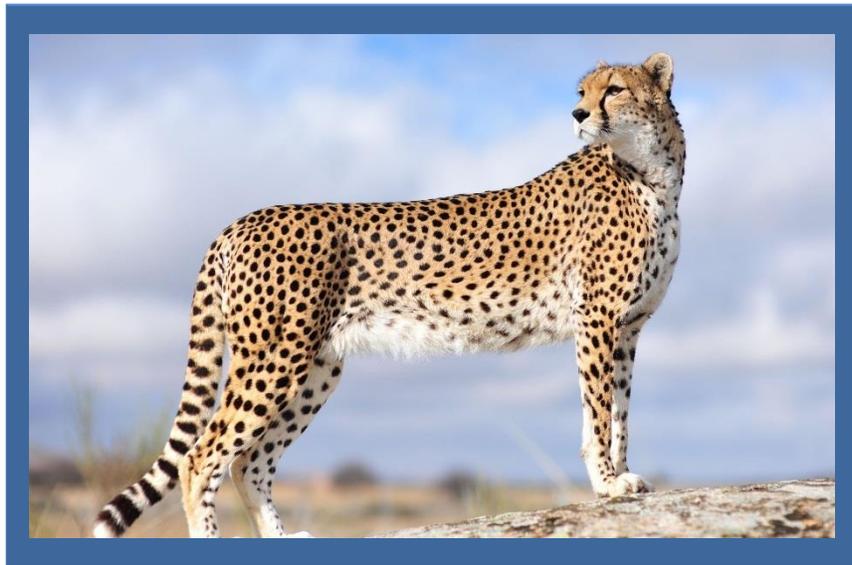


Adelante Charter School
of
Santa Barbara

Parent-Student
Handbook
2016-2017



1102 E. Yanonali St. Santa Barbara, CA 93103

805-966-7392 (office) 805-966-7243 (fax)

Web Site: <http://www.adelantecharter.org>

Office Hours: 7:30 AM to 4:30 PM

Mascot: Cheetah
Colors: Teal and Tan

TABLE OF CONTENTS

Welcome.....	3
Adelante Staff and Contact Information	4
Adelante School Calendar 2016-2017.....	5
Daily School Schedule.....	6
Educational Overview.....	7
School Events & Traditions.....	9
Procedures and Information.....	10
Student Health.....	11
Disaster Instructions for Parents.....	12
Student Information.....	13
Dress Code.....	16
Communication.....	17
Working Together.....	17
Governance.....	19
Appendix I (Discipline Policy and Behavior Standards).....	21
Appendix II (Acceptable Use Policy for Technology).....	26

Welcome to the 2016-2017 School Year!

The Student Parent Handbook provides the Adelante community with the information about many aspects of the school.

You will find the school schedule, a list and contact information of the staff, along with expectations for us all.

You will again read our mission statement and our educational philosophy, along with *Cesar Chavez'* core values - these are documents that guide our purpose as a place of learning. As a parent, it is important that you are aware of the policies and procedures.

If you have questions about the school, you are encouraged to refer to this handbook or check the school website. As this handbook is for parents and students, it is a great idea to review the handbook with your student, as they will find answers to some of their questions, too.



ADELANTE STAFF & CONTACT INFORMATION

Grade/Position	Name	Room #	Ext.	Email Address
Principal		Office	1103	
K Teacher	Carolina Alcaraz	Rm 101	1104	cgarfias@sbunified.org
K Teacher	Brenda Rubio	Rm 102	1114	brubio@sbunified.org
1 st Grade Teacher	Leah Hendrickson	Rm 106	1107	lhendrickson@sbunified.org
1 st Grade Teacher	Graciela Rodriguez	Rm 107	1105	ghrodriguez@sbunified.org
2 nd Grade Teacher	Tania Ferrufino	Rm 103	1110	tferrufino@sbunified.org
2 nd Grade Teacher	Dolores Meraz	Rm 104	1108	dmeraz@sbunified.org
3 rd Grade Teacher	Erika Ruiz Santillán	Rm 109		esantillan@sbunified.org
3 rd Grade Teacher	Elizabeth Silva	Rm 108		esilva@sbunified.org
4 th Grade Teacher	Julia Flores	Rm 112	1111	jflores@sbunified.org
4 th Grade Teacher	Luisa Barber	Rm 35	1113	lbarber@sbunified.org
5 th Grade Teacher	Veronica Ramos	Rm 114	1109	vramos@sbunified.org
5 th Grade Teacher	Paula Sevilla	Rm 113	1106	psevilla@sbunified.org
6 th Grade Teacher	Michael Macioce	Rm 115	1112	mmacioce@sbunified.org
PE Teacher	Lauren Macioce			lmacioce@sbunified.org
Music Teacher		Rm 105	1115	
Art Teacher	Amber O'Rourke	Rm 36	1119	
Art Assistant	Nathalia Montoya	Rm 36	1119	
Admin. Secretary/ Office Manager	Adriana Rey-Dovgin	Office	1101	areydovgin@sbunified.org
Parent Coordinator/ Health/ Office Assistant	Ivette Martinez	Office	1116	imartinez@sbunified.org
Office Assistant	Mayra Medrano	Office	1102	mmedrano@sbunified.org
Testing Coordinator	Karla Centeno	Office		kcenteno@sbunified.org
Instructional Assistant	Marta Avila	Rm 102		
Instructional Assistant	Jose Sandoval Buzo	Rm 113		jsandoval@sbunified.org
Instructional Assistant	Laura Ramirez	Rm 103		lramirez@sbunified.org
Custodian	Irene Camacho			
Custodian	Guadalupe Nuñez			
Resource Specialist				
A-OK Program	Jose Sandoval Buzo	Rm 102	1120	jsandoval@sbunified.org

ADELANTE SCHOOL CALENDAR 2016-2017

Wednesday, August 24	First Day of School for Students	
September 5	Labor Day	Holiday: No School
September 8	Back to School Night	
November 11	Veteran's Day	Holiday: No School
November 14-18	Parent Conferences	Minimum days (1pm dismissal)
November 21-25	Thanksgiving Break	No school (classes resume Nov. 28, 2016)
December 19-January 2	Winter Break	No school (classes resume Jan. 3, 2017)
January 16	Martin Luther King Jr. Day	Holiday: no school
February 17	Lincoln's Birthday	Holiday: no school
February 20	Presidents' Day	Holiday: no school
March 20-24	Parent Conferences	Minimum days (1pm dismissal)
March 27-March 31	Spring Break	No school (classes resume April 3, 2017)
May 29	Memorial Day	Holiday: no school
June 6 & June 7	Student-Led Parent Conferences	Minimum days (1pm dismissal)
Thursday, June 8	Kinder & 6 th Grade Graduation Ceremonies LAST DAY OF SCHOOL	Minimum day

Please check the website throughout the school year for the most up-to-date calendar information.

DAILY SCHOOL SCHEDULE
2016-2017

BEFORE SCHOOL RECESS	7:30 AM
CLASSES BEGIN Breakfast in the Classroom	8:00 AM
RECESS	Kindergarten 9:30 to 9:45 AM 1 st - 3 rd 9:50 to 10:05 lower campus 4 th - 6 th 9:50 to 10:05 upper campus
LUNCH	K 10:50 - 11:40 1 st 11:00 - 11:40 2 nd & 3 rd 11:20 - 12:00 4 th , 5 th & 6 th 11:45 - 12:25
RECESS	1 st - 3 rd 1:15 - 1:30 PM
DISMISSAL	Kindergarten 2:00 PM 1 st -6 th 3:00 PM



DISMISSAL FOR ALL STUDENTS ON THURSDAYS IS 1:00 PM

Rainy Day Lunch Schedule

Kindergarten	10:40 - 11:15
1 st	10:45 - 11:15
2 nd & 3 rd	11:20 - 11:50
4 th , 5 th & 6 th	11:55 - 12:25

EDUCATIONAL OVERVIEW

Mission and Philosophy

Our Mission

The mission of Adelante Charter School is to develop bi-literate, multi-cultural students whose strong academic and cultural foundations prepare them to meaningfully participate and provide leadership in their families, their community and their world to create a more just and equitable society.

Philosophy

The ACS community believes that the best setting for educating linguistic minority pupils - and one of the best for educating any pupil - is a school in which two languages are used without apology and where becoming proficient in both is considered a significant intellectual and cultural achievement. (C. Glenn, 1990).

The core values of Cesar Chavez

Acceptance of all people, Celebrating Community, Respect for Life and the Environment, Non-Violence, A Preference to Help the Most Needy, Knowledge, Sacrifice, Service to Others & Determination.

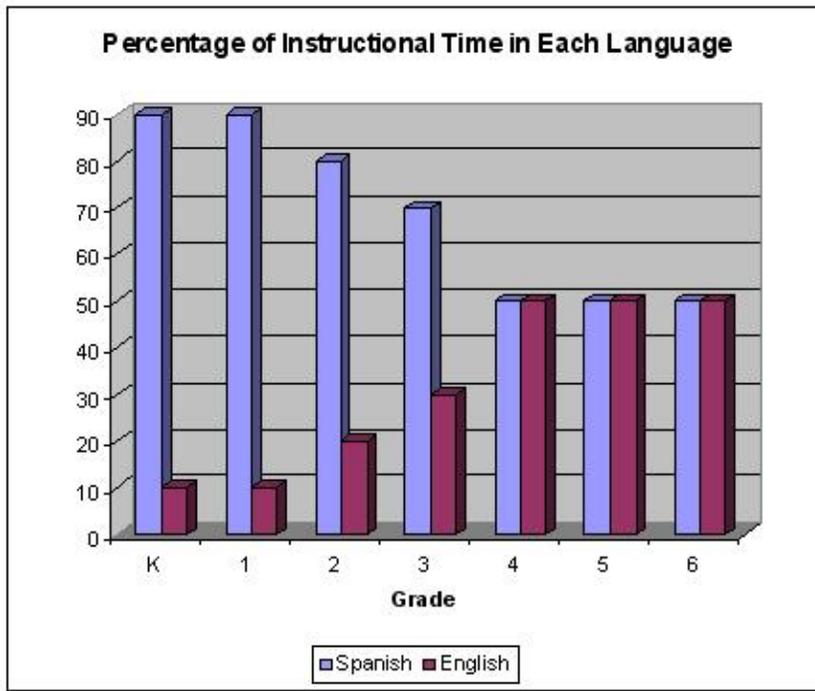
Background

Adelante Charter School of Santa Barbara, previously known as César Chávez Charter School, is a two-way immersion elementary school spanning grades K-6 with a small school feel. ACS is dedicated to becoming a school of excellence and is striving towards being honored as a California Distinguished School.

Benefits of Two-Way Immersion Programs

This proven educational model integrates native English speaking students with native Spanish speaking students beginning in kindergarten. Together, they learn a second language while learning academic content. Each student adds another language at no cost to their first language. Students who participate in these programs demonstrate higher levels of language proficiency, achievement and self-concept.

In kindergarten and 1st grades, 90% of instructional time is in Spanish with an emphasis on Spanish literacy. As students progress through the grades, English language instruction increases. By 5th grade, instructional time is evenly divided between Spanish and English. The 90/10 model is very effective because English Learners, (language minority students) best acquire a second language when their first language is firmly established. English Proficient (or language majority) students' second language is best developed through immersion in that targeted language. Immersing English proficient students in the target (Spanish) language will promote higher levels of second language proficiency, while immersing English



Learners in their native language will produce not only higher levels of proficiency in their native language, but also higher levels of English proficiency and academic success overtime.

Achievement Tests

Students in third through sixth grade take the Smarter Balanced assessments for English language arts

and mathematics in the spring. The tests are designed to measure students' progress in reading, language, and mathematics. As ACS is a two-way immersion school, an equivalent of this exam, The APRENDA is given to measure progress in Spanish. APRENDA is given in grades 1st-6th. You will receive the results for both tests in September.

As part of the California assessment program, students in the fifth grade are tested in science.

Physical Fitness Test

The fifth graders take a State Physical Fitness Test in the spring, the FITNESSGRAM®. The primary goal of the FITNESSGRAM® is to assist students in establishing lifetime habits of regular physical activity.

SCHOOL EVENTS AND TRADITIONS

Adelante Charter School is fortunate to have a committed and very involved community of parents and teachers. This sense of community is evident through a number of defining events throughout the year including:

- 🌻 All-School Clean-Up Day: This a day where the whole school comes together on a Saturday to beautify the Adelante campus.
- 🌻 Back-To-School Night: This is a night where you will meet with your child's teacher to discuss classroom expectations, homework policies, etc.
- 🌻 Día de los Muertos Fundraiser: This is our biggest fundraising event. This event is held on the first Sunday of November at Casa de la Guerra. There are student presentations, great food and games.
- 🌻 Parent, Student, Teacher Conferences: Conferences happen 3 times a year. This is when you meet with your child's teacher to discuss their progress and achievements.
- 🌻 Downtown Santa Barbara Holiday Parade: Adelante participates annually in the Downtown Santa Barbara Holiday Parade. Our students ride on a float designed by staff and parents.
- 🌻 Book Fair: This is a weeklong event where we display books that are available for students and families to purchase. These books are available in Spanish and English.
- 🌻 Santa Barbara Dance Institute Spring performance (3rd-6th grade) at the Marjorie Luke Theater: Students who participate in the SBDI program throughout the school year participate in a showcase at the end of the school year. This performance is held on a Sunday afternoon.
- 🌻 All-School Beach Day and Picnic: The whole school spends the day at the beach!
- 🌻 Día de las Madres Celebration: This is an event where we fundraise for the school as we celebrate mother's all around. This event is usually held on a Friday evening.
- 🌻 Jog- A- Thon: The Jog-A-Thon is a fundraiser where families, friends and neighbors pledge money to support the students as they jog or walk in the Jog-A-Thon, which takes place during your child's regular school day.
- 🌻 Kinder and 6th Grade Graduation Ceremonies: Kinder and 6th grade students participate in a graduation ceremony to acknowledge their achievements and recognize them as they move on to the next grade and start their next educational journey.

PROCEDURES & INFORMATION

Daily Schedule

School starts at 8:00am for all Adelante students. Kindergarten dismissal is at 2:00pm and 1st-6th grade dismissal is at 3:00pm. Every Thursday is early release and all students are dismissed at 1:00pm.

Attendance

As Adelante is a charter school, regular school attendance is a requirement. Our success as a charter school is dependent upon strong student attendance. We recognize the positive impact that regular school attendance has on student achievement. As parents/guardians you play a key role in helping your child be successful. It is important to understand that students with excessive absences and or tardies will be asked to leave Adelante and enroll in another school.

Absence Policy

When a student is absent, please call the school office (not the classroom teacher) on the morning of the absence. Parents may leave a message on the Attendance Clerk's voicemail (966-7392 ext. 1116). Parents have 24 hours to verify an absence before it's marked as an unexcused absence.

If a student is absent only part of the day, he/she must report to the office for a stamp. A student who is late due to a dental/medical appointment should provide the school office with documentation verifying appointment.

Tardy Policy

All students must be on time for school. Students arriving late often miss important beginning-of-the-day information that is relevant to their education. Arriving on-time is aligned with our Tribes agreement of mutual respect as we expect our students to respect their school, their teachers and their learning. Students who are not in the classroom at 8:00 a.m. will be considered tardy. Tardy students must report to the office for a tardy stamp. All tardies are recorded and are reported on progress reports and on the final report card. Students that arrive after 8:30am with no excuse are considered to be "Truant". A habitually truant student jeopardizes their spot at Adelante.

Student Sign Out

ACS is a closed campus and students are not allowed to leave campus during school hours for any reason unless accompanied by an adult and properly signed-out. Parents picking up their child from school early must first go to the office, sign the student out in the Sign out log and state the reason for the early release. After obtaining a checkout slip the parent may go to the child's classroom to gather their belongings and leave campus. In the event that a student is leaving school habitually early, teachers inform the Principal who schedules a meeting with parents. Please schedule doctor appointments after school hours or during vacations.

Student Health

All staff is trained in First Aid and CPR, and there is a School Health Assistant at ACS. Children not well enough to participate in the classroom will be sent home. This is not only in the best interest of the child, but serves as protection for the other children as well.

****Please note:** All Adelante Charter School staff are mandated reporters. A mandated reporter is someone who is required by law to report reasonable suspicious abuse.

In order to decrease exposure to illness and to promote a healthier classroom environment, please keep your child at home if he or she:

- 🐾 Has a temperature of 100°F or more. Your child should remain at home in bed for the day and should be FEVER FREE FOR 24 HOURS before returning to school.
- 🐾 Has been diagnosed with a strep infection. Your child should be on antibiotics for 24 hours before returning the school.
- 🐾 Has a sore throat, especially with fever or swollen glands in the neck.
- 🐾 Has vomited during the night and into the morning. If a child vomits at school, they will be sent home.
- 🐾 Has a persistent cough, chest congestion, or discolored nasal discharge.
- 🐾 Has persistent diarrhea during the night and into the morning.
- 🐾 Has a red eye with thick purulent drainage or discharge that has crusted over during sleep. Your child may return to school after the eye is clear, or 24 hours after starting medical treatment, or with written permission from the doctor.
- 🐾 Has a body rash that you cannot identify, or that is accompanied by a fever.
- 🐾 Has live head lice. Treat with lice removal products before returning to school. The child must be checked by the health assistant when returning to school. Please call the Health Assistant if you have any questions.

Medication at School

If your child needs to take any medication (prescription or non-prescription) at school, please observe the following procedures:

1. If a child must take medication at school, a Medication Consent form (available in the office or on the Santa Barbara Unified School District website) must be completed by the physician and the parent.
2. Bring the medication in the **original container** to the office with your signed permission and specific instructions for administration.
3. All medication must be kept in the school office and administered by school personnel. Children may not carry **any** medication on their person unless noted by doctor on the medication form. This also includes "over the counter" nonprescription medications such as aspirin, vitamins, cough drops, nose drops, etc.
4. Please see the Health Assistant for the consent form if your child needs to keep emergency medication "with them" (i.e., asthma inhaler)

*These rules apply to **ALL** medication for all students.

Immunizations

State of California Law requires certain immunizations before a child may attend school. The Health Assistant will notify you if your child's immunizations are incomplete.

Emergency Card

The school **must** have a current emergency card on file for each student. Please notify the Health Assistant of any changes in address, home, work and emergency telephone numbers or any change in medical issues or support required. In the event of an emergency or illness at school, it is essential that we are able to reach you quickly.

DISASTER INSTRUCTIONS FOR PARENTS

The following instructions have been adopted by the Santa Barbara Unified School District to ensure the most effective response following a major earthquake. The rules have been designed to provide for the health, physical safety, and protection of ACS students in accordance with the legal requirements of the school district.

1. If a major earthquake occurs and damage is extensive, we ask that parents or others for whom you have assumed responsibility to park their cars away from campus and walk to school grounds to pick up their students. We must keep the access driveways and streets open for emergency vehicles only.

2. At the school, a security team will direct you to the appropriate check out area.
3. Do not call the school and tie up phone lines.
4. Your child will be held at the school until signed out. If the school buildings are not considered safe, children will be held on the large field area.
5. Children will be released **only** to parents or those persons you as a parent/guardian have authorized. Be prepared to present identification.
6. Children will be held up to 72 hours and then we will relocate them to a pre-designated local emergency shelter.
7. Arrange with your neighbors for alternate safe homes to which your child should go if you are not home. Tell your children about this plan and to whose home they should go.
8. Be sure to list at least 3 people on the school's emergency cards that would be willing to assume the responsibility of guardianship in your absence. Be sure that these individuals acknowledge they will be responsible for your children until you get home.
9. At the end of the day, a complete school roster will be posted outside the school office indicating (a) who picked up your child and (b) to what emergency shelter your child was released.

It is essential that students be taken home as soon as possible. Parents are urged to cooperate fully with the ACS emergency response teams (faculty and support personnel) and keep the parking lot areas and access streets open for emergency vehicles and equipment.

STUDENT INFORMATION

Student Behavior Guidelines

Mutual Respect

At ACS, everyone's rights are respected. We treat others as we want to be treated.

We demonstrate respect by:

- 🌻 The way we speak with one another (no verbal threats, insults, or offensive language).
- 🌻 Our body language (no unwanted touching or threat of violence to anyone).
- 🌻 Being aware of what is going on around us.
- 🌻 Anticipating how our actions will affect others.
- 🌻 Being considerate of others' time and needs.

- 🐾 Resolving conflict when it occurs through established problem solving techniques.

Safety

At ACS, we behave in such a way that we do not cause harm to others or ourselves.

We demonstrate safety by:

- 🐾 Not running in the pathways or classrooms
- 🐾 Not pushing, shoving, or having rough contact with one another
- 🐾 Staying in supervised areas (never being in unsupervised areas without specific permission)

Participation in the Learning Process

At ACS, we provide everyone an opportunity to learn and be a part of our community.

We are able to participate in the learning process when we:

- 🐾 Follow directions of teachers and other adults who are volunteering
- 🐾 Do not disrupt or distract others from learning

Respect and Care of our Property and Environment

At ACS, we take pride in maintaining the function and appearance of our environment.

We respect and care for our learning environment when we:

- 🐾 Keep classrooms, halls, group meeting areas, and the playground clean and free of trash
- 🐾 Are not destructive to furnishings, buildings, or another's property
- 🐾 Keep furnishings, supplies, tools, personal possessions, etc. orderly

*A copy of the complete discipline policy is attached to the end of this handbook as Appendix I.

Awards and Recognition

Promoting good citizenship is very important at our school. Students will be honored for academic achievement and effort; excellent attendance; and for demonstration of the core values and mission. Recognition of students takes at the 1st Thursday of the month assembly at 12:30 p.m. on the playground. In classrooms, all teachers recognize students who follow procedures.

Suspension and Expulsion Procedures

Copies of the detailed ACS Suspension and Expulsion Procedures are available upon request in the School Office. Behaviors for which students can be suspended can be found in Appendix I.

Field Trip Guidelines

- 🐾 Students must have a signed permission slip for all fieldtrips 1 day prior to the field trip.
- 🐾 Teachers will be sending permission slip for parent signature.
- 🐾 Students without the signed form will not be able to leave the school and will be placed in another classroom.
- 🐾 Excellent student behavior is especially important on fieldtrips as they are representatives of our school.
- 🐾 The teal polo shirt and Adelante sweatshirt with embroidery is mandatory on all fieldtrips.

Health & Wellness Policy

As a school, ACS is committed to providing an environment of healthy nutrition and physical activity for all students. **We are a SUGAR AND JUNKFOOD FREE SCHOOL.** As parents you can support this commitment by adhering to the following:

- 🐾 When sending beverages to school, send water, milk, 100% fruit or vegetable juices. Do not send soda or sweetened drinks.
- 🐾 Class parties always offer only healthy choices such as fruit and vegetables. Do not bring cakes, pastries, or sweets/candies.
- 🐾 Send only healthy foods to school at all times. No chips, cookies, candies, Gatorade, etc.

Breakfast & Lunch

Breakfast is available to every student at 8:00 a.m. and is served in the classroom. Lunch is available to every student free of charge. Students are served fresh fruits and vegetables on a daily basis.

Please do not bring or send "fast food" with your child. Parents **cannot** bring the following for their children at lunch: McDonald's, Little Caesar's (or any type of pizza), Taco Bell, Jack in the Box, etc. Parents **may** bring Subway, deli sandwiches or homemade healthy lunches.

Homework Policy

ACS recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits. Moreover, it is recognized that time spent on homework directly influences students' ability to meet the school's academic

standards. At ACS, teachers provide homework that is meaningful for students, deepens student understanding and builds essential skills. For questions about homework, please contact your child's teacher.

Sexual Harassment

ACS is committed to maintaining an educational environment that is free from harassment and discrimination. Our school adheres to the Santa Barbara Unified School District policies on sexual harassment. Copies of the policy are available in the ACS office or on the SBUSD website for review.

Cell Phones and Electronic Devices

Cell phones and all other electronic devices interfere with learning and are often stolen or misplaced. Students should leave these items at home. If students use them, they will be confiscated and parents will be required to pick them up.

DRESS CODE

ACS School Uniform

- 🐾 Teal or white polo embroidered with school name
- 🐾 Teal polo for **ALL** fieldtrips
- 🐾 Beige/tan pants, shorts, skirt, jumper
- 🐾 Gray ACS sweatshirt
- 🐾 Socks, tights, leggings and long sleeved shirts worn during cold days are white, grey, beige/tan and Cheetah print.



Dress Code Information

- 🐾 **School uniforms** are to be worn on a daily basis except for the last Friday of the month, which is designated as Free Dress Friday.
- 🐾 School uniforms (TEAL Polo) must be worn on ALL fieldtrips. If Free Dress Friday falls on a day of a fieldtrip, students **must** still wear their teal polo.
- 🐾 Hairstyle and hair color **may not be distracting** to the learning environment. For example, no Mohawks, shaved designs, etc.
- 🐾 Face, hands and arms should be free of any decoration, tattoos or coloring. No make-up or nail polish (this includes acrylic nails) may be worn or brought to school.
- 🐾 Athletic or simple, covered shoes are required for school. Feet **must** be covered within the shoe. **Sandals, platforms, and skate (heelies) shoes are unacceptable.**
- 🐾 Oversized clothing is not permitted. Hats are allowed on the playground as protection from the sun and on field trips as long as they are appropriate.

- 🌻 Sweatpants, blue jeans and camouflage pants are not part of the school uniform.
- 🌻 Every Friday, students can wear the Adelante Charter School, Día de los Muertos or class T-Shirt!
- 🌻 Neatness in appearance and appropriateness of dress are required at all times.
- 🌻 All uniform shirts **must** be **embroidered** with the school name.
- 🌻 Students must wear the Adelante Charter School sweatshirt with embroidery.

If your child is not in school uniform or not following the dress code, parents will be contacted. After the third time your student has not complied with the dress code, he/she will lose the privilege of Free Dress Friday.

COMMUNICATION

Communication Methods

- 🌻 **Telephone:** The school phone number is (805) 966-7392. The staff directory with extensions is on page 4.
- 🌻 **E-Mail:** We strongly encourage all families to utilize email as their primary communication method with teachers & staff. E-mail addresses are on page 4.
- 🌻 **ParentSquare.com:** Updated information will be posted on ParentSquare.com every Thursday. Please be sure to log on and stay current with all Adelante communications. If you do not have a log in, please contact the office as soon as possible.
- 🌻 **ACS Website:** The website has both general and current information. Do review the resources for parents!
- 🌻 **Bulletin Boards:** The bulletin boards in and around our campus provide current information about what is happening at school and in the community. You will also find classroom specific information along with parent participation opportunities.

WORKING TOGETHER

Adelante Mission Statement

The mission of Adelante Charter School is to develop bi-literate, multi-cultural students whose strong academic and cultural foundations prepare them to meaningfully participate and provide leadership in their families, their community and their world to create a more just and equitable society.

Parent Participation Agreement

Parent Participation is mandatory at Adelante Charter School. ACS views family participation as an essential element to the success of the educational process. Families who contribute time to the school explicitly demonstrate to our children that they value education. The requirement is just 5 hours per month/50 hours per school year. Talk to your child's teacher or check ParentSquare.com to find other opportunities for fulfilling the parent participation requirement. Please be aware that family friends and relatives can help fulfill the parent participation hours! The Parent Participation Agreement is signed at the start of every school year. This important document talks about what we all do to support the students and the school.

Ways to Fulfill the 5 Hours per Month/Parent Participation Requirement

- 🐾 Attend school meetings (School Site Council, ACS Board meeting, Padres Adelante, PTSO)
- 🐾 Be a lead parent/classroom parent
- 🐾 Accompany students on fieldtrips
- 🐾 Supervise students during breakfast lunch and recesses
- 🐾 Volunteer in the classroom or prepare materials at home
- 🐾 Volunteer in the office
- 🐾 Be part of a fundraising team
- 🐾 Attend parent workshops/trainings
- 🐾 Donate materials to the school/classrooms

Recording Parent Participation Hours

Parents are responsible for logging their participation hours. Hours can also be logged on ParentSquare.com. Hours are tallied every 3 months and reported to the Adelante Board of Directors. This information is reported to the school district for the purpose of renewing our charter. Please be sure you record all of your hours. We value all of the time our families invest in our school and want our data to be accurate.

Donating to the School

If you are not able to complete the parent volunteer hours, we ask that you make a donation to the school in the amount of \$25 for the month. School donations

provide for additional learning experiences and educational materials for students.

Parent Teacher School Organization (PTSO)

The PTSO is the team that leads the school's fundraising events. The PTSO's regular meeting is held the 1st Wednesday of the month. The meetings begin at 6:00pm and are held in the Family Center -room 105. Childcare is provided. Being a part of the PTSO is a great way to meet other parents and to be part of building a positive school community.

GOVERNANCE

ACS Board of Directors

Roles and Responsibilities: The ACS Board of Directors (BOD) is made up of parents, educators, and community members. The Board of Directors is ultimately responsible for decisions that ensure ACS's viability and particularly focuses on educational, financial, legal, and personnel issues. The Board of Directors makes final decisions regarding the expulsion of students from ACS.

Its major roles and responsibilities include establishing and approving all major educational and operational policies, approving all major contracts, approving the school's annual budget, overseeing the school's fiscal affairs, and selecting and evaluating the administrative staff. As a nonprofit corporation, the Board of Directors is the final authority on such decisions.

Board Composition: The Board consists of 7-11 members who reflect the diversity of our school community and the community at large. These include:

- 🌻 At least two parents of ACS students, including at least one parent whose dominant language is Spanish.
- 🌻 At least one community member.
- 🌻 At least two educators who are not employed by ACS.

Additional non-voting advisors to the board include (1) the principal; (2) a member of the Santa Barbara Unified School District Board of Education; and (3) the ACS book keeper.

The current ACS Board of Directors includes the following:

- 🌻 Dominic Paszkeicz, Vice President
- 🌻 Jack Rivas, Treasurer
- 🌻 Amanda Lopez- Solis, Parliamentarian
- 🌻 Sheila Cullen, Secretary
- 🌻 Jonathan Lang, Member
- 🌻 Dan La Berge, Member

- 🐾 Annette Cordero, Member
- 🐾 Brianna Aguilar, Member
- 🐾 Inés Casillas, Member
- 🐾 Georgina Huaste, Member
- 🐾 Ed Heron, SBUSD Representative

If you are interested in being considered for Board membership, please speak with the Principal or a board member.

Public Meetings: The Board of Directors holds regular meetings—currently on the first Monday of each month—and invites the public to all open sessions. Agendas are published with the requisite Brown Act notice to the ACS community and can be found posted outside the school office, on the main gate, and on the ACS website. There is specific agenda item for public comments in which community members can address the board. If you would like to see an item or concern addressed in a meeting, please see either the Principal or a Board Member. All parents are encouraged to attend the ACS Board meetings. Translation is always available.

More information about the Board of Directors can be found in our school's charter. A copy of the charter is kept in the office and is available on the school website, www.adelantecharter.org.

Santa Barbara Unified School District (SBUSD)

ACS is chartered by the Santa Barbara Unified School District and operates under a charter agreement with the school district. Dr. David Cash is the Superintendent of the school district and can be reached at 805-963-4338. The school district office is located at 720 Santa Barbara Street, Santa Barbara, CA 93101. The district website is at www.sbunified.org. SBUSD's Board of Education is made up of elected officials.

The current board members are the following:

- 🐾 Pedro Paz, Ph.D., President (Term expires in November 2016)
- 🐾 Gayle Eidelson, Vice President (Term expires in November 2016)
- 🐾 H. Edward Heron (Term expires in November 2016)
- 🐾 Kate Parker (Term expires in November 2018)
- 🐾 S. Monique Limón (Term expires in November 2018)

APPENDIX I: DISCIPLINE POLICY AND BEHAVIOR STANDARDS

Adelante Charter School (ACS) is committed to ensuring a caring community for learning in a safe environment. The school's code of conduct is based on the set of Core Values of César Estrada Chávez:

- 🐾 Acceptance of all People
- 🐾 Celebrating Community
- 🐾 Respect for Life and the Environment
- 🐾 Non-Violence
- 🐾 Innovation
- 🐾 A Preference to Help the Neediest
- 🐾 Knowledge
- 🐾 Sacrifice
- 🐾 Service to Others
- 🐾 Determination

These values reflect our belief in equal opportunity and high academic expectations for all children, and the importance of effort and persistence. They show our belief in the importance of respecting our neighbors, respecting ourselves, resolving disputes peacefully, and respecting diversity. Teaching about these values and giving children opportunities to put them into practice in daily life give children the opportunity to build good character.

Therefore, at Adelante Charter School, we adhere to the following principles:

We are respectful of differences of all types. We choose our words and actions to help, not hurt others. We keep our school free of verbal and non-verbal put-downs with regard to:

- 🐾 Academic progress
- 🐾 Age
- 🐾 Appearance/body image/ mannerisms
- 🐾 Athletic ability
- 🐾 Belief systems
- 🐾 Cultural, ethnic and/or racial background
- 🐾 Family background and composition
- 🐾 Friendships
- 🐾 Languages
- 🐾 Learning styles
- 🐾 Physical challenges

- 🐾 Sexual harassment of any type, including gender stereotypes and homophobic taunts.
- 🐾 We use school-appropriate language.
- 🐾 We do not tolerate physical abuse, taunts, threats or bullying.
- 🐾 We accept responsibility for our words and actions without excuses.

BASIC SAFETY RULES

Students...

- 🐾 follow safety directives of staff
- 🐾 walk through the campus at all times and do not run
- 🐾 do not ride your bike on campus. There are bike racks where bikes can be locked during the school day.
- 🐾 skateboards and scooters (Razors) are not permitted on campus
- 🐾 wear a helmet when riding a bike to school (California Motor Vehicle Code § 21212 (a)).
- 🐾 climb on play equipment and not on ramp railings or picnic tables
- 🐾 close doors gently
- 🐾 meet on the main playground before school
- 🐾 remain on campus from the beginning until the end of the school day (unless signed out through the office by a parent or adult)
- 🐾 leave the classroom only with teacher permission to go to a specific destination
- 🐾 never open gates to admit adults or to retrieve balls.
- 🐾 stay on the playground during recess in areas that are supervised by an adult
- 🐾 remain seated in the lunch area until dismissed by a supervisor
- 🐾 request to go to the restroom during recess
- 🐾 use behaviors that keep others safe
- 🐾 ask for help when a student is hurt and tell an adult when a student is not following the rules

INTERPERSONAL CONDUCT

Students...

- 🐾 understand and comply with our school's uniform policy
- 🐾 line up quickly and quietly when asked by a teacher or aide
- 🐾 are always ready to learn
- 🐾 students raise their hand when they need attention from a teacher or aide
- 🐾 do not invade the space of another student nor do they hit, push, kick, or otherwise hurt another person
- 🐾 do not engage in bullying, name-calling or threats
- 🐾 do not use foul language
- 🐾 respect each other's personal property and do not take, hide or damage it
- 🐾 leave toys at home

RESPECT FOR OUR SCHOOL

Students...

- 🐾 are all responsible for putting trash into trash cans or recycling bins
- 🐾 don't waste resources and take only what they need
- 🐾 use the restrooms with good hygiene and respect for others who use and clean the restrooms
- 🐾 write on paper, not on walls, books, or desks
- 🐾 never bounce balls against classroom walls or murals
- 🐾 only play ball games on the playground

PROGRESSIVE DISCIPLINE SYSTEM

As the first responsibility of all staff is the safety of children, any staff person will immediately stop any un-safe behavior he or she sees and use the phrase: "Stop, that's not OK at our school". The students will be told how something should be done. Progressive discipline begins with clear expectations. We discuss these in class and ask parents to make sure that children are familiar with school rules and behavior expectations. Staff will:

- 1) Stop the behavior, re-direct the student, and teach the appropriate behavior or skill.
- 2) If the behavior continues, while students are on the playground, they will lose their recess and stand at the fence. Refer to your child's teacher for classroom consequences.

Behavior that hurts others, destroys property, creates an unsafe situation, or disrupts the learning environment for others or Education Code violations (violence, weapons, destruction of property, theft, etc.) could go directly to the principal for disciplinary action. Consequences, depending on the severity of the offense may include detention or suspension from school. The progressive steps may vary depending on the severity of the behavior and prior incidents of discipline for the student.

SUSPENDABLE OFFENSES

The discipline system helps students resolve most problems before they get to the point of meriting suspension. However, there are some behaviors that the State Education Code 48900 deems to be grounds for suspension from the school (by the administrator) or from the classroom (by the teacher). Students who are suspended from school must leave with a parent or guardian and may not return to campus until the suspension is over. Assignments are sent home so that children continue their class work.

A full description of ACS's policies and procedures (including rights to a hearing) regarding suspensions and expulsions are available in the ACS office upon request.

Students **may** be suspended or expelled for any of the following acts when it is determined the pupil:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person. Willfully used force of violence upon the person of another, except self-defense.
- b) Unlawfully possessed, used, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- c) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- d) Committed or attempted to commit robbery or extortion.
- e) Caused or attempted to cause damage to school property or private property.
- f) Stole or attempted to steal school property or private property.
- g) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- h) Committed an obscene act or engaged in habitual profanity or vulgarity.
- i) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- j) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- k) Knowingly received stolen school property or private property.
- l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- n) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing

that student from being a witness and/or retaliating against that student for being a witness.

- o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- p) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.
- q) Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.
- r) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- s) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

- u) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code, directed specifically toward a pupil or school personnel.

Alternatives to suspension or expulsion will first be attempted with students who are truant, tardy, or otherwise absent from assigned school activities.

Students **must** be suspended or expelled for any of the following acts when it is determined the pupil:

- a) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if an employee of a school district verifies the possession.
- b) Brandishing a knife at another person.
- c) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- d) Possession of an explosive.

APPENDIX II: ACCEPTABLE USE POLICY FOR TECHNOLOGY

Adelante Charter School follows the Acceptable Use Policy of the Santa Barbara Unified School District.

STUDENT USE OF TECHNOLOGY

The Governing Board intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

(cf. 0440 - District Technology Plan)

(cf. 1113 - District and School Web Sites)
(cf. 4040 - Employee Use of Technology)
(cf. 5131 - Conduct)
(cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.12 - Search and Seizure)

Before a student is authorized to use the district's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

(cf. 6162.6 - Use of Copyrighted Materials)

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technological resources and to help ensure that the district adapts to changing technologies and circumstances.

Use of District Computers for Online Services/Internet Access

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized

or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Superintendent or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access. However, use of social networking sites imbedded in approved school sites, such as the Santa Barbara County Education Office portal, are permitted.

Legal Reference:

EDUCATION CODE

51006 Computer education and resources
51007 Programs to strengthen technological skills
51870-51874 Education technology
60044 Prohibited instructional materials

PENAL CODE

313 Harmful matter
502 Computer crimes, remedies
632 Eavesdropping on or recording confidential communications
653.2 Electronic communication devices, threats to safety
UNITED STATES CODE, TITLE 15
6501-6506 Children's Online Privacy Protection Act
UNITED STATES CODE, TITLE 20
6751-6777 Enhancing Education Through Technology Act, Title II, Part D,
especially:
6777 Internet safety
UNITED STATES CODE, TITLE 47
254 Universal service discounts (E-rate)
CODE OF FEDERAL REGULATIONS, TITLE 16
312.1-312.12 Children's Online Privacy Protection Act
CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:

CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

FEDERAL TRADE COMMISSION PUBLICATIONS

How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000

MY SPACE.COM PUBLICATIONS

The Official School Administrator's Guide to Understanding MySpace and Resolving Social Networking Issues

WEB SITES

CSBA: <http://www.csba.org>

American Library Association: <http://www.ala.org>

California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

Center for Safe and Responsible Internet Use: <http://csriu.org>

Federal Communications Commission: <http://www.fcc.gov>

Federal Trade Commission, Children's Online Privacy Protection:
<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>

U.S. Department of Education: <http://www.ed.gov>

Web Wise Kids: <http://www.webwisekids.org>

Policy: SANTA BARBARA UNIFIED SCHOOL DISTRICT

Adopted: May 5, 2009 Santa Barbara, California

Revised: April 27, 2010

