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WELCOME! It is with great pleasure that we welcome you and your family to Piner-Olivet Charter School. You will find that our school has a caring staff committed to providing quality education and meaningful learning experiences in a safe, productive, and nurturing environment. Our high academic and behavior standards will prepare you for the next steps in your education and development as a young person. This handbook provides much of the information you and your family needs for day-to-day school procedures and requirements. Please keep it and refer to it as needed. If you require additional information, please talk with one of your teachers or Mrs. Donner.

PINER-OLIVET CHARTER SCHOOL MISSION

Piner-Olivet Charter School (POCS) is a collaborative, supportive community which nurtures the academic, social, and emotional growth of the individual through engagement in the process of inquiry-based problem solving, reflection, and communication.

FROM THE PINER-OLIVET CHARTER

“....the POCS program was designed to build strong personal ties between students, families and the school staff. Adolescent students need to experience closeness and trust at a very vulnerable time in their lives. Through the continuation of a familiar education program, implemented on a small familiar campus by known and trusted teachers and staff, we strive to provide a sense of stability from which naturally curious, vibrant young people can explore new realms.”

STUDENT OUTCOMES

In addition to the knowledge described in the California Content Standards, these competencies are the

foundation of our culture and academic goals. We believe that students proficient in these skills and behaviors will be successful on any path they choose.

- Personal Integrity
- Productive Collaboration
- Critical and Creative Thinking
- Effective Communication
- Reflective Learning
- Citizenship and Global Responsibility
- Resiliency and Drive

PINER-OLIVER CHARTER SCHOOL ACADEMIC PLEDGE

THE SCHOOL PLEDGE:

We understand the importance of the school experience to every student and our role as educators and role models. We agree to carry out the following responsibilities to the best of our ability:

- Teach all the necessary concepts for your student’s academic achievement
- Strive to be aware of individual strengths and needs
- Communicate with you regarding your student’s study habits and progress
- Maintain a safe, productive, and nurturing learning environment

THE STUDENT PLEDGE: Student Agreement

I realize that my education is important. I know that I am the one responsible for my own success; therefore, I agree to carry out the following responsibilities to the best of my ability:

- Attend school every day unless I am ill
- Bring all materials to class
- Complete and turn in assignments on time
- Work to the best of my ability so I turn in quality assignments
- Use my planner daily and have it signed as required
- Use technology responsibly and respectfully
- Be responsible for my own behavior
- Respect the rights of my peers and their learning
- Respect the adults in the school
- Complete community service – 25 hours yearly

THE PARENT/GUARDIAN PLEDGE:

I understand that my participation in my student’s education will help his or her achievement and attitude; therefore, I agree to carry out the following responsibilities to the best of my ability:

- Ensure that my student gets proper rest and breakfast for best school performance
- Ensure that my student attends school regularly and on time

- Provide necessary materials for homework and a quiet place to study daily
 - Review the Student Planner with my student daily or weekly as needed
 - Encourage my student to complete all work and read 30 minutes every day.
 - Monitor my student’s study habits and progress regularly
 - If needed, monitor the quality and completeness of my child’s work
 - Attend Back-to School Night, Open House, Conferences, and other school events
 - Meet Parent Participation Goals:
 - 30 hours yearly Parent Participation contributing to POCS
 - Attend 6 Parent Meetings minimum yearly: School meetings, Parent Club, Parent Education, Grade Level, Events, Executive Committee, LCAP meetings, etc. - Participate in fund raising activities to generate \$100
- I further understand that my student is required to satisfactorily meet the terms of the Charter as outlined in The Student Agreement and The Student Pledge.

SCHOOL and STAFF INFORMATION

Office Hours: 7:30AM to 4:00PM
School Hours: Mon, Tues, Thurs, Fri 8:40 – 3:10
 Wed 8:40 – 1:00
Minimum Days: 8:40 – 1:00
 Address – 2707 Francisco Road, Santa Rosa, CA 95403

OFFICE TELEPHONE - 522-3310 **FAX** - 522-3317

ABSENCE – 522-3310

WEBSITE – www.pocs.pousd.org

DISTRICT WEBSITE – www.pousd.org

(You can reach POCS through the district site also.)

CONTACTING SCHOOL AND STAFF MEMBERS

Use EMAIL or call the Office to leave messages

Contacting Teachers – Email is the best way to contact your teachers from home.

TEACHERS

Mrs. Berry	dberry@pousd.org
Ms. Brandenburg	jbrandenburg@pousd.org
Mr. Jordan	gjordan@pousd.org
Mrs. McDonough	jmcdonough@pousd.org
Mrs. Meyer	ameyer@pousd.org
Mr. Pitchford	rpitchford@pousd.org
Mr. Strasser	jstrasser@pousd.org
Ms. Worstell	jworstell@pousd.org
Mrs. Pinelli	dpinelli@pousd.org

OFFICE and More

Principal – Susan Donner 522-3310 sdonner@pousd.org

Office Manager – Jessica Perry 522-3310

jperry@pousd.org

Counselor - Jan Radke 524-9034 jradke@pousd.org

PE Instructor – Doreen Pinelli dpinelli@pousd.org

GENERAL INFORMATION

AFTER SCHOOL CARE - None available at this time.

POCS Homework Help – Mon, Tues, Thurs as available.

BACKPACKS

Hang backpacks on the hooks by your next class when you arrive and when you are dismissed to go outside. They may not be worn during morning break or lunch recess. We want your back to have a break, too! Also, we don’t want you tempted to use your phone or eat when you are on the field.

BIKES

Students may ride bicycles to and from school with a completed Bicycle Safety Agreement. Students are expected to follow safety rules and POCS specific procedures including wearing a helmet using the strap correctly, locking up their bikes at the bike rack, and walking their bikes when on the campus. **Not following any part of the agreement will lead to bike riding privileges being suspended on the first offense and revoked on the second offense or for serious offenses. Skateboards, scooters, and skates are not allowed.**

CELL PHONES

POCS does not encourage cell phones at school, but we realize that they have become important communication tools in many busy families. Possession of a cell phone by a student is a privilege that may be lost by any student who fails to follow the policy. A signed **Cell Phone Policy Agreement** must be on file in the office for students to have a cell phone at school. The Policy Agreement is available on request for those who have cell phones. Please keep your copy for your reference.

The policy states that cell phones **must be turned off and kept in backpacks** from 8:40am until the end of the day’s classes. **Phones must be off – not on silence or vibrate.** When used before or after those times, they may not be used in school buildings or walkways along school buildings. **Camera features may not be used without staff permission (for an academic purpose).** Phones will be collected and taken to the office if they are seen, heard, found on, appear to be in use, or otherwise activated. **Parents must come after school to pick up confiscated cell phones.** Students will receive additional consequences for repeated offenses.

POCS will not be responsible for any lost, stolen, or damaged cellphones. It is not possible to use instructional and/or staff time to investigate these issues.

PLEASE DO NOT ENCOURAGE YOUR CHILD TO TEXT DURING THE SCHOOL DAY, NOT EVEN WITH YOU. IN AN EMERGENCY THE STUDENT SHOULD INFORM THE TEACHER AND CALL HOME FROM THE OFFICE.

Consequences:

- 1st – Confiscated and parent pick up
- 2nd – Confiscated, detention, and parent pick up
- 3rd – Loss of phone privilege for a week, detention, parent pick up
(Phone is to be checked in at the office at the beginning of each day & picked up by parent each afternoon.)
- 4th - Suspension for defiance.

OTHER ELECTRONIC DEVICES - Electronic games, music players, etc., are not allowed at school unless they are explicitly planned as part of a school activity or a student is directed by a teacher to use a device for an academic purpose. Earplugs are evidence of a music player and will be treated the same way. All electronic devices will be handled in a similar manner as cell phones with items being taken to the office and detentions assigned.

COMMUNICATION

Regular Communication from the School: Newsletters with calendar updates are sent home monthly. Parent Club has regular meetings with school information and time to talk with the Principal. We send messages and newsletters out to you via email. Teachers also use the student planners for regular communication.

Website: www.pocs.pousd.org

Parent/Guardian contacting the teachers/school

Please use email and/or student planner, to contact teachers. You may also use email, phone or walk-in to contact the school office. After hours you may also call or send an email message and we will get back to you as soon as possible.

COMPLAINT OR CONCERN regarding a School Policy, Staff Member, or Employee

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person with whom you have a complaint to discuss both sides of the issue and attempt to resolve the issue directly. Contact the Principal regarding any yard supervisor concerns.

2. If the problem cannot be resolved after directly attempting to do so with the person, contact the Principal.

3. The Principal will advise you of next steps.

OTHER CONCERNS

If you have concerns about anything you have seen or heard, we would like you to communicate them to us. If you are uncomfortable coming in for a conference - please call or email as soon as possible. **Students:** If another student is bothering you, please let us know immediately. We can help you directly and discreetly.

Appropriate school clothing contributes to a positive, productive learning environment and models professionalism for students. The standards included here support an attitude and atmosphere in which students perform well, feel comfortable, and do not distract themselves or others.

IN GENERAL: Clothing should be clean, cover students and their undergarments, fit appropriately for school, be free from inappropriate words or illustrations, and be safe for school activities. This includes shoes that are safe for walking and playing outdoors.

The following is not allowed with regard to clothing, jewelry, and other items. Additional limits may be necessary depending on current trends.

NOT ALLOWED:

- Bare midriffs or backs, or stomach showing between pants/skirt and shirt when standing or walking normally
- Low-cut or tight-fitting tops; strapless or straps under 1” wide – approximately 2 fingers
- Off the shoulder/one shoulder/sheer or see-through shirts
- Any clothing allowing undergarments to show
- Shorts or skirts shorter than fingertips
- Excessively baggy, “sagging,” or pants worn below the hips.
- Pajamas – no robes, slips, nighties, pajama pants and/or slippers or slides.
- Excessively tight-fitting or thin fabric bottoms or skirts or ripped pants, including jeans, leggings, jeggings, yoga, athletic type stretchy pants, or anything similar. Loose-fitting leggings or yoga pants may be worn. Tighter fitting yoga pants or leggings may be worn

with a skirt or shorts that meet the length requirement. Please do not wear skirts that are excessively thin, tight, or short when you sit or move.

- Any clothing or other items containing words or illustrations that promote violence, drugs, alcohol, or illegal behavior; or that is disparaging or demeaning to others; no racist, sexist, gender, and/or religious disparagement of any kind.
- Gang or clique-related colors, symbols, or any other gang-related display (ie - wearing red or blue to excess or on a regular basis)
- Flip-flops, slides, or unsafe heel height – sandals must have heel straps.
- Wristbands, necklaces, or jewelry with inappropriate words or phrases

Consequences for infractions include Behavior Reports to notify parents and detention. **See STUDENT BEHAVIOR.**

EARLY PICK UP - Parent/guardian request: Please try to avoid leaving school before the end of the day. However, if it is necessary for you to be picked up early, POCS must be notified by a note signed by parent/guardian. The note should state how you will go home or who will pick you up and at what time. You will be called out of class when your parent/guardian arrives. If your parent/guardian needs to pick you up early and does not send a note, he/she needs to come into the office personally and sign you out.

The person picking up a student must sign him/her out in the POCS/Jack London office. Parents should not call to ask for students to be sent to the office before they arrive to sign them out. Students will only be released to persons indicated on the emergency card - unless a signed note is received.

EMERGENCY / HEALTH INFORMATION

Student emergency cards are sent home at the beginning of the school year. The school must have a current card on file for each student in case of illness or emergency. It is imperative that parents report any change of address or phone number to the office as soon as possible so that the emergency card will remain current. **IN ORDER TO ENSURE CUSTODY ORDERS ARE FOLLOWED, the office needs a copy of any and all current custody/restraining orders.**

EMERGENCY RELEASE

In the event of an emergency evacuation or release of students, students will only be released to individuals indicated on the Emergency/Health Information cards. **Please keep this information up-to-date and include any**

individual who may need to pick you up in such an emergency.

FEES/MONIES OWED

It is POCS policy that all fees owed by a student (loss or damages, uniforms, etc.) are cleared before participating in promotion or issuing a report card.

FOOD SERVICE Costs

Breakfast - \$2 per day 5 breakfast credits = \$10
Lunch - \$3.75 per day 5 lunch credits = \$17.50

Detailed information on the breakfast and lunch program, including free/reduced meals, is available in the school office. For bookkeeping reasons, we ask that students bring a check or cash for at least 5 breakfast/lunch credits at a time. We will accept advance payment for a longer period. These breakfast/lunch credits can be used at the student's discretion as he/she orders breakfast or lunch.

Milk can be purchased separately from the lunch program. It can only be purchased by the semester or by the year.

Checks can be made out to **Piner Food Service**. We do not accept money on a daily basis, and we cannot allow students to charge lunches. If the student's last name is different from parents, it is very helpful to write the student name on the check. The monthly menu is available for students to take home. This menu is also listed in the newspaper under Piner-Olivet Schools.

BREAKFAST

Breakfast is served before school at 8:30am. Grab-n-Go bags are available. We encourage you to be sure to take the breakfast if your parent has made arrangements for it. You may take it before school, but eat it at break. The first day packet will include cost and additional information.

BREAK & LUNCH

Snack Shack - The morning break and lunch are considered part of the school day. In order to maintain safety, cleanliness, and a positive atmosphere at school, students are asked to observe the following procedures or they may lose Snack Shack privileges.

- Form orderly lines - no cutting.
- Only students purchasing from the Snack Shack may go under the overhang or wait in line area.
- Treat Snack Shack student workers with respect and consideration.
- Students may not buy for each other.
- Remain standing or seated in the food area behind the yellow line when you have a snack during recess or lunch.

- Place all trash in containers. Recycle cardboard and drink containers.
- Respect and follow directions of yard supervisors.
- No glass containers.

School Lunch - Students line up by homeroom in ABC order to get lunch.

Regular Lunch Days

- 1) Go to the tables and lunch line area when dismissed by the teacher.
- 2) Hot Lunch Line-up by homeroom in ABC order in the Homeroom order posted on gym doors and announced.
- 3) Take entrée and at least one other food item.
- 4) You may sit where you want, but you must remain seated in the same place.
- 5) Raise your hand to throw away your trash and go to the bathroom.
- 6) Once the bell rings, remain seated until the lunch supervisor assigned to your table dismisses your table. Your table and the ground around it must be clean first.

Wednesdays - Sack Lunches

- 1) You will be dismissed from homeroom at 12:55 to go to the gym to pick up your lunch before you go home.
- 2) Sit at the tables to eat before you go home.

HOMEWORK HELP/ACADEMIC SUPPORT

Before School - 8:10 – 8:40 Tuesday through Friday when available. Assistance and a place to work and study may be available in the library or Creativity Lab. Students may drop in or be referred by teachers. Numbers are limited and students must stay and follow all rules.

After School – 3:10- 3:40 Monday, Tuesday, and Thursday when available. Numbers are limited. Students are referred by teachers for assistance and access to computers.

HOMEWORK REQUESTS DURING ABSENCES– Please do not request for less than 3 days absence. Students should call Study Buddies or use the Homework Calendar on teachers’ websites. See Attendance Information for more detail.

ILLNESS OR INJURY

If an illness or injury occurs after a student has arrived at school, he/she is to report to his/her teacher or a yard supervisor and then to the office. School personnel have first aid training and experience. A parent/guardian will be notified. For this reason, please keep the office informed of emergency phone number changes.

LOCKERS

POCS does not have lockers. Students are issued textbooks to keep at home for home use, and they have textbooks to use in the classroom. Students must carry all other materials and personal belongings in their backpacks. POCS cannot be held responsible for the loss of any school-issued materials or books. Personal belongings are brought at the student’s own risk.

MEDICATIONS - Administering Medicines to Student:

Medications are rarely necessary for pupils during the school day. They are justified only in chronic health conditions or short-term acute health conditions. If under exceptional circumstances a student is required to take oral medication (prescription or non-prescription) during school hours and the parent cannot be at school to administer medications, only school personnel will administer the medication in compliance with the following regulations:

1. Written orders from the student's physician for prescription or non-prescription medications must be on file in the office. **The required form is available in the office.**
2. The medication must be brought to school in the original container appropriately labeled by the pharmacy or physician.
3. Medication will be stored in a locked cabinet in the office. Any exceptions (asthma inhalers, etc.) to this provision must be specifically stated by the physician on the written form.
4. Students may not have any prescription or non-prescription medication in their possession, except see #3 above.

MESSAGES FOR STUDENTS

We need your help! **Please limit parent messages to students to serious emergencies only.** It is extremely difficult to deliver a message to a student in class. Our office manager cannot leave the desk to deliver messages, and phone calls interrupt classroom instruction. We try to monitor the learning environment so that classroom interruptions are minimized. In addition, tracking down students and delivering messages takes valuable time and attention away from classroom instruction and school business. It also can be very difficult if they are not in the regular classroom at that time. Please make every effort to get and give information BEFORE you come to school.

Please help us by double-checking before you leave for school to be sure you have your lunch, lunch payment, schoolwork, bus pass, jacket, books, school projects or other needed items. Usually, it is best to gather school

items together the night before. If your parent is going to drop something off in the main office, please come to the office and get it during recess or lunch. Please remind your parent to put your name on anything delivered to the office.

PARENT PARTICIPATION and INVOLVEMENT

Parents are a crucial element to the success of our students. By working closely together we can be successful in providing you with the best possible middle school experience. There are many programs at our school that need parent volunteers. If you have any suggestions that will improve and build upon the school's program, come and share those ideas. Students, help your parent remember to fulfill their yearly parent participation goals. Families come here expecting that all families are reaching their participation goals: 30 hours; 6 meetings; and fundraising equal to \$100 for the school.

SCHOOL CLOSURE

In the event of weather so severe that there is a possibility schools may be closed, parents are asked to listen to radio stations:

KSRO - 1350 AM KZST - 100.1 FM KRPQ – 105FM

STUDENT PICK UP/DROP OFF

Students are dropped off and picked up at the Jack London/POCS drop-off lanes on the west side of the school. For safety, students are not allowed to cross the driveway without an adult. Please use the crosswalks.

PLEASE follow these Pick up/Drop off guidelines:

- Keep student items in the vehicle with student, not the trunk.
- Drop-off/pick-up only at the designated area on the west side of the school. Do not arrive before 8:30am.
- Arrive after 3:10pm to pick up your child. Our drop off/pick up zone is like an airport. You will not be allowed to wait in the loading zone for your child. **DO NOT COME EARLY! You will be asked to drive around the school again.**
- If you have a JL and a POCS student, please wait until after 3:10 to arrive for pickup. Otherwise, you will be asked to circle again.
- **Pull all the way to the front of the marked area as much as possible to drop off or pick up your student.**
- Obey the directions of the staff directing traffic.
- Do not leave your vehicle in the pick-up area.
- If you would like to park, you must drive around the school and park on the East side of campus. Obey crosswalks. Students will not be allowed to cross the driveway or walk through the parking lot without an adult. Traffic continues in one direction around the school during the drop-off/pick-up times.

Student safety (and your own) depends on all drivers being alert and following directions.

TELEPHONE

Please help us keep the phone lines open for school business:

- Please make any necessary after-school arrangements before you come to school.
- Avoid calling parents to find out how you are getting home from school, etc.
- Students need to be responsible for bringing all necessary items to school and making social plans from home.

Only emergency phone messages will be delivered to students!

TRANSPORTATION

Students may walk, be driven, ride a bike with a Bicycle Safety Agreement, or ride the bus (if available) to bring them to school on time. Students may ride the Piner-Olivet Union School District bus within the district boundaries, as long as the route allows them to arrive at school on time and there is room on the bus for POCS students. Fee information is available in the office.

VALUABLES / PERSONAL ITEMS AT SCHOOL

Electronic devices and personal play equipment are not allowed at school. This includes items such as basketballs, footballs, phones/MP3/iPods, hand-held games, tablets, excess cash, walkie-talkies, phone/tablets, etc. Students (not POCS) are responsible for the security of their own personal property. Investigating missing or lost valuables can take up valuable learning and staff time. POCS will not be responsible for missing personal items.

ATTENDANCE INFORMATION

ATTENDANCE

Your teachers plan carefully each day in order to introduce new ideas and concepts as well as build upon ideas and concepts that may have been introduced earlier. This makes it necessary that you attend school each day.

ABSENCES

In order for you to be successful and get the most out of school, you need to be present each day that school is in session. **In general, absences interfere with learning for the days absent plus an additional three-four days.** Please make every effort to see that you are in school unless ill. A student's absence must be reported to the

office as soon as possible. You will not be able to report absences or “clear” absences after you have received a truancy notice.

Unexcused Absences – More than three unexcused absences/tardies are considered truancy and will be referred to an attendance board or the District Attorney. Excessive illness absences may be considered unexcused without confirmation of illness from a doctor.

Examples of Unexcused Absences

-Babysitting - Vacation - Missed bus/ride - Overslept

Excused Absences

-Personal illness or accident
-Personal medical or dental appointment
-Bereavement (Death of immediate family members)

Reporting Absences - Call 522-3310

Parents should call the absence line to report a student's absence, send a note when you return, or email the POCS Office Manager. **If parents call in, then a note is not necessary.**

Include:

- Student’s name and teacher
- Parent name and relationship to the student
- Reason for absence
- Date and when you are expected to return

Homework Requests for Absence– For absences of one or two days, students should call Study Buddies or check the teachers’ homework calendars on their webpage for homework assignments. Classwork will be collected and available to the student when he/she returns.

If a student will be absent for more than two days, a request for homework can be made at the time of the absence call. If the request is made before 10:00 am parents will likely be able to pick up the work after 3:30 in the office. A student will have the same number of days as he/she was absent to turn in make-up work for excused absences. However, it is the student’s responsibility to remember to turn it in.

LATE/TARDY and TRUANCY LAWS

Students arriving late to school should go to the office to check in.

Students receive a 30-minute detention on a third unexcused “late” or tardy in a trimester. Students receive a 1 hour afternoon detention for the fourth occurrence & a parent conference with the principal will be scheduled.

According to truancy laws:

- Late = Arrival up to 30 minutes after the start of school
- Tardy = 30 or more minutes after the start of school
- 3 tardies or unexcused absences = Truant

Truancy/Cuts/Unverified Absences

The law states the following:

1. Any student absent from school without valid excuse three full days of one school year is a truant.
2. Any student absent for more than any thirty-minute period during the school day without valid excuse on three occasions and/or in combination with full day absences in one school year is truant.
3. More than 11 absences due to illness in a school year will result in a doctor note required for each absence thereafter. Any absences without a doctor note will result in truancy.

Truants will be referred to an attendance board or the District Attorney for further action.

PLANNED ABSENCE It is best for your learning that family vacations and trips are planned around school breaks and holidays. At this grade level, missing school, even for a day, seriously impacts learning and grades.

If a planned absence is unavoidable, please request an Independent Study Contract. Vacations or trips are unexcused absences and are counted toward truancy unless an Independent Study Contract is completed before the absence and the schoolwork is completed. In addition, schools only receive funding from the state when students are present in school or they successfully complete an Independent Study Contract.

INDEPENDENT STUDY CONTRACT

For a planned absence, students and parents need to sign an Independent Study Contract in the office. If a student will be out on Independent Study for 10 days or more, the Independent Study will require District office approval. The office will call you if it is not approved. **In order to receive credit**, students need to complete the assignments, return them to each teacher, and have the assignments signed off by each teacher. Note: Incomplete work will count toward an unexcused absence and truancy.

ACADEMIC INFORMATION

ACADEMIC PROBATION

Students not receiving a passing grade in any subject on a Trimester Report Card or Progress Report are placed on

Academic Probation and lose eligibility for many school activities. The student's progress will be monitored, enrichment classes may be changed, and a parent conference arranged.

GRADES – GRADE POINT AVERAGE

Acceptable work must earn a C- or better. Students may be required to redo assignments to meet the minimum standard for learning purposes. **Students must pass classes with a C- or better. D's and F's are not passing grades. Grade Point Averages (GPA)** are figured on a four-point scale.

HOMEWORK

Each teacher will provide information on what to expect as homework. In general, you can expect 2+ hours per night if it is done well, including 30 minutes of reading and progress on long-term projects.

Homework can be an important part of an effective, well-planned instructional program. It serves a variety of purposes:

1. Reinforce and extend learning initiated in class.
2. Promote responsible work and study habits.
3. Encourage individual initiative and creativity.
4. Provide extra practice in fundamental skills.

Students and parents have responsibilities to ensure that homework achieves these purposes. Students need to make sure that they understand the homework assignment directions and that they budget their time wisely. Parents can assist in supporting good study habits by showing interest in the student's work and checking to see if work is completed. It is also helpful if parents ensure a quiet place for their student to work and provide the materials he/she may need.

HOMEWORK CALENDAR – Teachers will explain their use of the homework calendar on their webpage.

Sometimes assignments are adjusted during the week so you may need to check back. Use the homework calendars to check your homework and when you are absent for less than 3 days.

LATE WORK – Daily Work and Projects

Classwork and homework turned in late may not receive credit for grading purposes. At the teacher's discretion, some major projects may be accepted late with the grade lowered. Teachers will explain their individual policies for late daily work and projects.

PHYSICAL EDUCATION

All students have Physical Education for 100 minutes every week. A PE Enrichment adds 140 minutes for the week for those taking the class.

PE CLOTHING – Students should wear appropriate exercise clothing and tennis shoes for physical activity.

PLANNER

The POCS student planner is required for all students. It is used by students to record homework information and as a way of communication between teachers and parents. The planner is a good tool to open discussion on what is going on at school and how you are doing.

Parents/guardians should review it to see what homework and projects are assigned. If you have had difficulty with homework in the past, your parents should look over your work.

The first few weeks of the school year, all students are required to get signatures daily from their parent/guardian as a way to get all parties familiar with the planner, what the notations mean, and how to use it. Then, all students are required to have weekend signatures until the first progress report (or conference). By then, it is usually clear which students need close monitoring and which are ready to accept responsibility for their study time.

PROMOTION, RETENTION, and GRADUATION PARTICIPATION IN END OF THE YEAR ACTIVITIES

Current Policy – Students who receive 2 (two) F's on their trimester report card in the same core subject, will not be promoted nor participate in end of the year activities such as trips, parties, dances, play days, graduation ceremonies, etc.

Students must meet all the following requirements for these privileges:

1. Pass 2 trimesters of each class with a grade of C- or above.
2. Passing Trimester 3 classes with a grade of C- or better as of the dates of the grade checks as posted. These will be set at the beginning of Trimester 3.
3. Complete all Community Service requirements for the length of time in attendance at POCS (25 hours per year) by the due date as posted on the calendar - usually the last Monday in April.

NOTE: 7th graders must complete their 25 hours for 7th grade before they are eligible for any extra-curricular activities during their 8th grade year.

4. Pay all monies owed: lost/damaged books or other materials, athletics uniforms, etc.
5. Level 1 or 2 of Discipline Levels – No more than six detentions or two suspensions.

REPORT CARDS AND PROGRESS REPORTS

POCS is on a trimester system. A Progress Report or Report Card is issued approximately every six weeks. Progress Reports are issued in the middle of the trimester and a Report Card is issued at the end of the Trimester. See the calendar for dates. However, parents and students have access to grades through the online portal at any time. Your teacher will explain the details.

STUDENT CONFERENCES

Student-Led Conferences are held in the fall. Students prepare for and present information on their performance, progress, and goals. Core teachers guide the student’s presentation and will join in the parent – student conference.

Traditional Parent Conferences may be scheduled in addition following the Student-Led Conference by contacting teachers by email. Anytime parents need to speak with one of your teachers about your progress or concerns, they can email, leave a message with the office or write a note in the planner. The teacher will get in touch to set up a telephone or in-person conference.

TEXTBOOKS

Textbooks are the property of the school and must be taken care of by students.

1. All students are issued books to keep at home and assigned books to use in the classrooms. The condition is noted for those kept at home and used in the classroom. There will be charges for any damage or loss.
2. No textbooks should be kept in backpacks.
3. Covers are required on all books for home or school use.
4. NO STRETCH BOOKCOVERS. These break the spines of the books. Paper bags work very well!

WEEKLY PROGRESS REPORTS

The planner can be used as a weekly progress report for those students who need additional support. This can be arranged with your teachers.

TECHNOLOGY USE

Technology is an important tool for learning programs at POCS, and for effective communication and operation of

the school. The goal of our Technology Use Agreement is to create and maintain a culture of cyber safety for our students, our network, and our equipment.

Students will receive a **Technology Use Agreement** that will go home for parent and student discussion and signatures. It includes information about your responsibilities for the privilege of technology use at POCS and the consequences for not following the rules and guidelines.

Because there are many ways that a student may be unkind to others or misuse our equipment and resources while using technology, the Agreement must be very detailed. Students will be expected to keep a copy of the Technology Use Agreement in their binders.

In general, **students will be expected to use all technology resources responsibly:**

1. Use for intended school purposes only.
2. Keep equipment and resources fully functional in their original settings and format as set by the school.
3. Not access files or accounts other than their own.
4. Not interfere with others use by damaging or changing files, settings, passwords, or anything else that will create problems for someone else.
5. Ask teacher/staff permission for anything that isn’t specifically allowed.

Students will be respectful of others:

1. Not participate in anything hurtful or inappropriate.
2. Not access any site, blog, etc., that is hurtful, demeaning, discriminatory, or inappropriate for school.

Students will publish ethically:

1. Use research appropriately
2. Present/submit only your own work
3. Obey copyright and software licensing laws.

It is important you remember that technology use is a privilege. Not following the rules and guidelines will result in loss of the privilege, disciplinary action, and/or your family being charged for repair costs.

STUDENT ACTIVITIES

EXTRA-CURRICULAR ELIGIBILITY

Students must be in good standing for behavior and academics in order to participate in any of the following activities: dances, Student Leadership, incentive field trips, yearbook, drama or other performance, sports, and end of the year activities.

1. **Behavior** – Students must maintain Level 1 or Level 2 of the Discipline Levels (see Student Behavior).
2. **Academics** – Students must pass all courses on the Trimester Report Card with a grade of C- or better and not be on Academic Probation.
3. **Attendance** - Students must attend at least 4 periods of the school day to participate in any extra-curricular activities.

Grade checks will occur on the Friday of **trimester progress report** weeks and on **trimester report card**

Fridays. Sports grade checks will also happen periodically **during Practice / Game Months:**

September – October - Cross Country & Girls’ Basketball

November – January – Girls’ Volleyball

January – April – Boys’ Basketball & Girls’ Volleyball

April -May – Boys Volleyball

STUDENT BEHAVIOR

PINER-OLIVET CHARTER SCHOOL DISCIPLINE PLAN

The emphasis at POCs is on appropriate behavior that is responsible, respectful and safe. Staff, families, and students believe that orderly learning activities, courteous treatment of others and the adherence to school rules are necessary for a pleasant, productive learning environment. The school community works together to provide and maintain this positive environment. We are proud of our students and pleased with the generally excellent behavior that we have at POCs.

RECOGNITION PROGRAMS

To encourage positive atmosphere and cooperative behavior, our program emphasizes positive acknowledgement for appropriate behavior. Teachers have a range of recognition activities within their classrooms that include verbal praise (ie - “Howls”) and class and individual incentives (such as pizza parties).

On the school level, students are recognized through incentive field trips, luncheons, and award assemblies. In addition, students in good standing with academics and behavior have full privileges including fieldtrips, dances, athletics, and school related extra-curricular activities.

INCENTIVE FIELD TRIP – At the end of each Trimester, students with 3.5 GPA are invited on a field trip for their accomplishment. These generally include local activities such as bowling, CHOPS, Scandia.

BEST Luncheon – Recognizes students who did not receive any academic or behavior referrals for the trimester. Students are dismissed to lunch early for a pizza lunch served by parents and staff.

End of the Year Awards - Outstanding Citizenship,

BEHAVIORAL EXPECTATIONS

Enrichments, Presidential Physical Fitness.

By law, students are under school jurisdiction and these expectations are in effect on the way to or from school, while on campus, or at any school activity.

- 1) **BE RESPECTFUL** - Respect all people, learning, and property
- 2) **BE RESPONSIBLE** - Accept responsibility for your learning and actions
- 3) **BE SAFE** - Behave safely and appropriately

We expect students to follow all procedures, guidelines, rules, and school adults promptly and respectfully.

These three expectations support the school and learning environment that students, families, and staff expect at Piner-Olivet Charter School. All other rules and guidelines fall within these three basic Behavior Expectations and are meant to clarify them.

CLASSROOM EXPECTATIONS

Each classroom has specific rules or expectations to clarify Behavior Expectations. These may vary some from classroom to classroom. In general, students are expected to bring all materials to class, use class time appropriately, pay attention to instruction, respect each other and other’s learning, and complete their assignments.

PLAYGROUND / SCHOOL RULES

The following playground / school rules clarify specifics for students. Most are for safety.

RESPECT, RESPONSIBILITY, SAFETY

- 1.No running or chasing on the blacktop
- 2.No kicking or throwing balls-except in approved games
- 3.Do not interfere with games or activities
- 4.Keep hands and feet to yourself
5. Remain in eating areas only when you have food.
6. Remain in authorized areas - visible, not between buildings
7. Do not enter classrooms or other school rooms unless an adult is present.
8. Use play equipment correctly and follow Big-Toy Safety Guidelines.

The following items are not allowed – glass containers, permanent markers, liquid white out.

COPYING/PLAGIARISM

Students learn from doing their own work. Copying and/or plagiarism is to steal or pass off others' words or ideas as your own. This includes copying homework, writing, projects, etc., from other students, books or other written material, or the internet. Students will receive a grade of "F"/0 and detention for participating in copying/plagiarism, whether as the copier or the provider of the work being copied. If the copying /plagiarism continues or is severe, further disciplinary steps will be taken.

DISPLAYS OF AFFECTION

Students are to limit displays of affection to hand-holding only. Further displays of affection are not appropriate for a school learning environment.

DRESS CODE STANDARDS –

Explained in General Information (pg 2). We have appropriate clothing items in the office.

Consequences for not following the Dress Code:

1st time – Clothing item provided, Behavior Report to notify parent

2nd time – Clothing item provided, Behavior Report to notify parent, detention.

3rd time – Clothing item provided, Behavior Report and detention.

Suspension for defiance if continues.

CELL PHONES AND ELECTRONIC DEVICES – Explained in General Information (pg 2).

BULLYING/HARASSMENT/CYBER HARASSMENT – Any type of behavior intended to harm, embarrass, or threaten a student will not be tolerated. It may be verbal, physical, relational, or electronic. It may be related to race, ethnicity, religion, gender (including sexual orientation), physical appearance, or mental ability. This includes any and all forms of electronic harassment, including cellphone, webpage, email, text messages, etc., that create a hostile environment. It can be and often is continuous and repeated over time. Steps will be taken to stop the behavior including helping students to resolve conflicts. Whether at home or school, parents will be notified. Repeated behavior will result in detentions, suspension, and/or notification of police.

SEXUAL HARASSMENT

POCS will maintain an appropriate learning and working environment that is free from sexual harassment. All allegations of sexual harassment are treated very seriously and will be attended to in a timely manner by the staff. All matters involving sexual harassment complaints shall remain confidential to the extent possible.

Any harassment/bullying should be reported to an adult ASAP. We can't help if we don't know it's happening.

MISBEHAVIOR and CONSEQUENCES

When a student violates an expectation or rule, it may be dealt with first by a warning, student conference, or minor consequence to help him or her understand the expectation and change behavior. For most students, this is enough. Parents are informed through written notices or personal contact so they can help students change behavior and remain in good standing. If misbehavior continues or a more serious infraction occurs, the school Discipline Plan is followed with appropriate increasing consequences and a Discipline Level system. The system is progressive, and the consequences become greater, including the loss of privileges, suspension, and in rare cases, expulsion.

BEHAVIOR REPORT

This notice documents behavior and consequences. It must be signed by the parent/guardian and returned the next day to the person who issued it. **Students will receive consequences for not returning the reports with signatures the next day.**

- Parent / guardian and student should sign it and return it even if there is disagreement or a concern about it. The signatures indicate a parent/guardian saw the Behavior Report, not that he/she agrees with it or the consequence.
- If the Behavior Report isn't returned with a signature the following school day, a second Behavior Report with an after-school detention is issued.
- If there is a concern or question about a Behavior Report, contact the teacher who issued it or Ms. Donner for yard / Instructional Assistant concerns.
- If the consequence isn't served when assigned, it automatically doubles. If it still isn't served, the student may be suspended for defiance. **This includes Behavior Reports that are disputed if they are found to be valid.**

Violations of the Behavior Expectations include but are not limited to the following actions and general consequences.

MINOR MISBEHAVIOR examples – Warning/Detention

- Late arrival – less than 30 minutes
- Interfering with games and activities
- Dress Code / Inappropriate item
- Rough play
- Inappropriate language
- Electronic devices
- In Unauthorized areas
- Littering, gum chewing, spitting on ground
- Inappropriate displays of affection

SERIOUS/SEVERE MISBEHAVIOR examples – Detention/Suspension/ Expulsion

- Cutting class or school
- Roughhousing, tripping, pushing, etc.
- Inappropriate language (directed, flagrant)
- Throwing food or other objects
- Classroom disturbance
- Inappropriate consensual physical contact
- Copying, cheating, plagiarism, and forgery
- Disrespect/mistreatment of student
- Bullying
- Contributing to/bystander to any threats, violence, harassment
- Threats/intimidation
- Disrespect/defiance of an adult
- Fighting or any threat or agreement to fight
- Sexual harassment
- Name calling/teasing/harassment/cyber-harassment
- Vandalism
- Tobacco
- Stealing, extortion
- Weapons – possession of such an item (guns of any sort, including fake guns or air and paint; knives or other sharp objects without approved purpose.)
- Dangerous items – firecrackers, poppers, etc.
- Drugs/Alcohol – possession, providing, use,
- Under influence

Immediate Actions and Consequences include but are not limited to:

- Warning/Student Conference
- Parent Contact – telephone or conference
- School Service (usually cleanup)
- Time out/immediate removal from class/activity
- Morning or noon detention
- After school detention
- Loss of privileges
- Suspension; on campus or out of school

Not all minor misbehavior such as littering, rough play, or gum chewing is documented with a Behavior Report.

However, if this kind of minor misbehavior continues or adds up, a Behavior Report and detention will be issued.

Behavior on the Yard:

Students are reminded that appropriate behavior is expected on the yard as well as in the classroom. Warnings/referrals are given at the discretion of the yard supervisors and are based on the following rules:

- Unsafe Behavior
- Mistreating Others
- Property Misuse
- Rude/Disrespectful
- Unauthorized Area
- Disruptive
- Path/Dugout Rules
- Tardy from Recess
- Food/Backpack in Unauthorized Area
- Snack Shack Rules
- Trash
- Rough Play
- Physical Contact
- Foul Language
- Table Hopping
- Throwing Food
- Other

Incremental Consequences:

- 1st Infraction: orange warning ticket
- 2nd infraction: pink referral to inform parents
- 3rd infraction: pink referral & sent to principal (possible detention, extra trash pick up, loss of recess)
- 4th infraction: pink referral & sent to principal, call home, additional consequences.

IMPORTANT - Multiple behavior violations, whether on the yard, in the classroom or connected with a school activity, within a trimester or the year also lead to additional steps to emphasize the need to improve behavior.

Severe behavior (such as defiance) will not result in additional warnings, but will be treated as a 3rd or 4th infraction.

DISCIPLINE LEVELS

The following guidelines and Discipline Levels will affect only a very small number of students in our school. Our

students as a whole are very respectful and responsible, easily meeting Behavior Expectations. However, some students need to know exactly what is expected, where the line is, and what will happen if they cross the line. Without those clear guidelines and consequences, misbehaviors seem to go on and on with little regard for others. Violations/infractions accumulate, leading to greater or additional consequences and the loss of privileges.

The number of infractions a student accumulates determines his/her Discipline Level. This Discipline Level determines a student’s school privileges and eligibility for activities. Additional consequences or restrictions may occur at any level – based on Principal’s discretion.

DISCIPLINE LEVEL	INFRACTIONS PER TRIMESTER	PRIVILEGE STATUS
Level 1	0-2 Detentions / equivalent	Full privileges
Level 2	3-5 Detentions/equivalent Or 1-2 days Suspension	Lose opportunity for BEST luncheon participation.
Level 3	6+ Detentions/equivalent or 3 days Suspensions	Lose all extra-curricular privileges: Athletics, Drama Production, fieldtrips, dances, events, etc.
Level 4	3+days Suspensions	Lose all privileges. Behavior contract.

GROUNDS FOR SUSPENSION OR EXPULSION

No student shall be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance. A student may be suspended or recommended for expulsion for acts that violate Education Code 48900 which are enumerated below related to school activity or attendance. As indicated above, **these grounds for suspension are in effect during school or a school activity, or while going to or from school or any school activity.**

CA Ed Code Grounds for Suspension or Expulsion....

1. Cause or attempt to cause /threaten physical injury to another person
2. Fighting, intimidation or harassment*
3. Possess, use, sell, furnish, or be under the influence of a controlled substance, alcoholic beverage or intoxicant or drug paraphernalia such as a pipe.

4. Possess, sell or furnish firearms, knives (including air or paint guns and pocket knives), weapons, explosives (including firecrackers, smokebombs, poppers, etc.) or dangerous objects.
5. Commit robbery or extortion.
6. Cause or attempt to cause damage to private or school property (including graffiti)
7. Steal or attempt to steal private or school property
8. Possess, provide or use tobacco.
9. Commit an obscene act or engage in habitual profanity / vulgarity.
10. Offer, arrange or negotiate to sell, or possess any drug paraphernalia.
11. Disrupt school activities/willfully defy school personnel in the performance of their duties.
12. Knowingly receive stolen school or private property.
13. Infraction of bus rules and regulations
14. Bullying/Sexual harassment / intimidation*
15. Electronic bullying
16. Intimidation of a witness
17. Pulling the fire alarm or dialing 911 in a non-emergency.
18. Forgery of adult signature

HELP STOP HARASSMENT– Students who witness or who are intimidated or harassed by another student should report the incident to a teacher, the Principal, parent, or other adult as soon as possible. The Principal and other staff will be able to support and resolve the situation without acknowledging who/how it was reported. If students are reluctant to report incidents, parents should report it to the school office themselves.

STUDENT COMMUNITY SERVICE

Piner-Olivet Charter School curriculum contains a commitment to assist students in becoming socially aware of their community and in finding their places within it. Recognizing that valuable learning takes place when people become involved in working toward the benefit of others, POCS has a requirement that each student complete community service for promotion and participation in activities.

REQUIREMENTS

1. 25 hours minimum per year
2. Must be done for a non-profit or community organization – See below.
3. Prior approval for service other than those at POCS or announced in the bulletin
4. Give POCS Community Service Letter with requirement and contact information to Community Organization where you are volunteering

5. Community Service Log must have **STUDENT NAME**, be filled in completely, have supervisors' signatures, and be turned in by student to be counted. **MUST BE FILLED OUT IN PEN! PENCIL WILL NOT BE ACCEPTED.**

A few notes. . .

- Supervisor signature needed for each time entry
- All activities must be recorded and turned in with supervisor's signature, even if there was a sign-in sheet or you think POCS staff knew you did it.
- POCS staff members give final approval for what does or does not meet these requirements.
- It won't be counted unless you fill in the log, get signatures, and turn it in with your name!
- School jobs, i.e. - TA, snack shack, only count if they take away from your own time **and they are reported.**

WAYS TO COMPLETE STUDENT COMMUNITY SERVICE HOURS

1. Volunteer for a non-profit or community organization or at a community facility:
Examples - Youth groups, community support groups, churches, schools, animal shelters, etc.
2. Volunteer at the Charter School: Saturday workdays, volunteer or apply for various jobs at POCS that can be done on your own time.
4. Volunteer at Jack London Elementary: Teacher Assistant or library helper after school on Wednesdays, volunteer for one of the Family events when requested
5. Volunteer to help in elementary after-school program
6. Volunteer as a Teacher Assistant as one of your enrichment classes.
7. Organize a special project for an organization or your community: clothing or food drive, park clean-up, beach clean-up (prior approval required)
8. Listen to the bulletin for other opportunities
9. Check out the website of Volunteer Center of Sonoma County at www.volunteernow.org. You can also contact them for more information – 573-3399.

Community Service DOES NOT INCLUDE: helping a neighbor, friend or relative; babysitting for free; reading with a younger brother or sister; working for a business without pay.

Community Service hours are a requirement for promotion to the next grade, graduation, and participation in end of year activities at POCS.

KEEPING TRACK OF YOUR COMMUNITY SERVICE HOURS...Easy as 1, 2, 3!

- 1) Complete Community Service Approval on the back of a separate contract and get staff approval.
- 2) Do your Community Service hours, record information about what you did, and get a signature of the person in charge.
- 3) Turn in the log at the office when the activity is completed or near the end of the trimester.

Suggested Timeline For Completing Hours by the Due Date (Last Monday in April):

5 hours complete by Student Led Conferences
10 hours complete by January 15
20 hours complete by March 30
25 hours complete by the last Monday in April

NOTES: