



HELENDALE SCHOOL DISTRICT'S INDEPENDENT STUDY PROGRAM

Student & Parent Handbook

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Director's Message

This handbook contains information that is important and useful. I urge you to read it thoroughly and thoughtfully. These guidelines are written in order to create an environment conducive to learning and a school where all feel safe and secure. The expectations for behavior written in our Code of Conduct are based on the essential value of respecting the rights and dignity of each other. Our school can continue to be an outstanding community when all adults treat all students with respect, when all students treat all adults with respect, and when all students treat each other with respectful and responsible behavior. When all of us work together with each individual doing his or her part, we can truly make a difference. I will always encourage you to accept the challenge to be a model of respectful behavior.

Your enrollment in I.C.A. provides you with the wonderful opportunity to discover your unique talents and gifts. One way to learn is through the variety of courses, activities, and opportunities that exist at I.C.A. Students must have access to internet/wifi away from campus since this is an Independent Study/Online based curriculum.

There are outstanding athletic teams, musical programs, student leadership, and academic groups that will help you to learn more about yourself and to develop friendships that may last a lifetime.

Take a chance by getting involved and trying something new. These school years are unlike any other time in your life. Study hard, challenge yourself, set high goals, and enjoy yourself. We are very fortunate to have a great school with great students, teachers, and families. Make this time some of the most important and productive years of your life.

The adults who work here will offer you help along the journey. Please ask for our assistance. We want to be a part of your success. Along with the faculty and staff, I wish you an exciting and successful year.

Sincerely,

Dr. Michael A. Esposito
Director

Applicability

Unless specifically indicated otherwise, the rules defined in this handbook shall apply to students on all school property and at all school functions, including, but not limited to, field trips, conferences, home-bound instruction, alternative placements, and athletic events and competitions. The rules outlined in this handbook apply to students coming and going from school, on the bus, and at school bus stops. Students are expected to read this handbook thoroughly and be knowledgeable of its contents.



INDEPENDENCE CHARTER ACADEMY MISSION STATEMENT

MISSION STATEMENT

The mission of the Independence Charter Academy, in conjunction with parental and community support, is to develop all students to the fullest of their potential while educating our students to accomplish their highest level of academic accomplishment and develop a positive self-esteem. The staff at the Independence Charter Academy will provide a dynamic educational system centered around student achievement, integrity, character development and the lifelong learning. Independence Charter Academy is committed to focusing on high expectations and individual academic success and to creating a community of respect and responsibility to enable all students to become caring, contributing citizens who can succeed in our diverse world.

VISION STATEMENT

Independence Charter Academy will provide a high-quality education environment that enables students to be responsible citizens whether they choose post-secondary education, the military or employment following graduation. We are committed to motivating our students by inspiring them to think critically, collaborate and communicate successfully with others, solve problems efficiently, and incorporate useful technology to enrich their lives.

WE ASPIRE excellence as we instruct and support students to prepare for the future.

WE SERVE the students and community and strive to meet their needs and challenges.

WE VALUE each student's development, successes, disappointments, and the finished product.

GOALS

Strengthen and expand the "complete student" concept of education including leadership, citizenship, personal and interpersonal development.

Develop and maintain instructional curriculum, that continuously responds to the movements and difficulties of occupations, higher education and the military.

Offer the incentives that motivate students to stay in school, develop self-discipline, and develop into self-reliant and useful citizens.

Serve a diverse learning community, without discrimination.

Assess and encompass our standards of excellence in the classroom, instruction, and activities.

Provide leadership and cultivate a strong partnership with parents, the community, and businesses.

Deliver direction, contact, and counseling for students, to make decisions regarding their goals.

VALUES

We will provide a safe learning environment that nurtures positive character, accountability and values by treating all members of the school community with respect.

We will conduct the business of education in a professional, ethical, and legal manner.

We will help to ensure an atmosphere conducive to learning, by communicating standards to students and parents.



I.C.A. EXPECTED SCHOOL-WIDE LEARNER OUTCOMES

INTEGRITY

Demonstrate critical thinking skills in reading, writing, math and technology and apply them in all subject areas.

Make decisions based on an examination of the situation and the alternatives. Read, write, listen and speak with organization, focus and coherence.

Establish and apply criteria to support judgments and opinions.

Demonstrate a sense of personal responsibility and social responsibility through positive decision making.

Seek out valid information.

Apply standards-based learned concepts to everyday real-life situations. Explore educational opportunities after high school

CHARACTER

Exercise their rights and responsibilities of citizenship. Peacefully resolve conflicts.

Work effectively with others.

Learn the importance of not only intelligence but character as well. Establish a positive outlook toward school and career goals.

Be safe

Be responsible

Be respectful of yourself and others.

ACHIEVEMENT

Prioritize, monitor, and evaluate progress toward goals.

Realize the value of teamwork by working in collaborative groups to achieve common goals.

Meet the ICA graduation requirements.

Solidify your career goals and objectives with comprehension for success

INDEPENDENCE CHARTER ACADEMY Student & Parent Handbook

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VISITOR CHECK-IN PROCEDURES

Parents and guardians are welcome on campus. For scheduling convenience, we ask that an appointment be made to meet with a teacher. To ensure the safety of our students, all visitors must do the following:

- Sign in at the office (school receptionist area) and state purpose of visit.
- Check out through the office upon leaving campus.

NOTE:

- Non-students are not allowed to visit campus unless accompanied by a parent or guardian.
- All rights to visit the campus may be reviewed by the administration at any time.

APPOINTMENTS

Please set up an appointment if you would like to see a teacher or administrator. School employees have many scheduled meetings, conferences and deadlines; therefore, **appointments are necessary**. Our office staff will gladly help make the necessary arrangements. Parents are encouraged to monitor their child's progress by using a weekly grade check form, as well as, viewing quarterly progress reports and report cards. Parents should contact teachers and schedule conferences at any time during the school year when questions or concerns arise.

PUPIL INFORMATION / CHANGE OF ADDRESS

When address or telephone number changes occur, at any time during the school year, the parent or guardian should notify the office immediately. Keeping our records up to date allows school personnel to contact a parent or guardian in case of an emergency.

STUDENT RECORDS

Information can be given out on a student once it has been verified that the requesting party is the student's parent or legal guardian. Verification will be made by asking questions referencing birth date, place of birth, or middle name, or other pertinent information.

EMERGENCY CARDS

All students must have a current emergency card on file. Students will not be permitted to enroll without having a current emergency card on file in the office.

INCLEMENT WEATHER

During inclement weather, listen to the following radio stations, Y102, FM 102.3, for the latest information regarding school closure. Automated telephone calls will be made, when possible, to inform families of any closures or alterations in school hours due to inclement weather.

ACADEMIC SUPPORT SERVICES

Counseling Center: The Counseling Center is available to all student at specific times during the school day. All students in Independence Charter Academy have access to the Learning Center, where they can receive additional academic support. For more information, contact your child's teacher or the school office.

SPECIAL EDUCATION STUDENTS

Our Special Education program exists to serve students with unique educational needs. To qualify for special assistance in this program, the student needs to be referred by the Student Success Team (SST) for testing. Referral to the SST can be made by teacher, parent, or counselor. For information, contact the director.

SUICIDE PREVENTION POLICY

Per Board Policy, whenever a staff member suspects or has knowledge of a student's suicidal intentions, he/she shall promptly notify the principal or school counselor. The principal or counselor shall then notify the student's parents/guardians as soon as possible and may refer the student to mental health resources in the school or community.

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

ENGLISH LEARNERS

The English Learner (EL) program is designed to assist students who have language difficulties influencing their academic progress. Upon enrolling, students who indicate a language other than English in their educational background are tested. Further, testing to determine the most appropriate coursework placement of the student may result.

TEXTBOOK & CHROMEBOOK INFORMATION

Textbooks and computers (Chromebooks) are checked out through the teachers during the first week of school. Students are responsible for all books and computers checked out to them. If a book or computer is lost, stolen, or damaged, students will be charted. Students who choose to leave their textbooks or computers in a teacher's classroom rather than carrying their books do so at their own risk. Students changing classes must return the old book before the new book will be issued. All textbooks and computers are the property of Helendale School District and must be returned at the end of the school year. Students are required to return the same books and computers they were issued. Books and/or computers are not returned by the deadline will be considered lost. Lost and/or damaged textbooks and/or computers shall be paid for by the student. It is the responsibility of the student to keep his or her textbooks and computers covered and in good condition. As a reminder, students with account balances may be denied report cards and/or may not be allowed to participate in extracurricular school activities, including but not limited to dances, athletics, Fun Day, and promotion or graduation ceremonies.

COUNSELING CENTER & INTERNET INFORMATION

The Counseling Center will be accessed in some instructional classes. It offers students the opportunity to use Internet and computer-based resources. Students may use the computers to produce reports, projects, and other written assignments. Other software is also available to assist students with Math, Science and English. An Internet contract signed by both the student and his or her parent or guardian must be on file in order for students to participate in internet activities. **Students who use available technology for non-academic purposes may have their HSD Network privileges suspended or revoked and may also be subject to disciplinary action.**

ACADEMIC HONESTY

Cheating involves the claiming of credit, effort, or authorship for work that is not of the student's origin, whether on a test, class work, homework, special projects, or other written or constructed materials. Cheating will result in a failing grade on that assignment and may result in disciplinary action.

ACCIDENTS AND INJURIES

All accidents or injuries to students must be reported immediately to the Office, and an accident report must be completed. First aid may be administered on campus. There is no school nurse on site; however, if the situation warrants, paramedic services will be requested. In all cases, an attempt will be made to notify a parent or guardian as soon as possible. **It is essential to have a properly completed emergency card on file at the school to ensure prompt and effective treatment and parental notification.**

MEDICATIONS

Under California Law, if prescribed medication, which must be given during school hours proper forms are to be filled out by the parents and the doctor. The forms may be obtained from the office. The medication must arrive in the original container labeled with the following information. Pharmacy name and telephone number, prescription number, physician's name; student's name; name of medication; dosage; schedule, and dose form; expiration date. Only one medication per bottle. Over-the-counter medication must have the necessary paperwork on file and be in the original, unopened container. **Specifically, no student may carry any medication/drugs on them at school. All medication needs to be locked in the school office. Students in possession of medications, even those with prescriptions, are subject to disciplinary action.**

SEARCH AND SEIZURE/CANINE DETECTIVES

E.C. §32280-32288; §35160 - 35160.1; BP5145.12; AR 5145.12 – School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. The Board approves the use of Canine Detectives to provide students, staff and community with a safe and secure school environment.

ATTENDANCE

Students are required by California law to attend school regularly and promptly. An accurate attendance record of all absences is kept for each student. **MULTIPLE UNEXCUSED ABSENCES AND/OR TARDIES VIOLATE STATE LAW AND CAN BE CATEGORIEZED AS TRUANCIES.**

By enrolling in Independence Charter Academy, the student agrees to:

- Be supervised by his/her Supervising Teacher and/or other approved resource personnel;
- Meet with assigned staff member and or/supervisor. The frequency, date, time, and location will be determined by the course contract or equivalent. The student agrees that it is his/her responsibility to promptly reschedule any appointment missed due to an emergency, and he/she understands that failure to report to an appointment and/or failure to complete 60% of the assignments will result in review of continuation in Independent Study;
- Obtain transportation to scheduled meetings. He/she understands that lack of transportation to the school site is not an acceptable reason for failing to meet with his/her teacher and/or supervisor to submit his/her completed assignments;
- Complete his/her assigned work and achieve at least the minimum performance requirements of the course of student. He/she understands that passing, which is based on mastery of learning, can only occur after he/she has successfully completed an activity and it has been evaluated.

Parent(s)/Guardian(s) of I.C.A. students understand that:

- Individual course objectives are consistent with and evaluated in the same manner that they would be if he or she were enrolled in a traditional school program;
- They are liable for the cost of replacement or repair for lost or willfully damaged or destroyed books and other school property checked out to their son or daughter;
- They are responsible for the supervision of their son or daughter while he or she is completing the assigned work and/or submitting all completed assignments necessary for evaluation;
- All completed assignments must be submitted to the appropriate teachers within two weeks. If the assignments have not been handed in by that date, no credit will be given;
- If a student facing expulsion is offered Independent Study he or she must also be offered the alternative of classroom instruction;
- They have the right to appeal to the program administrator any decision about their son's or daughter's placement or school program according to Helendale School District's procedures.
- Under Title I, parents have the right to ask for teacher qualifications and obligations of school designated for program improvement.

STUDENT ABSENCES

In an independent study program, such as ours at Independence Charter Academy, attendance is gained by the teacher verifying the student completed the assigned school work on the school day for which it was assigned and the student verifying they engaged in academic school work for each attendance day.

NOTE: As set forth by the State of California; ten (10) excused absences is considered to be excessive and a physician's verification is recommended. A student who has ten or more absences due to illness is subject to the SARB process in order to determine if an alternative educational program is appropriate.

Parents/guardians who find it necessary to keep their student out of school for reasons other than illness are encouraged to send their student to school for at least part of the day, so the student will not miss important assignments or be counted absent for the entire day. Students who are absent for ten days or more may be dismissed from Independence Charter Academy. Attendance at a naturalization ceremony can be an excused absence.

STATE LAW REGARDING SCHOOL ATTENDANCE

Education Code 48260 defines truant as "any pupil subject to compulsory full-time education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than a (thirty) 30-minute period during the school day without valid excuse on three occasions in one school year, or any combination thereof." Education Code 48263 further states, "If any minor pupil is habitually truant, or in irregular in attendance at school, the pupil may be referred to a school attendance review board (SARB)."

SARB PROCESS – EDUCATION CODE SECTION 48260

- Three (3) unexcused absences or tardies more than 30 minutes and/or 10 absences excused or unexcused = Truant, first SARB letter is mailed home.
- Continued absences or even 1 more unexcused absence or tardy more than 30 minutes = Second SARB letter is mailed home and a meeting with the Administrator is scheduled for the student and parent/guardian.
- Continued absences or even 1 more unexcused absence or tardy more than 30 minutes = Third SARB letter is mailed home, classified as habitual and subject to summons to appear at SARB hearing and a possible fine.
-

PENALTIES – Education Code Section 48293

SARB Hearing	The School Attendance Review Board (SARB) will ask the parent and the student to sign an attendance contract. Failure to comply with the contract will result in the order of a citation to appear in court.
Conviction	A fine of not more than \$500 plus penalties could amount to as much as \$1600 Conviction and Criminal Prosecution.
13202.7 V.C.	Any minor under the age of 18 years, but 13 years of age or older who is habitual truant may have his or her driving privilege suspended for one year.
272(a)(1) P.C.	Failure to enroll your student in an approved educational program could result in a \$2500 fine + 1-year county jail + probation up to 5 years

Parents are responsible for a child's attendance from age 6 until age 18 (Education Code 48200).

SARB PROCESS (continued)

ACCEPTABLE REASONS FOR EXCUSED STUDENT ABSENCE

Student must be given opportunity to complete work, which is reasonably close to, but not necessarily identical to, missed work for absences due to these reasons (E.C. 46010, 46010.3, 48208):

1. Personal illness (school will require doctor's note verifying absence after 3 days).
2. Quarantine under the direction of health office.
3. Personal medical, dental, optometric, or chiropractic appointment (requires doctor's note).
4. Funeral services of parent, sibling, grandparent, brother-in-law, sister-in-law, or any relative living in the immediate household of the child (limited to one day in the state, and three days out of state).
5. Student serving on jury duty.
6. Exclusion for illness or medical appointment of a child whom the pupil is the custodial parent.
7. Personal court appearance (requires verification).
8. Prior principal approval for employment conference.
9. Employment in the entertainment industry for a maximum of up to five absences per school year.
10. Observance of a religious holiday or ceremony (recommend three days advance notice to school).
11. Religious retreat (limited to four hours per semester).
12. Prior principal approval for reasons, which may not be included elsewhere, but are pursuant to uniform standards established by the governing board.

*****GOING OUT OF TOWN" OR "PERSONAL REASONS" ARE NOT EXUSABLE REASONS FOR STUDENT ABSENCES AND WILL BE RECORDED AS A TRUANCY.**

School Secretaries monitor attendance and run reports in SIS system to find students who have been absent from School without valid excuse three full days in one school year or tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions in one school year or any combination thereof. This marks the student as a truant. This is when **SARB Letter One is sent to parents.**

- a. Letter one informs the parent that the pupil is now truant, that the parent is obligated to comply with the attendance policies of the school and ensure the student attends school. The letter also states the consequences of not ensuring their student's attendance at school.
- b. A copy of the student's attendance is attached to SARB Letter 1

After letter one is sent, the school secretary will continue to run their reports. Once students hit four (4) unexcused absences or continues to be tardy for more than 30 minutes without a valid excuse in the same school year (after SARB Letter One is sent) they send out **SARB Letter Two and an appointment is set to meet with the School Administrative Manager (SAM).** The SAM, parents, and student will discuss the student's attendance and sign a **Parent/Student Contract.**

- a. The letter includes a copy of the student's attendance and the date and time of the meeting with the SAM. The letter also provides a definition of a Second Truancy.

SARB PROCESS (continued)

Once the parents and student sign the Parent/Student Contract and breaks the contract, the School Secretary will send the parent **SARB Letter Three**. **Please note, a contract must be signed and broken for SARB Letter Three to be sent.** There have been exceptions to this policy for the district and the parents to meet and sign a contract. SARB Letter Three informs the parents that their student is now a Habitual Truant and will now have to attend a SARB Hearing in front of the SARB Panel (District Staff, Deputy Attorney, Probation Officer, SB County Sheriff's Department).

- a. The letter includes the definition of a habitual truant and the date, time, and location of the meeting. A copy of the student's attendance is attached. It also includes a subpoena to attend the meeting.
- b. The letter is sent out by registered mail, if the School Secretary cannot hand deliver and have the parent sign for SARB Letter 3 and the subpoena.

After everything has been sent to the parent, the School Secretary will send over the red SARB folder for the Administrative Assistant to copy for the SARB Panel. Copies are made and distributed out to everyone on the panel for the meeting.

During the **SARB Hearing**, the parent, student, and panel discuss the student's attendance. If a contract has already been in place and broken the parent can be issued a citation to appear in court. There have been cases where a contract is signed during the SARB Hearing. A citation cannot be written with not Parent/Student Contract in place.

- a. After the first citation, a second citation cannot be written until the parent has attended their first court appearance.

EMAIL COMMUNICATION

The primary communication method for Independence Charter Academy staff to contact students and parents is by email. Students should check their Helendale School District email every school day. I.C.A. staff uses email for the following:

- Sending assignments
- Scheduling appointments
- Special notices and reminders
- Notifying students and parents of events, such as;
 - o Field trips
 - o Required testing
 - o Scholarships
 - o Fun Days
 - o Other opportunities

ICA students are responsible for checking their email every school day. Not checking your email is not an excuse for failing to meet your obligations.

PERSONAL ELECTRONIC DEVICES/PERSONAL PROPERTY

Students are discouraged from bringing valuable personal property, especially personal electronic devices (MP3 players, iPods, cell phones, video game devices, etc.) to school. The school does not assume any liability for damage, loss, or theft of any personal items brought to campus. Students are strongly discouraged from bringing large amounts of money. Students are not allowed to sell or trade items for personal gain. **The use of any electronic device is not permitted on campus unless under the direct supervision of school officials.**

While discouraged, students are allowed to possess cell phones and other electronic signaling devices on school grounds, at school sponsored activities, and while under the direct supervision of school employees. All students may use these devices on campus before school begins and after school ends. **These devices must be kept out of sight and turned off during the entire duration of the school day.** Unauthorized use of these devices disrupts the instructional program and distracts from the learning environment. School officials, including classroom teachers and campus monitors, may take these devices away from students if used during times not permitted or if the use of these devices by students while under school jurisdiction is deemed disruptive or inappropriate.

The following are inappropriate uses of electronic signaling devices: video recording, harassment, threats, intimidation, electronic forgery, cyber bullying/cyber threats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non-instructional day. Students are not to use materials or text messages to invade personal privacy or harass another person, or disrupt the instructional day, or engage in dishonest acts. Inappropriate use of electronic signaling devices will result in disciplinary action that includes but is not limited to out-of-school suspension, citation under CleanSweep, and recommendation for expulsion.

Students who use electronic signaling devices during unauthorized times will receive the following consequences:

- 1st Offense: Device will be confiscated. The student may pick up the electronic device in the office at the end of the day.
- 2nd Offense: Device will be confiscated. Parent/Guardian must pick up the electronic device at the end of the day. Student will be assigned a detention.
- 3rd Offense: Device will be confiscated. Parent/Guardian must pick up the electronic device at the end of the day. Student will be assigned one day suspension.
- 4th Offense: Device will be confiscated and held in the office until the end of the grading period. Student will receive a suspension for defiance, punishable up to five days.

Students who use these devices inappropriately or at unauthorized times and refuse to surrender the electronic device to school staff will be suspended for defiance.

RIGHT TO SAFE SCHOOLS

According to the California Constitution, Article II, Section 28(c) – All students and staff of public, primary, elementary, junior high and senior high schools have the inalienable right to attend campuses that are safe, secure, and peaceful.

RESPONSIBILITIES OF STUDENTS

C.C.R. Title 5, Sec. 300

Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his / her teacher and others in authority; observe good order and propriety of deportment; be diligent in study; be respectful to his / her teachers and others in authority; be kind and courteous to schoolmates and refrain from the use of profane and vulgar language. (Reg. 77, No. 39)

Education Code 48908

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the school.

HELENDALE SCHOOL DISTRICT POSITIVE BEHAVIOR SUPPORT POLICY

It is the philosophy of the Helendale School District that each and every student in the district is entitled to an equal opportunity to participate in the educational program. In order to provide this, it is essential that adequate control be maintained in the classroom and educational setting.

No person or student has the right to interrupt, restrict, or prevent other students from being provided with an education, which is rightfully theirs. Thus, every student shall have an opportunity to receive an education without fear of intimidation, threats, coercion, disruptions, etc.

To support and sustain an environment conducive to meaningful learning, all schools within the Helendale School District participate in the Positive Behavior Support program. The behavior of all individuals on campus is guided by the following three criteria: (1) Be safe, (2) Be responsible, (3) Be respectful.

OPERATION CLEANSWEEP

Independence Charter Academy is a CleanSWEEP campus. Operation CleanSWEEP (Success with Enforcement/Education Partnership) was adopted by the Helendale School District in 2004. It is a law enforcement / education / probation partnership program devised and run by the San Bernardino County Sheriff's Department designed to reduce incidents of crime and violence on middle and high school campuses in San Bernardino County. The principal benefit of the program is the Juvenile Citation element, which brings the advantages of citing offending students to school districts that do not have the luxury of their own school police force. Trained staff may issue citations, which are reviewed by the Sheriff's Department and submitted to Juvenile Traffic Court for prosecution. The offending youth, with his or her parents, faces a court appearance and a fine and/or community service. Please note, the school may discipline offenders according to Education Code in addition to CleanSWEEP citations.

Listed below are the violations and possible judgments (fines). Others might be imposed at the discretion of the judge:

Code	Violation	Possible Fine
SBCO 25.022(a)	Daytime Loitering	Community Service up to \$170
PC 308(b)	Smoking or tobacco products (including pipes, papers, Skoal, etc.)	"Smokeless Saturday" Up to \$75/30 hrs. community service
PC 374.4	Littering (even if you clean up your mess)	Community Service \$100 to \$750
PC330	Gaming	Community Service/Up to \$170
PC415	Fighting or disturbing the peace (includes challenging, gestures, etc.)	"Anger Management" Up to \$400
PC 485	Keeping Lost Property	Community Service / Up to \$170
PC 488	Petty Theft (Taking anything not yours)	Community Service / Up to \$1,000
PC 594.1(e)(1)	Minor possesses aerosol paint can	Community Service / Up to \$1,000
PC 594.2(a)	Minor possesses graffiti tools (includes permanent markers)	Community Service / Up to \$1,000
PC 640.6	Affix graffiti (Any tagging, gang related or not)	Up to 200 hours Community Service Up to \$1,000/DL Suspension
PC 647(f)	Under the influence (alcohol/marijuana)	Alcohol / Drug Diversion Up to \$1,000 / DL Suspension
BP 25662	Minor possesses alcohol (Any person under 18 years old)	Alcohol / Drug Diversion Up to \$250 / DL Suspension**
HS 11357(e)	Possessing less than 1 oz marijuana	\$250 to \$500 fine / DL Suspension

** Automatic Driver's License Suspension

DISCIPLINE STANDARDS

Participation in Activities – If a student is suspended and/or in the expulsion process within 30 school days of a school-sponsored event, he/she will not be allowed to attend or participate in the event, which includes student travel programs operated in conjunction with EF Tours or Smithsonian Student Travel. In addition, if a student has a GPA lower than 2.0 and/or has been issued a SARB letter, he/she may not be allowed to attend/participate in an event. Attendance/Participation includes, but is not limited to dances, Winter Ball, athletic events, talent shows, prom, promotion ceremonies, graduation, Field Day/Fun Day, and Grad Night. Due to the fact the school is responsible for the safety/welfare of all its students, the Administration will evaluate guest participation in events/activities on a case-by-case basis. *School Administration reserves the right to deny participation in any school sponsored event/activity of any person or person.*

Defiance – Defiance is the refusal to obey lawful authority. The teachers and other members of the staff are required by District policy and state law to provide proper supervision over our students. Any instructions given to a student by a staff member must be followed. A student may contact a counselor, teacher, or administrator regarding any problems or concerns in a staff member's request. Willful disobedience, defiance, and disrespect toward adults will not be tolerated. **Abusive language or obscene gestures toward an adult or fellow student will not be tolerated.** Students cannot have permanent markers or any other tagging instruments on school grounds.

Fighting – Students determined to be guilty of fighting will be suspended and/or expelled and referred to CleanSWEEP personnel to be cited for violation P.C. 415.5 – fighting at school, a misdemeanor. Students cited will have to appear in court with their parent or guardian and may be fined and given community service.

The consequences include the following:

- Up to \$500 Fine
- Up to 50 hours Community Service
- 3-6 months Summary Probation (Check in with Probation Office)
- 6 weeks Anger Management Class (Twice Weekly)
- Time off Work – Students/Parents Appear in Court

If a student currently attending the school does not maintain acceptable grades and attendance, and/or becomes a discipline problem, parent contact will be made and the student will be placed on probation.

Littering – Student found throwing trash or leaving trash behind may be subject to lunch clean up and/or citation by CleanSWEEP personnel if other corrective measures have failed.

Personal Conduct – Racial Slurs of any kind will not be tolerated. Disciplinary action against this type of serious misconduct will be taken.

- All pupils have the right to participate fully in the educational process, free from discrimination and harassment.
- California's public schools have an affirmative obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity.
- Harassment on school grounds directed at an individual on the basis of personal characteristics or status creates a hostile environment and jeopardizes equal educational opportunity as guaranteed by the California Constitution and the United States Constitution.
- Overt or excessive displays of physical affection between students on campus are not allowed. Violation of this policy will result in disciplinary action and parent contact.

DISCIPLINE STANDARDS (CONTINUED)

Sexual Harassment – It is the intent of the school to provide an educational environment for all students free of sexual harassment, which can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform school work and increases absenteeism or tardiness. Conduct which is prohibited in the District and which may constitute sexual harassment include: unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual’s body; sexually degrading words used to describe an individual; display of sexually suggestive behavior; objects or written material in the educational environment; any act of retaliation against an individual who reports a violation of District’s sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Threats/Harassment/Discrimination/Intimidation/Bullying – Students who make threatening statements, whether written or oral, toward other students or staff members, **even if there is no intent to follow through with the act**, will be taken seriously and will result in disciplinary action. Incidents of racial slurs, bias, bullying based on religious affiliation, sexual harassment, cyber sexual bullying, and/or threats/intimidation are to be reported immediately to the administration for investigation. Students may face up to a five-day suspension for violations of this policy and may be recommended for expulsion based on severity and/or frequency.

Transportation – Students must abide by the district’s guidelines or will forfeit bus transportation privileges [Board Policy AR5131.1(a)]. Bus transportation is a privilege and not a responsibility of the school.

Owners of bicycles should lock their bikes to safeguard their property. The school is not responsible for damage or theft of parts while the bicycle is parked at school. Bicycles are not to be ridden on campus at any time. It is a violation of California Law not to wear a bicycle helmet. All students need to adhere to this policy.

Skateboards are not to be ridden on school property at any time. Skateboards must be carried on campus and stowed during the school day either in the bicycle racks or, with permission, in a teacher’s classroom. The school is not responsible for theft or damage to skateboards stowed on campus.

Vandalism/Tagging – Students may be suspended for causing or attempting to cause damage to private property including backpacks. Damaging school property includes defacing or destroying such property and is cause for suspension/expulsion. The parent/guardian may be held liable for damage. Permanent markers are not allowed on campus. If a student is found to be in possession of any permanent markers, the marker(s) must be surrendered to staff members. Disciplinary action may result.

Water Fights/Dangerous Horseplay – Students involved in water fights or dangerous horseplay of any kind will be subject to disciplinary action, up to and including suspension or expulsion. These activities may include, but not limited to, splashing water from fountains or water bottles, play fighting, playing chase, and “messing around” that involves physical contact.

Weapons/Explosives/Fire-crackers/Dangerous Objects – A pupil may not possess, sell, use or furnish any firearm, knife, explosive or other dangerous object. Weapons or look-alike weapons are not permitted on campus or at any school function at any time. Knives of any kind are not allowed.

Drugs/Alcohol/Tobacco – Possession of any kind of dangerous substance, including possession of smoking paraphernalia, such as lighters, is illegal and carries severe consequences up to and including expulsion and citation under CleanSWEEP (see Board Policy 5131.62 and Board Policy 35813.3).

CAUSE FOR SUSPENSION OR EXPULSION

California Education Code 48900: (Grades K-12)

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person: or
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property. Includes electronic data/files.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed, threatened, or intimidated a pupil who is complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Unlawfully offered, arranged to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing as defined in Education Code Section 48900.
- r. Engaged in an act of bullying including, but not limited to, bullying by means of an electronic act as defined in Education Code 32261.
- s. A pupil aid or abets as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
- t. Aid or abet the infliction or attempted infliction of physical injury
- u.

48900.7 – Pupil has made terrorist threats against school officials or school property, or both. For the purposes of this section, “terrorist threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

DISCIPLINE STANDARDS (CONTINUED)

California Education Code 48915 – MANDATORY RECOMMENDATION FOR EXPULSION (Grades K-12)

- (A)
 - 1. Causing serious physical injury to another person, except in self-defense.
 - 2. Possession of any knife, or other dangerous object of no reasonable use to the pupil
 - 3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with 11053) of Division 10 of the Health and Safety Code, except for the first offense of not more than one ounce of marijuana, other than concentrated cannabis.
 - 4. Robbery or extortion
 - 5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee
- (C)
 - 1. Possessing, selling, or otherwise furnishing a firearm
 - 2. Brandishing a knife at another person
 - 3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section Division 10 of the Health and Safety Code.)
 - 4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900.

The following three (3) violations apply to students in Grades 4-12

- 48900.4 – Intentionally engaged in harassment, threats, or intimidation against school personnel, a pupil or groups of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.
- 48900.3 – Hate Violence – Caused, attempted to cause, threatened to cause, or participated in, an act of hate violence, as defined in subdivision (e) of Section 33032.5.
- 48900.2 – Sexual Harassment – Committed sexual harassment as defined in Section 212.5.

CAMPUS RULES

Helendale School District has adopted a behavioral plan that mandates safe, responsible, respectful behavior. The following section articulates what this mandate looks like in various contexts. IT is by no means meant to be an exhaustive list of rules. Rather, this section provides guidelines and examples of appropriate behavior to different parts of our school campus.

To and From School:

- Students in Grades K-6 must be transported to and from school by a parent/guardian or other person to whom the parent/guardian has given written authorization.
- Students in Grades 7-12 may come and go from the I.C.A. campus as they desire **unless parents/guardians provide specific written instructions to the school.**

On School Grounds:

- Loitering in the office is not allowed. Students in the office must have a valid reason for being there.
- **No gum** or sunflower seeds (the shells ruin the vacuum cleaners) are allowed on campus anywhere, anytime.
- No running on campus other than on the field or basketball courts.
- Do not climb, stand, or jump on any bench, table, roof, or tree.
- All bikes must be parked in the bike rack area and should be locked. Do not ride bikes on any part of school grounds.
- Skateboards, roller skates, and skate shoes are not allowed on campus. Students who ride skateboards to school must carry the board when on campus to either the bike rack area or to a teacher's classroom to be stowed during the school day. Staff members are not responsible for skateboards.
- Knives, other weapons, look-alike items, matches, lighters, and fireworks are prohibited at school.
- Fighting, slap boxing, kicking, play fighting, or rough play is not allowed.
- Do not deface or damage school property or another person's property.
- **Keep your language CLEAN. Avoid public displays of affection.**

In the Classroom:

- Bring all needed materials.
- Pay close attention to teachers and presenters and turn in all assignments on time.
- Be prompt to class.
- Be neat in appearance and help to keep the classroom and campus clean and orderly.
- Follow directions the first time they are given.
- Adjust to differing teacher expectations. The teacher will establish academic and behavioral expectations for each class.
- Show respect to everyone on campus.
- Arrange to make up work when absent by choosing a study buddy in each of your classes to help with missed notes and assignments.
- **Consume only bottle water. No other food or drink is allowed inside the classroom without permission from the classroom teacher.**

CAMPUS RULES (CONTINUED)

In the Counseling Centers:

- Students are not allowed in the Counseling Center without staff supervision.
- When using the computer network, use your assigned log-in name and password. Do not log in as “student”.
- No food or drink is allowed in the Media Center. Any bottled water must be consumed outside.
- Leave backpacks/bags at the designated table. Take only needed paper, pens, or pencils to your seat.
- Be prepared to show student ID to a staff member to verify internet, network, or library privileges.
- When working on documents, save frequently.
- Log off of your account when you are done.
- Student who experience technical difficulties should inform supervising staff members right away. Switching mouse devices or other hardware is prohibited.
- Students are not allowed to check out books unless a staff member is present.
- Computers are for academic purposes only.
- Students should not change the configuration of any machine without prior consent from a supervising staff member.

RACIAL DISCRIMINATION ALLEGATIONS

For information on reporting racial discrimination allegations, please refer to the Helendale School District’s Uniform Complaint Procedures which follows and refer to the Civil Rights Act of 1964, Title VI, website at www.justice.gov/crt/cor/coord/titlevi.php for additional information.

UNIFORM COMPLAINT PROCEDURES

Occasionally a concern or disagreement may arise regarding particular school or classroom procedures. We believe it is helpful to present the school policy in these situations.

Parents with questions or concerns about individual classroom practices, grades or other classroom related incidents or procedures as it relates to their child should (and are encouraged to) speak with the classroom teacher about their concern. Generally, most problems can be worked out in a parent-teacher conference. Should a parent feel the matter has not been resolved satisfactorily, they may then choose to discuss the matter with the principal.

Further action would include a meeting with the District Superintendent, who would then handle the matter according to district policy.

Please see Board Policy BP 1312.3 (a) and (b) in the back of the handbook when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, gender, age, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance.

DRESS CODE

Students must wear appropriate school clothing at all times. If an item creates or is a safety hazard for the student or other students, constitutes a serious or unnecessary distraction to the learning process, or tends to disrupt campus order, the item will not be allowed. A student out of compliance with the dress code will be sent to the office or restroom to immediately modify his/her clothing in a manner that no longer violates the policy. If necessary, a student may be sent home with parents to modify the unacceptable clothing. Refusal to take steps as directed to comply with proper dress as described in this policy shall be cause for disciplinary action. The principal or principal's designee shall be responsible for determining if clothing or apparel is in compliance with the dress code.

Students will not receive office referrals for dress code infractions. Instead, students will be required to change their attire to comply with the above dress code immediately. Students who refuse to change or modify their attire will be issued an office referral for defiance.

Students will be made to change if their attire is determined by a school official as obscene, sexually provocative, or distracting.

Guidelines for Student Dress:

- Clothing that is too tight, revealing, or sexually provocative **will not** be permitted. Any clothing that is revealing (even which you may consider questionable) we recommend be left at home.
- No low necklines, large armholes, shoulder straps narrower than one inch, or tube tops may be worn.
- Undergarments or undergarment parts should not be visible at any time.
- No halters, half-tops, short blouses, or bare mid-sections (front or back) will be permitted – this includes when sitting or when being active.
- **No excessively baggy, sagging, or intentionally pulled down items of clothing are allowed. Pants/shorts/skirts must fit the waist, with or without a belt.**
- Excessively baggy and long shirts are not allowed.
- Garments must be complete and in good repair.
- Clothing should be selected for school that is not obscene or offensive. Clothing advertising alcohol, drugs, profanity, sexually suggestive images or messages, or with satanic or gang related symbols is prohibited.
- Shorts determined to be reasonably offensive or distracting by any teacher or administrator are prohibited. Skirts shorter than mid-thigh must be worn with visible shorts or colored tights.
- Hats may be worn on campus and in classrooms where the teacher has permitted them. Students must remove their hats if asked to do so by any school official. Teachers will establish their own rules related to when hats may be worn in their classrooms. Students are expected to remove their hats while in the office.
- Appropriate footwear must be worn at all times while on campus.
- Any jewelry considered unsafe or distracting must be removed.
- Unnatural hair color, make-up, or hairstyles which may be distracting or disrupt the educational process are not allowed. Distracting body art must be covered.
- Street gangs and hate groups operating throughout Southern California have been associated with a number of instances of violence and illegal activities. Many students and their parents fear the presence of such gangs on a school campus may cause violence endangering students who may or may not be members of such groups. Clothing, jewelry, and personal items that a student has including notebooks, book covers, magazines, drawings, pictures, fanny packs, gym bags, water bottles, backpacks, clothing, or any other item that signifies gang affiliation or otherwise disrupts the instructional process may be cause for disciplinary action. The wearing of gang signs, insignia and distinctive modes of dress are a violation of policy on Student Dress. Such group identification is prohibited on Helendale School District campuses and at any Helendale School District function or activity. Any clothing or accessories identified by the San Bernardino County Sheriff's Department as being gang or hate group related, as well as, any clothing that may disrupt the educational process will be forbidden on campus. Bandanas are prohibited. Administration reserves the right to amend dress code to promote student safety in accordance with these policies.

DANCE RULES AND DRESS CODE

- Students suspended 30 days prior to the dance will NOT be admitted.
- All tickets must be purchased in cash only and pre-sale only – tickets will not be sold at the door.
- Ticket sales to guests for high school dances will be determined by the administration prior to each event. If it is decided that guests can attend an event, each I.C.A student may bring only one guest to each dance.
- If a high school student plans to bring a guest, both the I.C.A. student and the guest must complete and submit a Dance Guest Application/Contract for administrator approval prior to the purchase of any ticket. Forms are available in the office.
- Upon entry at the event, all students and guests must show Picture ID along with their receipt a Dance Ticket, which doubles as their Ticket at the door for admittance.
- The guest age limit for high school dances is 9th grade through 19 years old – guest may not have reached their 20th birthday by the date of the dance/event.
- There is no admittance sixty minutes after the start of the dance and no one leaving the dance will be readmitted.
- Dancing determined to be sexually explicit or otherwise inappropriate is not allowed.
- Dancing in an uncontrolled manner which could create harm to students is not allowed.
- Any violation of school rules will result in discipline in accordance with school policy and possibly immediate removal from the dance. No refunds will be given for any reason.

SEMI-FORMAL

FORMAL ATTIRE

Ladies

Dresses
No Jeans of Any Color
No Tennis Shoes

Gentlemen

Collared Shirt w/Tie
No Jeans of Any Color
No Tennis Shoes

Ladies

Evening Dress
Dress Shoes

Gentlemen

Tuxedo
Suit w/Tie
Dress Shoes

- Attire that is overly revealing, low cut, sheer, or sexually explicit is not allowed. No sports caps, bandanas or dew rags. Modesty and good taste are key. Seek prior administrator approval if in doubt.
- Dress code is strictly enforced. If dressed inappropriately, students/guests will not be allowed to enter.
- If a dance is not specifically advertised as semi-formal or formal, standard student dress code will apply.

DRESS CODE FOR OFF-CAMPUS EVENTS

Students are representatives of their family, their school, and their community. Safe, responsible, respectful choices of clothing are required at all school sanctioned events. Unless the event is specifically advertised as formal or semi-formal, standard dress code will apply. This includes, but is not limited to attendance at school competitions, field trips, school sponsored concerts, and community service work. If an event, such as a dance or choir concert, is designated as semi-formal or formal, then the dress code for semi-formal dances outlined above will apply.

ASSOCIATED STUDENT BODY (ASB)

The student government, under the supervision of the Principal and an ASB faculty sponsor, is responsible for administering the activities of the student body. Members are elected by the student body or by their respective grade-level classes. Middle School and High School student government students meet weekly as an elective Leadership class. The functions of each student government are stated in their Student Body Constitutions and By-Laws. All student activities are processed through student government. Fundraising activities, Spirit Assemblies, Spirit Week, academic recognition, canned food drives, charitable penny drives, and student assemblies are examples of these activities.

SPIRIT ASSEMBLIES

Spirit Assemblies are the responsibility of student government and school administration and are held at frequent intervals during the school year. Announcements are made to alert students to the date of upcoming Spirit Assemblies. Students are not allowed to bring food or beverages into the multipurpose room during Spirit Assemblies. While demonstrations of school spirit are appreciated and encouraged, student conduct during an assembly must be appropriate, respectful, responsible, and safe. Students who conduct themselves inappropriately will be removed from the assembly and could face further disciplinary action.

FUNDRAISING

Permission to conduct fundraising activities must be made in advance of any fundraising activities. Permission is controlled by student government under the supervision of the ASB advisor, the Director, and the Helendale School Board. All proposed sales require club minutes and completed "Club Sales Activity Forms" to be submitted to student government for consideration and approval. All required forms are available in the office. Unapproved sales activities will be dealt with administratively and may result in "freezing" of club financial activity. Please plan ahead and submit fundraising requests in a timely manner to Dr. Esposito

POSTERS/FLYERS

Permission to post flyers and posters must be obtained in the Office. Approved posters will be stamped or signed and then they may be **posted in designated areas only**. It is the responsibility of the sponsoring organization to promptly remove all posters after the advertised event.

SCHOOL DEBTS

Any student whose name appears on the debt list will not be able to participate in extra-curricular activities including, but not limited to, the following: athletics, choir, dances, drama, field trips, promotion, graduation, Grad Night, Winter Ball, prom, summer tournaments. All records, report cards and diplomas will be held if a student has an outstanding debt at Independence Charter Academy or at a previous school.

CHECKS

Personal checks for the exact purchase amount are accepted for most activities. Returned checks are subject to fees and the loss of check writing privileges. Please make sure checks are made payable to the correct school or organization.

LOST AND FOUND

The lost and found is located in the office. Check there for any items you may have lost. Found articles should be returned to the office.

SCHOOL CLUBS AND ORGANIZATIONS

We recognize the importance of student organizations. It is believed, however, that such organization should exist for the benefit of all students and not to the detriment of any. In the interest of all students the following rules and regulations governing student organizations are in effect:

- School sponsored student organizations shall meet on school premises on school days with a faculty sponsor present. Off-campus activities must have the approval of the Principal.
- Applications for membership shall be extended to all student applicants who qualify on the basis of school approved club purposes and objectives.
- All school sponsored organizations are directly responsible to the Principal for procedures to be followed.

I.C.A. students participate in a number of organizations other than those approved by the ASB. These include community service, religious, social and youth-serving types. Such organizations and their members are prohibited from on-campus activities during school time or at school sponsored events.

Students who are interested in forming a club are encouraged to speak with the Director to discuss requirements and procedures for club formation. There is a formal process for club formation. All clubs must follow the guidelines set forth by the ASB constitution and are subject to ASB and administrative approval.

STUDENT I.D. CARDS

At the beginning of the school year, each student is issued an ID card for the current school year. The ID card is issued for school purposes only and includes the student's picture, name, and grade level. The card may also show verification of internet access. Students are encouraged to wear their ID cards at all times while on campus. Student ID cards must be presented to gain admittance to ASB and ATHLETIC events, utilizing any on-campus library/textbook services and when gaining access to the Media Center and the internet. Refusal by any student to show his/her ID card could result in denial of privileges may result in a disciplinary action.

PARENT VOLUNTEERS

Parents are encouraged to volunteer and serve as Parent Volunteers. Parent Volunteers are asked to fill out a Volunteer Information form at the district office. **For volunteers who work directly with students, fingerprinting is required.** Schools need volunteers to help serve in a variety of capacities, such as Parent-Teacher Organization work, coordination and promotion of events, field trip chaperones, field day volunteers, snack bar supervision at home games, drivers to athletic team competitions, classroom volunteers for special projects/labs, and much more. Please contact the District Office (760-952-1180) for more information.

Parents are allowed and encouraged to accompany their child during their mandated weekly student/teacher meetings. **Parents are forbidden to be present in the classroom during instruction and state testing.**

ATHLETIC ELIGIBILITY

I.C.A. students participating on A.C.E. athletic teams (all levels) must meet the eligibility standards of the State of California and the California Interscholastic Federation (CIF). Students who meet initial criteria and then fall below the minimum requirements of State and CIF eligibility may be placed on academic probation. Upon the completion of a probationary period, a student must meet all eligibility requirements, or he/she will become ineligible to participate in extracurricular programs until the end of the following grade period. Student eligibility will be evaluated at each grading period. Ineligible students can regain their eligibility only after meeting the requirements the following grading period.

Definitions

- Grading period = Approximately nine (9) weeks
- Probation period = Two (2) weeks

To be eligible, a student must:

- Have no more than 1 failing grade
- Have a 2.0 G.P.A.

All incoming ninth graders and transfers from other schools, will either be eligible or on probation as long as they have passed four classes at their previous school with 20 credits. Failure to do so means the student may not receive a letter, award or certificate, or use district transportation when provided. All athletes must also file all required paperwork (athletic packets, physicals, etc.) by the posted deadlines, or they may not be allowed to try-out or participate. See "Extra-Curricular Eligibility" on page 29 for more details

ATHLETIC EVENT TRANSPORTATION

An athlete must ride to and from an athletic contest by district-approved transportation. Additionally, an athlete cannot drive themselves or ride with a friend regardless if the athlete is 18 years of age.

Exception: An athlete may ride home with his/her parent(s) only if the parent makes a written request. The request must be approved and signed by the Athletic Director and Coach. Failure to follow these guidelines may result in probation or removal from the team.

ATHLETIC UNIFORMS AND EQUIPMENT

Athletes not turning in and owing for equipment will have a debt turned into the office within five (5) working days after the sport has ended. A debt letter is sent out by the office to inform the athlete and parent of the amount of the debt and payment due date. The parents are also informed that the athlete will not be allowed to participate in any other sport unless the athlete turns in or pays for equipment, etc. The student will be placed on the school's debt list and will not be allowed to participate in any extra-curricular activities until the debt is cleared.

Some sports teams require that uniforms and equipment be checked out and in before and after each competition. The school handles the laundering of uniforms for these teams. Athletes are expected to follow the guidelines for use of uniforms and equipment set forth by the Athletic Director and coach.

CURRICULUM

All students receive a balanced curriculum consisting of English/Language Arts, Science, Social Science, Mathematics, and Physical Education courses. High School students also receive courses in Fine Arts. This core curriculum is based on the California Common Core State content standards. Exploratory and elective courses are offered in addition to core curriculum.

English/Language Arts

The English/Language Arts programs at I.C.A. are literature based. Literature is used to help students understand literary components, as well as, explore major social issues and values and relate them to their own lives while learning the conventions of Standard American English. Integration with the History/Social Science program is enhanced through the use of literature that coordinates with the time period under study. All students read, discuss, and write in and about a variety of literary genres.

Mathematics

Algebra is considered a part of the 9th grade curriculum and is also a high school graduation requirement. The eighth-grade math curriculum is designed to prepare students for successful mastery requirement. The eighth-grade math curriculum is designed to prepare students for successful mastery of prerequisites of Algebra I. Additional resources and textbooks are made available online.

Science

Science classes are interactive and include hands-on projects, demonstrations, and labs. In the Human Body portion of the 7th grade science module, a health curriculum is addressed which includes basic wellness, first aid, and drug/tobacco/alcohol abuse prevention. High school science classes include Earth Science and Biology.

History/Social Science

The curriculum for history/social science is fully aligned with California standards for each grade level. 7th grade studies world history from the fall of the Roman Empire to new World exploration. 8th grade studies U.S. history from the exploration period to approximately 1914. High school students revisit World History, going more in depth and including modern times and United States history, also going more in depth and including modern times. Seniors study government and economics. All students in grades 7-12 are required to prepare a formal History Project.

Physical Education

All secondary students are required to participate in a P.E. program that focuses on physical wellness, cardiovascular fitness, strength, flexibility, team sports, and sportsmanship. Our program enables students to participate in a variety of activities at a level of skill that produces a feeling of satisfaction and achievement.

TESTING PROGRAM

All students (3-8,9-11) will participate in California State Standards testing and Common Core Smarter Balanced testing in the spring. All tenth graders will also take Common Core Smarter Balanced Science in March. Ninth Graders will take the CA Fitness Gram. Parents will receive a report of their child's scores for these tests through the mail.

In addition to these assessments, regular benchmark assessments are given during the midpoint and near the end of each grading period in core classes, including a final exam administered during the last seven to ten days of school. Performance on these assessments is used to facilitate and improve instruction and assist teachers in determining each student's level of mastery for the standards taught and practiced during that grading period

High School students can receive information about other tests that they may be interested in taking, such as, the SAT or ACT from the Academic Counselor.

EXTRACURRICULAR ELIGIBILITY

I.C.A. requires that a student participating in extracurricular activities, such as clubs, student government, and sports teams, maintain a GPA of 2.0 in all academic subjects, have no more than 1-"F," and maintain at least a "C" in citizenship, if applicable. Grades will be based on official grading periods. Students who do not meet the requirements may not be allowed to apply for clubs or try out for a sport (c.f., CIF Bluebook code 204). If a student meets the requirements and qualifies and then drops below the set standards, he/she may be placed on academic probation. If this occurs, the student will be placed on academic probation for a period of two consecutive weeks. During those two weeks, the student will not be allowed to participate, practice, or attend games/meets/activities. At the end of the probationary period, the student, coach/advisor, and principal or athletic director will decide on the eligibility of the student. **Additionally, students who receive an in-school suspension or out-of-school suspension, will not be eligible to participate in ANY extracurricular activity, as either a participant or spectator, for 30 school days.**

CLASS CHANGES

High School student requests for class changes should be received in the office no later than two weeks into the school year and within the first 5 days into the second semester. Requests for changes after the deadline require a parent conference with the director, teacher, and parent. Due to limited course offerings, requests for class changes may be denied.

DROPPING CLASSES

A student who drops such a course after the first six weeks of the semester shall receive an "F" grade on his/her permanent record, unless otherwise decided by the Director or designee because of extenuating circumstances.

**INDEPENDENCE CHARTER ACADEMY
GRADUATION REQUIREMENTS**

Content Area	Required Credits
English Language Arts	40
Algebra	10
Mathematics	20
Biology/Life Science	10
Earth/Physical Science	10
Physical Education	20
Foreign Language/VPA	10
World History	10
U.S. History	10
American Government	5
Economics	5
Health	10
Computer Applications	10
Elective/CTE	50
TOTAL	220

GRADUATION REQUIREMENTS: Earn a minimum of 220 credits

**4-YEAR COLLEGE/UNIVERSITY
MINIMUM COURSE REQUIREMENTS**

English	4 years
Foreign Language	2 years (same language)
Mathematics	3 years (Alg I, Geom, Alg II)
Visual/Performing Arts	1 year (music, art, or drama)
Social Science	2 years
Academic Elective	1 year (beyond the above)
Science	3 years

REPEATED CLASSES

With the approval of the Principal or designee, a student may repeat a course in order to raise his/her grade. The student shall receive subject area credit for taking the course only once. Both grades shall appear on the transcript and be computed into the student's GPA. Elective credit will be awarded in sequential courses only.

COMMUNITY COLLEGE – CONCURRENT ENROLLMENT

This program is for remediation and enrichment purposes and gives a student who is behind in credits a change to make them up, provided the student scores at the appropriate level on the Victor Valley College or Barstow College Assessment Test. It also offers the opportunity of completing certain core classes to accommodate taking an extra high school class or specialized course work during the normal school day. Transportation to community colleges is not provided. For information, contact the Director.

COLLEGE ENTRANCE EXAMINATIONS

College entrance examinations taken during high school years identify students whose scores indicate they have the ability to succeed in college. School group results are used to compare students' performance to comparable and national student groups. All sophomores enrolled in October will take the PSAT at no charge. For more information about any of these tests, including testing dates and registration procedures, see your teacher.

1. The Preliminary Scholastic Aptitude Test / National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a multiple-choice test that measures verbal and mathematical reasoning abilities and writing skills important to doing college work. This test may be taken in 9th, 10th, and 11th grade. Students taking this test in their junior year may qualify for the National Merit Scholarship.
2. Scholastic Aptitude Test (SAT I and II), Achievement Test (ACH), American College Testing Assessment (ACT) measure how well students can perform the skills necessary for college coursework. It is strongly recommended that college bound students take these tests during the spring semester of their junior year and during the fall semester of their senior year.
3. Advanced Placement Examinations: Students may earn college credit while in high school and save tuition dollars by taking Advance Placement Exams. At some universities, students are exempt from tests required of all entering students if they can earn a "3" or above on an AP exam.

SCHOLARSHIPS

The office has information regarding scholarships and awards that are available to I.C.A. students. A scholarship bulletin is posted in the I.C.A. office, and information regarding available scholarships will be shared during student-teacher meetings at school. Parents and students are also encouraged to attend the annual Financial Aid Workshop. Students who are interested in applying for scholarships and financial aid may pick up applications in the I.C.A. office. The information provided on scholarships is extremely important. Together, with the guidance provided by teachers, and other staff, this important information can broaden the students' educational opportunities. Students may be able to obtain education and training that would otherwise be beyond their financial capacity.

CAREER PLANNING

All students will create and annually review a four-year academic plan with the guidance of the teacher. Some high school students will be required to enroll in an CTE learning course that includes curriculum specifically designed to help students set and attain their post-secondary goals.

WORK PERMITS

All working minors under 18 years of age must hold a valid permit to work. Including students enrolled in a work experience education program operated by the school. Student should apply through the office when wanting to work on school days, weekends, or during vacations. In order to qualify for a work, permit you must maintain a 2.0 GPA, not have any outstanding debts to the school, and maintain positive attendance. Until the age of 18, working students must observe the following legal restrictions.

- Unless enrolled in a work experience program, they may not work more than 4 hours on a school day.
- If students are out of school for the day, they are not permitted to work that night.

Work permits are issued on a one-year basis. A permit may be cancelled whenever it becomes apparent that the employment of a minor is impairing the health or education of the minor or that any provision or condition of the permit is being violated. A new work permit is required for each employment. For information, contact the office.

CAREER TECHNICAL EDUCATION

The Career Technical Education (CTE) is a county program that helps further the career and vocational education of students 16 years old and older and provide them entry-level skills needed to obtain jobs or to pursue further training. CTE classes are offered at high schools throughout the high desert. Students can earn 20 credits per semester. The CTE offers classes utilizing the “hands on” approach to learning. Programs are taught by skilled instructors in an industrial environment. Students actually work with the materials, services, and equipment used in industry. Emphasis is shifted from textbook study of subject matter to the development of skills required in actual job situations.

- Students are encouraged to take vocational courses in high school, regardless of whether or not a college education is a student goal.
- Credits earned in ROP courses carry the same value as credits earned in academic classes and apply toward meeting elective course requirements for graduation.
- In all classes, students may earn Certificates of Completion listing their competencies.

For more information, contact the Director. Transportation is not provided.

CELL PHONES

State Law: State law allows students to have cell phones on campus, but schools may regulate their use. (California Education Code 48901.5)

- The Independence Charter Academy cell phone policy allows students to have cell phones, but they are not to be visible during regular class time, unless instructed otherwise by the teacher.
- Students may use their phones on campus when completed with instructional meeting with the teacher.
- Phones are to be checked into teacher upon arriving in class and turned off during class time. Placing the cell phone in vibrate/silent mode is NOT considered “turned off.”
- Cell phones and smart watches will be collected prior to taking standardized exams (CAASPP, CSAT, AP Exams, semester final exams or at teacher’s direction.)
- At no time are cell phones to be used for taking photographs or videos of any kind unless specifically directed by an ICA staff member.

Emergency Procedures:

- As a courtesy, parents who need to contact students in an emergency are directed to phone the school office.
- Students who need to make an emergency call during school hours must do so through the school office or contact the administration of approval.
- Students are directed not to use cell phones during an emergency evacuation as it may interfere with the safety and efficiency of the procedure.
- Cell phone use during a major crisis could add to the overload and knock out cell phone systems quicker than would normally occur.

Consequences/Other Actions:

- The first time a phone is seen in class, the student will be asked to check it in with the teacher.
- Second offense (anytime during the year), the phone will be taken by the teacher, the parent will be notified and the phone returned to the parent/student at the end of the school day. The school assumes **no** responsibility if the phone or device is lost, damaged or stolen.
- Third offense, phone is taken and parent meeting is organized explaining new behavior contract.
- Students will be disciplined if they have inappropriate photographs, graphics, videos, text, or music on their cell phones or have these sent to another student’s cell phone.

Should a student refuse to give the phone to the teacher, the teacher should contact the office and ask for school administrator.

Items may be confiscated and returned at the discretion of the school administrator. Any inappropriate use of picture phones will be reported to the legal authorities (ED Code 51512)

CU/CSU GRADUATION PLAN

English 1	1	2	3	4	5	6	7	8	9	10		40
English 2	1	2	3	4	5	6	7	8	9	10		
English 3	1	2	3	4	5	6	7	8	9	10		
English 4	1	2	3	4	5	6	7	8	9	10		
Algebra I/Integrated I	1	2	3	4	5	6	7	8	9	10		30
Geometry	1	2	3	4	5	6	7	8	9	10		
Algebra II/Integrated II	1	2	3	4	5	6	7	8	9	10		
Consumer Math												
Biology	1	2	3	4	5	6	7	8	9	10		30
Physical Science	1	2	3	4	5	6	7	8	9	10		
Life Science	1	2	3	4	5	6	7	8	9	10		
Chemistry												
Physics												
World History	1	2	3	4	5	6	7	8	9	10		20
US History	1	2	3	4	5	6	7	8	9	10		
AP US History	1	2	3	4	5	6	7	8	9	10		
Government	1	2	3	4	5							
Econ	1	2	3	4	5							
Foreign Language	1	2	3	4	5	6	7	8	9	10		20
Computer Applications	1	2	3	4	5	6	7	8	9	10		10
Visual & Performing Arts	1	2	3	4	5	6	7	8	9	10		10
Health	1	2	3	4	5							5
PE 1	1	2	3	4	5	6	7	8	9	10		20
PE 2	1	2	3	4	5	6	7	8	9	10		
Elec:	1	2	3	4	5	6	7	8	9	10		35
Elec:	1	2	3	4	5	6	7	8	9	10		
Elec:	1	2	3	4	5	6	7	8	9	10		
Elec:	1	2	3	4	5	6	7	8	9	10		
Elec:	1	2	3	4	5							
											TOTAL NEEDED	220

CTE GRADUATION PLAN

English 1	1	2	3	4	5	6	7	8	9	10		40	
English 2	1	2	3	4	5	6	7	8	9	10			
English 3	1	2	3	4	5	6	7	8	9	10			
English 4	1	2	3	4	5	6	7	8	9	10			
Algebra I/Integrated I	1	2	3	4	5	6	7	8	9	10		30	
Geometry	1	2	3	4	5	6	7	8	9	10			
Algebra II/Integrated II	1	2	3	4	5	6	7	8	9	10			
Consumer Math													
Biology	1	2	3	4	5	6	7	8	9	10		20	
Physical Science	1	2	3	4	5	6	7	8	9	10			
Life Science													
Chemistry													
Physics													
World History	1	2	3	4	5	6	7	8	9	10		30	
US History	1	2	3	4	5	6	7	8	9	10			
AP US History	1	2	3	4	5	6	7	8	9	10			
Government	1	2	3	4	5								
Econ	1	2	3	4	5								
Foreign Language	1	2	3	4	5	6	7	8	9	10		10	
Computer Applications	1	2	3	4	5	6	7	8	9	10		10	
Visual & Performing Arts	1	2	3	4	5	6	7	8	9	10		10	
Health	1	2	3	4	5							5	
PE 1	1	2	3	4	5	6	7	8	9	10		20	
PE 2	1	2	3	4	5	6	7	8	9	10			
CTE (If applicaable)	1	2	3	4	5	6	7	8	9	10		20	
	1	2	3	4	5	6	7	8	9	10			
Elec:	1	2	3	4	5	6	7	8	9	10		25	
Elec:	1	2	3	4	5	6	7	8	9	10			
Elec:	1	2	3	4	5								
												TOTAL NEEDED	220

PLATO STUDENT HANDBOOK



Independence Charter Academy *2018-2019*





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HELENDALE SCHOOL DISTRICT'S INDEPENDENT STUDY PROGRAM

TO ALL STUDENTS ENROLLED AT ICA

You have been enrolled in PLATO Online Learning System. Your classes are delivered on the computer through an internet-based program called Plato. Plato is designed to allow students to work at their own pace. Students can work on their PLATO assignments from any computer that is connected to the World Wide Web. In order for students to earn credit for their classes they must be enrolled by the second week and complete their coursework by the end of the semester. There will be NO EXCEPTIONS to this rule.

All students who are enrolled in PLATO classes must have met with their teachers and administrators before they start work on the PLATO system. If you have not seen your teacher or administrators and you work on classes, you will not receive credit, even if you finish work on the computer. If at any time you have any questions about PLATO, it is your responsibility to speak with the PLATO teacher during the appropriate tutoring time.

KEY POINTS FOR SUCCESS

Students must have access to internet/wifi away from campus since this is an Independent Study/Online based curriculum.

Class must be completed by the **LAST DAY OF THE SEMESTER**

ALL tutorials, activities, discussions, pre-tests, post test and end of the semester tests must be completed before your teacher can turn in a grade.

Complete one box in each class per day

We look forward to working with you and assisting you in any way we can.

Sincerely,

Dr. Michael A. Esposito
Principal
Independence Charter Academy



LOG IN PROCEDURE

Once you are ready to work, follow this log in procedure to access the PLATO web learning network. If at any time you have problems with the PLATO web learning network, check the trouble shooting guide in this handbook. If you still experience problems, please contact your teacher or the ICA office at the appropriate designated PLATO times.

Step 1: Go to- <https://ple.Platoweb.com/>

Step 2:

In the box that reads enter account number: enter HESD

Step 3: Enter Log in Information (please see your individual log in sheet for exact info)

Account Log-In: HESD
Plato Name: STUDENT ID #
Password: STUDENT ID #

EXAMPLE STUDENT

Group: HESD
Plato Name: Student ID #
Password: Student ID #

Once you are signed in you can start working on coursework. If you experience problems, please contact or Dr. Esposito at the appropriate designated PLATO period you are scheduled.



PLATO Tutoring and Assistance

Students must report to their assigned teacher during their assigned meeting times to meet and discuss their progress. Students may work on assignments as home also.

Remember if you have any questions, need assistance or need tutoring, it is recommended that you come to these tutoring sessions more than the required weekly checkup. Do not wait until the last minute to fix problems; *no extensions are given after the due date for PLATO coursework.*

Trouble Shooting Guide (NEED GOOGLE CHROME or INTERNET EXPLORER 9 and above.

Many people who are working on computers at home may experience problems. If you cannot get coursework to run on your computer you are encouraged to attend the PLATO lab hours. Our computers have had the plug-ins successfully downloaded and are available to students.

PROBLEM: What if my computer lets me log on but I can't see any course work?

Many home computers run POP-UP software that are set very high. If your computer lets you log on but no courseware appears your pop-up blocker is set too high. Either turn your pop-up blocker off (This will allow all pop-ups even non-PLATO, do at your own risk) or set your pop-up blocker to allow pop-ups from the PLATO web network.

PROBLRM: My PLATO work isn't recording.

If your PLATO work is not recording you are probably ending your session too soon or you have not installed the correct plug-ins. Any student who has work that is not recording should immediately contact Dr. Esposito at the appropriate designated PLATO times.

Problem: How do I enable PLATO plug-ins and Pop-Up Blockers?

Enabling Plug-ins and Controls & Disabling Popup Blockers

It is recommended that the instructor or lab manager perform the plug-in downloads on each workstation prior to first student use. Doing so will enable students to log in quickly, access courseware, and begin learning. Complete the following tasks to prepare your workstations for learner use:

1. Enable JavaScript and ActiveX controls.
2. Enable plug-ins.
3. Disable popup blockers.

JavaScript and ActiveX controls

It is essential that you enable the JavaScript and ActiveX controls on your Web browser to run PLATO® courseware successfully. Check your Internet Options or Preferences (this menu option varies depending on your browser and version) to verify the controls are enabled.

Enabling plug-ins



The process for enabling plug-ins differs depending on whether you are running PLATO Web Learning Network from a Windows workstation or from a Macintosh® workstation. If you have not already installed the latest plug-ins on your workstation, follow the steps below.

Note

It is recommended that instructors or lab managers with administrator privileges perform the plug-in downloads on each workstation prior to first student use. Doing so will enable learners to quickly log in, access courseware, and begin learning.

1. Select the **Where can I get the browser plug-ins I need to run courseware?** link on the Login page.

Result

The Installing Courseware Plug-ins page displays and prompts you to download the most current plug-ins for your workstation.

2. Follow the onscreen instructions for either Macintosh or Windows PC users depending on your situation.

Note

Netscape plug-ins do not run automatically after being downloaded. Download Netscape plug-ins to your computer desktop. On the desktop, double-click the plug-in installer icon. Then, follow installation instructions.

3. Select **OK** when the Setup completed successfully dialog displays.
4. Restart the Web browser to activate changes.
5. Log in to PLATO Web Learning Network.

Disabling Popup Blockers

PLATO Web Learning Network courseware depends on JavaScript to run; therefore, users must have JavaScript and ActiveX controls enabled. If the JavaScript popup ad window is disabled, the other website functionality that uses JavaScript may also be disabled.

If you have not already disabled the popup blockers on your workstation, follow the steps below.

1. Log in to the workstation with administrator privileges.
2. If the popup blocker software you are trying to disable allows you to select a disable menu option, select the button or menu option.

Tip

See the help file or user guide for your popup blocker software.

If you cannot disable the popup blocker, uninstall the popup blocker software. Go to step 3.

3. Use the Add/Remove Programs utility in Windows. Select **Start > Settings > Control Panel > Add or Remove Programs**.
4. Locate the name of the popup blocker program installed (such as Popup Begone).
5. Select the program name and then select the **Remove** button.
6. Follow any instructions you are given, then close the window.

Tip -Learners can also select and hold the CTRL key when they launch the courseware to prevent popup blockers. Selecting the CTRL key to temporarily disable a popup blocker only works for some courseware. Selecting the CTRL key does not disable Norton's Personal Firewall or AntiSpam products.



GRADING POLICY AND CLASS EXPECTATIONS

All students who take PLATO coursework will receive a LETTER GRADE for their work complete. Even though this is a work-at-your-own-pace program, students are encouraged to spend time regularly on completing the coursework to ensure a passing grade. All LETTER GRADES will be based on the quality and quantity of work completed for each course.

The grading guidelines are as follows:

All – TUTORIALS, DISCUSSIONS, PRE/POST TESTS, APPLICATIONS-Weekly Check-In and MASTERY TESTS must be completed. They all count as part of the course grade.

They will be scored using the following system:

Tutorials/Mastery Tests	– 50 %
Unit Activities	– 20 %
Unit Tests	– 10 %
Discussions	– 10 %
End of Semester Exam	– 10 %
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	59 % and below

Weekly Check-In-Students must check-in weekly during tutoring times to talk their teacher. Any student who does not check in may receive a failing grade for the semester! We strongly encourage students to take notes and really pay attention to what they are doing. Parents are welcomed to attend the student’s weekly meeting and are encouraged.

This is the grading policy and it will be adhered to. We will not make any exceptions. We strongly encourage students to monitor their progress on their own or come to the designated tutoring times so that we may assist should there be any questions about the grading procedure.

Cheating and Plagiarism

Cheating will not be tolerated. Cheating is obtaining or providing help on an assignment that is to be completed solely by the students. This definition applies to tests, individual projects, research, homework and other schoolwork. Any student suspected of cheating will receive an “F” grade in the PLATO coursework unless they can prove that the cheating did not occur.



TIPS FOR SUCCESS

Students who are enrolled in PLATO are expected to pass. Below are some tips that can help you during your PLATO experience. We strongly recommend you do one or all of the suggestions listed.

- ✓ Take notes-All tests are open note and therefore notes taken during tutorial and application will help you when completing mastery tests.
- ✓ Do your work-All coursework is graded. If you skip a folder or neglect to save your work it will register as a 0 on your grade report. These “0”s will bring down your tutorial, application and mastery test score.
- ✓ Be on the lookout-Many times throughout the semester your teacher will post items in the Daily Bulletin, counseling office and in teacher’s classroom.
- ✓ Communication- If you have questions than you need to speak with your teacher you can email/message them in the PLATO system anytime. Do not let unanswered questions or unresolved problems cause you to fail.
- ✓ Progress Reports-If you get a progress report you need to come and speak with Dr. Esposito as soon as possible.
- ✓ PLATO Help-All courseware on the PLATO network have a help icon on the toolbar. If at any time you need help, click on this icon. Many questions can be answered by clicking on this icon.
- ✓ Audio-The majority of the PLATO courseware has audio assistance. You should have your speakers or headphones properly adjusted so you can hear information being relied on the PLATO coursework.

PLATO PACING GUIDE
FALL 2018

September 1, 2018	UNIT # 1	20 %
October 1, 2018	UNIT # 2	45 %
November 1, 2018	UNIT # 3	75 %
December 1, 2018	UNIT # 4/5	90 %
December 15, 2018	UNIT # 6	100%

SPRING 2019

February 1, 2019	UNIT # 1	20 %
March 1, 2019	UNIT # 2	45 %
April 1, 2019	UNIT # 3	75 %
May 1, 2019	UNIT # 4/5	90 %
May 31, 2019	UNIT # 6	100%