case, an administrative withdrawal will be executed and a notice will be mailed to the student's address on file.

In every case, the school will make every effort to contact a student who has gone AWOL (absent without leave) or counsel and assist a student with failing grades. SJCC&CS may defer withdrawal to give a student a probationary period to rectify their attendance or grades. Minor students and students with Individualized Education Plans are also subject to this policy. However, alternate placement will be arranged before any administrative withdrawal occurs in accordance with applicable education codes and/or State and Federal regulations.

## ABSENCE NOTIFICATIONS

Below is a timeline of how absences are handled on the administrative side.

NUMBER OF ABSENCES (per grading period)	CONSEQUENCE
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3 <sup>RD</sup> or 4 <sup>TH</sup> Absence	Student will receive warning letter and/or phone call (phase 1) to rectify their attendance
5 <sup>th</sup> Absence	Students will be referred to the potential drop list (pending further absence). Students will receive a warning letter (phase 2) to notify them of scheduled drop date and forfeiture of credits.
7 <sup>th</sup> Absence	Students officially dropped from school (unless a portion of absences are excused and verified or a student placed on probation). Official letter mailed to student's listed address.

**STUDENT ATTENDANCE RECORDS**

In Infinite Campus (our database program) student attendance records are readily available. A student may request to review their attendance records with the attendance clerk outside of classroom hours or use the student portal. Below is a key for attendance markings that may be present on your record.

A: Absent (Unverified)	P: Pending Expulsion
AOTH: Absent-unexcused	R-AD: Other Unexcused
CUT: CUT (class)	S:SUS-suspension
ER: Early Release	T: POL-Police Custody
F: SAC-School Activity	VP: Verified Present
I:ILL-Court, Dr/Dentist App, Government	W:OTE-Other Justified Absence
L: Late Unexcused	X: TDE-Excused Late
O: OFFICE-In Office	Z: HSU-In house Suspension

# GRADUATION

The aspiration of the charter school, in partnership with the community, is to provide an exceptional education that prepares students to be successful members of our democratic society. Therefore, the graduation requirements stated below have been established. The graduation requirements encompass the knowledge, abilities, and experience necessary to develop the essential aptitudes and skills of successful participants in today's society: behavior of character, communication, citizenship, intellect, self-direction, teamwork, wellbeing and productivity.

**ALGEBRA 1**

California Education Code requires students to pass 10 credits of Algebra 1.

**COMMUNITY SERVICE**

Each student will be required to complete 2 service events a year with the AmeriCorps program. These events must be completed prior to walking the stage for graduation.

**GRADUATION PORTFOLIO**

In order to be considered for graduation, each student must complete and submit a student portfolio. Without the portfolio, a student will not be eligible to receive their high school diploma from the San Jose Conservation Corps and Charter School.

# APPEARANCE AND DRESS CODE

SJCC & CS is an organization that values professional behavior and appearance in its students. Your personal appearance may influence how others view you and the way of life that you represent. When you are clean and well-groomed, others will likely conclude that you have self-respect and will be more inclined to listen to you. Your being appropriately dressed will also reflect well on the organization that you represent.

Personal appearance of the students is to be governed by the standards and regulations listed below. Students who repeatedly violate the Personal Appearance Policy (student dress code) outlined below, may be subject to discipline, including suspension and dismissal/expulsion from School.

## Required Student Dress Code

All students are required to wear a black, white, or gray polo shirt or black t-shirt, as part of the accepted dress code, at *all times*. The shirt may not contain any logos/or clothing brands of any sort, with exception of the SJCC logo. Polo shirts may not be altered in any way. This includes cutting off sleeves, collar, or altering the length of the shirt. The shirt may not be any longer than 6 inches past the waist. It should be worn true to size, not excessively baggy or tight fitting.

Carrying the polo shirt in a bag or on a shoulder is not construed as "wearing." It is not acceptable to take the shirt off during breaks, lunches, or during hot weather. If a student is wearing outerwear (sweater/jacket) the shirt must be visible.



As a convenience to the student, the San Jose Conservation Corps & Charter School sells a black polo shirt with our logo on the left side chest area. The current price is \$10.00. This price may change depending on the current market price.

Students may wear their choice of bottoms that are clean and appropriate for the school setting. However, the only acceptable colors are gray, black, and regular blue jeans.

## DRESS CODE REGULATIONS

1. Under no circumstances are the colors red and/or blue or any of their color variations (maroon, teal, baby blue, etc.) allowed to be worn from head to toe at school or work.

This includes even the smallest portion of a color, such as the Jordan symbol on the popular

"Nike" shoe or small portions of the prohibited color on the shoe.



- Articles of clothing (and accessories) shall not display vulgarity, profanity, sexually explicit content, word or symbols promoting or showing allegiance to gangs, violence, drugs or alcohol. Any other clothing containing inappropriate subject matters/cartoons are also prohibited.
- ALL clothing (and accessories) containing territorial insignia are not to be worn OR brought on campus; this refers to clothing that display regions and cities (such as NorCal, ESSJ, LA, SF, SJ, etc.). Any of these items will be immediately confiscated and will not be returned until the student is separated from the school.



- ALL Sports team apparel/outerwear is prohibited to be worn on school grounds (such as San Jose Sharks, San Francisco Giants or 49ers, Oakland A's or Raiders). Any of these items will be immediately confiscated and will not be returned until the student is separated from the school.



- Neutral brand logos such as Nike and Adidas that do not contain prohibited colors are permitted to be worn.  
However, Nike Cortez shoes are prohibited from being worn at SJCC
- The wearing of clothing that is oversized, baggy, sagging, or extremely tight fitting or revealing is prohibited. This includes leggings.



- Undergarments must not be visible. Low cut shirts, cutaway armhole shirts, halters, tank tops or tube tops are never permitted to be worn to school/work. Abdomen and lower back shall not be exposed at any time.  
This includes clothing with significantly sized holes (whether intentional or accidental).



- Belts may not be more than one size larger than the waist. They must be black and have a plain buckle (no letters, symbols etc). The end of the belt must be looped in the pant loops and not left hanging. Belts may also be purchased at SJCC&CS.



- Do-rags, any colored bandanas, and sweat bands are not



permitted to be worn.

- Hats (other than plain black or green, or a SJCC&CS hat) should not be brought to campus. Hats that contain prohibitions outlined in numbers 1-4 that are brought to campus or are displayed at any time, including being worn to school, being visible from a backpack, being worn on school grounds (such as after school), are subject to confiscation until a student is separated from the school.

*Hats, hoods, and beanies are not permitted to be worn while indoors.*

#### Grooming/Hair

- Hair should be clean, combed, and neatly trimmed or arranged (includes sideburns, mustaches and beards). Shaggy, unkempt hair is not permissible regardless of length.
- Gang related hairstyles (Mongolians) are prohibited.
- Shaved heads (short hair) that have offensive designs, logos, etc. that violate regulations below are not permitted.

#### Tattoos

Tattoos that can be construed as offensive, gang-related, drug-related or territorial are prohibited and should be covered at all times while at work/school. Tattoos on the head, fitting the criteria above, shall have hair grown out long enough to cover the tattoos. Tattoos located on the face should also be covered up to the student's best ability.



It is required that any student with visible prohibited tattoos be enrolled in a tattoo removal program prior to enrollment and in order to remain a student of the San Jose Conservation Corps and Charter School. This includes all tattoos of the face/neck and hands which are deemed barriers to securing employment.

#### Jewelry/Piercings

Excessive ornamentation such as visible body piercings, the wear of non-traditional earrings, studs in the nose, lips, eyebrows, cheeks, any part of the temples or bar-bells through the tongue, is not permitted during school hours.

SJCC&CS will not tolerate "Dermal" piercings (a permanent method that involves making a perforation in the subdermal skin layer of the body) that are visible on the face such as near eyebrows or temples. Students will not be permitted to begin their enrollment at SJCC&CS if they have visible "dermal" piercings. Students who get a "dermal" piercing while currently enrolled will be requested to remove the piercings within 5 school days.



Wearing of jewelry of any kind should be kept to a minimum for purposes of safety, and the security of the jewelry.

#### *Daily Uniform and Personal Appearance Check*

Each day, teachers and field supervisors will perform an initial routine attire check in compliance with the student handbook regulations. Immediate action is required for students who are not adhering to the guidelines regarding uniform and personal appearance.

### PERSONAL APPEARANCE VIOLATION CONSEQUENCES

#### First Offense:

- Written Verbal Warning by teacher/supervisor.
- Students must correct the infraction immediately or get sent home (unexcused absence).
- For students not wearing the required uniform shirt, a loaner shirt will be issued.
- A student may also purchase a new polo shirt to rectify the situation.

#### Second Offense:

- Written Incident Report (write up).
- Students must correct the infraction immediately or get sent home (unexcused absence).
- For students not wearing the required uniform shirt, they will be sent home to get their uniform shirt and will be required to return to school.
- For students wearing prohibited shoes or shoes displaying banned colors, students will be sent home to get their proper shoes.

#### Third Offense:

- Final Incident Report (write up)
- The student will not be allowed to return to work/school until it is established that s/he will adhere to dress code regulations.

# BEHAVIOR EXPECTATIONS

This policy is formulated on the premise that public education furnished by the people is a right which bears accompanying responsibilities. Therefore, acts of behavior which tend to conflict with the educational program of the San Jose Conservation Corps and Charter School or which are inimical to the welfare of other students or staff will not be tolerated.

## MISCONDUCT

Examples of conduct that is not permissible include, but are not limited to:

- Insubordination
- Excessive absenteeism or tardiness
- Obscenities and vulgarities
- Failure to work cooperatively with others.
- Theft, dishonesty, forgery or fraud of any kind.
- Working under the influence of drugs or alcohol.
- Any behavior that endangers others.
- Harassment
- Gross misconduct.
- Inappropriate or unprofessional appearance.
- Littering on campus.
- Creating a disturbance
- Wrongful use, destruction or taking of SJCC&CS property.
- Activities that present a conflict of interest.
- Disruption of school activities
- Conduct not consistent with this manual.

## GANG RELATED BEHAVIOR

The San Jose Conservation Corps & Charter School has ZERO tolerance for gangs and gang related behavior. No flashing, dogging, tagging, graffiti, wearing of team logos or colors, or any other activity performed in order to show gang affiliation is acceptable at SJCC&CS. Additionally, students are responsible for any and all visitors they bring to the SJCC&CS site. This includes those who drop off or pick up students. The parking lot of SJCC&CS is a part of the site. Students who are known to have previous gang affiliations will be asked to sign an "Agreement to Change" form before joining the SJCC&CS. Any of the previous activities are reasons for serious disciplinary action, up to and including termination.

## FIGHTING

SJCC&CS provides a safe environment for all students and does not allow any forms of fighting or conspiracies to engage in fighting are strictly prohibited. Violators are subject to expulsion. Acts specifically included in the above are:

1. fighting on any school grounds, in a school vehicle, or at any school sponsored activity
2. fights initiated at school but taking place elsewhere
3. fights which affect any student at the San Jose conservation Corps and charter school causing, attempting to cause, or threatening to cause physical injury to another person;(Education Code 48900; California Administrative Code, Title 5, Section 300)

## ASSAULT AND BATTERY

1. Any student who commits an assault and/or battery on any person at school or at any school sponsored event will be subject to expulsion as well as referred to the appropriate law enforcement agency.
2. An assault is an unlawful attempt, coupled with the present ability, to commit a violent injury

- on another person. (Penal Code 240)
3. A battery is any willful and unlawful use of force or violence upon another person. (Penal Code 242)
  4. Sexual battery-any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person, and it is for the purpose of sexual arousal, gratification or abuse, is guilty of sexual battery. Intimate parts mean sexual organs, Anus, groin or buttocks of any person, and the breast of a female. Touches means physical contact with the skin of another person, whether accomplished directly or through the clothing. (Penal Code 243.4)
  5. Report of assault by students against a school employee-whenver any employee of the school district is attacked, assaulted, or menaced by any student, it shall be the duty of any person under whose direction or supervision such employee is employed in the public school system who has knowledge of such incident, to promptly report the scene to the appropriate law enforcement authorities. Failure to make such a report shall be an infraction punishable by a fine of not more than \$1000. A member of the governing board of the school district, the County Superintendent of schools, or any employee of any school district shall not directly or indirectly inhibit or impede the making of a report. (Education code 44014)

#### WEAPONS AND DANGEROUS INSTRUMENTS

Possessing, using, selling, or otherwise furnishing any weapon or dangerous instrument or substance is strictly prohibited. Any student in possession of any item defined below may be suspended, expelled, and/or referred to the appropriate law enforcement agency. Weapons and dangerous instruments include, but are not limited to:

- Firearms
- Cutting and puncturing devices
- Explosive or incendiary devices
- Sticks, clubs, metal knuckles
- Pepper spray, mace, aerosol sprays and other irritants capable of causing breathing difficulties, loss of sight or physical or psychological disorientation.
- Replica of look-alike or imitation weapons

#### SEARCH AND SEIZURE

Students and their property may be searched if there is reasonable suspicion to believe that such a search will turn up evidence that the student has violated either the law or the rules of the school.



#### **EXTORTION/THEFT/DAMAGE TO PROPERTY**

Any student while under the direct supervision of the school, who obtains any property by coercion or intimidation and/or commits any theft or damage to property while on or off campus shall be suspended from school and subject to expulsion and referral to the appropriate law enforcement agency. Parents or guardians are liable for damages to school property caused by my minors. (Education Code 48900; California Administrative Code, Title 5, Section 300, Penal Code 484,485,487)

#### **CONDUCT AT PUBLIC BUS STOPS**

Students using public transportation to commute to and from school shall continue to observe school policies. This includes abiding by the drug and alcohol policy and behavior policies.

# STUDENT SAFETY

## DISCLOSURE OF MEDICAL CONDITIONS

Students are expected to notify SJCC&CS of any medical conditions that might affect their ability to participate fully in every aspect of the program.

## CLOSED CAMPUS

The San Jose Conservation Corps & Charter School maintains a closed campus. Once students enter campus, they may not leave until officially dismissed. Violators may be subject to disciplinary action.

## VISITORS

All persons who are not members of the San Jose Conservation Corps & Charter School, including former students, must report and register (sign-in) to the main office of each campus and state their reason for being on the grounds.

## PERSONAL VEHICLES

A student parking area is provided for personal vehicles. Students parking on SJCC&CS parking lots assume all risks. SJCC&CS assumes no responsibility for damage; break-ins, or thefts of Corpmember vehicles. All laws applicable California Laws apply. The speed limit on our property ranges is 5MPH

## PERSONAL PROPERTY

SJCC&CS is not responsible for any property you bring on campus. Keep personal valuables such as handbags, wallets, books, laptops, cell phones, etc. out of plain view. Do not leave these items unattended. If you bring a bike to campus, please make sure to secure it with a heavy duty lock.

## SMOKING

California Education Code Section 48901 prohibits smoking or use of tobacco, or any product containing tobacco or nicotine products, by pupils of the school while the pupils are on campus, or while attending school sponsored activities or while under the supervision and control of school and district employees. State law prohibits minors from smoking at all times.

## FIRST AID

The San Jose Conservation Corps & Charter School has several first aid kits located in several areas of each facility. Each first aid kit stocks bandages, ice packs, eye rinses, ointments for cuts and rashes, alcohol cleansers, emergency blankets, splinter removal, gauzes, eye pads, wraps, blood stoppers, etc. Common over the counter medications *may* also be stocked in the first aid kit: that may include acetaminophen, ibuprofen, sinus and nasal decongestants, cough drops, antidiarrheal tablets, and antacids. Minor students are restricted from accessing over the counter medication without prior parent or guardian permission.

## OTHER INFORMATION

### CELL PHONE POLICY

All classrooms are cell phone free zones at all times. Cell phones may only be used in hallways, lunchroom, and outside areas. It is recommended that student cell phones/electronic devices only be used during passing periods, regular breaks and lunches. All cell phones should be set on silent or vibrate mode during school hours. If a student is caught using a cell phone in the classroom (including texting), consequences may include but are not limited to warnings, write-ups, confiscations (either for the class period, day, or other term), detentions, suspensions (including in-house) and campus community service.

Using your phone to take pictures of other students is NEVER permitted. During times of testing, fire drills, assemblies, or school evacuations – the SJCC&CS will impose a cell phone blackout. For the duration of such events, there will be ZERO TOLERANCE for cell phone

### ECO PASSES

SJCCCS offers students, corps members and staff in Eco Pass through the Valley Transit Authority. This program allows students, corps members and staff a transit pass at substantially discounted rates compared to an individual purchasing an annual pass on their own (\$1,540) compared to the SJCC&CS fee of \$36<sup>1</sup>.

1. The Eco Pass may be purchased at any time during the school year.
2. The Eco Pass must be affixed to SJCC&CS identification card.
3. All Eco Pass numbers are tracked accordingly.
4. Eco Passes are not transferable.
5. It is prohibited to sell an Eco Pass to another person.
6. Eco Passes are only available to current students. Unfortunately former students are not allowed to purchase Eco Passes, despite need.

#### *Replacement*

If a student loses or has had their Eco Pass stolen, they must report it immediately. In order to receive a replacement sticker and Eco-Pass replacement form must be submitted. If a student received the first Eco-Pass paid through a grant or fund, they must still pay the fees above.

Eco Pass Replacement Fee	First Time	Second Time	Third Time
With Police Report	\$5	\$50	NO REPLACEMENT
Without Police Report	\$25		
If damaged with Proof	Possibly free when damage one is presented and identifiable		

#### *Student Exits/Separations*

Once a student leaves our program, the Eco-Pass must be surrendered at the time of separation, termination, or graduation despite any fees paid. A student is considered to have received the benefit of the fee paid after eight days of possession or usage of the Eco-Pass. The fees paid are not refundable.

### TRANSCRIPT REQUESTS

Transcript requests should be made to the school registrar. No transcripts will be released to students owing fines as indicated above. Please allow up to 3 business days for receiving transcripts. Most transcripts will be available immediately but in some cases, students who

were enrolled prior to August 2011, transcript availability may require 3 business days.

#### SJCC CHARTER SCHOOL – ADDITIONAL INFORMATION

Detailed information about the following may be found on the school website:

- Admissions Policy and Lottery
- Affirmative Action Policy
- AmeriCorps Education Awards
- Anti-bullying policy
- Charter Schools
- Cheating Policy
- Drug and Alcohol Policy
- Drug Free Workplace
- Eligibility requirements
- English Language Learners
- Equal Access to Secondary Facilities
- Equal Opportunity
- FERPA
- Harassment Complaint Procedure
- Immunizations
- Internet Policy
- Leadership Development
- Progressive Discipline Policy
- Special Education
- Student Complaints
- Suspensions and Expulsions
- Truancy

[www.sjcccs.org](http://www.sjcccs.org)