



America's Finest
CHARTER SCHOOL

Family & Student School Handbook
2023-2024

Natalie Alli
Principal

Dolores Medina
Dean of Culture

Casey Stockton
Dean of Instruction

Angela Saucedo
Counselor

Tarrah Marcus
Education Specialist

Timothy Bagby
Executive Director

College Bound.
Career Ready.

1. Welcome to AFCHS!

Dear Families,

We are excited to continue to welcome back our students to this school year. Thank you to our families for your continued partnership as we have navigated the realities of this time.

Please use this handbook as a resource for you and your child(ren). We want to ensure that you and your family understand the procedures and policies in place at AFCHS that help us to provide consistency and safety, as well as a well-balanced education for your child(ren).

As a Trauma Informed School, we have created policies and procedures that understand the impact that intense stress and trauma may have on childrens' abilities to regulate their emotions, behavior and ultimately learn. Our staff has been provided with training on the effects of trauma on children and we are committed to using classroom approaches such as mindfulness, coping and social skills lessons, and counseling support for students to obtain the skills and knowledge necessary to thrive in school and in life. A positive and safe school climate improves students' ability to learn and grow. It is up to all students, families, teachers and staff to adhere to policies and procedures outlined in this handbook in order to create a nurturing environment where students are excited to learn.

We hope this handbook helps to answer any questions you may have. If you have other questions, please call the school and we will be happy to assist you in any way that we can.

Thank you for your continued support and we welcome you to the new school year!

Natalie Alli
Principal



America's Finest Charter School

2023-2024 School Year CALENDAR

H Holiday/NO SCHOOL
F/L First/last Day of School
NI Non-Instructional Day - NO SCHOOL
I Instruction Day
TPC Minimum Day - Teacher/Parent Conference @2pm
TPD Teacher Planning Day - NO SCHOOL

First Day of School August 14
End of Trimester 1 - November 9 - 59 days
End of Trimester 2 - March 1 - 59 days
End of Trimester 3 - June 13 - 62 days
Parent/Teacher Conferences 10/17-10/20 and 3/5-3/8
Fall Break - 10/6 & 10/9; November Break - 11/20 - 11/24
Winter Break - 12/18-1/5; Spring Break 3/25 - 4/5
Last Day of School June 14

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
JULY	3	4	H																																		
AUGUST		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
SEPTEMBER							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
OCTOBER	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
NOVEMBER		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
DECEMBER							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
JANUARY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
FEBRUARY							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
MARCH							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
APRIL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
MAY							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JUNE	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
TOTALS	CUM TOTALS																																				
AUGUST	14/17																																				
SEPTEMBER	20/20																																				
OCTOBER	19/20																																				
NOVEMBER	16/16																																				
DECEMBER	11/11																																				
JANUARY	17/17																																				
FEBRUARY	19/19																																				
MARCH	15/16																																				
APRIL	17/17																																				
MAY	22/22																																				
JUNE	9/10																																				
	179/185																																				

2. Mission / Vision / Values

School Mission

Our mission is to ensure that students develop the skills, character traits, and intellectual habits necessary to succeed in competitive post-high school opportunities like colleges, and the world beyond.

School Vision

Graduates of AFCHS will be active members of their communities who use their skills to achieve their goals, and support themselves and the people they love.

School Values

Community, Excellence, Respect, Resilience

3. Board Meetings

Board meetings usually take place on the first Monday of each month and are open to the public. Please consult americasfinestcharterschool.org for the latest updates on attending board meetings.

4. Board Members

Please consult americasfinestcharterschool.org for the latest updates on the members of the board of directors and their contact information.

5. Alcohol, Tobacco, Drugs

AFCHS does not tolerate the use, possession, distribution or sale of drugs, alcohol, tobacco, or related paraphernalia by students on school campuses or at school-sponsored activities. School administrators must take immediate action to prevent, discourage, and eliminate the use or possession of drugs, alcohol, tobacco, or related paraphernalia on campus and at school activities. In cooperation with local authorities and community agencies in disciplining students in violation, school administrators may use prevention-education, direct intervention, expulsion, or arrest on a case-by-case basis to keep the school drug, alcohol, tobacco, and violence-free. Smoking and the use of all tobacco products, alcohol or drugs shall be prohibited on all AFCHS property. AFCHS Schools also prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products on all school property. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers.

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These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin. Section 119405 of the Health and Safety Code prohibits the sales of e-cigarettes to minors which means that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, such as suspension or expulsion, particularly because ENDS are considered drug paraphernalia, as defined by Education Code 48900 et. seq and 11014.5 of the Health and Safety Code. Parents and students are encouraged to seek assistance at their school site.

a. Definitions

EC 48900 (C) — SAFETY

Possessed, used, sold, or otherwise furnished; or been under the influence of any controlled substance, alcohol or intoxicant.

The following must be submitted in order to substantiate an expulsion recommendation:

- Evidence the student was found in possession of, or under the influence of, an identified controlled substance (alcohol or other intoxicant). Trained professionals such as: school nurses, police officers, school security or resource officers may provide this evidence.
- Photographic evidence of the controlled substance.
- If applicable, test results which identify the substance found. Both school security and School Police are qualified to conduct such testing.
- Admission by the accused of possession or use of the controlled substance while under the jurisdiction of the school site.
- Statements by witness(es).
- Documentation from anonymous witness(es), EC 48918(f).

All controlled substances must be confiscated as evidence.

District policy mandates all first-time drug violations (solely 48900(c)) be assigned to a mandatory district Insight Program. A parent conference must be held, in which the parent agrees to the terms of this program in lieu of a recommendation for expulsion. Failure to adhere to this program may result in a mandatory recommendation for expulsion. This, however, does not apply to the selling of illegal drugs on campus. See Appendix for Board Policy and Insight Contract; Contact Student Assistance Program for more information.

****Specifically, AFCHS defines “evidence” as the correlation between a vape reading over 70 from Verkada vape detectors corresponding with video evidence of that student being the ONLY student in the bathroom at the time of the vape reading. The student can still be found to have set the alarm if the Verkada reading continues to go above the 70 threshold after that student has left the bathroom, as it takes time for the vapor to disperse.**

****The protocol for ALL students who garner a reading 70 or above is: full emptying of backpack, pockets, shoes, and pulling up pant legs to show socks, in addition to questioning and possible non-contact metal detector sweep.**

b. MTSS for Ed Code 48900, C - Possession or Under Influence of Drugs, Alcohol, or Controlled Substance on campus

1st Offense	2nd Offense	3rd Offense
2-day in school or out-of-school suspension (TBD by admin) MANDATORY Parent meeting before re-entry	3-day out-of-school suspension MANDATORY Parent meeting before re-entry	Manifestation / Removal Hearing

<p>(suggested) attendance to substance intervention program w/ Vista Hill</p>	<p>MANDATORY attendance to Vista Hill intervention program. Weekly confirmation of attendance.</p> <ul style="list-style-type: none"> - Unexcused absence from Vista Hill results in MANDATORY parent meeting - After 2 absences (unexcused or excused w/ parent meeting), counts as a 3rd offense (see next box) 	
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6. Attendance / Truancy

Need to report an absence or call the front office?

Ms. Maria's contact number: (619) 455-3872 - save this in your phone. Please call her if you need to communicate with your student during the school day. This is also a whatsapp number, if you need to text her.

Procedures

The school will maintain a day-by-day record of each student's attendance and tardies. Parents/Guardians must notify the school when their son/daughter will be absent. **You can do this by calling the number provided on the cover or by providing a written excuse to the front office along with any necessary documentation listed under section (a) below.** The reason for the absence should be documented, in writing, text message, email, or phone call, by the parent or guardian within 24 hours of the student's return to school. Notes submitted after 24 hours of a student's return to school will not be accepted. Upon returning to school after being absent, the student shall be permitted to return to class.

a. Absences

Legally Excused Absences/Tardies/Truancies

Our school will excuse absences, tardies, and truancies for the following reasons:

- Illness or injury of pupil
- Illness or medical appointment of a child (only when the pupil is with the custodial parent) ● For the purposes of attending a naturalization ceremony (only for the pupil's own naturalization ceremony)
- Funeral of immediate family member (may include any relative residing with the pupil) - 1 day: in-state - 3 days: out-of-state and/or country
- Jury duty
- Medical, dental, optometrical, or chiropractic services
- Quarantine - Exclusion from school because student is either the carrier of a contagious disease or not immunized for contagious disease

(Requiring Administrator Approval) For justifiable personal reasons including, not limited to:

- Active military duty in combat zone (immediate family member; maximum 3 days)
- Appearance in court
 - Attendance at a funeral service (extended days)
 - Attendance at a religious retreat (shall not exceed 4 hours per semester)
 - To fulfill employment assignment in the entertainment industry (no more than 5 consecutive days or a maximum of 5 absences per school year)
 - Medical exclusion or exemption
 - Observance of religious holiday or ceremony or Religious instruction (no more than 4 days per school month)
 - Revoked suspension through appeals procedure
 - Participation in not-for-profit performing arts organization (maximum 5 per school year)
 - Pre-arranged mental health services (Mental Health Day Treatment)
 - “Take Your Child to Work Day”

Please note that these are the only reasons that will not trigger a Truancy Letter and other forms of intervention.

Examples of **unexcused** absences, tardies, and truanancies are:

- Vacations or trips
- Weather Conditions
- Running errands for family

b. Make-up Work

Students who are absent, tardy, or truant from school for any of the excused reasons stated under “Legally Excused Absences/Tardies/Truancies,” including suspension, shall be allowed to complete all assignments and tests (time allotted will be at teacher’s discretion). Upon satisfactory completion, the student shall be given full credit for completed work.

c. Tardies

Once at school, a student who arrives to a class after the class has started without a pass to be late is marked “tardy.” Accumulating 5+ tardies in one “week cycle” lead to a loss of privileges and eventual entrance into our MTSS system (see details in the next section “Infractions and Multi-Tiered Systems of Support.”

d. Truancy

In accordance with California Education Code (E.C. 48260-48263.6), a student who misses 30 or more minutes of the school day without a valid excuse (including absences) is considered truant. A “truancy event” occurs each time a student misses 30 or more minutes of the school day without a valid excuse (please see the section above on legally excused absences/tardies/truancies). After three truancy events, a student is considered **habitually truant**. Once a student becomes habitually truant, or shows early warning signs of habitual truancy, we will initiate various forms of intervention to help improve attendance and remove barriers to missing school. Please see the section on attendance interventions below.

e. 10-consecutive days rule

AFCHS reserves the right to drop a student if they have 10 consecutive unexcused absences.

f. Chronic Absenteeism and Truancy MTSS Matrix

A series of interventions will be implemented based on the # of unexcused absences accumulated. Please reference the table below for AFCHS responses based on the number of unexcused absences (below, "UA") accumulated by a student.

# of UA	Truancy Level	Actions
any		Text/call home of unexcused absence and 24 hours to return valid excuse. If a valid excuse is received, Maria changes it to an "Excused Absence" in Aeries.
3-5	1	Truancy Letter 1 (Spanish) mailed, texted
6-8	2	Truancy Letter 2 (Spanish) mailed, texted <ul style="list-style-type: none"> - Parent meeting and attendance improvement plan - Written warning from peace officer as specified Section 830.1 of the Penal Code
9-11	3 (Habitually)	Habitually Truant Letter (Spanish) mailed, texted <ul style="list-style-type: none"> - May be referred to, and required to attend, an attendance review board or a truancy mediation program pursuant to Section 48263 or pursuant to Section 601.3 of the Welfare and Institutions Code. - Parent meeting and attendance improvement plan
12+	4 (Habitual Level 2)	Habitually Truant Level 2 - Serious Consequences and Interventions Letter (Spanish) mailed, texted <ul style="list-style-type: none"> - Parent meeting and attendance improvement plan 1. May be within jurisdiction of juvenile court that may adjudge the pupil to be a ward of the court <p>MAY have to complete one of the following:</p> <ol style="list-style-type: none"> 1. 20-40 hrs of community service 2. Suspension / Revocation of Driving Privileges

FG. Other tiered supports

Multi-Tiered Systems of Support for Chronic Absenteeism and Truancy		
Level 1 Supports (All Students - Level 0)	Level 2 Supports (Some Students - Level 1-3)	Level 3 Supports (Few Students - Level 4)

<ul style="list-style-type: none"> ● Positive and engaging school climate <ul style="list-style-type: none"> ○ Survey to students ○ Scan of Environment and Attendance Tool ● Attendance incentives/ prizes ● Build awareness of the impact of absences ● Monitor attendance data frequently <ul style="list-style-type: none"> ○ Monitoring data on a daily or weekly basis can help catch kids early before absences accumulate ● Foster school connectedness <ul style="list-style-type: none"> ○ Classroom management strategies, teacher caring/ support, peer connections 	<ul style="list-style-type: none"> ● Letters home ● Student check and connect with a mentor (i.e., advisor) to connect about absences ● Parent and student conferences ● Understanding of barriers: <ul style="list-style-type: none"> ○ Transportation challenges? ○ Trouble getting up in the morning? ○ Lack of engagement? ○ Lack of clean clothing/ shower? ● Connect families and students with resources in their community 	<ul style="list-style-type: none"> - Home visit - Attendance contract - Attendance incentives
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7. Infractions, Tardies, and Multi-Tiered Systems of Support (MTSS)

A. High Level Non-Negotiables

AFCHS will respond to all high-level behaviors in accordance with [this linked document](#). In this document, all behaviors are defined and the corresponding supports and consequences for each behavior are listed in the “Secondary” sections. A short list of these behaviors is in the box below, but the complete list can be found in the linked document above.

“High-Level Non-Negotiables” that may result in suspension and/or expulsion include:

- **Fighting**
- **Possessions of weapons**
- **Possession of drugs**
- **Under the influence of drugs**
- **Robbery**
- **Sexual Assault or Harrassment/ Bullying**
- **Hate Violence (physical, verbal, or imagery)**
- **Defamation, bullying, or harassment (in-person or online)**
- **Bullying**
- **Damaged property**
- **Stealing**
- **Obscene Acts**
- **Selling Drugs**

B. Hate and/or Identity-Based Incidents and Zero Tolerance

AFCHS has a zero-tolerance policy for any hate and/or identity-based physical altercations, intimidation, threats, imagery, graffiti, verbiage, gestures, and dress and reserves the right to suspend and possibly expel students for committing any of these offenses, subject to severity and harm caused.

C. Tardies and Infractions

Below is a breakdown of the supports and the consequences for the “criteria” listed in the second column.

Infraction Slips

Students receive infraction slips for the following reasons:

- Dress code
- Technology use - phones are expected to be in bags and bags on hooks, smartwatches and airpods are also in backpack and backpack on hooks.
- Profanity / Inappropriate language
- Classroom removal
- Bullying
- Backpack not on hook
- PDA
- Other behaviors that disrupt the learning process

Public Displays of Affection (PDA) specific policy

Public displays of affection (kissing, holding hands, sitting on laps, etc.) are not permitted on campus and are grounds for an immediate infraction slip.

Repeated PDA infractions may result in parent notifications, parent meetings, seating chart changes, and schedule changes in order to ensure personal space is being respected.

Tardies

A “tardy” is defined as a student arriving late to a class. Students who arrive late to school are not penalized, but are responsible for arriving to class on time once in the building.

Tier	Criteria	Intervention
1st	2 consecutive weeks in one semester of: <ul style="list-style-type: none"> - 5+ infraction slips - or 5+ tardies - 1+ instances of high-level non-negotiables 	<ul style="list-style-type: none"> - X-block ineligibility - Individualized academic/behavioral intervention (including positive behavior interventions) - Parent notification - Admin/counselor check-in
2nd	3 consecutive weeks in one semester of: <ul style="list-style-type: none"> - 5+ infraction slips - or 5+ tardies 	<ul style="list-style-type: none"> - X-block ineligibility - Individualized academic/behavioral intervention (including positive behavior interventions) - Daily behavior tracker - Parent text home with daily update about infraction

	<ul style="list-style-type: none"> - 2+ instances of high-level non-negotiables (total) 	<ul style="list-style-type: none"> and tardy report for the day. <ul style="list-style-type: none"> - Confirmation of receipt by parent is required. - If no receipt of confirmation, parent phone call will be made - Letter sent home - Admin/counselor check-in
3rd	<p>4 consecutive weeks in one semester of:</p> <ul style="list-style-type: none"> - 5+ infraction slips - or 5+ tardies 2 weeks in one semester of: - 3+ instances of high-level non-negotiables (total) 	<ul style="list-style-type: none"> - X-block ineligibility - Individualized academic/behavioral intervention (including positive behavior interventions) - Daily behavior tracker - Parent text home with daily update about infraction and tardy report for the day. <ul style="list-style-type: none"> - Confirmation of receipt by parent is required. - If no receipt of confirmation, parent phone call will be made - Letter sent home - Daily morning check-ins with administrator/counselor - In-person parent meeting to discuss possible removal attended by parent, behavior specialist, administrator, teacher, counselor - Initiation of “turn-around” period (see below)
3 Week “Turn Around” Period		<ul style="list-style-type: none"> - In this period, students need to: <ul style="list-style-type: none"> - Daily morning and afternoon check-ins with administrator/counselor - Daily behavior tracker - Meet infraction and tardy expectations (4 or less) for all 3 weeks - Parent phone call home with daily update
Failure to Meet “Turn Around” Requirements		<ul style="list-style-type: none"> - Removal/Expulsion hearing

D. Academic Intervention Plan

AFCHS will support students who exhibit the following criteria with the following interventions and supports.

Criteria	Intervention
1 d/f grades	<ul style="list-style-type: none"> - X-block ineligibility - Individualized academic/behavioral intervention (including positive behavior interventions) - Additional intervention times added during school day - Parent phone call home - In-person academic intervention meeting
2+ d/f grades	<ul style="list-style-type: none"> - X-block ineligibility - Individualized academic/behavioral intervention (including positive behavior interventions)

- Additional intervention times added during the school day
- Parent phone call home
- In-person academic intervention meeting w/ parent present
- Academic improvement plan (teacher and student to-dos)

8. Aeries - Parent/Guardian Portal

Aeries is the online attendance and grading tool used by teachers. Parents and families are encouraged to check their child(ren)'s grades and attendance online. There is a phone app named Aeries that is available on iPhone and Androids. Parents will receive login information at the beginning of the school year. Please speak to the office team if assistance is needed.



9. Change of Residence and Emergency Information

Change of Residence

It is the responsibility of parents, guardians or adult foster care caregivers to inform the school of any change of address, telephone number or emergency information. Any and all changes to emergency information must be made in person and only by the student's parent or legal guardian. Parents must provide a manner to receive both written (U.S. Mail) and oral communication (telephone, cell) regarding their child(ren).

Emergency Cards

Please ensure that your child's emergency card is on file and up-to-date at the front office, as students will only be released to individuals authorized to pick up and care for the student in an emergency situation. Additionally, the office will only release students to individuals who are 18 years or older. Students will only be released to a person listed on the emergency card unless the parent/legal guardian has provided written authorization on a case by case basis.

10. Academic Integrity Policy

Any student who is found cheating will face disciplinary action, which may include: a permanent 0 on the gradebook, an infraction slip, and a parent meeting. Discretion in terms of providing a re-take opportunity will be up to the teacher.

Statement on the use of Artificial Intelligence (AI)

Recently the use of AI generators has become a major concern. The use of AI generators is a violation of our academic integrity policy.

We do not tolerate cheating. Students who violate the Code of Conduct and Academic Integrity Policy will be disciplined.

11. Child Abuse and Mandated Reporting

Reporting Requirements

Child abuse is any deliberate behavior that is inflicted onto a child from an adult. Examples of child abuse may include, but is not limited to, physical abuse, sexual abuse, including commercial sexual exploitation of a minor, neglect, willful cruelty, and mental suffering. Any AFCHS Public Schools employee who has a reasonable suspicion that child abuse has occurred or is occurring is required by law to file a suspected child abuse report with an appropriate child protective services agency (CPA): either the local police or Sheriff's Department, or the Department of Children and Family Services within 36 hours. Additionally, the CPA must be contacted immediately or as soon as practical via telephone. Suspected child abuse reports are confidential as to the identity of the employee making such a report and team members are not required to inform families of the report.

Human Trafficking

Human trafficking is modern-day slavery and involves the use of force, fraud, or coercion to obtain some type of labor or commercial sex act. Los Angeles and San Diego are amongst the highest incidences of trafficking due to close proximity to airports and the Port of Los Angeles. With these startling statistics, two laws have been put into effect to ensure we do our part to inform students and parents of the warning signs of human trafficking (SB 1104) and (AB 1227). All AFCHS staff members are trained in knowing the signs of child trafficking and exploitation and are considered to be mandated reporters.

12. Safe Schools Threat Reporting System

Recent polls show that parents' first concern about schools today is their child's safety. AFCHS is a very safe campus. However, no community is immune from the threats of violence and drugs that endanger public schools nationwide.

The school is introducing a Safe School Helpline® to help prevent such actions. It is designed to assist you in reporting any wrongdoing that impacts our schools, our students or our staff – anonymously, so as to protect your privacy. For example, you may wish to report acts of violence, theft, drug or alcohol use, weapons or sexual harassment.

If you see something, say something! The Safe School Helpline is a convenient, confidential way for anyone to report information about situations that might affect safety at our school. **You can call the number any time of the day or night to report concerns about unsafe or potentially disruptive activities or situations including drug or alcohol abuse, weapons, harassment, bullying or threats. All calls are confidential.**

PHONE: 800-418-6423 (800-4-1-VOICE ext. 359)

TEXT: 614-426-0240

Then type: TIPS

www.safeschoolhelpline.com

Download the free SSHL Mobile app

<https://play.google.com/store/apps/details?id=com.safeschoolhelpline.mobile>

<https://itunes.apple.com/us/app/safe-school-helpline/id1110429738?mt=8>

THE SAFE SCHOOL HELPLINE®
It's free and confidential 24/7

800-4-1-VOICE EXT. 359

800-418-6423 EXT. 359

web: safeschoolhelpline.com

**text: 614-426-0240,
then type TIPS**



SAFETY is Everyone's Responsibility

13. Graduation Requirements

- In order to graduate from America's Finest Charter School, all students must have a minimum 2.0 overall GPA at the time of graduation in order to participate in our graduation ceremony (applies to graduating class of 2025 and onward)
- Students must have 30 documented hours of community service during their high school years (whether they transferred or spent all 4 years at AFCHS) in order to participate in our graduation ceremony (applies to graduating class of 2024 and onward).
- All 12th-grade students complete and submit the Free Application for Federal Student Aid (FAFSA), California Dream Act Application (CADAA), or the "opt-out" form, per

Assembly Bill 469, in order to participate in the graduation ceremony (applies to graduating class of 2024 and onward).

14. Code of Conduct with Students

AFCHS is committed to ensuring that employees and all individuals who work with or have contact with students conduct themselves with students in a way that is supportive, positive, professional, and non-exploitative. AFCHS will not tolerate inappropriate conduct or behavior towards or with students by its employees or any individual who works with or has contact with students. Parents or guardians who have any questions or concerns regarding the conduct or behavior towards or with students by an employee or individual who works with or has contact with students are encouraged to speak to the school administrator.

Education Code Section 44807 states that every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. California law prohibits the use of corporal punishment against students. However, a teacher, assistant principal, principal, or any other certificated employee of a school district shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning. The provisions of this Section are in addition to and do not supersede the provisions of Section 49000.

15. Special Event Eligibility

Throughout the course of the year, students will be able to participate in enrichment events, such as field trips, guest speaker days, and school culture-building activities. AFCHS reserves the right to disqualify any student from participating based on the student's standing in meeting the determined academic, behavioral, or application requirements.

16. Daily Schedule

2023-2024 High School Bell Schedule

Monday (normal day)			
Period	Start	End	Minutes
1	8:30 AM	9:24 AM	54
Passing	9:24 AM	9:28 AM	4
2	9:28 AM	10:20 AM	52
Passing	10:20 AM	10:24 AM	4
3	10:24 AM	11:16 AM	52
Passing	11:16 AM	11:20 AM	4
4	11:20 AM	12:12 PM	52
Lunch	12:12 PM	12:42 PM	30
Passing	12:42 PM	12:46 PM	4
5	12:46 PM	1:38 PM	52
Passing	1:38 PM	1:42 PM	4
6	1:42 PM	2:34 PM	52
Passing	2:34 PM	2:38 PM	4
7	2:38 PM	3:30 PM	52

Tuesday
AM advisory, Block Day A

Period	Start	End	Minutes
Advisory	8:30 AM	9:02 AM	32
Passing	9:02 AM	9:06 AM	4
1	9:06 AM	10:31 AM	85
Passing	10:31 AM	10:35 AM	4
2	10:35 AM	12:00 PM	85
Lunch	12:00 PM	12:32 PM	32
Passing	12:32 PM	12:36 PM	4
3	12:36 PM	2:01 PM	85
Passing	2:01 PM	2:05 PM	4
4th	2:05 PM	3:30 PM	85

**Wednesday
AM Advisory, Block Day B**

Period	Start	End	Minutes
Advisory	8:30 AM	9:02 AM	32
Passing	9:02 AM	9:06 AM	4
5	9:06 AM	10:31 AM	85
Passing	10:31 AM	10:35 AM	4
6	10:35 AM	12:00 PM	85
Lunch	12:00 PM	12:32 PM	32
Passing	12:32 PM	12:36 PM	4
7	12:36 PM	2:01 PM	85
Passing	2:01 PM	2:05 PM	4
8 - X-block	2:05 PM	3:30 PM	85

Thursday
Short day - 2:05 PM release, Staff PD

Period	Start	End	Minutes
1	8:30 AM	9:11 AM	41
Passing	9:11 AM	9:15 AM	4
2	9:15 AM	9:55 AM	40
Passing	9:55 AM	9:59 AM	4
3	9:59 AM	10:39 AM	40
Passing	10:39 AM	10:43 AM	4
4	10:43 AM	11:23 AM	40
Lunch	11:23 AM	11:53 PM	30
Passing	11:53 PM	11:57 PM	4
5	11:57 PM	12:37 PM	40
Passing	12:37 PM	12:41 PM	4
6	12:41 PM	1:21 PM	40
Passing	1:21 PM	1:25 PM	4
7	1:25 PM	2:05 PM	40

Friday - AM advisory, full day

Period	Start	End	Minutes
Advisory	8:30 AM	9:02 AM	32
Passing	9:02 AM	9:06 AM	4
1	9:06 AM	9:53 AM	47
Passing	9:53 AM	9:57 AM	4
2	9:57 AM	10:44 AM	47
Passing	10:44 AM	10:48 AM	4
3	10:48 AM	11:35 AM	47
Passing	11:35 AM	11:39 AM	4
4	11:39 AM	12:27 PM	48
Lunch	12:27 PM	12:57 PM	30
Passing	12:57 PM	1:01 PM	4
5	1:01 PM	1:48 PM	47
Passing	1:48 PM	1:52 PM	4
6	1:52 PM	2:39 PM	47
Passing	2:39 PM	2:43 PM	4
7	2:43	3:30	47

17. Dress Codes

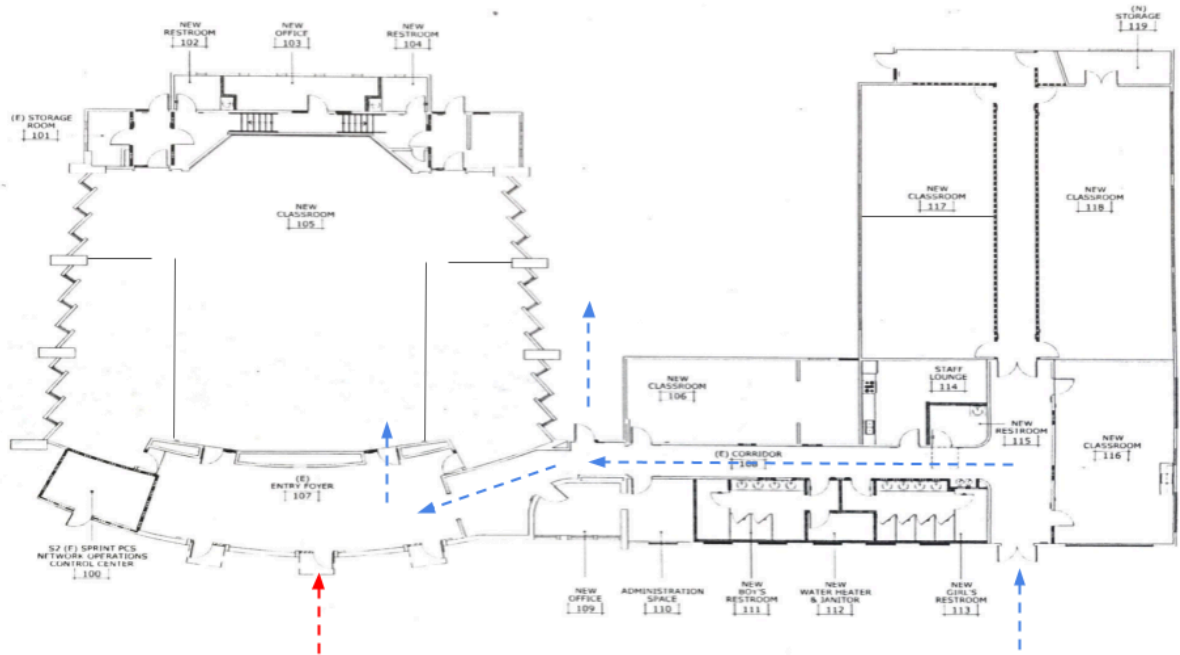
- Clothing, jewelry, and personal items, such as backpacks and book bags, with language or images that are vulgar, sexually suggestive, discriminatory, obscene, libelous, contain threats, or that promote illegal or violent content such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, are strictly prohibited.
- Clothing, shoes, or accessories that may not be age-appropriate, unsafe, or disruptive during the school day will not be allowed.
- AFCHS is not responsible for lost or stolen jewelry, accessories, or other personal items.
- If a student needs assistance with student dress options, please contact the front office.

18. Emergency Response

a. Overview

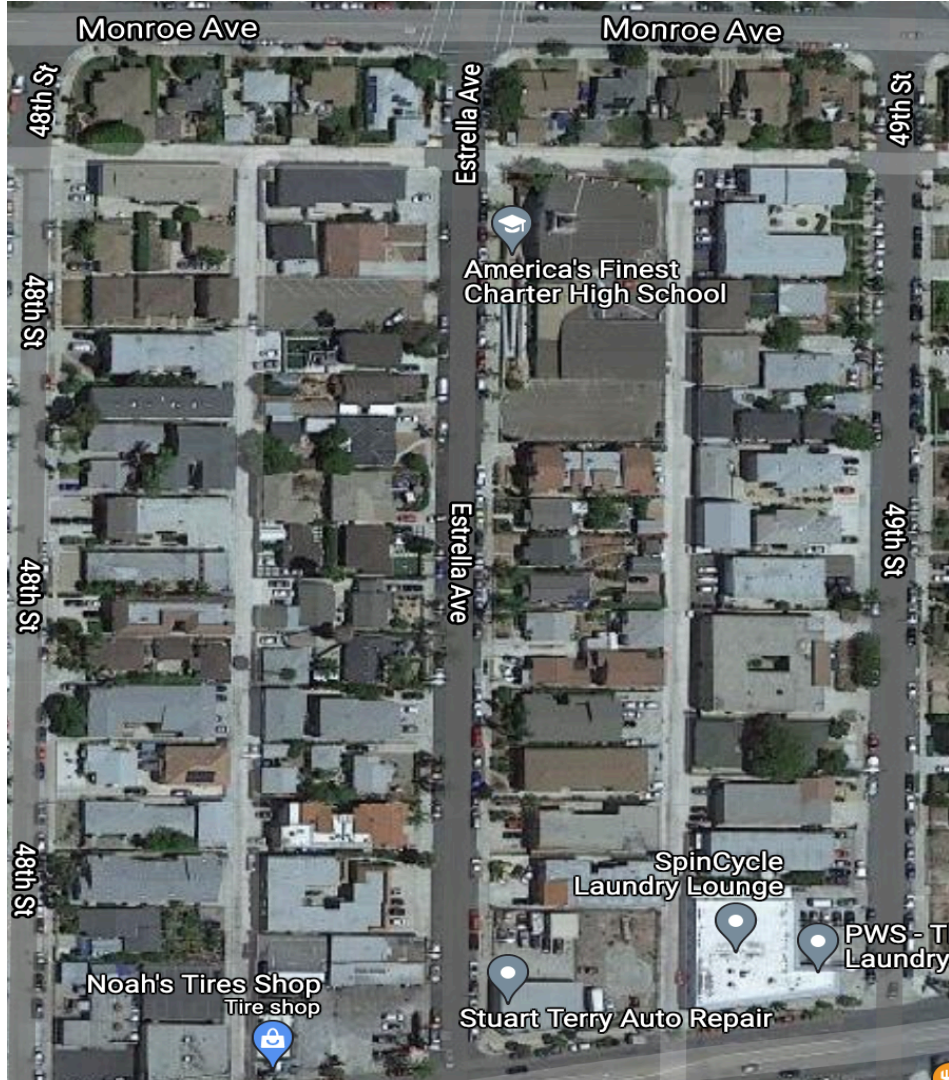
In the event that there is an emergency, parents should remember that public schools are among the safest places in the community. In general, schools will respond to emergencies by moving students to the safest possible location. During fires or earthquakes, students will be moved out of the classrooms to a safe assembly area. During a lockdown, students will be moved indoors, to use the buildings as protection. During a threat of violence on campus, students will be sheltered in a locked classroom away from anything that can hurt them. During an emergency, parents who want to pick up their children may be asked to go to the Front Entrance located on the school's perimeter and show identification. This is a specific location that schools will use to release students. Please remember that students will only be released to a person whose name is listed on the student's Emergency Card. Parents must make sure that the student's Emergency Card is current and correct. Please notify your child's school anytime the emergency contact information changes. During an emergency when the campus must be protected, parents will not be able to pick up their children until the school campus is declared to be safe by law enforcement or the incident commander on site. Parents need to understand that the students are being sheltered in a secure classroom for their safety and will be released only when it is safe.

b. Diagrams



c. Off-Site Reunification Area

- If it is not safe to be on or near our campus or our typical on-site emergency evacuation area, please proceed (either yourself or with any students that evacuate with you) to the parking lot of Stuart Terry Auto Repair at the corner of El Cajon Blvd. and Estrella Ave



19. Food on campus

- Breakfast and lunch are provided each day
- Students are allowed to bring in their own food and can access microwaves to reheat the food
- Students may NOT leave campus at any point during the day, in order to prevent any unexcused absences.
- Students may NOT order food to be delivered to them at school (DoorDash, UberEats, etc.), in order

to prevent any absences or scheduling / payment conflicts

20. Internet access

The Internet and other online resources are provided by AFCHS to support instructional programs and appropriate student learning. While the Internet can be a powerful educational tool, it is also an unregulated space that contains materials unsuited to the school setting. For this reason, AFCHS will make every reasonable effort to ensure that the resources are used responsibly.

21. LGBTQIA+ Youth

At AFCHS, we're committed to having all students and families feel welcomed and seen across each of our school campuses and free from discrimination, bullying, and harassment. We want to make an unequivocal stand in support of all of our AFCHS students, team members, and families who identify as part of the LGBTQIA+ community and their right to express their true selves. Additionally, State laws and AFCHS policy require that all schools promote welcoming and safe environments through mutual respect, kindness, tolerance, and acceptance among team members and students.

As public schools, we are required by the The FAIR Education Act (also known as Senate Bill 48), signed into law in 2011 to provide Fair, Accurate, Inclusive and Respectful representations of our diverse ethnic and cultural population in the K-12 grade history and social studies curriculum - this includes the contributions of LGBTQIA+ people (§ 51204.5).

Supporting Gender Identity

In CA and here at AFCHS, students have the right to request that their school use the name and gender pronouns that honor their identity at school and on all unofficial school documents — including name tags, school emails, student IDs, yearbooks, virtual learning profiles, etc. — without requiring parent or guardian permission, or legal or medical documentation.

Students are entitled to use a facility consistent with their gender identity and cannot be required to use an alternative arrangement. Alternative arrangements should be used only at the request of a student and in a manner that keeps the student's transgender status confidential.

Whenever students are separated by gender in school activities or are subject to an otherwise lawful gender-specific rule, policy, or practice, students must be permitted to participate consistent with their gender identity.

22. News Media Access

Occasionally, reporters may visit schools to cover sporting events, school assemblies, and other on-campus activities. This requires parent or guardian consent. Each September, schools usually send home a form granting permission for the child to be interviewed by a reporter working for a newspaper, radio or television station. If a parent or guardian chooses otherwise, they should retain the form rather than turning it into the school. These forms also give reporters the opportunity to photograph or videotape a child. Sometimes, individuals are featured in images or may appear in the background. This can lead to wonderful exposure for the child for something that brings pride to their family and to the school. In addition, the waiver covers publicizing good news that schools may want to share on Facebook, Twitter, or other social media sites. Even with a signed form, students can turn down an interview or photograph request. In such cases, the student need only let their teacher know of their decision. It's worth pointing out that the signed form covers a student while on campus. Once they leave the school grounds, the signed agreement can no longer be enforced, leaving students on their

own. Students can talk to the media, if they choose, without asking their parent for permission. However, older students may be asked to share their thoughts. For this reason, it is best to talk with students, letting them know your preference in advance, if they find themselves in this situation.

23. Nondiscrimination Statement

AFCHS is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. AFCHS prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived age, ancestry, ethnicity, parental status, pregnancy status, color, mental or physical disability, gender, gender identity, gender expression, genetic information, immigration status, marital status, medical information, national origin, race, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by AFCHS. Harassment is intimidation or abusive behavior toward a student or team member that creates a hostile environment and can result in disciplinary action against the offending student or team member. Harassing conduct may take many forms, including verbal remarks and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating.

AFCHS prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation. Students and team members do not need to be afraid of trying to correct a situation by speaking to a school administrator, supervisor, counselor, or trusted adult at school, or filing a complaint. Students and team members who believe they are being discriminated against have the right to take action. Students and team members are encouraged whenever possible to try to resolve their complaints directly at the school site or Student Support and Progress Team (SSPT).

If you believe you or your student have been subjected to discrimination, harassment, intimidation, or bullying, you should contact the School Leader at your student's school and/or AFCHS Public Schools' compliance officer:

Natalie Alli, Principal
nalli@americasfinestcharterschool.org

24. Student Records

AFCHS maintains student records that include the following information:

- Enrollment Paperwork and Application
- Emergency Contact Information
- Report Cards
- Transcripts
- Standardized Test Scores
- Disciplinary Records (Suspensions and Expulsions)
- Immunization Card
- Health Records

Documentation within a student record can be considered sensitive records and may be stored in either electronic or printed format within the central file. Records shall be defined as "sensitive" if they contain an individual's first name or first initial and last name in combination with any one of the following

records:

- Personal identifiers, such as student social security numbers or state or school-assigned student numbers
- Driver's license number
- Home address*
- Salary information
- Student attendance or grade in school*
- Medical information
- Bank account or credit card account number
- Date of birth*
- Home phone number*
- Maiden name

* Student "directory information", as defined by Education Code section 49061(c), that is released as a stand-alone record shall not be defined as "sensitive records" (CA Education Code 49073). Any document that is part of a student record marked "Confidential", "Sensitive" or otherwise similarly labeled shall be treated as a "sensitive record."

All cumulative records will be kept in a safe location with the log of requests.

Transfer of Student Records

On behalf of all new students entering AFCHS, the AFCHS administration will request a transfer of student education records from the student's prior school district or private school. As the parent/guardian, you have the right to review, challenge and receive a copy of the student records that are being transferred to AFCHS.

Consent to Release Records

Confidential records and/or information may be transferred between public schools and public school districts within the state of California without written consent by parent, guardian or student over 18 years of age.

Transfer of confidential records and/or information to a private school or any private or public agency or other individual does require the written consent of parent, guardian or student over 18 years of age.

Log of Access

A log shall be maintained in each student's record, which lists all persons, agencies or organizations requesting or receiving information from the records. (CA Education Code 49064)

In every instance of inspection by someone who does not have assigned educational responsibility, the custodian of records at the school site shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 California Code of Regulations § 435)

The log does not need to include the following persons accessing student records (CA Education Code 49064):

- Parents/guardians or adult students
- Students 16 years of age or older who have completed the 10th grade
- Parties obtaining district-approved directory information (cf. 5125.1: Release of Directory Information)

- Parties who provide written parental consent, in which case the consent notice shall be filed with the record (CA Education Code 49075)
- School officials with a legitimate educational interest

25. ParentSquare School Messenger

AFCHS uses a notification system called Parent Square School Messenger to communicate with parents and staff , regarding school news and events, emergency situations, attendance, school events and other important information impacting you and your child. Parent Square School Messenger allows us to send written and voice voice messages via phone, text, email and the Parent Square app.to your phone, family's home, work or cell phones, and also contact you through text messaging. Parents and guardians are responsible for the cost of text messages if selected as a means of communication. We are able to reach everyone in the region within minutes based on School Messenger's capabilities which improves school and region wide communication with parents and employees. Keeping parents more informed and involved leads to higher student achievement and student safety. Please help us by ensuring that you update the main office with your current contact information.



26. Restrooms

Students are expected to have a hall pass whenever their request to use the restroom/drink water is approved by the teacher. If they are observed out of class without a pass, they will be sent back and written an infraction slip. Students are only allowed in the hallway bathrooms.

27. Student Cell Phones

- Student phones are expected to be in bags and bags on hooks, smartwatches and airpods are also in backpack and backpack on hooks.
- If a phone is in use, a student will be given an infraction slip
- If a student receives 2 cell phone infractions in the same day, their phone will be confiscated and they can pick it up from the office at the end of the day

28. Student/School Code of Conduct

Section 300 of Title 5 of the California Code of Regulations requires pupils to follow school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language. Every student, preschool through adult, has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning.

School Behavior Expectations

1. Be Safe
2. Be Responsible
3. Be Respectful

Positive Behavior System

- Teaching, rewarding and reinforcing of behavior expectation
- For Minor Incidents not meeting behavior expectations: students will have the opportunity to have a restorative conversation and reflect.
- For Major Behavior Incidents that violate California Education Code, students will be referred to school administration. A decision regarding disciplinary action will be made based on the specific

conduct and the offense. If appropriate, the child will be sent home with the discipline referral form. Please review, sign, and send back this form the following day.

School Rewards/Awards

- Value Awards
- Content Awards

29. Students' Personal Property

Personal items of value (toys, phones, iPads, smart watches, jewelry, cameras, electronic games and computers, etc.) should not be brought to school since loss, theft, or damage is possible. Also, such items can be distracting to the educational process and may be confiscated by school personnel. AFCHS is not responsible for lost or stolen items.

30. Students with Disabilities and Special Education

Students with disabilities may be eligible to receive special education services. If eligible, all services and programs are implemented as prescribed in each student's Individualized Education Plans (IEP). All services, placement and eligibility decisions are made by the IEP team based on assessments and the individual needs of each student. If you have questions regarding special education or your student's eligibility, please contact the School Leader.

Students with Disabilities under Section 504

Section 504 prohibits discrimination and harassment of student with disabilities and requires students with disabilities receive a Free Appropriate Public Education (FAPE). Students with disabilities may

qualify for a 504 Plan. If eligible, a 504 Plan is developed to assist those students with disabilities who do not qualify for special education services, but who may need accommodations that can be provided to them within the general education program. If you have questions regarding Section 504 or your student's eligibility, please contact the School Leader.

31. Suspensions, Expulsions, and Transfer Students

Suspensions and Expulsions

Students will be subject to discipline for misconduct occurring a) on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; or d) during, going to, or returning from a school-sponsored activity according to enumerated offenses listed in the California Code of Education. Statutory grounds for suspension and expulsion are on file in the front office of the school.

Upon a suspension, students may be required to attend a re-entry meeting with a parent present in order re-enter the school community.

Re-enrolling after unenrolling and returning from a suspension

The decision to readmit a student after that student had been suspended OR enrolled then unenrolled while dealing with student discipline issues (suspensions, parent meetings, infractions, or truancy) will depend upon the student's ability to demonstrate their readiness. This will be done through an essay that includes the following:

- An apology to any children and adults who have been impacted by the behavior that resulted in the unenrollment within the context of discipline issues.
- A reflection on the AFCHS values that were compromised by the behavior
- Why your child wants to be a student at AFCHS
- An explanation of specific steps that are being taken to correct the behavior, prevent reoccurrence, and make things right

After listening to your child read the essay, the panel will deliberate and determine whether or not they are truly prepared to return to school and adhere to the AFCHS Family Handbook. It is advisable to review this plan with your child prior to coming before the panel. Once your child has been granted reentry, they may return to school once the suspension is completed (if suspended), and immediately if re-enrolling.

32. Transportation

Cars

- Students who are dropped off by car must follow public safety rules regarding street parking and keep the drop off zone clear
- AFCHS assumes no responsibility for anything that transpires between students giving each other rides to and from school. AFCHS encourages students and families to coordinate with each other to ensure

safe transport to and from school.

Bikes/Skateboards

- Students may arrive to school on their skateboard or bike, as long as it is age appropriate and parents/guardians approved
- Students must follow safety protocols and will lose privilege if they do not abide
- Students must park their skateboard or bike in the approved location

Public Transportation

- If a family qualifies for support with transportation under the McKinney-Vento act (homeless and foster youth), please contact your school's main office for more information on how to receive those supports (e.g. carpooling, bus cards, etc.)

33. Visitors to School Campuses

While AFCHS encourages parents/guardians and interested members of the community to visit AFCHS and view the educational program, AFCHS also endeavors to create a safe environment for students and staff.

To ensure the safety of students and staff as well as to minimize interruption of the instructional program, AFCHS has established the following procedures, pursuant to California Penal Code Section 627, et seq., to facilitate visits during regular school days:

1. Visits during school hours should first be arranged with the teacher and Principal or designee, at least three days in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least three days in advance. Parents seeking to visit a classroom during school hours must first obtain the written approval of the classroom teacher and the Principal or designee.
2. All visitors shall register with the front office immediately upon entering any school building or grounds during regular school hours. When registering, the visitor is required to provide their name, address, occupation, age (if under 21), their purpose for entering school grounds, and proof of identity. For purposes of school safety and security, visitors will wear a "visitor's pass" while on school premises via our Raptor guest check in system. All visitors will check out through the front office when leaving campus.
3. The School Leader, or designee, may refuse to register an outsider if they have a reasonable basis for concluding that the visitor's presence or acts would disrupt AFCHS, its students, its teachers, or its other employees; would result in damage to property; or would result in the distribution or use of unlawful or controlled substances.
4. The School Leader or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reasonable basis for concluding that the visitor's presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of the school, or would disrupt or is disrupting the school, its students, its teachers, or its other employees.
5. The School Leader or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the School Leader or designee shall inform the visitor that if they re-enters the

school without following the posted requirements they will be guilty of a misdemeanor.

6. Any visitor who is denied registration or has their registration revoked may request a hearing before the School Leader or designee on the propriety of the denial or revocation.

The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of hearing is to be sent, and shall be delivered to either the School Leader or designee or the Executive Director within five days after the denial or revocation.

The School Leader or designee or Board President shall promptly mail a written notice of the date, time, and place of the hearing to the person who requested the hearing. A hearing before the Principal or designee shall be held within seven days after the Principal or designee receives the request. The Principal or designee shall seek the assistance of the police in dealing with or reporting any visitor in violation of this policy.

7. No electronic listening or recording device may be used by students or visitors in a classroom without prior written approval by the teacher and the School Leader or designee.

Penalties

1. Pursuant to the California Penal Code, if a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, they will be guilty of a crime as specified which is punishable by a fine of up to \$500.00 or imprisonment in the County jail for a period of up to six (6) months or both.

2. Further conduct of this nature by the visitor may lead to AFCHS' pursuit of a restraining order against such visitor which would prohibit them from coming onto school grounds or attending Charter School activities for any purpose for a period of three (3) years.

34. Volunteer Policy

At AFCHS we strive to create a warm and welcoming school environment for parents. We view our work as a partnership among school leaders, teachers, students, parents, and the community. Because of this, we encourage parents to get involved in our schools, through volunteering and other opportunities. While we encourage parents to volunteer, it is not a requirement of enrollment. You will receive information throughout the year about volunteer opportunities.

35. School Directory

Please consult our directory online at americasfinestcharterschool.org



36. Amendments

AFCHS reserves the right to amend policies and procedures when necessary. Any changes made to the handbook will be made public to all stakeholders as they occur.

37. Chromebook contracts

AFCS School Year Chromebook Contract

1. Personal Computers

Personal computers may not be used at AFCHS, due to enforcing internet safety protocols

2. Returning Your Chromebook

a. End of Year

At the end of the school year, students will turn in their Chromebooks and power adapters. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. Power supplies will be charged replacement costs as well. Students may have the option to take the chromebook and charger home over the summer, but this will require another inventory check in and a new summer contract signed.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from AFCS must turn in their Chromebooks and cases to the designated staff member on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Additionally, AFCS reserves the right to withhold transfer papers if a chromebook and charger is not turned in or if fines are not paid.

C. Graduating Students

AFCS reserves the right to prevent a student from participating in graduation if a chromebook and charger is not turned in or if fines are not paid.

3. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the designated room as soon as

possible so that they can be repaired properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unsecured.

a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Heavy objects should never be placed on top of Chromebooks.

c. Carrying Chromebooks

- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

d. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Asset Tags

- All Chromebooks will be labeled with a AFCS barcode, which is related to your AFCS Student ID Number.
- Students may be charged for tampering with a AFCS barcode.

3. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications, such as Google Docs, can be used while not connected to the Internet. Students are bound by the AFCS Student Acceptable Use Policy, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks.

4. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the AFCS.

a. Updates and Virus Protection

- a. The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
- b. There is no need for additional virus protection.

5. Content Filter

The District utilizes an Internet content filter that is in compliance with the federally mandated Children's

Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the District. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Attempts to circumvent the filtering software will result in disciplinary action.

6. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the

7. Chromebook Identification

a. Records

- a. AFCS will maintain a log of all Chromebooks that includes the Chromebook serial number, student name, and ID number of the student assigned to the device.

8.Repairing/Replacing Your Chromebook

a. Chromebook repair

- If your Chromebook is not working, notify your teacher and take it to the designated room for repair.

b. Vendor Warranty

- Chromebooks include a one-year hardware warranty from the vendor.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or

accidents. **c. Estimated Costs (subject to change)**

The following are estimated costs of Chromebook parts and replacements:

- Complete Replacement - \$200.00
- Screen - \$50.00
- Keyboard/touchpad - \$50.00
- Power cord - \$35.00
- Case - \$10

9.No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a

Chromebook, students agree to such access, monitoring, and recording of their use.

a. Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screen, activity, and web history on student Chromebooks.

10. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the AFCS Digital Citizenship Agreement and the AFCS Student Acceptable Use Policy at all times.

AFCS Digital Citizenship Agreement

MJUSD believes that the best way to prepare our students for their digital future is to have them practice using online tools appropriately in school. We have monitoring software and filters, but these tools are not perfect guarantees that students will not encounter potentially harmful situations (harassment, inappropriate content, etc.). Our goal is to use potential mistakes as teachable moments to help protect our students against future harmful experiences online.

Respect and Protect Yourself

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and careful about posting personal information. ●
I will only post text and images that are appropriate for school.
- I will be aware of where I save my files so that I can access them where and when I need them. (Examples: Google Docs, network folder, thumb drive, web file locker).
- I will be aware of with whom I am sharing my files (keeping them private, sharing with teachers and classmates or Posting them publicly).
- I will always log off before leaving a Chromebook or device.
- I will immediately report any inappropriate behavior directed at me to my teacher, librarian, counselor, or other adult at school.

Respect and Protect Others

- I will not use Chromebook or other devices to bully or harass other people.
- I will not log in with another student's username and password.
- I will not trespass into another student's network folder, documents, files or profile.
- I will not disrupt other people's ability to use school Chromebooks or other devices.
- I will not pretend to be someone else and will be honest in my representation of myself. ●
I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at my fellow students to my teacher, librarian, counselor, or other adult at school.

Respect and Protect the Learning Environment

- I will limit my web browsing at school to school research or personal research similar to that which I would do in class.
- I will not visit inappropriate websites. If an inappropriate page, image or search result comes up, I will immediately close the window or tab.
- I will not play games on school computers without specific teacher instructions.
- I will not send or read instant messages or participate in online forums or chat without specific teacher instruction.
- I will only change background images and screensavers to school appropriate images.

Honor Intellectual Property

- I will not plagiarize.
- I will cite any and all use of websites, images, books and other media.

Please cut along the dotted line, complete the agreement below, and return it to school to receive your Chromebook

11. Financial Responsibility

I understand that I am financially responsible for any losses or damages that occur to the chromebook and/or charger while in my possession during the school year. Failure to pay the costs of replacing or fixing the broken or lost parts or failure to serve community service to the school may result in withholding of academic records or other AFCHS documents.

AFCHS Family Handbook Acknowledgement and Emergency Card

a. Acknowledgement

I (print name) _____, the
parent/guardian of

_____ (student name) have read, understand, and
agree to follow all school policies and procedures stated in the family handbook.

Signature _____

Date _____

- b. **Chromebook Contract** By signing this agreement on the preceding pages (item 37), I am accepting the terms of the AFCS Chromebook Contract. I agree to be financially responsible or serve community service to the school for the replacement cost should the Chromebook be lost, stolen or damaged. This includes any damage or loss that occurs on campus.

Student Name: _____

StudentSignature: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

c. Emergency Card and Authorization

Student Name	
Grade Level	
Parent/Guardian 1 Name	
Parent/Guardian 1 Phone #	
Parent/Guardian 2 Name	
Parent/Guardian 2 Phone #	
Alternative Emergency Contact Name	
Alternative Emergency Contact Phone #	
Allergies	
Medications (include dose, frequency, and any other directions)	
Health Insurance Provider	Provider: _____ _____ Group Number: _____ Name of Primary Physician: _____ Phone Number: _____
If my child needs to be taken to an emergency facility, he/she may be taken to the nearest one. I give my consent for school authorities to take appropriate action for the safety and welfare of my child. I understand I will be financially responsible.	Check the box of your answer: <input type="checkbox"/> Yes <input type="checkbox"/> No

